

INTERPRETATION

In these Guidelines:

“The Act” means the Access to Information Act, 2002, the Access to Information (Amendment) Act, 2003;

“Exempt matter” means a document which, by virtue of any provisions of the Act, is exempt from disclosure;

“Official Document” means a document held by a public authority in connection with its functions as such, whether or not it was created by that authority or before the commencement of the Act;

“Principal Officer”- means a head of a Public Authority other than a Responsible Minister or a Permanent Secretary;

“Public Authority” means –

- (a) a Ministry, Department, Executive Agency or other Agency of Government;
- (b) a statutory body or authority;
- (c) a Parish Council;
- (d) the Council of the Kingston and St. Andrew Corporation;
- (e) any government company which-
 - i. is wholly owned by the Government or an agency of the Government, or in which the Government holds more than 50% shares; or
 - ii. is specified in an order under section 5 (3) of the Act
- (f) any other body or organisation specified in an Order under section 5 (3) of the Act;

“Regulations” mean the Access to Information Regulations, 2003 and the Access to Information (Costs of Reproduction of Official Documents), 2003;

“Responsible Minister” means the Minister responsible for the Public Authority which holds an official document;

“Responsible Officer” means a person, whether employed on contract or otherwise, who is attached to a Public Authority and who is responsible for administering the process of access to information.