

# Central Tablelands *Water*



## Access to Information Policy

<b>Policy Title:</b>	Access to Information	
<b>Responsible Officer:</b>	Director Finance and Corporate Services	
<b>Adopted:</b>	Date: 12.10.2016	Minute Number: 16/079
<b>Last Reviewed:</b>	Date: May 2016	
<b>Version Number:</b>	v1	

# Access to Information Policy

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## 1 Objective

The objective of this policy is to set out Council's principles regarding public access to Information and to facilitate the processing of requests for such access. This policy is to be read in conjunction with the Access to Information Guidelines.

## 2 Principles

Central Tablelands Water is committed to the following principles regarding public access to documents and information:

- Open and transparent government
- Consideration of the overriding public interest in relation to access requests
- Proactive disclosure and dissemination of information
- Respect for the privacy of individuals

## 3 Implementation

Council publishes for inspection, documents listed under Schedule 5 of the Government Information (Public Access) Act held by it, unless there is an overriding public interest not to do so. Council will keep a record of all open access information that is not published because of an overriding public interest against disclosure.

Council also publishes specific open access information on our website, and will facilitate public access through other appropriate mediums. Requests for hard copy information will be provided free of charge, unless to do so would impose unreasonable additional costs on Council.

Council also make other general information relating to Council activities publicly available through media releases and on the internet.

The 'Access to Information Guidelines' document associated with this policy identifies the documents and types of information that are available for public access including any restrictions that may apply.

Depending upon the nature of the request and the form of access requested, charges may be applied in accordance with Council's Schedule of Fees and Charges and relevant legislation.

Council will assess requests for access to information with reference to:

- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment (EPA) Act 1979
- Water Management Act 2000

#### **4 Variation**

- Council reserves the right to review, vary and revoke this policy.