



FREEDOM OF INFORMATION STATEMENT

This document is reviewed on an annual basis – Last review completed 1 May 2024

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

INTRODUCTION

Section 96(1) of the *Freedom of Information Act 1992 (WA)* 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 1 May 2024. 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

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

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VISION AND OBJECTIVES

Shire of Corrigin's Strategic Community Plan

In accordance with the legislation, and following a comprehensive community consultation process, Council adopted the Shire of Corrigin Strategic Community Plan 2021-2031 in June 2021.

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

The plan captures the community's aspirations and the desired outcomes for future growth and prosperity. The Shire will work together with residents, ratepayers, community groups and other key stakeholders to deliver these outcomes using the strategies detailed in the plan.

Vision Statement

Strengthening our community now to grow and prosper into the future

Copies of the Shire of Corrigin Strategic Community Plan are available on the website at www.corrigin.wa.gov.au

COUNCIL INFORMATION STATEMENT

Freedom of Information (FOI) Statement

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 1992 (WA)*. The general public can view a variety of Council publications at the Shire Administration Offices at 9 Lynch Street Corrigin or online at www.corrigin.wa.gov.au

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.

If information is not routinely available, the *Freedom of Information Act 1992 (WA)* 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

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.

Freedom of Information Charges

A scale of fees and charges are set out in the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are as follows:

Personal information about the applicant	No fee and no charges
Application fee (for non-personal information)	\$30
Charge for time dealing with the application (per hour, or pro rata)	\$30
Access time supervised by staff (per hour, or pro rata)	\$30
Photocopying staff time (per hour, or pro rata)	\$30
Per photocopy	\$.20
Transcribing from tape, film or computer (per hour, or pro rata)	\$30
Duplicating a tape, film or computer information	Actual Cost
Delivery, packaging and postage	Actual Cost

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, any charges are reduced by 25%.

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%

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, and 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 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 agency are entitled to ask for an **internal review** by the agency, in the case of the Shire of Corrigin this will be referred to the Chief Executive Officer (CEO). The internal review application should be made in writing within 30 calendar days after being given the agency's notice of decision. You will be notified of the review within 15 calendar days.

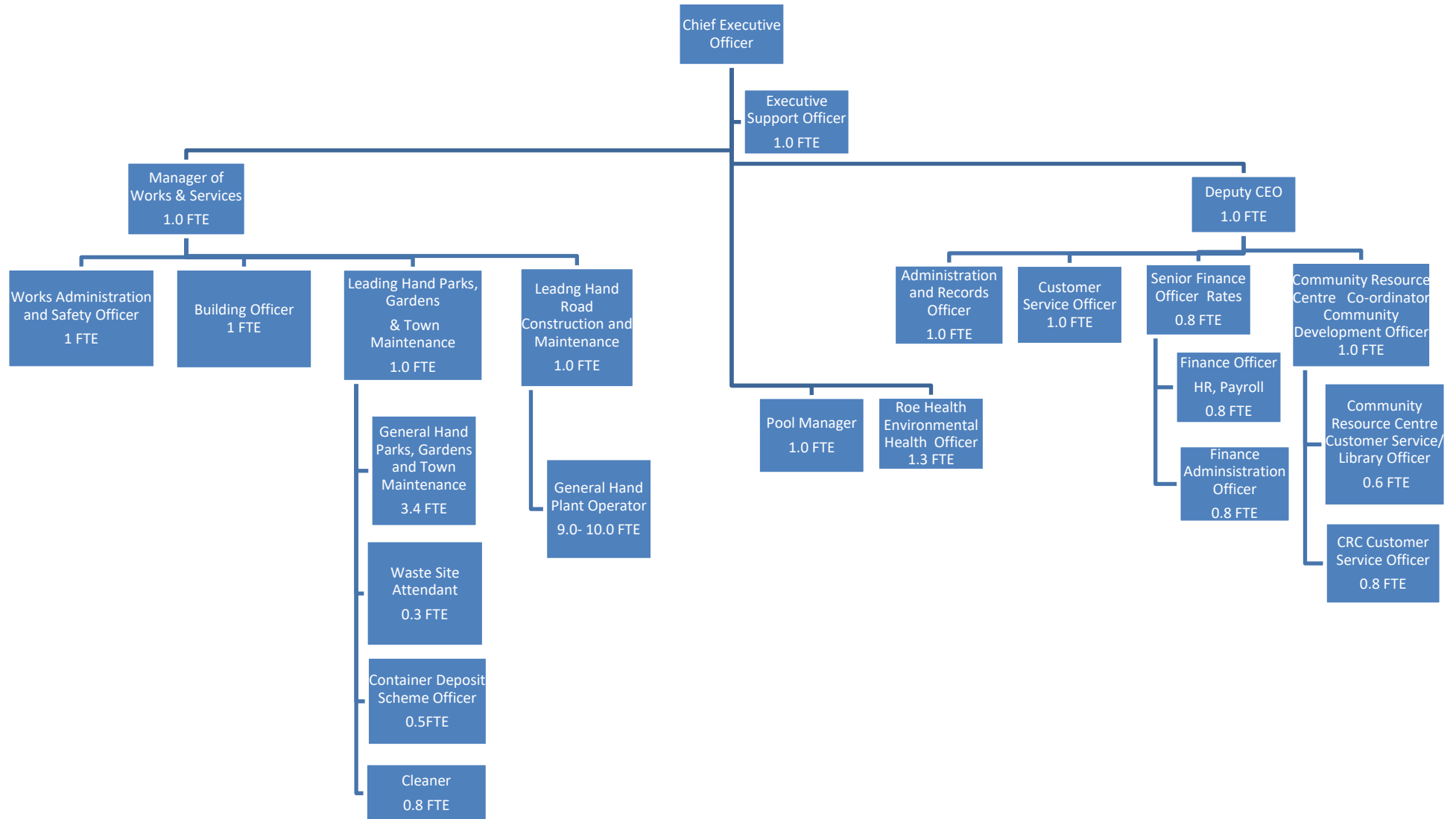
If you disagree with the result of the CEO's decision, then you can apply to the Information Commissioner for an **external review**. The external review application should be made within 60 calendar days after being given the agency's written notice of the internal review decision. (Note: if you are requesting external review as a third party or following an application for amendment of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the internal review decision.)

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 shire. The Shire of Corrigin administers matters relating to a number of Acts of Parliament including but not limited to:

Building Act 2011
Bush Fires Act 1954
Caravan Parks and Camping Grounds Act 1995
Cat Act 2011
Cemeteries Act 1986
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 and Development Act 2005
Public Health Act 2016
Public Interest Disclosure Act 2003
Rates and Charges (Rebates and Deferments) Act 1992

ORGANISATIONAL STRUCTURE



DECISION MAKING 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 the Manager of Works. 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 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.

Council meetings are held on the third Tuesday of the month, commencing 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. Questions should be submitted in writing at least 3 days before the Council meeting is to take place in order that a response can be provided at the meeting if possible.

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, on Council website, social media and in the local newspaper seven days beforehand if possible. 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.

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 or viewed online. Some of the documents or related information is available online www.corrigin.wa.gov.au

- Register of Policies
- Annual Budget
- Annual Report
- Standing Orders
- Strategic Community Plan
- Freedom of Information Statement
- Gift and Travel 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 records management system and personal information is held in personnel files in the Shire's records management system.

OPERATION OF FREEDOM OF INFORMATION 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

How do I lodge an application?

You must lodge your application in writing –

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

Lodgement of Applications

Applications may be lodged by post 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