



INFORMATION STATEMENT

As required under the *Freedom of Information Act (1992)*

2018

This document is available in other formats, on request, for people with disability.

October 2018



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Introduction

Part 5 of the *Freedom of Information Act 1992 (WA)* requires each government agency, including local governments, to prepare and publish an Information Statement, and to update the statement at intervals of not more than 12 months (sections 96 and 96 of the FOI Act).

This Information Statement has been prepared by the Shire of Broomehill-Tambellup to satisfy Part 5 of the Act, and is correct at October 2018.

Copies of this document may be obtained from -

Broomehill Administration Office	Tambellup Administration Office
30360 Great Southern Highway	46-48 Norrish Street
BROOMEHILL WA 6318	TAMBELLUP WA 6320

or on the Shire's website at www.shirebt.wa.gov.au.

Enquiries may be made by telephoning (08) 9825 3555 Monday to Friday from 8.30am to 4.30pm or be email to mail@shirebt.wa.gov.au

Background

The Shire of Broomehill-Tambellup is a progressive rural community located within the Great Southern Region. The Region is predominantly a sheep and grain producing area with a growing interest in viticulture, horticulture and tourism. The Shire has a population of approximately 1,139 people and covers around 2,813 square kilometres with approximately 272km of sealed roads and 754km unsealed roads.

The Shire has two towns, Broomehill Village and the Tambellup town site, that offer advantages of rural lifestyle with the convenience of most essential services including recreation and leisure facilities, government, health and education services.

The Shire was formed on 1 July 2008 with the voluntary merger of the previous Shires of Broomehill and Tambellup.

The vision of the Council is based on strong traditions, to provide:

- A great place to raise children
- Clean, green and prosperous
- A tradition of innovation – readily embracing new people and new ideas
- A strong sense of hospitality and tolerance
- Pride in our towns

The Council is committed to: achieving a better quality of living for the people in the community; providing a great place to live, work, raise children and visit, which will encourage a range of lifestyles and opportunities; caring for our natural environment, cultural diversity and heritage.

Details of Legislation Administered

The Shire of Broomehill-Tambellup was established under, and operates in accordance with, the *Local Government Act 1995*. Section 3.1 (2) of the *Local Government Act (1995)* requires that the scope of the general function of local government is to be constructed in the context of other functions and constraints imposed by it and any other Act.

Other Acts imposing functions and constraints on this local government include:

- *Animal Welfare Act 2002*
- *Building Act 2011*
 - *Building Regulations 2012*
- *Bush Fires Act 1954*
 - *Bush Fire Regulations 2012*
- *Caravan Parks and Camping Grounds Act 1995*
 - *Caravan and Camping Grounds Regulations 1997*
- *Cat Act 2011*
 - *Cat Regulations 2012*
- *Cemeteries Act 1986*
- *Conservation and Land Management Act 1984*
 - *Conservation and Land Management Regulations 2002*
- *Control of Vehicles (Off Road Areas) Act 1978*
 - *Control of Vehicles (Off Road Areas) Regulations 1979*
- *Dangerous Goods Safety Act 2004*
 - *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*
- *Disability Services Act 1993*
 - *Disability Services Regulations 2004*
- *Dividing Fences Act 1961*
 - *Dividing Fences Regulations 1971*
- *Dog Act 1976*
 - *Dog Regulations 2013*
- *Emergency Management Act 2005*
 - *Emergency Management Regulations 2006*
- *Environmental Protection Act 1986*
 - *Environmental Protection Regulations 1987*
 - *Environmental Protection (Noise) Regulations 1997*
- *Equal Opportunity Act 1984*
 - *Equal Opportunity Regulations 1986*
- *Fire and Emergency Services Act 1998*
 - *Fire and Emergency Services Regulations 1998*
- *Freedom of Information Act 1992*
 - *Freedom of Information Regulations 1993*
- *Health Act 1911*
 - *Health (Asbestos) Regulations 1992*
 - *Health (Public Buildings) Regulations 1992*
 - *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*
- *Heritage of Western Australia Act 1990*

- *Land Administration Act 1997*
 - *Land Administration Regulations 1998*
- *Library Board of Western Australia Act 1951*
 - *Library Board of Western Australia Regulations 1985*
- *Liquor Control Act 1988*
 - *Liquor Control Regulations 1989*
- *Litter Act 1979*
 - *Litter Regulations 1981*
- *Local Government Act 1995*
 - *Local Government (Administration) Regulations 1996*
 - *Local Government (Audit) Regulations 1996*
 - *Local Government (Constitution) Regulations 1998*
 - *Local Government (Elections) Regulations 1997*
 - *Local Government (Employee Superannuation) Regulations 2016*
 - *Local Government (Financial Management) Regulations 1996*
 - *Local Government (Functions and General) Regulations 1996*
 - *Local Government (Long Service Leave) Regulations*
 - *Local Government (Parking for People with Disabilities) Regulations 2014*
 - *Local Government (Regional Subsidiaries) Regulations 2017*
 - *Local Government (Rules of Conduct) Regulations 2007*
 - *Local Government (Uniform Local Provisions) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government Grants Act 1978*
- *Occupational Health and Safety Act 1984*
 - *Occupational Health and Safety Regulations 1986*
- *Planning and Development Act 2005*
 - *Planning and Development Regulations 2009*
 - *Planning and Development (Local Planning Schemes) Regulations 2015*
 - *Planning and Development (Development Assessment Panels) Regulations 2011*
- *Public Interest Disclosure Act 2003*
 - *Public Interest Disclosure Regulations 2003*
- *Public Works Act 1902*
- *Rates and Charges (Rebates and Deferments) Act 1992*
 - *Rates and Charges (Rebates and Deferments) Regulations 1992*
- *Road Traffic Administration Act 2008*
 - *Road Traffic Administration Regulations 2014*
- *Salaries and Allowances Act 1975*
 - *Salaries and Allowances Regulations 1975*
- *State Records Act 2000*
 - *State Records Principles and Standards 2016*
- *Waste Avoidance and Resource Recovery Act 2007*
- *Workers Compensation and Injury Management Act 1981*
 - *Workers Compensation and Injury Management Regulations 1982*
- *Valuation of Land Act 1978*
- *Shire of Broomehill Town Planning Scheme No. 1*
- *Shire of Tambellup Town Planning Scheme No. 2*
- *Shire of Broomehill-Tambellup Local Planning Strategy 2014*

Additionally, the Shire is solely responsible for administering the following Shire of Broomehill-Tambellup Local Laws –

- Activities in Thoroughfares and Public Places and Trading Local Law 2008
- Cemeteries Local Law 2008
- Dogs Local Law 2008
- Extractive Industries Local Law 2008
- Fencing Local Law 2008
- Health Local Law 2008
- Local Government Amendment Property Local Law 2008
- Pest Plant Local Law 2008
- Removal of Refuse, Rubbish and Disused Material Local Law 2012
- Standing Orders Local Law 2008
- Waste Services Local Law 2009
- Waste Services Amendment Local Law 2010

All of the above Local Laws are currently under review.

Functions

For the purposes of financial and general reporting, local government functions (activities) have been classified into the following programs:

- **Governance:** includes the activities of members of Council and the administrative support available to the Council for governance of the district. Costs related to the task of assisting elected members and ratepayers on matters which do not concern specific Shire services.
- **General Purpose Funding:** Rates, general purpose government grants and interest revenue.
- **Law, Order and Public Safety:** Supervision and enforcement of various local laws, fire prevention, animal control and other aspects of community safety including emergency services.
- **Health:** Inspection of food outlets and their control, mosquito control and maintenance of the Infant Health Clinic in Tambellup.
- **Education & Welfare:** Assistance to the Broomehill and Tambellup Primary Schools, support of “A Smart Start Great Southern” programs and operations.
- **Housing:** Provision and maintenance of staff housing in Broomehill and Tambellup, and the Independent Living Seniors Accommodation in Tambellup.
- **Community Amenities:** Includes rubbish collection services, operation of the tip sites and waste transfer stations, administration of the Town Planning Schemes, maintenance of the cemeteries in Broomehill, Pindellup and Tambellup, maintenance of public conveniences, co-ordinating Drummuster collections and protection of the environment.
- **Recreation and Culture:** Maintenance of public halls, recreation grounds, parks, gardens, reserves and playgrounds. Operation of the Broomehill library and support to the Tambellup CRC to manage the Tambellup library. Museums and other cultural facilities.
- **Transport:** Construction and maintenance of streets, roads and bridges. Cleaning and lighting of streets, maintenance of the Broomehill and Tambellup works depots. Provision of the Department of Transport licensing services to the community.
- **Economic Services:** Tourism and area promotion, operation of the Broomehill Caravan Park. Provision of rural services including noxious weed control and vermin control. Maintenance of standpipes throughout the Shire. Provision of building services.
- **Other Property and Services:** Private works operations, public works overhead costs, plant operation costs and unclassified items.

Structure & Roles

As with all Local Government Authorities, the Shire of Broomehill-Tambellup has a Council of elected members who are responsible for directing the Local Government's affairs; overseeing the allocation of finances and resources; and determining strategic direction and policies. Elected members are volunteers who represent the community and act as a decision making body.

Paid employees come under the direction of the Chief Executive Officer who is responsible for the implementation of Council decisions and the day to day administration of Local Government functions.

The Council

The role of the Council is to:

- direct and control the local government's affairs;
- be responsible for the performance of the local government's functions;
- oversee the allocation of the local government's finances and resources;
- determine the local government's policies.

The role of the President is to:

- preside at meetings in accordance with the *Local Government Act (1995)*;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the President by the *Local Government Act (1995)* or any other written law;
- liaise with the Chief Executive Officer on the local government's affairs and the performance of its functions.

The role of Councillors is to:

- represent the interests of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local government's decision-making processes at Council and Committee meetings;
- perform such other functions as are given to a Council by the *Local Government Act (1995)* or any other written law.

The Council sets the direction and policies of the local government whereas the Administration, managed by the Chief Executive Officer, must ensure Council decisions and policies are implemented.

The Administration

The functions of the Chief Executive Officer are to:

- advise the Council in relation to the functions of a local government under the *Local Government Act (1995)* and other written laws;
- ensure that advice and information is available to the Council in order that informed decisions can be made;
- cause Council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the President on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the President agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees;
- ensure that records and documents of the local government are properly kept for the purposes of the *Local Government Act (1995)* and any other written law;
- perform any other function specified or delegated by the local government or imposed under the *Local Government Act (1995)* or any other written law as a function to be performed by the Chief Executive Officer.

Council may delegate to the Chief Executive Officer certain sections of its powers and duties. The Chief Executive Officer may delegate powers and duties of his/her office to other employees (*Local Government Act (1995)* s 5.42 and 5.45).

Details of Decision Making Functions Affecting the Public

The Broomehill-Tambellup Shire Council consists of seven (7) Councillors, including the Shire President. Councillors are elected for a four year term and retire on a rotation basis with as near as practicable to one half of the Councillors in each ward, as determined by the Returning Officer, retiring every second year.

Councillors

Councillor	Address	Phone	Term Expires
Scott Thompson (President)	PO Box 12, Broomehill	9824 1243	2019
Mark Paganoni (Deputy President)	PO Box 38, Broomehill	9824 1316	2021
Garry Sheridan	P O Box 64, Tambellup	9825 1836	2019
Michael White	PO Box 166, Tambellup	98258 216	2019
Kelly Holzknacht	PO Box 14, Broomehill	9824 1312	2021
Monica Nazzari	PO Box 129, Tambellup	9825 1095	2021
Carl Letter	PO Box 171, Tambellup	9825 8270	2021

Elections are held on the third Saturday in October in the election year.

The Shire President is elected at the first meeting of Council following an election. The Presidential term is for two years. The Shire President chairs all ordinary meetings of Council.

Council Meetings

The Ordinary Meeting of full Council is held on the third Thursday of every month commencing at 4.00pm, unless advertised otherwise.

Committees of Council

Audit Committee

Members: Full Council

Terms of Reference:

The Audit Committee shall consist of all members with the quorum to be four members.

The duties and responsibilities of the Audit Committee will be to:

1. Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits;
2. Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
3. Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken.
4. Recommend to Council the person or persons to be appointed as auditor;
5. Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor.
6. Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
7. Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously.
8. Examine the reports of the auditor after receiving a report from the CEO on the matters to –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
9. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
10. Review the scope of the audit plan and program and its effectiveness;
11. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
12. Address issues brought to the attention of the Committee, including responding to requests from Council for advice, that are within the parameters of the Committee's Terms of Reference;

13. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's Terms of Reference following authorisation from the Council;
14. Review the annual Compliance Audit Return and report to the Council the results of that review;
15. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to Council the results of those reviews.

Building, Planning and Economic Services Committee

Members: Cr G Sheridan
Cr M White
Cr M Nazzari
Cr C Letter

Terms of Reference:

The Building, Planning and Economic Services Committee will consist of four members with the quorum to be two members and will investigate and make recommendations, where appropriate, on the following:

1. Building control;
2. Land suitable for housing development;
3. Planning, construction and maintenance of Council's housing and public buildings;
4. Aged accommodation, other matters relating to Council owned and controlled buildings;
5. Plan, develop and enhance the town, sport and recreation, youth, aged, health, heritage and arts matters towards the community vision;
6. Economic Services;
7. Town beautification;
8. All matters relating to Recreation and Sport;
9. Town planning and development;
10. Cemeteries;
11. Cultural development;
12. Protection of heritage;
13. Provision of youth services;
14. Tourism;
15. Health;
16. Other community and cultural issues.

Technical Services Committee

Members: Cr S Thompson
Cr M Paganoni
Cr G Sheridan
Cr K Holzknecht
Cr C Letter

Terms of Reference

The Technical Services Committee will consist of a minimum of four members with the quorum to be two members and will plan for the future of Transport services while maintaining a quality standard that takes into account cost effectiveness and revenue raising opportunities.

To investigate and make recommendations, where appropriate, on the following:

1. Fire control;
2. Animal control;
3. Waste management;
4. Plant replacement;
5. Road construction and maintenance;
6. Maintenance and improvements to the Shire Works Depot;
7. Private Works;
8. Other matters relating to Council plant, works and transport services.

Independent Living Seniors Accommodation Committee

Members: Cr M White
Cr K Holzknacht
Cr M Nazzari
Ms A Prout
Ms E Reynalds

Terms of Reference:

The Committee will consist of five members made up of three elected members and two community members. A quorum for the Committee shall be three members.

To investigate and make recommendations to Council, where appropriate, on the following:

1. Review of the management structure and operating guidelines for the management of existing and future Council owned units within the Shire of Broomehill-Tambellup; and
2. Community membership of the Committee will be reviewed to coincide with the Local Government ordinary election cycle. Nominations for community membership will be advertised with Council making the final selection.

To investigate and make decisions, where appropriate, on the following:

1. Any matters relevant to existing and future Council owned accommodation for independently living seniors within the Shire of Broomehill-Tambellup, that may arise from time to time; and
2. Management of the units as per operating guidelines determined by Council.

Public Participation in the Formulation of Policy & Performance of Shire Functions

Members of the public have the opportunity to participate in the decision making process in a number of ways:

Attendance at Council Meetings

Ordinary Council meetings are open for the public to attend. The agenda for the meeting is available before the meeting date and can be obtained from the Administration Office. Each Council agenda includes Public Question Time and Petitions/Deputations/Presentations and Submissions as standard items.

Written Requests

A member of the public can write to the Council on any policy, activity or service of the Council.

Public Consultation

Council consults with the public on particular issues by way of advertising in the local paper, calling public meetings and seeking responses to surveys and questionnaires.

Advertisements are placed inviting public submissions as required by legislation for development projects and Council plans.

In situations where property owners may be directly affected by a decision, those owners are contacted directly.

Elected Members

Elected members contact details are made available to the public should anyone wish to discuss issues relevant to the Council.

Membership of Statutory Committees

The following Committees are required under legislation, and are made up of Councillors and interested members of the public:

- Bushfire Advisory Committee;
- Local Emergency Management Committee.

Membership of Advisory and Occasional Committees

The following committees consist of Councillors and interested members of the public:

- Hidden Treasures of the Great Southern Committee;
- Tambellup Community Resource Centre Committee;
- Broomehill Recreational Complex and Management Committee;
- Tambellup Community Pavilion Association
- Nurse Turner/Snowy Wilson Awards Committee.

Services to the Community

Council makes decisions on policy issues relating to services that are provided for members of the public. The services Council currently provides are:

Shire Administration Offices 8.30am – 4.30pm Monday – Friday

- Administration and Council Services;
- Drivers' licences, vehicle licences and registrations;
- Rates, dog and cat registrations, Building licences, property and account enquiries;
- Fire maps;
- Local information service;
- Rubbish collection and disposal;
- Electoral rolls;
- Earthworks contracting (private works);
- Matters related to Health;
- Town Planning;
- Appointments with Councillors.

Broomehill Library

8.30am – 4.30pm Monday – Friday

Documents Held by the Shire

The Shire of Broomehill-Tambellup holds a large number and variety of documents. The majority of these are held in hard copy. Documents are retained for periods of time in accordance with the Local Government Records Retention and Disposal Schedule.

Subject to the limitations imposed by Section 5.95 of the *Local Government Act (1995)*, any person may inspect the following documents during office hours:

- Code of Conduct;
- Register of Financial Interests;
- Annual Report;
- Annual Budget;
- Schedule of Fees and Charges;
- Plan for the Future of the district;
- Proposed local laws of which the local government has given state-wide public notice;
- Local laws made by the local government in accordance with Section 3.12 of the *Local Government Act (1995)*;
- Regulations made by the Governor under Section 9.60 of the *Local Government Act (1995)* that operate as if they were local laws of the local government;
- Text that:
 - a) is adopted (whether directly or indirectly) by a local law of the local government or by a regulation that is to operate as if it were a local law of the local government; or
 - b) would be adopted by a proposed local law of which the local government has given state-wide public notice under Section 3.12(3) of the *Local Government Act (1995)*
- Subsidiary legislation made or adopted by the local government under any written law other than under the *Local Government Act (1995)*;
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Rates records;
- Confirmed minutes of Council or Committee meetings;
- Minutes of Electors' meetings;
- Notice papers and agendas relating to any Council or Committee meetings and reports and other documents that have been
 - a) tabled at a Council or Committee meeting; or
 - b) produced by the local government or a committee for presentation at a Council or Committee meeting and which have been presented at the meeting
- Report of a review of a local law prepared under Section 3.16(3) of the *Local Government Act (1995)*;
- Business Plan prepared under Section 3.59 of the *Local Government Act (1995)*;
- Register of owners and occupiers under Section 4.32(6) of the *Local Government Act (1995)* and electoral rolls;
- Contract under Section 5.39 of the *Local Government Act (1995)* and variation of such contract;
- Such other information relating to the local government:
 - a) as required by a provision of the *Local Government Act (1995)* to be available for public inspection; or
 - b) as may be prescribed, in the form or medium in which it may for the time being be held by the local government.

Copies of the documents will be available on request at a cost not exceeding the cost of providing the copies.

Personal information, as defined in the *Freedom of Information Act 1992* (Schedule 2), means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:

- whose identity is apparent or can reasonably be ascertained from the information or opinion;
or
- who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

In addition to personal information relating to staff, Council occasionally receives information relating to its various functions which may also be considered personal.

Such data is stored as part of the Council records system and restrictions on access do apply. A person may apply to have personal information held by the Council about them, amended.

Applications should be addressed to (and clearly marked "Personal Information"):

The Freedom of Information Coordinator

Shire of Broomehill-Tambellup

46 – 48 Norrish Street

Tambellup WA 6320

The application has to:

- be in writing;
- give enough details to enable the document that contains the information to be identified;
- give details of the matters in relation to which the person believes the information is inaccurate, incomplete, out of date or misleading;
- give the person's reasons for holding that belief;
- give details of the amendment that the person wishes to have made;
- give an address in Australia to which notices under the *Freedom of Information Act 1992* can be sent;
- give any other information or details required under the regulations;
- be lodged at an office of the Shire.

For the purposes of Subsection (1) (e) of the *Freedom of Information Act 1992*, the application has to state whether the person wishes the amendment to be made by:

- altering information;
 - striking out or deleting information;
 - inserting information;
 - inserting a note in relation to information; or
- in 2 or more of those ways.

Freedom of Information Procedures & Access Arrangements

Freedom of Information legislation may be used to request access to information not available by any other means.

The Shire is to administer the *Freedom of Information Act 1992* in a way that assists the public to obtain access to documents promptly and at the lowest reasonable cost.

Documents which are not available for public access include personal information and information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Freedom of Information applications can be discussed with the Shire's Freedom of Information Coordinator (currently the Chief Executive Officer).

Freedom of Information Operations

It is the aim of the Shire to make information available promptly and at the least possible cost; whenever possible, documents will be provided outside the Freedom of Information process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to:

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent;
- be lodged at the Shire with any application fee payable.

Enquiries can be made to the Freedom of Information Coordinator by telephoning (08) 9825 3555 or in writing to:

Shire of Broomehill-Tambellup
46 – 48 Norrish Street, Tambellup WA 6320; or
Email: mail@shirebt.wa.gov.au

Applications, which must be made in writing, and enquiries will be acknowledged in writing and you will be notified of a decision within 45 days.

Freedom of Information Charges

A scale of fees and charges (set under the *Freedom of Information Act 1992* Regulations) exists. Apart from the application fee for non-personal information, all charges are discretionary. The charges are as follows:

- | | |
|--|---------|
| • Personal information about the applicant | No fee |
| • Application fee (for non-personal information) | \$30.00 |
| • Charge for time dealing with the application (per hour, or pro-rata) | \$30.00 |
| • Access time supervised by staff (per hour, or pro-rata) | \$30.00 |

- Photocopying - staff time (per hour, or pro-rata) \$30.00
- Per photocopy - A4 \$ 0.20
- Transcribing from tape, film or computer (per hour, or pro-rata) \$30.00
- Duplicating a tape, film or computer information Actual cost
- Delivery, packaging and postage Actual cost

Deposits

- Advance deposit may be required in respect 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%.

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; or 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 you will be provided with a notice of decision which will include details such as:

- The date on which the decision was made;
- The name and the designation of the officer who made the decision;
- If access is refused, the reasons for claiming the document is exempt;
- Information on the rights of review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an **internal review** by the Shire. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an **external review**. An application for external review should be made within 60 days of receiving notice of the internal review decision.

2018 Organisational Chart

