



## FREEDOM OF INFORMATION POLICY

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<b>Policy Owner:</b>	Governance
<b>Distribution:</b>	All Employees
<b>Person Responsible:</b>	CEO
<b>Date of Approval:</b>	21 October 2015
<b>File Reference:</b>	FOI

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**Objective** This Policy is designed to provide guidelines for staff regarding Freedom of Information Requests.

- To assist the public to obtain access to documents and records held by the Shire of Dowerin.
- To allow documents to be obtained promptly (and at the lowest reasonable cost) unless they are “exempt” within the provisions of the Act.

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<b>Policy</b>	<b>Statement</b>
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The Shire of Dowerin 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 and the guidelines of this Policy.

### **Guidelines**

- The Shire of Dowerin Chief Executive Officer delegates the role of “FOI Coordinator” for the Shire to staff member(s) who are to be suitably trained with respect to FOI Coordinator responsibilities. The staff member(s) are hereby given delegated authority to perform that function within the requirements of the Act.
- The Shire of Dowerin Chief Executive Officer assume the role of “Decision Maker” and is hereby authorised to make decisions regarding access to information.
- The Chief Executive Officer is appointed to review an application should the applicant be dissatisfied with the results of their application.
- 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.