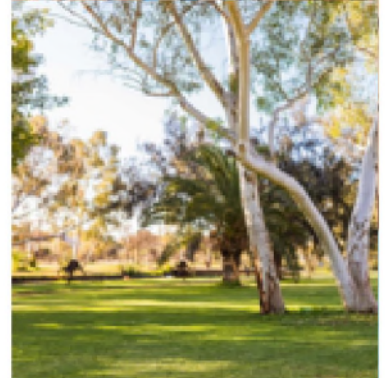




INFORMATION STATEMENT

FREEDOM OF
INFORMATION
ACT 1992

Revised December 2023



This Page Left Blank Intentionally

INDEX

1.0	Overview of Council.....	2
2.0	Legislation Administered.....	2
3.0	Council and Shire Structure.....	3
3.1	Shire Structure.....	3
3.2	Committees/Delegates.....	4
4.0	Decision Making Functions.....	5
5.0	Public participation in the formulation of policy and performance of shire functions.....	5
6.0	Documents for Inspection.....	5
7.0	Other Information Requests Amendment of Council Records.....	5
8.0	Amendment of Council Records.....	7

1.0 OVERVIEW OF COUNCIL

The Meekatharra Shire is situated in the Murchison region of the State of Western Australia.

The Council consists of seven (7) Councilors. The President is elected by the Councilors.

Position	Name	Term Expires
President	H J (Harvey) Nichols	2027
Deputy President	M J (Mark) Smith	2027
Councilor	M R (Matthew) Hall	2025
Councilor	D K (David) Hodder	2025
Councilor	J C (Judith) Holden	2025
Councilor	B M (Barkley) Day	2027
Councilor	M (Wesley) Ward	2027

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 cognizant to the community's needs.

2.0 LEGISLATION ADMINISTERED

Including, yet not limited to:

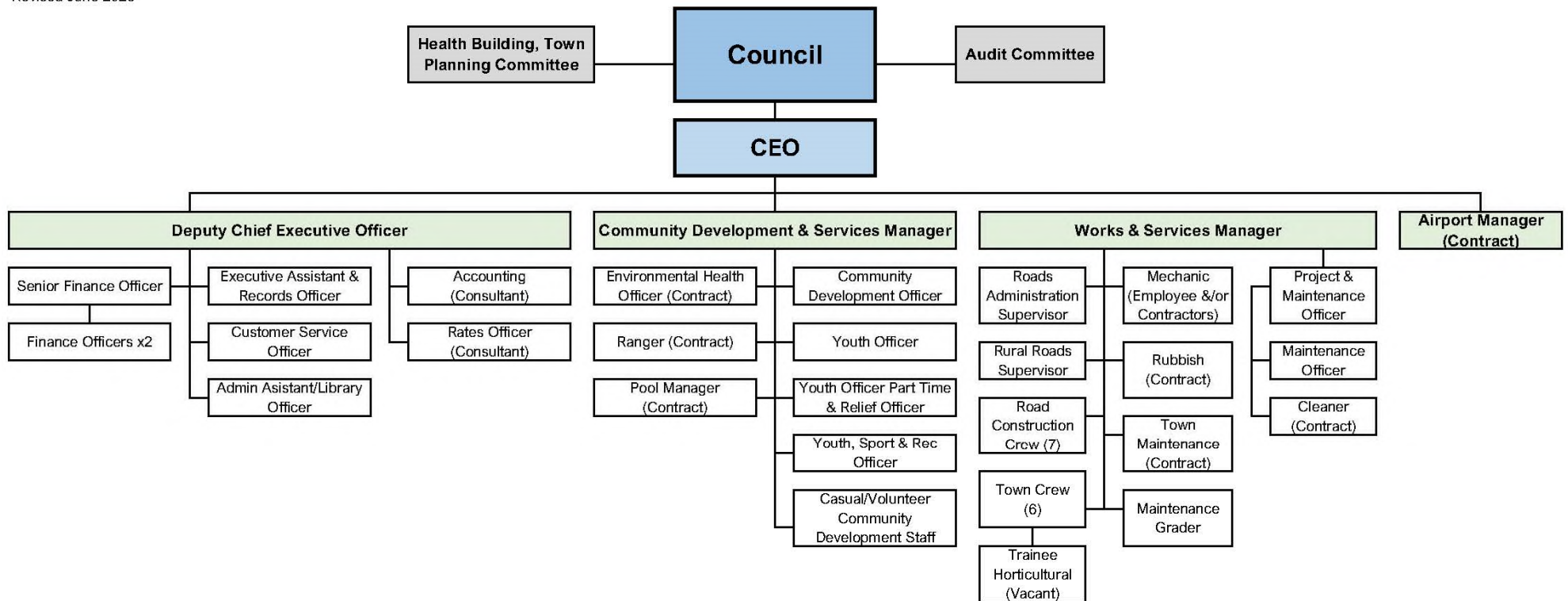
- Freedom of Information Act 1992 Local Government Act 1995
- Dog Act 1976
- Planning and Development Act 2005
- Local Government (Miscellaneous Provisions) Act 1960 Bushfires Act 1954
- Health Act 1911
- and all other legislation relevant to Local Government functions Shire of Meekatharra Local Laws, as gazetted.

3.0 COUNCIL AND SHIRE STRUCTURE

3.1 SHIRE STRUCTURE

Shire of Meekatharra - Organisational Chart

Revised June 2023



The CEO is to assess the best use of Human Resources to assist the various departments in times of excess workloads (such as flood damage claims) or periods of leave. This can be through temporary reallocation of administration/finance staff or via the engagement of external personnel.

3.2 COMMITTEES / DELEGATES

Shire President	Cr Harvey Nichols
Deputy Shire President	Cr Mark Smith
Audit Committee	Full Council
Health, Building & Town Planning Committee	Full Council
Works Group Committee	Full Council
Recruitment/Selection Panel for: DCEO, CDSM & Works & Services Manager	Cr Harvey Nichols Cr Mark Smith
CEO Performance Review Panel	Cr Harvey Nichols Cr Mark Smith
Murchison Zone of the WA Local Government Association	Kelvin Matthews (CEO) Cr Harvey Nichols Cr Mark Smith (as proxy)
Regional Road Sub Group	Cr Harvey Nichols (President) or his delegate Kelvin Matthews (CEO) or his delegate
Meekatharra/Mt Magnet Aviation Community Consultation Group	Cr Harvey Nichols Cr Mark Smith (as proxy) Kelvin Matthews (CEO) Meekatharra Airport Manager – Mike Cuthbertson
Meekatharra Outback Festival Management Committee	Cr Harvey Nichols Cr Judy Holden Community Development & Services Manager Community Development Officer
Local Emergency Management Committee	Kelvin Matthews (CEO) Meekatharra Airport Manager – Mike Cuthbertson Community Development & Services Manager
Chief Bush Fire Control Officer (CBFCO)	Kelvin Matthews (CEO)
Deputy Chief Bush Fire Control Officer (DCBFCO)	Cr Harvey Nichols (President)
Meekatharra Liquor Accord Group	Kelvin Matthews (CEO) Cr Harvey Nichols (President)
Doray Meekatharra Community Development Trust	Shire President – Cr Harvey Nichols
Meekatharra Human Services Agency Group	Community Development & Services Manager Cr Judy Holden
Chairman Local Recovery Coordinating Committee	Shire President – Cr Harvey Nichols Deputy Shire President (as proxy)
Local Recovery Coordinator	Kelvin Matthews (CEO) Community Development & Services Manager (proxy)
Development Assessment Panel for the Shire of Meekatharra	Cr Harvey Nichols Cr Mark Smith Cr David Hodder (as proxy) Cr Matthew Hall (as proxy)

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 Policy Manual.

Local Laws and Policies applying to the Shire of Meekatharra's district only, are made by Council in accordance with the Local Government Act 1995.

Council may provide that contravention of a provision of the local law is an offense, and may provide for penalties to be imposed.

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 during office hours, free of charge, subject to limitations any of the following in relation to council in the form in which it is normally held.

- Council Agenda.
- Confirmed Minutes of Council, committee and elector's meetings. Policy Manual.
- Council Annual Budget.
- Council Annual Financial Statements. Council Local Laws.
- Building Application Register. Rates Book and Rates Record.
- Consolidated Roll. Owner & Occupier Roll.
- Long Term Financial Plan. Register of Financial Interest. Schedule of Fees and Charges.
- Any written law that Council has the duty or power to enforce.
- Corporate Business Plan. Strategic Community Plan. Municipal Inventory.
- Freedom of Information Statement.

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.

7.0 OTHER INFORMATION REQUESTS

Requests for other information not shown will be considered in accordance with the Freedom of Information (WA) Act 1992.

It is the aim of the Shire of Meekatharra to make information available promptly and at the least possible cost, and 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 of Meekatharra and to enable the public to ensure that personal information in documents is accurate, complete and 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 Shire of Meekatharra’s administration office with any fee payable.

The applicant may choose to complete and lodge a Shire approved form.

Applications and enquiries should be addressed to the Freedom of Information Officer or by telephone to:

The Freedom of Information Officer

Shire of
Meekatharra
PO Box 129
Meekatharra WA 6642

Phone: 08 9980 0600

Applications will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

Freedom of Information Charges

There are no fees and charges associated with Freedom of Information applications for personal information about the applicant. Fees and charges only apply for non-personal information.

1. Type of Fee

- Personal information about the applicant.....No Fee
- Application Fee (for non-personal information).....\$30.00

2. Type of Charge

- Supervised access to Council’s records – per hour.....\$30.00
- Photocopying by staff – in addition to above fees – per hour.....\$30.00
- Photocopying by staff – in addition to above fees – per copy.....\$ 0.20
- Delivery, packaging and postage.....At cost

3. Deposits

- Advance deposit which may be required, expressed as a percentage of the estimated charges which will be payable in excess of the application fee.....25%
- Further advance deposit which may be required, expressed as a percentage of the estimated charges which will be payable in excess of the application fee.....75%

Access arrangements

Access to documents can be granted by way of inspection or a copy of a document.

Notice of Decision

As soon as possible, but within 45 days the applicant will be provided with a notice of decision which will include details such as

- the date 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 the classifying the matter exempt; or the fact that access is given to an edited document
- 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 of the agency are entitled to ask for an internal review by the Shire of Meekatharra. Application should be made in writing within 30 days of receiving the notice of decision.

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

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.

8.0 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
(pursuant to 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 of an organisation Name of Organisation/Business:

.....

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 No

I require a copy of the document(s) Yes No

I require access in another form Yes No

(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 Charges may be waived or reduced if the applicant is impecunious. Evidence to substantiate this claim **must** be provided.*

I am requesting a reduction in fees and charges Yes No

APPLICANTS SIGNATUREDate...../...../.....

(Office Use Only)

FOI Reference Number

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

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

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

Proof of Identity (if applicable) Type Sighted