



MEDIA RELEASE

FREEDOM OF INFORMATION

The *Freedom of Information Act 1982* (Cth) applies to Norfolk Island government agencies. The application of this legislation means that you have a right to ask for access to documents held by the Norfolk Island Regional Council (NIRC). The types of documents that you can request access to include those containing personal information about you as well as documents which may not be publicly available.

When lodging a Freedom of Information request (FOI) it is important that you submit this in the correct format, and that the request clearly identifies the specific document that is requested. Information on this process is outlined on our website at link <http://www.norfolkisland.gov.nf/policy-and-governance/freedom-information-foi>

Freedom of information requests are processed by an appointed Freedom of Information Officer. The Act outlines the restrictions in relation to requests as well as exemptions that may be applied to documents, and the requirements on both parties – the applicant and the FOI Officer. There are certain things that the FOI Officer cannot do. For instance, if your request is phrased in a way that asks questions without sufficiently identifying the documents or information contained within a document to which access is sought, the FOI Officer will not be a position to process the request. The FOI Officer also cannot generate reports, they cannot create or manipulate information to produce documents that have been requested. The FOI Officers role is only to search and retrieve documents that are already in existence as at the date of your request based on the scope of the FOI request.

If you have any questions about the FOI process you can contact the FOI Officer via Customer Care on email customercare@nirc.gov.nf or free call 0100.

Leanne Webb
MANAGER CUSTOMER SERVICE

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