



Freedom of Information Policy

Policy Owner Governance and Corporate Accountability

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Please check Council's Intranet to ensure this is the latest Revision

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Purpose

This Policy sets out Council's commitment to our obligations under the *Freedom of Information Act 1982 (VIC)*.

Scope

This policy applies to all staff, Councillors, contractors and volunteers of Council. People acting on Council's behalf are subject to the requirements of the *Freedom of Information Act 1982 (the Act)* and are expected to comply with both the Act and this policy in respect of Freedom of Information (FOI) requests.

Policy

Council is an 'agency' under the Act and is responsible for processing all FOI requests in accordance with the Act. All Council staff, Councillors, contractors and volunteers of Council will diligently and within the required timeframes, fulfil our obligations under the Act.

1. FOI allows individuals to see what information government holds about them, and to seek correction of that information if they consider it wrong or misleading.
2. FOI enhances the transparency of policy making, administrative decision making and government service delivery.
3. A community that is better informed can participate more effectively in the nation's democratic processes.
4. Information gathered by government at public expense is a national resource and should be available more widely to the public

The Act promotes government accountability and transparency by providing a legal framework for individuals to request access to government documents. This includes documents containing personal or other information, such as information about policy-making, administrative decision-making and government service delivery. Individuals can also request that ministers or agencies amend or annotate any information held about them.

Council's FOI process is provided on its website

<https://www.mitchellshire.vic.gov.au/council/your-council/freedom-of-information>

including information about fees and charges and our Part II Statement. Part II of the Act requires all agencies to annually publish a statement setting out the particulars of the agency, and listing all documents that are either produced by or in possession of the agency.

The purpose of this Part II Statement is to:

- make the community aware of the existence of documents held by Mitchell Shire Council;
- provide the community with the information needed to identify specific documents of interest; and
- provide details of how to apply for access to said documents.

Definitions

Agency means a department, council or a prescribed authority.

Responsibilities

Governance and Corporate Accountability is responsible for maintaining this Policy.

Related Documents

- *Freedom of Information Act 1982*
- *Freedom of Information (OVIC) Act 2017*
- *Freedom of Information (Access Charges) Regulations 2014*
- *Freedom of Information Regulations 2009*
- *Public Records Act 1973*
- *Privacy and Data Protection Act 2014*
- *Local Government Act 1989*