

Policy number	Policy 010
Policy title	Information Disclosure
Strategic outcomes supported	CL3: Accountability and Good Governance

Policy objective:

To support individuals right to request a document from the Town.

The Town can provide advice to individuals on how to manage requests for documents including when to release documents directly and when to advise individuals to make a Freedom of Information request to the Towns Record team.

Policy scope:

This Policy applies to all employees and Elected Members of the Town of Victoria Park.

Policy definitions:

Exempt information means information that provided for in Schedule 1 of the *Freedom of Information Act 1992* as exempt matter.

Policy statement:

1. The Town of Victoria Park acknowledges the importance of timely access to information for all residents and ratepayers in ensuring that the community is informed of issues and the Town is operating in an open and accountable way.
2. This policy does not affect the Town's obligations (including under the *Freedom of Information Act 1992* and the *Local Government Act 1995*) for keeping certain information confidential.
3. The Town will comply with the provision of section 5.96A of the *Local Government Act 1995* in relation to information that is to be published on the Town's official website.
4. Where a request is made to inspect information provided for in section 5.94 of the *Local Government Act 1995*, the Town will comply with the request as soon as is practicable.
5. The Town will facilitate the administrative release of information outside of the freedom of information process where it is considered appropriate and at no cost to the applicant.
6. If administrative release in accordance with clause 5 of this Policy is not considered appropriate, the applicant will be advised:
 - a. That the information requested is not suitable for administrative release and an explanation as to the reasons why; and
 - b. Options for the applicant's next steps, including information in relation to lodging a freedom of information request.

7. Where information that is requested for release is *exempt information*, a Freedom of Information application will need to be submitted to consider the release of that information under the provisions of the *Freedom of Information Act 1992*.

Related documents

Local Government Act 1995

Freedom of Information Act 1992

State Records Act 2000

Responsible officers	Manager Technology and Digital Strategy
Policy manager	Chief Financial Officer
Approval authority	Council
Next evaluation date	<i>This will be set by Governance</i>

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted		Council		