



INFORMATION STATEMENT

FREEDOM OF INFORMATION ACT 1992

Revised July 2012



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1.0 OVERVIEW OF COUNCIL

The Meekatharra Shire is situated in the Murchison region of the State. The Council consists of seven Councillors. Council meetings are held on the third Saturday of each month in the Meekatharra Shire Council Chambers. Council is committed to improve the quality of lifestyle and is cognisant to the community's needs.

2.0 LEGISLATION ADMINISTERED

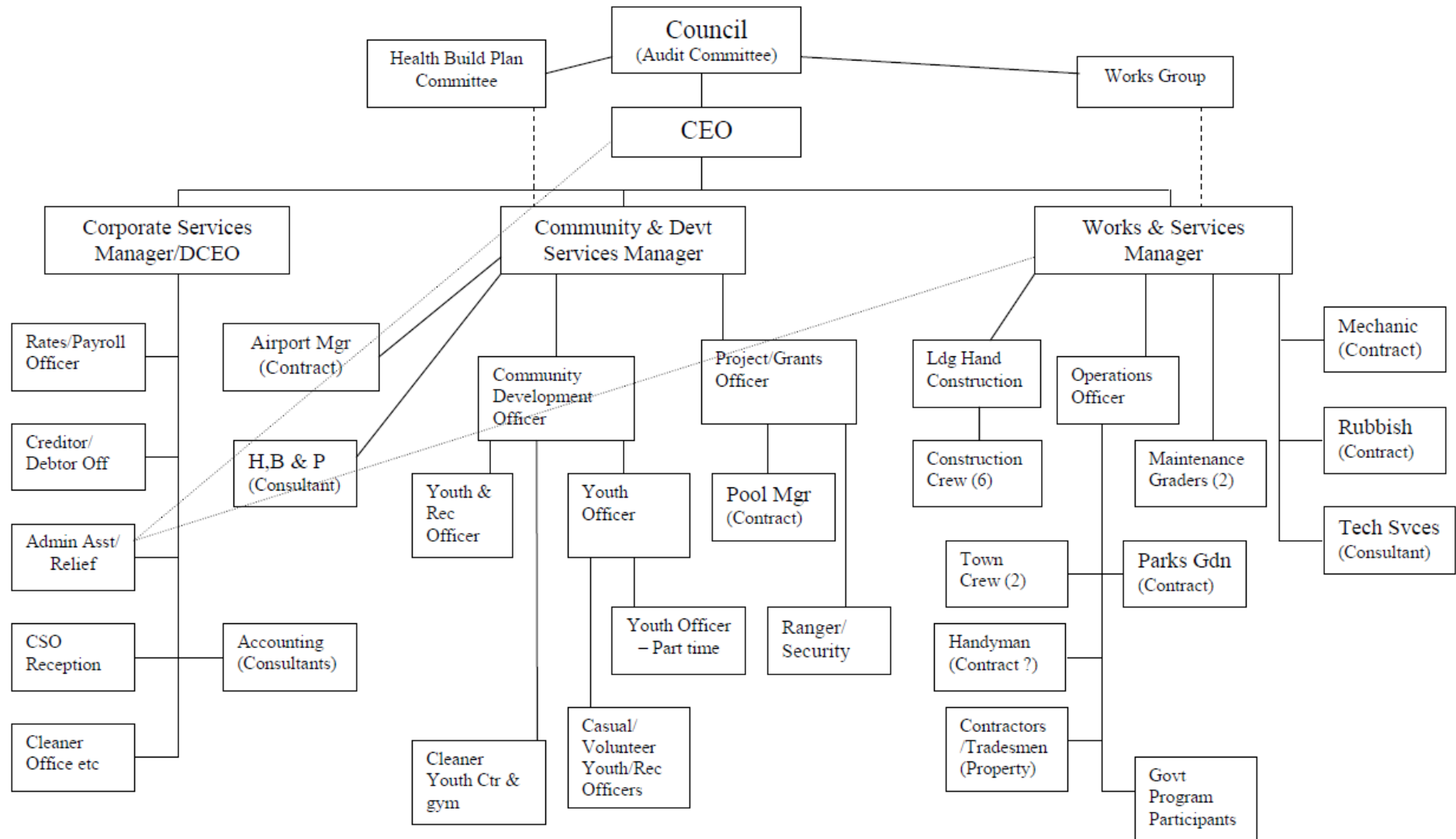
Local Government Act 1995

Dog Act 1976

Planning and Development Act (Consequential and Transitional Provisions Act 2005)
and all other legislation relevant to Local Government functions

3.0 SHIRE STRUCTURE

Shire of Meekatharra – Organisational Chart
Adopted May 2011



4.0 DECISION MAKING FUNCTIONS

The Chief Executive Officer and other Officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register.

5.0 PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND PERFORMANCE OF SHIRE FUNCTIONS

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

These are:

- a) Question time for the public at each ordinary meeting of Council; and such other meetings of Council or Committees as prescribed.
- b) Written request presented to Council
- c) Through an Elected Member

6.0 DOCUMENTS FOR INSPECTION

The following documents are available for public inspection at the Council Office, free of charge.

Members of the public may purchase copies of these documents for the amount in the Schedule of Fees and Charges in the annual Shire Budget:-

Council Agenda	\$11.00	complete
Council Minutes	\$11.00	complete
Policy Manual	\$0.22	per A4 page
Council Budget	\$11.00	complete
Council Annual Financial Statements	\$0.22	per A4 page
Council By-Laws	\$0.55	per A4 page
Building Application Register	\$0.33	per A3 page
Rate Book	\$0.38	on disk
Consolidated Roll	\$0.50	per double sided page
Owner & Occupier Roll	\$0.22	per A4 page

6.1 OTHER INFORMATION REQUESTS

Requests for other information not shown will be considered in accordance with the Freedom of Information (WA) Act 1992. Under this legislation, an application fee and a search fee must be forwarded with the completed request form (as provided for in the Act, Schedule 2, Section 8 and Pt 2, Section 12), or in writing unless the applicant is granted an exemption.

Forms are available by contacting the Shire Office.

Freedom of Information Request Forms should be addressed to:

The Freedom of Information Officer

Shire of Meekatharra
PO Box 129
Meekatharra WA 6642

Applications will be acknowledged as receipt and dealt with within the permitted period of 45 days of Council receiving the correctly completed Freedom of Information Request form, or written application together with the application and search fees in accordance with the application and search fees in accordance with the schedule attached, if required.

7.0 AMENDMENT OF COUNCIL RECORDS

Access to Council documents may be gained by a member of the Public to seek amendments concerning their personal affairs by making a request under the Freedom of Information Act (WA) 1992.

SHIRE OF MEEKATHARRA APPLICATION FOR ACCESS TO DOCUMENTS
(under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANT

Surname:

Given Names:

Australian Postal Address:.....

Post Code: Telephone No.(s).....

If application is on behalf Name of Organisation/Business

.....
of an organisation

DETAILS OF REQUEST

(Please tick)

Personal documents

Non-Personal documents

I am applying for access to document(s) concerning

.....

FORM OF ACCESS

I wish to inspect the document(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I require a copy of the document(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I require access in another form	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(Specify)

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$ to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases a reduction in fees and charges may apply - see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in fees and charges Yes No

APPLICANTS SIGNATURE Date

...../...../.....

(Office Use Only)

FOI Reference Number

Received on:/...../.....

Deadline for Response:/...../.....

Acknowledgement sent on/...../.....

Proof of Identity (if applicable) Type Sighted

FEEES AND CHARGES

Application fees and charges prescribed are outlined in the Schedule of Fees and Charges in the annual Shire Budget.

The Charge payable under Regulation 5 is reduced by 25% for holders of a currently valid Pensioner Concession Card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a Pensioner Concession Card under the *Rates and Charges (Rebates and Deferments) Act 1992*.

SCHEDULE

1. Type of Fee

Application fee under Section 12(1)(e) of the Act	\$30
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2. Type of Charge

(a) Supervised access to Councils records – per hour	\$38.50
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(b) Charges for photocopying

(i) per hour, or pro rate, for a part of an hour of staff Time <i>and</i>	\$38.50
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(ii) per copy	\$0.22
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