

POLICY GROUP	1	Organisational governance
POLICY SUB GROUP	1.4	Information management
VERSION	1	
DATE ADOPTED	13 November 2007	
RESPONSIBLE DIRECTORATE	Community and relationships	
RESPONSIBLE MANAGER	Corporate planner	
PLANNED REVIEW DATE	June 2010	

Objectives

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

Bega Valley Shire Council (BVSC) policy

- Public inspection of Council documents will be free of charge where permitted by legislation.
- Access to information will be provided according to the attached procedures, taking into account Council's obligations under the Freedom of Information Act 1989, the Privacy Act 1998 and other relevant legislation.

Policy implementation procedures, guidelines and documents

Reference No.	Title
1.4.4 (a)	Information access guidelines and procedures (Including Privacy Management Plan)
1.4.4 (b)	FOI application form
1.4.4 (c)	FOI application for amendment of personnel records
1.4.4 (d)	FOI privacy complaint – internal review application form
1.4.4 (e)	Application for review of determination form
1.4.4 (f)	Copyright consent declaration form
1.4.4 (g)	Information exemptions matrix

Related BVSC policies

Policy No.	Title
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