



4. ADMINISTRATION POLICIES

4.2 ADMINISTRATION

4.2.6 Freedom of Information

The Shire of Manjimup will provide a general right of access to documents and records of Council 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.

Guidelines

1. Council's Director Statutory Services is delegated the role of "Decision Maker" and is hereby authorised to make decisions regarding access to information.
2. Council's Senior Administration and Properties Officer is delegated the role of "FOI Coordinator".
3. Council's 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.

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.

4. The Council shall apply fees and charges applicable under the Act and as published in the Government Gazette from time to time.

**REVIEWED AND ADOPTED 25 JULY 2002
REVIEWED AND MODIFIED 7 AUGUST 2008**

NEXT DUE FOR REVIEW AUGUST 2012

**The Administration of this Policy is by the Statutory Services
directorate.**