

Council Policy

Council Policy Name: Freedom of Information Policy
Responsible Directorate: Corporate Strategy and Performance **Version:** ADOPTED

1. PURPOSE

- 1.1. This policy outlines the City of Busselton’s commitment to transparency and accountability by providing the public with access to documents in accordance with the *Freedom of Information Act 1992* (WA).

2. SCOPE

- 2.1. This Policy applies to all documents held by the City.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled “Freedom of Information”

4. STRATEGIC CONTEXT

Strategic Theme	Objective
LEADERSHIP	16: Provide effective governance and organisational leadership.

5. POLICY STATEMENT

- 5.1. The City of Busselton supports open government and the public’s right to access information. The City will:
- Make documents available outside the FOI process where appropriate.
 - Assist applicants in making FOI requests.
 - Respond to FOI applications promptly and fairly.
 - Protect personal and sensitive information in accordance with relevant legislation.
- 5.2. The *Freedom of Information Act 1992* (WA) governs the City’s obligations in responding to requests for access to documents held by the City.
- 5.3. This Policy should be read in conjunction with the City’s Information Statement which is reviewed annually in accordance with the *Freedom of Information Act 1992* (WA).

6. RELATED DOCUMENTATION / LEGISLATION

- Freedom of Information Act 1992*
- City of Busselton Information Statement

7. REVIEW DETAILS

Review Frequency	3 yearly
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Council Adoption	DATE	13 August 2025	Resolution #	C2508/225
Previous Adoption	DATE	N/A	Resolution #	N/A