

POLICY NO: 4.1.4

FREEDOM OF INFORMATION REQUESTS

OBJECTIVES

To provide information to the public free of charge where possible while maintaining the privacy of third parties in accordance with the Freedom of Information Act.

POLICY STATEMENT

Upon receiving a Freedom of Information request the City's Freedom of Information Co-ordinator or Chief Executive Officer or his nominee will determine the status of the request in accordance with the provisions of the Freedom of Information Act.

If the determination is such that the information can be provided:

1. with less than one hour of officer time; and
2. unedited or edited to the extent that identification of a third party is protected;

then the fee, as prescribed by the Council, will be waived.

If the applicant is not satisfied with this outcome then they will be required to lodge a formal Freedom of Information request and pay the appropriate fee in accordance with the Act.

Date Adopted:	14 April 1998
Date Amended:	22 July 2003
Date Reviewed:	22 July 2003, 22 April 2008, April 2018
Date of Next Review:	April 2023