Freedom of Information Statement

2019 - 2020
INTRODUCTION

The Freedom of Information Act 1992 (WA) gives the public a right to access Western Australian government documents, subject to some limitations. The Department of Local Government, Sport and Cultural Industries take its obligations under the Act seriously and is committed to complying with the aims of the Act.

The aims of the Freedom of Information Act 1992 (WA) are to:

• enable the public to participate more effectively in governing the State, and
• make the persons and bodies that are responsible for State and local government more accountable to the public.

They are to be achieved by:

• creating a general right of access to State and local government documents
• providing means to ensure that personal information held by State and local governments is accurate, complete, up to date and not misleading, and
• requiring certain documents concerning State and local government operations be made available to the public.

This document has been prepared for the Shire of Lake Grace to satisfy Part 5 of the Freedom of Information Act 1992, and is correct as at June 2019. Copies of this document may be obtained from:

The FOI Coordinator
Shire of Lake Grace
1 Bishop Street
LAKE GRACE WA 6353

Telephone (08) 9890 2500
Fax (08) 9890 2599
Email: shire@lakegrace.wa.gov.au

Further information can be provided, Monday to Friday between the hours 8:30am – 4:00pm or on the Shire’s website www.lakegrace.wa.gov.au
THE SHIRE OF LAKE GRACE STRATEGIC COMMUNITY PLAN 2017-2027

VISION
“A safe, inclusive and growing community embracing opportunity”

ASPIRATIONAL STATEMENT
Our Aspirations:
• rich in spirit;
• surrounded by nature; and
• valuing our heritage

1. Economic Objective
A prosperous agricultural based economy, supporting diversification of industry

Economic Aspirations and Opportunities
The Shire of Lake Grace community recognise it is vital for the agricultural industry, as the primary economic driver for the district, to continue to be supported for economic stability and growth. Opportunities for small business development and industry diversification were identified by the community, with a desire to see further development.

Development and strong support for the current infrastructure within the district is viewed as essential to ensure continued economic prosperity, in particular the road network which at times comes under considerable pressure due to flooding and seasonal heavy traffic volumes.

2. Environment Objective
Protect and enhance our natural and built environment

Environment Aspirations and Opportunities
The community aspires to protect and preserve the nature reserves and further develop walking trails, parks and gardens and recreation facilities. The challenge of extreme weather (such as flooding) was identified as an area for improvement with potential to investigate flood mitigation opportunities. Combating invasive weeds (such as caltrop) and pests (including mosquitoes) was highlighted as a high priority by the community.

Opportunities to promote the natural and built environment and attract an increased number of visitors to the district have been identified with the community eager to support tourism development.

3. Social Objective
A valued, healthy and inclusive community and life-style
Social Aspirations and Opportunities
There was a wish to see more community events organised during the year, and a need for a large annual event in the district. The health and education services currently provided in the district are viewed as very important and to be retained and developed further. In particular, aged health services were identified for potential development.

The strong community spirit and safe environment were identified as precious and to be protected, with potential to increase engagement and integration between all towns in the district.

4. Leadership Objective
*Strong governance and leadership, demonstrating fair and equitable community values*

Civic Leadership Aspirations and Opportunities
Continuing to build an efficient, effective organisation with strong communication is clearly a community and Council aspiration. The community wants the Shire to continue to advocate for increased services and infrastructure on its behalf.

COUNCIL ORGANISATION STRUCTURE
The current Council decision making body consists of 9 Councillors, including the Shire President who is elected by the Council. Council meets on the third Wednesday of the months February to December. A meeting in the month of January will only be held when it is called under provisions of Section 5.4 of the Local Government Act 1995.
Minutes of meetings are available at the Shire offices, town libraries and the shire’s website [www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au).
COUNCIL AND COMMITTEE MEETINGS

Council Meetings
Council Meetings afford members of the public the opportunity to ask Elected Members and staff questions about Shire matters generally.

Committees of Council
The Shire of Lake Grace has committees and working groups that meet on a regular or semi-regular basis to oversee operations and make recommendations to the Council in their specific areas of responsibility. Council advertises for community member vacancies on Council Committees when required. A full list of Council’s committees can be accessed on the Shire’s website http://lake grace.wa.gov.au

Council Committees include:

- Audit Committee
- Bushfire Advisory Committee
- Lake Grace Library and Community Resource Centre Management Committee
- Lake Grace Sports Pavilion Redevelopment Committee
- Local Emergency Management Committee
- Newdegate Library and Community Resource Centre Management Committee
- Newdegate Swimming Pool Management Committee

Other Committees:
- Integrated Planning Asset Management Advisory Group
- Occupational Health & Safety Committee

DELEGATIONS
The Chief Executive Officer and other officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters which are subject to ongoing development. These delegations are detailed in the Delegations Register and are reviewed annually by Council.

The Local Government Act 1995 and associated Regulations requires Council to:

- determine policies to be applied by Council in exercising its discretionary powers;
- determine the type, range and scope of projects to be undertaken by the Shire;
- develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Shire.

In keeping with the legislative requirement, Council determines the strategic direction of the Shire, including the development of key policies and the allocation of resources to works and services. Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.
LEGISLATION ADMINISTERED

The Shire of Lake Grace functions under, the *Local Government Act 1995*. The Shire of Lake Grace is wholly or partly responsible for administering the following Legislations and Regulations:

- Animal Welfare Act 2003
- Building Act 2011
- Building Regulations 2012
- Bush Fires Act 1954
- Bush Fire Regulations 1954
- Caravan Parks and Camping Grounds Act 1995
- Caravan Parks and Camping Grounds Regulations 1997
- Cat Act 2011
- Cat Regulations 2012
- Cemeteries Act 1986
- Control of Vehicles (Off Road Areas) Act 1978
- Control of Vehicles (Off Road Areas) Regulations 1979
- Disability Services Act 1993
- Dog Act 1976
- Dog Regulations 1976
- Dog (Restricted Breeds) Regulations 2002
- Environmental Protection (Noise) Regulations 1997
- Equal Opportunity Act 1984
- Explosives and Dangerous Goods Act 1961
- Freedom of Information Act 1992
- Freedom of Information Regulations 1993
- Food Act 2008
- Food Regulations 2009
- Hairdressing Establishment Regulations 1972
- Health Act 1911
- Health (Air Handling & Water Systems) Regulations 1994
- Health (Aquatic Facilities) Regulations 2007
- Health (Asbestos) Regulations 1992
- Health Act (Carbon Monoxide) Regulations 1975
- Health (Cloth Materials) Regulations 1985
- Health (Garden Soil) Regulations 1998
- Health Act (Laundries & Bathrooms) Regulations
- Health Act (Miscellaneous Provisions) Act 1911
- Health (Pesticides) Regulations 2011
- Health (Poultry Manure) Regulations 2001
- Health (Public Buildings) Regulations 1992
- Health (Skin Penetration Procedure) Regulations 1998
- Health (Temporary Sanitary Conveniences) Regulations 1997
- Health (Treatment of Sewage & Disposal of Effluent & Liquid Waste) Regulations 1974
Heritage of Western Australia Act 1990
Land Administration Act 1997
Litter Act 1979
Litter Regulations 1981
Liquor Licensing Act 1988
Local Government Act 1995
Local Government (Administration) Regulations 1996
Local Government (Audit) Regulations 1996
Local Government (Constitution) Regulations 1998
Local Government (Building Surveyors) Regulations 2008
Local Government (Elections) Regulations 1997
Local Government (Financial Management) Regulations 1996
Local Government (Functions & General) Regulations 1996
Local Government (Miscellaneous Provisions) Act 1960
Local Government (Rules of Conduct) Regulations 2007
Local Government (Uniform Local Provision) Regulations 1996
Local Government Grants Act 1978
Main Roads Act 1930
Navigable Water Regulations 1958
Parks & Reserves Act 1895
Planning & Development Act 2005
Planning & Development (Consequential & Transitional) Act 2005
Planning & Development Regulations 2009
Planning & Development (Consequential) Regulations 2006
Planning & Development (Transitional) Regulations 2006
Rates & Charges (Rebate & Deferments) Act 1992
Residential Design Codes of WA 2002
Sewerage, Lighting, Ventilation & Construction Regulations 1971
Strata Titles Act 1985
Town Planning Regulation 1967
Valuation of Land Act 1978

The Shire of Lake Grace is wholly responsible for administering the following Shire of Lake Grace Local Laws:

- Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
- Animals Environment Nuisance Local Law
- Bushfire Brigade Local Law
- Dogs Local Law
- Extractive Industries Local Law
- Fencing Local Laws
- Health Local Laws
- Lake Grace Newdegate Lake King and Varley Public Cemeteries Local Law
- Local Government Property Local Laws
- Standing Orders Local Law
- Local Planning Scheme No. 4
SERVICES TO THE COMMUNITY

The Shire of Lake Grace is responsible for providing good governance, including legislative and executive functions. The services are provided to maintain a pleasant and safe environment for its residents and ratepayers by:

The activities and functions of the Shire are described as follows:

<table>
<thead>
<tr>
<th>Animal Control</th>
<th>Parks and Reserves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development and Building Control</td>
<td>Pest Control</td>
</tr>
<tr>
<td>Bus Shelters</td>
<td>Playground Equipment</td>
</tr>
<tr>
<td>Cemeteries</td>
<td>Public Seating &amp; Public Toilets</td>
</tr>
<tr>
<td>Citizenship Ceremonies</td>
<td>Recreational/Sporting Facilities</td>
</tr>
<tr>
<td>Community Development</td>
<td>Refuse Sites &amp; Waste Management</td>
</tr>
<tr>
<td>Community Halls and Centres</td>
<td>Roads/Kerbing</td>
</tr>
<tr>
<td>Community Information Service</td>
<td>Seniors Program</td>
</tr>
<tr>
<td>Community Support Program</td>
<td>Parking Bays/Street Closures</td>
</tr>
<tr>
<td>Development and Building Control</td>
<td>Street Lighting</td>
</tr>
<tr>
<td>Dual Use Paths</td>
<td>Stormwater Drainage</td>
</tr>
<tr>
<td>Environmental Health Matters</td>
<td>Street Sweeping</td>
</tr>
<tr>
<td>Extractive Industries Control</td>
<td>Street Tree Planting</td>
</tr>
<tr>
<td>Fire Prevention</td>
<td>Tourism</td>
</tr>
<tr>
<td>Footpaths</td>
<td>Town Planning</td>
</tr>
<tr>
<td>Grants and Subsidies</td>
<td>Traffic Control Devices</td>
</tr>
<tr>
<td>Medical Centres</td>
<td>Youth Program</td>
</tr>
</tbody>
</table>

PUBLIC PARTICIPATION

Members of the public have a number of opportunities to put forward their views on particular issues before Council. These are:

Deputations - a member of the public can apply to address Council personally or on behalf of a group of residents. The application must be in writing addressed to
the Chief Executive Officer. The Presiding person then may approve the request or refer the request to the Council/Committee for approval.

**Presentations** - with prior notification and approval by the Chief Executive Officer, members of the public can address Council on any matter on the Council Meeting Agenda.

**Residents** are notified of some Development Applications requiring the approval of Council. When an application is publicly notified, residents can write to Council expressing their view of the application.

**Petitions** - written petitions can be addressed to Council on any issue within Council's jurisdiction. Petitions are required to be addressed to the Shire President according to *Standing Orders Local Law 2.5*.

**Written Requests**—a member of the public can write to the Shire on any Council policy, activity or service.

**Public Question Time** – Time is made available at every Council Meeting for members of the public to ask questions and have them responded to by Council, unless the question is outside the legislation or deemed unreasonable.

**Elected Members**—members of the public can contact their Elected Members to discuss any issue relevant to Council.

**Notifications/Advertising** – Residents may be notified of issues by advertising in the local newspaper, written notification or an onsite sign. Residents then have the opportunity to write to the Shire expressing their views.

Public correspondence and applications on any matters to be considered by Council must be received at the Shire Office 20 working days prior to the Council Meeting and should be addressed to the Chief Executive Officer.

**COMMUNITY CONSULTATION**

The Shire consults with local residents on particular issues as determined from time to time in accordance with its Community Strategic Plan to ensure all the community’s needs and expectations are met and can be in the form of:

- Public Forums
- Submissions
- Media
- Telephone
- Interviews
- Surveys

Advising the community and stakeholders of issues can take the form of:

- Media releases
- Local Newspaper advertisements
Council publications (including electronic media and website)
Newsletter/direct mail outs
Posters/flyers
Information displays
Public forums

COUNCIL DOCUMENTS

The Shire OF Lake Grace holds records relating to various functions of the Shire as described below:

Integrated Planning and Reporting publications;
   Asset Management Plan
   Corporate Business Plan
   Strategic Community Plan
   Strategic Resource Plan
   Workforce Plan
Council / Committee Agendas and Minutes
Customer Service Charter
Disability Access and Inclusion Plan 2015-2019
Equal Employment Opportunity Management Plan 2017-2020
Local Emergency Management Plan
Local Laws and Local Law Enforcement
Municipal Heritage Inventory
Policy Manual
Recordkeeping & Disaster Recovery Plan
Risk Management
Town Planning Scheme Plan
Waste Management Plan

DOCUMENTS AVAILABLE FOR INSPECTION

The following documents are available for public inspection at the Shire Office, free of charge to ratepayers. Copies of these documents may be purchased and the charges are shown below. Some of these documents are also available on the Shire’s website.

COUNCIL DOCUMENTS AVAILABLE FOR INSPECTION

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Budget</td>
<td>Council Office &amp; Website</td>
</tr>
<tr>
<td>Council / Committee Agendas &amp; Minutes</td>
<td>Council Office &amp; Website</td>
</tr>
<tr>
<td>Customer Charter</td>
<td>Council Office &amp; Website</td>
</tr>
</tbody>
</table>
Customer Service Charter Wastewater Services for Lake Grace Townsite Sewerage Scheme

Disability Access & Inclusion Plan Council Office & Website

Policy Manual Council Office

Freedom of Information Statement Council Office & Website

Integrated Planning and Reporting Strategic Community Plan Council Office & Website
Strategic Resource Plan
Corporate Business Plan
Workforce Plan

Register of Burials Council Office
Register of Gifts and Travel Contributions
Register of Interest (Elected Members)
Register of Tenders

Register of Fees and Charges levied by Council Council Office & Website
Register of Local Laws

Shire of Lake Grace Heritage Building Inventory 2014 Council Office & Website

Other Information Requests
Requests for information, not shown above will be considered in accordance with the Freedom of Information Act provisions. Under this legislation, applications must be submitted in written form and will be subject to an application fee where applicable unless the applicant is granted an exemption.

Should the application require copies of any documents inspected pursuant to a Freedom of Information request, the charges will apply. It should be noted that some documents are for viewing only and cannot be copied as such copy would breach the Copyright Act 1968.

FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS
Refer: Appendix 1 Flowchart - Dealing with an FOI application

FOI Operations Obtaining Documents outside of Freedom of Information
Where possible the Shire of Lake Grace will release documents outside of the Freedom of Information process. However, at times some documents can only be obtained under Freedom of Information.

Documents may comprise any written material, plans, drawings, photographs, tape recordings, films, and videotapes.
APPLICATIONS

Valid Access Application
Under the Freedom Of Information Act section 12 requirements for a valid Freedom of Information Access Applications must:

- be in writing
- give enough information so that the documents requested can be identified (be as specific as possible; include dates or date ranges; include keywords; include as much details as possible to identify the requested documents)
- give an Australian address to which notices can be sent preferably including a contact telephone number, email address, fax number
- be lodged with the Shire of Lake Grace, and
- be accompanied by the application fee of $30 (if one is applicable).

If your application does not comply with the requirements of section 12 the Shire of Lake Grace has to take reasonable steps to help you to change your application so that it complies with those requirements (section 11)

If you ask for access to ‘everything’ on a particular subject, the Shire of Lake Grace may ask you to narrow the scope of your application to reduce the work involved in dealing with it. The Shire of Lake Grace is permitted to refuse to deal with your application if dealing with it would divert a substantial and unreasonable portion of its resources away from its other operations

Applications and enquiries should be addressed to:

Freedom of Information Coordinator
Shire of Lake Grace,
PO Box 50, Lake Grace, WA 6353
(08) 9890 2500
or email shire@lakegrace.wa.gov.au

FEES AND CHARGES

Calculating Charges
Applicants are entitled to have access to documents at the lowest reasonable cost (section 4). The Freedom Of Information Act (FOI) and Freedom Of Information Regulations outline the charges the Shire of Lake Grace can impose for dealing with an access application (section 16, regulations 3 and 5 and Schedule 1 to the Regulations).

The fees and charges are as follows:

- Personal information - No fees or charges apply for applications that are limited to personal information about the applicant only.

  Personal Information is defined as any information or opinion, whether true or not, about an individual, whether living or dead, that can identify or reasonably identify that person.

  Applications for Personal Information can only be made by that individual and
not a third party. Certified proof of identity will be required prior to processing an application for Personal Information.

- **Non-personal information - $30**
  
  Documents that are not directly about the applicant are considered to be non-personal information and a $30 application fee is payable. Where documents contain the names of third parties, those parties must be consulted prior to the documents being released.

The Information Commissioner has found that charges may be imposed for:
- consulting with third parties, if necessary;
- examining documents, exercising judgment and making decisions on access;
- deleting exempt matter where appropriate;
- preparing a notice of decision; and
- providing access in the manner required.

The Shire of Lake Grace is not entitled to impose a charge for searching for documents. Although section 16(1) of the FOI Act clearly contemplates that a charge for conducting a routine search may be required to be paid by an applicant, no charge for searching for documents is presently prescribed by the FOI Regulations.

**Charges**

The Shire of Lake Grace may apply charges when processing a Freedom of Information application. All charges are calculated on an hourly (or pro-rata) rate and are discretionary. The following charges may be applicable:

<table>
<thead>
<tr>
<th>Description</th>
<th>No fee and no charges</th>
<th>$30.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal information about the applicant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application fee (for non-personal information)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge for time dealing with the applicant (per hour, or pro rata)</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Access time supervised by staff (per hour, or pro rata)</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Photocopying staff time (per hour, or pro rata)</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Per photocopy A4</td>
<td>$0.20</td>
<td></td>
</tr>
<tr>
<td>Transcribing from tape, film or computer (per hour, or pro rata)</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Duplicating a tape, film or computer information</td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Delivery, packaging and postage</td>
<td>Actual Cost</td>
<td></td>
</tr>
</tbody>
</table>

**Estimate of charges**

In cases where charges are expected to exceed $25, applicants will be provided with an estimate of charges as soon as possible. The Shire of Lake Grace has the right to request a deposit of between 25-75 per cent of the estimate. Where charges are applied, no documents will be released to the applicant until all charges are paid.

There is a 25 per cent reduction in charges for financially disadvantaged applicants or those in receipt of health or social welfare benefits. Proof of evidence will be required.
Deposits
Advance deposit may be required of the estimated charges…………….25%
Further advance deposit may be required to meet the charges for dealing with the
application……………………………………………………………………..75%
For financially disadvantaged applicants or those issued with prescribed pensioner
concession cards, the charge payable is reduced by………………………..25%

Payment Processing
Payment may be made by cash, cheque or electronic transfer. All cheques must be
made out to: Shire of Lake Grace. Online banking details are available on request.

ACCESS ARRANGEMENTS
Access to documents can be granted by way of inspection, a copy of a document, a
copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand
or encoded document from which words can be reproduced.

NOTICE OF DECISION
As soon as possible but in any case, within 45 days the applicant will be provided with
a notice of decision which will include details such as -
• The date which the decision was made
• The name and the designation of the officer who made the decision

If the document is an exempt document the reasons for classifying the matter exempt;
or the fact that access is given to an edited document

Information on the right to review and the procedures to be followed to exercise those
rights as soon as possible, but within 45 days of an application being deemed valid,
applicants will be provided with a Notice of Decision. This notice is designed to enable
the applicant to understand what information was taken into account when making the
decision and will include details such as:

• the date on which the decision was made
• the name and designation of the officer who made the decision
• details of any charges
• information on the right of review and the procedures to be followed to exercise
  those rights, and
• reasons for the type of access allowed or for refusal to documents.

REFUSAL OF ACCESS
Not all documents held by the Shire of Lake Grace will be able to be released with
access being refused on a range of grounds. Applicants who are dissatisfied with a
decision of the agency are entitled to ask for an internal review by the agency.
Application should be made in writing within 30 days of receiving the notice of
decision. These grounds are set out in the Freedom of Information Act. If this is the
case the Notice of Decision will provide the reason for refusal of access.
RIGHT OF REVIEW

Applicants have the right of review if they do not agree with a decision made by the department’s decision maker. In the first instance, Shire of Lake Grace will conduct an internal review. There are no fees or charges for requesting an internal review.

A request for an internal review must be received within 30 days of the receipt of the Notice of Decision and must set out the parts of the decision to be reviewed. An independent decision maker will deal with the application for internal review. The outcome of an internal review may result in a confirmation, variation or reversal of the initial decision under review. Applicants will be advised of the outcome of the review within 15 days.

If the applicant disagrees with the result of the internal review, an applicant can request an external review from the Office of the Information Commissioner on contact details below. There are no fees or charges for requesting an external review.

All review rights and procedures to exercise those rights are set out in the Notice of Decision.

DELIVERY OF DOCUMENTS

Arrangements for access to the documents are negotiable between the Shire of Lake Grace and the applicant. Where a large number of documents are to be released and there is no charge for photocopying, the documents may be provided on a USB drive.

AMENDMENT OF PERSONAL INFORMATION

Applicants have the right to amend personal information held by the DLGC, which the applicant considers incomplete, inaccurate, misleading, or not up to date. Applicants must provide details and, if necessary, documentation to support any claim on the information sought to be amended. In addition, the applicant must indicate how the amendment is to be made, which may include:

- altering information
- striking out or deleting information
- inserting information, or
- inserting a note in relation to the information
AMENDMENT TO SHIRE RECORDS

A member of the public may gain access to Shire documents to seek amendments concerning their personal affairs by making a request under the Local Government Act 1995. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out of date.

To gain access to Shire records, a member of the public must make a written application to the Freedom of Information Coordinator as indicated above outlining the records that Applicant wishes to inspect.

OCM 19/06/2019 Resolution: 13028

Denise Gobbert
CHIEF EXECUTIVE OFFICER
APPENDIX 1 FLOWCHART - DEALING WITH AN FOI APPLICATION

1. Notify applicant of how to obtain access to the requested documents
2. Notify applicant that FOI Act does not apply

Assist applicant to make valid application (section 11(3))

Consider whether the application should be transferred in part or in full to another agency (section 15)

Can the application be dealt with outside the FOI process? [See THINKING OUTSIDE THE BOX for tips]

1. Engage in meaningful dialogue with applicant
2. Seek agreement to suspend dealing with the application pending outcome of discussions
3. If agreed, confirm applicant withdraws application

Is the scope of the application limited to personal information about the applicant only?

No application fee or charges applicable [TIP: Personal information about third parties can be deleted on the basis that it is outside the scope]

Is dealing with the application likely to divert a substantial and unreasonable portion of the agency’s resources away from its other operations?

Advise applicant of reasons for this assessment and take reasonable steps to help applicant change the application to reduce the work needed to deal with it (section 20(1))

Does the agency propose to impose charges?

Notify applicant of estimate of charges and/or requirement to pay deposit (sections 17, 18 & 19) [See CALCULATING CHARGES]
APPENDIX 1 FLOWCHART - DEALING WITH AN FOI APPLICATION

1. Take all reasonable steps to find the requested documents
   - Keep detailed records of inquiries and searches

2. Does the agency propose to refuse access to ALL of the requested documents?
   - Yes: Give the applicant a detailed notice of decision that includes full reasons to justify the decision and review rights (section 30)
   - No: The agency proposes to give access to some or all of the documents

3. Does the agency propose to give access to personal information or business information about third parties in the documents?
   - Yes: Take such steps as are reasonably practicable to obtain the views of third parties under sections 32 & 33. Invite third parties to make submissions about why the information is exempt under clause 3 or 4
   - No: Deal with the application without further reference to third parties

4. Does a third party claim that the documents are exempt under clauses 3 or 4?
   - Yes: Is the agency now persuaded that the third party information is exempt?
   
5. Consider whether exempt information (if any) can be deleted and access given to edited copies of documents (section 24)

6. Give the applicant a detailed notice of decision that includes full reasons to justify the decision and review rights (section 30)

[Ensure you take reasonable steps to establish the identity of the applicant before giving them access to their personal information (section 29)]