



ACCESS TO INFORMATION POLICY

POLICY GOAL	5	To ensure leadership and effective, efficient accountable management
POLICY SUB GROUP	5.3	Corporate Management
VERSION	3	
DATE ADOPTED	17 October 2017	
PLANNED REVIEW DATE	September 2021	



Objectives

To provide a consistent, open and transparent means of providing timely access to information that is held by Kempsey Shire Council taking into account the privacy rights of individuals and the constraints and obligations prescribed by applicable legislation.

Policy

- 1 Council will routinely and proactively release information and all required information will be published on Council's website free of charge.
- 2 Public inspection of Council documents will be free of charge where permitted by legislation or at the lowest reasonable cost.
- 3 In limited circumstances access to information will require a formal access application.
- 4 Access to information will be provided according to the attached procedures taking into account Council's obligations under the Government Information (Public Access) Act 2009, Privacy and Personal Information Protection Act 1998 and other relevant legislation.
- 5 If copies of documents are required a photocopying fee as determined in Council's adopted fees and charges schedule will apply.

Policy implementation procedures, guidelines and documents

Reference No.	Title
5.3.1	GIPA Act Guidelines
5.3.2	GIPA Act Publication Guide
5.3.3	Privacy Management Plan
5.3.4	Health Records and Information Privacy

Related Kempsey Shire Council policies

Policy No.	Title
-------------------	--------------