

ADMINISTRATION POLICIES



Access to Information held by Council

1.0 Objective

The objective of this policy is to describe Council's principles regarding public access to information and to facilitate the processing of requests for such access. This policy is to be read in conjunction with the Access to Information Guidelines.

2.0 Principles

Walcha Council is committed to the following principles regarding public access to documents and information:

- ❖ Open and transparent government,
- ❖ Consideration of the public interest in relation to access requests and
- ❖ Respect for the privacy of individuals.

3.0 Implementation

- ❖ The 'Access to Information Guidelines' document associated with this policy identifies the documents and types of information that are available for public access and any restrictions that may apply.
- ❖ Council will assess all requests for access to documents and information in a timely manner and in accordance with the 'Access to Information Guidelines' and relevant legislation.
- ❖ Depending upon the nature of the request and the form of access requested charges may be applied in accordance with Council's Schedule of Fees and Charges and relevant legislation.
- ❖ Council will assess requests for access to information with reference to:
 - Section 12 of the Local Government Act 1993,
 - The Privacy and Personal Information Protection Act 1998,
 - The Freedom of Information Act 1989,
 - The Environmental Protection & Assessment Act 1979, and
 - The Health Records and Information Privacy Act 2002.

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