



# **FREEDOM OF INFORMATION STATEMENT**

**Reviewed April 2018**

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY

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## INTRODUCTION

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local government, to prepare and publish annually, an Information Statement.

The Information Statement must set out –

- The Agency’s Mission Statement
- Details of Legislation administered
- Details of the agency structure
- Details of decision making functions
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency
- The operation of FOI in the agency

This document has been prepared by the Shire of Corrigin to satisfy Part 5 of the Act and is correct as at April 2018. Copies of this document may be obtained from –

Freedom of Information Coordinator  
Shire of Corrigin  
PO Box 221  
CORRIGIN WA 6375

Or on the Shire of Corrigin website at [www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)

Enquiries may be made to the Shire Administration Office on telephone 08 9063 2203 Monday to Friday 8.30am to 4.30pm or by email at [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)

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## VISION AND OBJECTIVES

### Shire of Corrigin's Strategic Community Plan

In accordance with the legislation and following extensive community input, Council adopted its revised Strategic Community plan in June 2017.

The Strategic Community Plan is Council's principal planning and strategy document, which means that it governs all of the work that the Shire undertakes, either through direct services delivery, partnership arrangements, or advocacy on behalf of the community.

The Shire of Corrigin comprises a diverse range of people, communities and landscapes. It is imperative that the vision captures the diversity of the area and is inclusive of all as the Shire moves forward. The community's vision has been developed with a range of input received through the community engagement process. It reflects clear community aspirations for the ten-year period of the Strategic Community Plan.

#### **Vision Statement**

*Corrigin – strengthening our community to grow and prosper into the future*

#### **COPIES OF THE STRATEGIC COMMUNITY PLAN**

To peruse a copy of the entire document on our website go to [www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)

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# COUNCIL INFORMATION STATEMENT

## Freedom of Information THE COUNCIL INFORMATION STATEMENT ACCESS TO COUNCIL DOCUMENTS DOCUMENTS TO BE PROVIDED OUTSIDE OF FOI WHEREVER POSSIBLE

The Shire of Corrigin is an open and accountable Local Government and wherever possible will make documents available for public inspection outside of the *Freedom of Information Act*. The general public can view a variety of Council publications at the Shire Administration Offices at 9 Lynch Street Corrigin or at online at Council's website address which is [www.corrigin.wa.gov.au](http://www.corrigin.wa.gov.au)

Documents are available for public inspection at the Council Offices, 9 Lynch Street Corrigin. If members of the public wish to obtain **copies** of any documents, then a **charge may apply** which is usually at a rate of 20 cents per page for photocopying (as set out in Schedule 1 to the *Freedom of Information Regulations 1993*) plus any binding costs and postage and delivery charges if applicable.

Emailed copies of public documents will be provided free of charge.

### FOI PROCEDURES AND ACCESS ARRANGEMENTS

#### FOI Operations

The Shire of Corrigin supports open and accountable local government and will endeavor to make information available promptly and at the least possible cost. As previously stated whenever possible documents will be provided outside the FOI 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; and
- be lodged at the Council Offices with any application fee payable.

Applications and enquiries should be addressed or delivered to:

Freedom Information Coordinator  
Shire of Corrigin  
9 Lynch Street (PO Box 221)  
CORRIGIN WA 6375

#### Acknowledgment of Applications

Applications will be acknowledged in writing and you will be notified of the decision as quickly as possible and no later than 45 days after the application is received.

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### **Freedom of Information Charges**

A scale of fees and charges is set under Schedule 1 to the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows:

No fees or charges apply for personal information or amendment of personal information about yourself (e.g. your medical records; details of employment etc).

Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged, and there may be other charges imposed by the agency as follows:

- \$30 per hour of staff time or pro rata for part of an hour for dealing with an application. (Agencies cannot charge for locating the documents within the scope of your request.)
- \$30 per hour (or pro rata for part of an hour) for supervision by staff when access is given to view documents; or the time taken by staff to prepare a transcript from a tape or make photocopies.
- 20 cents per photocopy.
- Actual cost incurred by the agency for preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents.

### **Deposits**

- Advance deposit may be required 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% or may be waived in certain circumstances.

### **Access Arrangements**

Access to documents can be granted by way of inspection, emailed electronic copy, a “hard” paper copy of a document, a copy of an audio or video tape, a computer disc, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

### **Edited Copies of Documents**

As a general rule Council will provide edited copies of documents where part of the document may be subject under the schedule of exemptions of the Freedom of Information Act for various reasons (eg, commercial considerations) or where there would be disclosure of personal or private information about an individual.

### **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 which the decision was made;
- The name and the designation of the officer who made the decision.
- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

### **Refusal of Access**

Applicants who are dissatisfied with a decision will be able to seek an **internal review** by the Chief Executive Officer.

If you disagree with the result of the CEO’s decision then you can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.

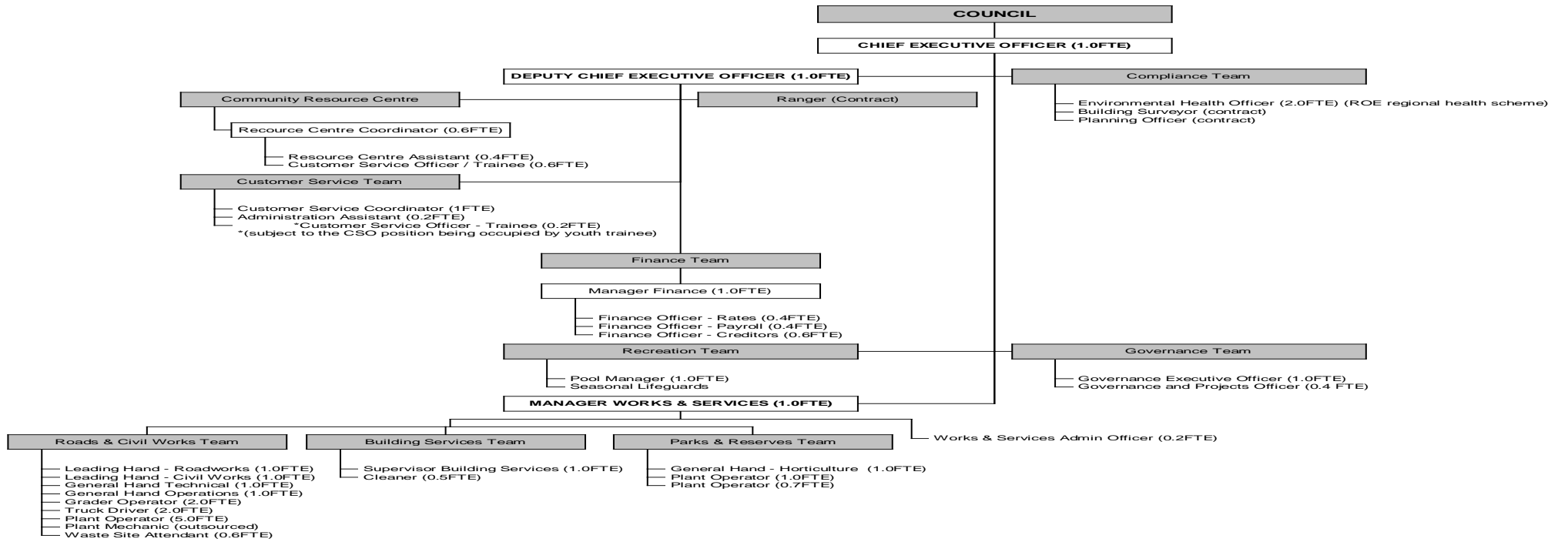
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## LEGISLATION ADMINISTERED

The Shire of Corrigin is established under the Local Government Act 1995, and has the responsibility for the administration of this Act within the municipality. The Shire of Corrigin administers matters relating to a number of Acts of Parliament including:

- *Building Act 2011*
- *Bush Fires Act 1954*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cat Act 2011*
- *Cemeteries Act 19*
- *Disability Services Act 1993*
- *Dividing Fencings Act 1961*
- *Dog Act 1976*
- *Dangerous Goods Safety Act 2004*
- *Land Administration Act 1997*
- *Library Board of Western Australia Act 1951*
- *Litter Act 1979*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Planning & Development Act 2005*
- *Public Health Act 2016*
- *Rates and Charges (Rebates and Deferments) Act 1992*

# ORGANISATIONAL STRUCTURE





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## **FUNCTIONS**

Council consists of seven Councillors who are elected to make the policy decisions of the Shire, and the Staff who are responsible for ensuring that those policies are carried out. To implement Council decisions, it is necessary to employ professional staff. Management of the staff is through senior officers including the Chief Executive Officer, Deputy Chief Executive Officer and Manager Works and Services. The Chief Executive Officer, who is employed by the Council and has delegated authority, manages the day to day running of the Shire and provides advice to Council and directs the activities of staff.

It is important to realise that you have elected representatives to help sort out any problems that you may have. Before sending a letter to Council, it is suggested that you contact your local Councillors to discuss the problem. They will advise whether the matter should be placed before Council, or dealt with by the CEO.

The elected members of Council act as one body, dealing with the business of the Corrigin local government area in accordance with relevant statutes, local laws and policies. As a body, Council meets on the third Tuesday of each month, except for in January when no meeting is held, to deal with the business put before it.

## **PUBLIC PARTICIPATION**

Members of the public have a number of opportunities to participate in the formulation of the Shire's plans, policies and strategies as well as comment on the performance of the Shire's functions.

Meetings commence at 3pm sharp and any member of the public is welcome to attend. Limited time is set aside for the public to ask questions of the Council. Questions are generally taken on notice as a reply may not be immediately forthcoming due to the need to either research the matter raised or to seek clarification of the matter from a third-party. Desirably, questions should be submitted in writing at least 3 days before the Council meeting is to take place in order that a response can (hopefully) be provided at the meeting.

Occasionally, Council may hold a special meeting outside of these times, especially where it is required to deal with an urgent matter of business. Notice of a Special Meeting of Council will be advertised on the Shire notice boards and in the local newspaper 7 days beforehand. Again, any member of the public is welcome to attend a Special Meeting of Council and ask questions of the Council within the allotted public question time.

Residents may be notified of issues by advertising in the local newspaper, Council website, social media, written notification or an onsite sign. Residents then have the opportunity to write to the Shire expressing their views.

A member of the public can write to Council on any policy, activity, function or service of the Council whenever they may wish to do so.

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## DOCUMENTS HELD BY THE SHIRE OF CORRIGIN

The following documents are available for public inspection at the Shire of Corrigin free of charge. Members of the public may purchase copies of these documents. The charges for these documents are set annually by the Council and the Fees and Charges manual may be inspected at the Shire Offices during normal office hours. Some of the documents or related information is available online.

- Register of Policies
- Annual Budget
- Annual Report
- Standing Orders
- Strategic Community Plan
- Freedom of Information Statement
- Tender Register
- Gift Register
- Code of Conduct
- Council Minutes & Agendas (unless classified as confidential)
- Electoral Rolls
- Rates and Charges
- Disability Access and Inclusion Plan
- Local Laws
- Various leaflets and brochures

The Shire of Corrigin holds a number of different types of documents for which a Freedom of Information request for information should be submitted. These include letters and general correspondence, internal reports, external reports to other agencies, plans, memorandums, drawings and videos.

Information is held in the Shire's filing system.

Personal information is held in personnel files in the Shire's records system.

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## OPERATION OF FOI IN THE SHIRE OF CORRIGIN

### What is the Freedom of Information Act all about?

- It gives you the legally enforceable right to access records held by both State and Local Government agencies. You do not need to demonstrate any connection to or reason for seeking access to these records.
- It gives you the right to apply to have personal information we hold that you believe is inaccurate to be altered (at no cost).
- It obliges the Shire of Corrigin to make available certain information about the way it operates.

### What are considered to be records?

The Act defines records as –

- Any paper based records eg. Memos, correspondence, maps, plans, photos etc.
- Any sound based records, eg. cds etc.
- Any image based records eg. Roll films, micrographics, video tapes, optical disks etc.
- Any digital based records eg. Computer tapes, floppy disks, cds etc.

### Who do I contact to make enquiries?

You may ring the Shire of Corrigin Freedom of Information Co-ordinator on 08 9063 2203 between the hours of 8.30am to 4.30pm Monday to Friday if you have any queries. Alternatively, you can send an email to [shire@corrigin.wa.gov.au](mailto:shire@corrigin.wa.gov.au)

### How do I lodge an application?

You must lodge your application in writing –

- give enough information so that the documents can be identified
- give an Australian address to which notices can be sent
- be lodged at the Shire of Corrigin with any application fee payable
- give enough information so that the documents can be identified

### Lodgement of Applications

Applications may be lodged –

**By Post, addressed to –**

FOI Coordinator  
Shire of Corrigin  
PO Box 221  
CORRIGIN WA 6375

**Or in Person to –**

Shire of Corrigin  
9 Lynch Street  
CORRIGIN WA 6375