



4. **ADMINISTRATION POLICIES**
4.2 **ADMINISTRATION**
4.2.6 **Freedom of Information**

Objectives

The Shire of Manjimup will provide a general right of access to documents and records of the Shire in accordance with the provisions of the Freedom of Information Act 1992, the Local Government Act 1995 Section 5.94 and Local Government (Administration) Regulations 1996 and the guidelines in this policy.

Policy Measures

1. The Director Business is delegated the role of “Decision Maker” and is hereby authorised to make decisions regarding access to information.
2. The Senior Administration and Properties Officer is delegated the role of “Freedom of Information Coordinator”.
3. The Chief Executive Officer is delegated as the “Internal Review Officer” appointed to review an application should the applicant be dissatisfied with the results of their application.
4. Procedures for determining access, exemptions, personal information review and the preparation of information statements shall be in accordance with the Freedom of Information Implementation Guidelines prepared by the Office of the Information Commissioner, Perth.
5. Fees and charges shall be applied as applicable under the Freedom of Information Act and as published in the Government Gazette from time to time.

Adoption and Date Due for Revision

ADOPTED 25 JULY 2002
REVIEWED 7 AUGUST 2008
REVIEWED 7 May 2015
REVIEWED 24 OCTOBER 2019

NEXT DUE FOR REVIEW OCTOBER 2023

The Administration of this Policy is by the Business Directorate.