

# TIMEFRAMES FOR PROCESSING OF APPLICATIONS

## Right to Information and Information Privacy Applications

Council has 25 business days from the date of receipt of a compliant application to process and provide a decision on access to the information requested.

When calculating the 25-business day period the first day is day zero (0). For example, if an application is received on 1st July, the decision would be due on 6th August.

This timeline can be subject to extensions depending on the particular requirements of the application. If Council is required to consult with a third party (i.e. the information belongs to the third party but Council holds the information) a further 10 business days is added to the processing time.

If the third party/ies object to the application then an additional 20 (twenty) business days are added to the processing time.

If an application is outside the scope of the provisions for Right to Information (RTI) or Information Privacy (IP), Council will advise the applicant within 10 business days.

If the application does not meet all the requirements of a valid application, Council will advise the applicant within 15 business days, with an aim to assist the applicant in making a valid application.