

**Administration Policy
3.2
Freedom of Information**

Purpose

To ensure that appropriate application of the statutory responsibilities of the Shire of Northampton are consistently applied.

Policy Measures

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

Guidelines

1. The Shire of Northampton's Manager Corporate Services is delegated the roles of "FOI Coordinator and Decision Maker" and is hereby authorised to make decisions regarding access to information.
2. The Shire of Northampton'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.

The Shire of Northampton shall apply fees and charges applicable under the *Freedom of Information Act 1992* and as published in the Government Gazette from time to time.

Administration

This policy will be administered by Office of the CEO.

Adoption and Date Due for Revision

**ADOPTED 20 JUNE 2024
REVIEWED N/A
NEXT DUE FOR REVIEW 20 JUNE 2029**

The Administration of this Policy is by Office of CEO.