

SHIRE OF HARVEY



SHIRE OF HARVEY

INFORMATION STATEMENT

AS REQUIRED UNDER THE FREEDOM OF INFORMATION ACT, 1992

2018



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SHIRE OF HARVEY

1. INTRODUCTION

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local governments, 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 for the Shire of Harvey to satisfy Part 5 of the Act, and is correct as at 25th September, 2013. Copies of this document may be obtained from:-

The Chief Executive Officer
Shire of Harvey
PO Box 500
HARVEY WA 6220

Or on the Shire of Harvey website at harvey@wa.gov.au

Enquiries may be made to that office or by telephoning (08) 9729 0300 Monday to Friday from 8.00 a.m. to 4.30 p.m. or by e-mail shire@harvey.wa.gov.au



2. ENABLING LEGISLATION

The Shire of Harvey is constituted as a Local Authority under the Local Government Act, 1995. The general function of a Local Government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities.

Using its legislative powers, a Local Government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

The Local Government's executive powers involve administering its local laws and doing other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act, including the provisions of services and facilities.



3. VISIONS AND MISSION

Our Vision

Together, towards a better lifestyle

Community Aspirations & Values

We value:

- Effective stewardship of our environment and heritage;
- A strong community spirit and sense of belonging;
- Effective communication and cooperation;
- Strong leaders and fair decisions; and
- Our heritage – to acknowledge the present and have regard for the future.

We are committed to being a diverse, inclusive and engaging community that:

- Actively works together and respects each other;
- Acts with honesty, integrity and fairness, and
- Is open minded, approachable, tolerant and responsive.



SHIRE OF HARVEY

4. STRUCTURE OF THE SHIRE OF HARVEY

The Council of the Shire of Harvey is the overall decision-making body. The Council employs a Chief Executive Officer who is charged with the responsibility of putting into effect the decisions of the Council. The organisation is structured into four operational areas being Corporate Services, Community Services, Development Services and Technical Services. These four areas, together with the Chief Executive Officer, comprise the Executive Management Team.

This structure brings together the operational areas with common functional goals.



5 ROLE AND KEY FUNCTIONS

The following information outlines the role and key functions of the Chief Executive Officer and each operating area. Where applicable, services to the community have been included under the relevant area.

Chief Executive Officer

To provide overall strategic direction and leadership and to co-ordinate the performance of the organisation.

- Policy formulation
- Strategic planning
- Performance review
- Leadership
- Management of change
- Economic development
- Marketing
- Member liaison

Corporate Services

- Customer Services
- Financial Services
 - Rates
 - Payroll
 - Debtors/Creditors
- Human Resources
- Records Management
- Law and Safety Services
- Electoral Services
- Equal Opportunity
- Freedom of Information
- Administration Services
- Occupational Health and Safety

Community Services

- Economic and Development
- Community Development
- Recreational Management
- Public Libraries
- Youth Services

Development Services

- Building Services
- Health Services
- Waste Management
- Town Planning Services
- Heritage



5 ROLE AND KEY FUNCTIONS

Technical Services

- Parks and Gardens
- Road Construction
- Road Maintenance
- Plant Management
- Street Lighting
- Playgrounds
- Street Cleaning
- Drainage



6. THE COUNCIL AND ELECTED MEMBERS

The Council comprises of 13 elected members. The Shire President is elected from the body of Elected Members by those members. The Elected Members are chosen democratically by the community and act in a voluntary capacity to represent the whole district of the Shire of Harvey. The Elected Members form a corporate body working for the community and do not have the authority to act or make decisions as individuals. Decisions are made as a consensus of the Council in accordance with the Local Government Act, 1995.

Role of the Council

The roles of the Council and Elected Members are as follows:-

The Council:-

- (i) directs and controls the Local Government's affairs;
- (ii) is responsible for the performance of the Local Government's functions;
- (iii) is to oversee the allocation of the Local Government's finances and resources;
- (iv) is to determine the Local Government's policies.

Role of the Shire President

The Shire President:-

- (i) presides at meetings in accordance with this Act;
- (ii) provides leadership and guidance to the community in the district;
- (iv) speaks on behalf of the Local Government;
- (v) Liaises with the Chief Executive Officer on the Local Government's affairs and the performance of its functions.

Role of Councillors

A Councillor:-

- (i) represents the interests of electors, ratepayers and residents of the district;
- (ii) provides leadership and guidance to the community in the district;
- (iii) facilitates communication between the community and the Council.
- (iv) participates in the Local Government's decision-making processes at Council and Committee Meetings.



7. COMMITTEES AND DECISION-MAKING STRUCTURE

The Council has established a register of delegations of authority to the Chief Executive Officer, who in turn has delegated certain functions to the Senior Managers.

Council meetings are based on a 3 weekly meeting cycle.

The Council has established three major Committees, the details of which are listed as follows:-

A number of other Statutory Committees have been established and are also detailed hereunder:-

Corporate Services Committee

Role:

To make recommendations to the Council on issues relating to:-

- (a) All financial issues including surveillance over Council's finances and accountability of revenue and expenditure under the Council Budget and reviewing Council's fees and charges.
- (b) Scrutiny of Council's accounts.
- (c) Rating issues.
- (d) Assessing grant applications referred to it.
- (e) Property transactions – purchase and disposal.
- (f) Information dissemination to ratepayers and the community.
- (g) Preparation and arrangements of civic functions.
- (h) Honours and Awards consideration.
- (i) Overview matters relating to public relations.
- (k) Election and Boundary issues.
- (l) Overseeing budget processes.
- (m) Local Laws falling within the scope of the purpose of this Committee.
- (n) Chief Executive Officer Reviews.

Note: This Committee will also act as Council's Audit Committee.

The Corporate Services Committee meetings are held prior to the Ordinary Council Meeting on the day of the last Ordinary Council Committee meeting of the month commencing at 2:00pm



7. COMMITTEES AND DECISION-MAKING STRUCTURE

Development Services Committee

Role:

To make recommendations to the Council on issues relating to:-

Health

- (a) Matters pertaining to the health and wellbeing of the community pursuant to provisions of the Health Act, associated regulations and relevant Local Laws.
- (b) Surveillance over sanitary provisions for the collection and disposal of sewerage, refuse and liquid wastes.
- (c) Control over nuisance, offensive trades, insects and pests, distribution and sale of foods and drugs to the public.
- (d) Providing protection of health and life of the community including immunisations, welfare and health education.
- (e) Overseeing the development and review of local laws and Council Policies in the health area.

Building

- (a) Control of building operations, supervision of construction in respect to all buildings subject to provisions of the Building Code of Australia, other relevant building legislation and Council Policy in relation to building.
- (b) Control of erection, location and upkeep of signs, hoardings, bill postings and fencing pursuant to relevant Local Laws.
- (c) Construction and maintenance of Local Government buildings.
- (d) Overseeing the development and review of Local Laws and Council Policies in the building area.

Town Planning

- (a) Matters relating to the regulation and use of land pursuant to the provisions of the town Planning and Development Act, Council's District Planning Scheme, Planning Strategies and relevant Local Laws.
- (b) Overseeing the subdivision, zoning and development of land within the Shire.
- (c) Overseeing the preparation and reviewing of the District Planning Schemes, Council Local Laws and Policies in relation to the Town Planning function.

Other

Heritage – to deal with heritage issues including the assessment of the Yarloop Heritage Precinct funding applications.

The Development Services Committee will meet on the Tuesday prior to each Council Meeting (on a 3 weekly cycle), commencing at 4:00pm.



7. COMMITTEES AND DECISION-MAKING STRUCTURE

General Purposes Committee

Role:

To make recommendations to the Council on issues relating to:-

- (a) Dealing with the use and maintenance of Council controlled reserves including the Commonage.
- (b) Dealing with law and safety services issues such as animal control, fire awareness and safety, parking, straying stock, abandoned vehicles and other ranger services.
- (c) Overseeing the preparation and review of Local Laws and Council Policy in the Committee's areas of responsibility.
- (d) Dealing with issues relating to landcare.
- (e) Dealing with tourism issues.
- (f) Selection of the Harvey Art prize on behalf of Council.
- (g) Overseeing the use and development of parks, gardens and recreation grounds.
- (h) Other issues referred specifically to the Committee.

Committees of Council

Standing Committees

- Audit Committee
- Corporate Services Committee
- Development Services Committee
- General Purposes Committee

Advisory Committees

- Alcoa Harvey Sustainability Fund Advisory Committee
- Brunswick Junction Town Centre Redevelopment Advisory Committee
- Bush Fire Advisory Committee
- Community Safety & Crime Prevention Advisory Committee
- Disability Access & Inclusion Plan Committee
- Harvey Recreation Grounds Advisory Committee
- Heritage Advisory Committee
- Leschenault Leisure Centre Advisory Committee
- Yarloop Townscape Strategy Advisory Committee

Other Committees – Working Groups

- Australind Entry Statements Steering Committee
- Community Sail Training Trust Committee
- Harvey Community Precinct Steering Committee
- Harvey Town Hall Management Committee
- Shire of Harvey & Dardanup Joint Town Planning Committee



7. COMMITTEES AND DECISION-MAKING STRUCTURE

- Shire of Harvey Local Emergency Management Committee (LEMC)
- Work Safety Committee

Delegate Committees

- Binningup Christian Youth Camp Committee
- Binningup Community Association Committee
- Binningup Water Sports Centre Management Committee
- Brunswick River Cottages Management Committee
- Bunbury/Harvey Regional Council (Regional Tip)
- Bunbury Wellington Economic Alliance
- Development Assessment Panel
- District Health Advisory Committee
- Greater Bunbury Growth Plan Steering Committee
- Harvey Community Radio 95.5FM
- Harvey Community Resource Centre Committee
- Harvey Main Street Committee
- Harvey Recreation & Cultural Centre Management Committee
- Harvey River Restoration Trust Committee
- Harvey Visitor Centre
- Historical Society – Municipal Museum Committee
- Hocart Lodge Committee
- Kemerton Industrial Park Coordinating Committee (KIPCC)
- Leschenault Catchment Council
- Lot 131 Clifton Park Management Committee
- Lot 208 Youth Inc. Board of Management Committee
- Morrissey Homestead Inc. Board of Management
- Myalup Hall Management Committee
- Myalup – Wellington Ministerial Steering Group
- Peel-Harvey Catchment Council
- Peron Naturaliste Partnership
- Regional Clag (Mosquito) Committee
- Regional Road Group
- Riverlinks Child Care Centre
- Senior Citizens' Centre Committee (Harvey)
- Settlers Hall Management Committee
- South West Zone of WALGA
- Southern Seawater Desalination Plant – Community Reference Group
- South West & Peel Coastal Management Group (COASTSWAP)
- South West Geosequestration Hub – Lesueur Community Consultative Committee
- Wagerup Community Consultative Network
- Wellesley Soil Conservation Committee
- Worsley Community Liaison Committee
- Yarloop Mill Workshop Committee



8. PUBLIC PARTICIPATION

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

These are:

- **Deputations**

Requests for deputations must be made to the Chief Executive Officer at least 7 days prior to a Council/Committee meeting to enable notice to be given in the appropriate meeting agenda. Further particulars relating to deputations are available by viewing Councils Standing Orders Local Law.

- **Public Question Time**

Members of the public are able to ask questions (preferably in writing) on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and Committees open to the public, prior to the commencement of the meeting.

- **Petitions**

Written petitions to be presented to the Council must be addressed to the Shire President and comply with Council's requirements detailed within its Standing Orders Local Law.

- **Written Requests**

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

- **Elected Members**

Members of the public can contact the Elected Members of the Council to discuss any issue relevant to the Council.

- **Community Consultation**

The Council consults with its residents on particular issues that affect their neighbourhood by way of advertising in the local papers, calling public meetings, and seeking responses to various proposals.

Annual Community meetings are conducted in April of each year in the following locations:

- Yarloop
- Harvey
- Binningup/Myalup
- Brunswick; and
- Australind



9. DOCUMENTS HELD BY THE SHIRE OF HARVEY

The following documents are available for inspection by electors, residents and creditors of the Shire of Harvey, at the Council's Administration Centre:

- Annual financial statement – at least seven days prior to the Annual General Meeting;
- Annual budget

The following documents are available for inspection by any member of the public at Council's Administration Centre:

- FOI Information Statement;
- Register of Delegated Authority
- Shire of Harvey Town Planning Scheme
- Policy Manual
- Tender Register (Local Government Act 1995 Local Government (Functions and General) Regulations 1996 No. 17);
- Code of Conduct;
- Register of financial interests;
- Annual Report;
- Annual budget;
- Annual Financial Return Register;
- Schedule of fees and charges;
- Forward Capital Works Program
- ;
- 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;
- Local laws made by the local government in accordance with Section 3.12 of the Local Government Act 1995;
 - Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
 - Bush Fires Local Law
 - Cemeteries Local Law



9. DOCUMENTS HELD BY THE SHIRE OF HARVEY

- Control and Management of the Harvey Commonage (Reserve 22977) Local Law
- Dog Local Law
- Extractive Industries Local Law
- Fencing Local Law
- Health Local Law
- Miscellaneous Provisions Local Law
- Parking Local Law
- Pest Plants Local Law 2011
- Property Local Law
- Repealing Obsolete Local Law
- Signs & Other Advertising Devices Local Law
- Standing Orders Local Law
- Regulations made by the Governor under Section 9.6 of the Local Government Act 1995 that operates as if they were local laws of the local government;
- 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 Agenda relating to any Council or Committee meeting and reports and other documents that have been:
 - Tabled at a Council or Committee meeting; or
 - Produced by the Local Government or a Committee for presentation at a Council or Committee meeting and which have been presented at the meeting;



9. DOCUMENTS HELD BY THE SHIRE OF HARVEY

- 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:
 - Required by a provision of this Act to be available for public inspection; or
 - As may be prescribed;

In the form or medium in which it may for the time being be held by the Local Government.

The following documents are available for inspection by members of the public, at the Council's Libraries located at Harvey and Australind:

- Annual report
- Annual budget
- Council Minutes

Available via Freedom of Information Act

While the Council endeavours to respond to information requests informally, Freedom of Information Legislation may be used to request access to information not available by any other means.

The Council is to administer the Act in a way that:

- Assists the public to obtain access to documents;
- Allows access to documents to be obtained promptly and at the lowest reasonable costs; and
- Assists the public to ensure that personal information contained in documents is accurate, complete, up to date and is not misleading.

While the Act provides for general right of access to documents it also recognises that some documents require protection – these exemptions are listed in Schedule 1 of the Act and include:

- Personal information;



9. DOCUMENTS HELD BY THE SHIRE OF HARVEY

- Information concerning trade secrets;
- Other commercially valuable information; or
- Any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Access to the Shire of Harvey records (Personal or Non Personal), can be made by application to the Freedom of information Co-ordinator stationed at the Council's Administration Centre (Refer Section 11 – Operation of Freedom of Information Processes).

Retention and Disposal of Council Records

All of the Council's records are retained in accordance with the State Records Advisory Council approved Local Government Retention and Disposal Schedule. This schedule stipulates how long a record must be kept and is available for inspection.



10. CODE OF CONDUCT – ELECTED MEMBERS AND STAFF

Section 5.103 of the Local Government Act 1995 provides that every Local Government is to prepare a code of conduct which is to be observed by members of the Council and Staff.

In relation to information Elected Members and employees have a responsibility to ensure that:

- As an Elected Member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council.
- Information of a confidential nature ought not to be communicated until it is no longer treated as confidential.
- Information relating to decisions of the Council must only be communicated in an official capacity by a designated officer of the Shire of Harvey.
- Information concerning adopted policies, procedures and decisions of the Shire of Harvey is conveyed accurately.



11. OPERATION OF FREEDOM OF INFORMATION PROCESSES

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 Harvey 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, e.g. memos, correspondence, maps, plans, photos, etc.
- Any sound based records, e.g. sound cassettes, Dictaphone tapes.
- Any image based records, e.g. roll films, micrographics, video tapes, optical disks, etc.
- Any digital based records, e.g. computer tapes, floppy discs, etc.

What are the costs involved?

The costs may vary from one application to another dependent upon the information required. An initial application fee of \$30 (for non personal requests, personal requests are gratis) is payable on lodgement of the approved application form or written application. Charges also apply at the rate of \$30 per hour for processing, supervision, transcribing and photocopying time. Photocopying charges of 20 cents apply for each copy. Additional charges may apply in respect of the provision and delivery of information.

The Council may require an advance deposit on charges payable. (Full details of charges are detailed at the end of this section).

Who can I contact to make enquiries?

You may ring the Shire of Harvey Freedom of Information Co-ordinator on (08) 9729 0300 between the hours of 8.00am to 4.30pm Monday to Friday if you have any queries. Alternatively you can send an e-mail to shire@harvey.wa.gov.au.

How do I lodge an application?

You must lodge your application in writing along with the application fee (if applicable):

By Post, addressed to:

FOI Co-ordinator
Shire of Harvey
PO Box 500
HARVEY WA 6220

In person, at:

Shire of Harvey
Administration Centre
102 Uduc Road
HARVEY WA 6220



11. OPERATION OF FREEDOM OF INFORMATION PROCESSES

See attachment for a copy of an FOI Application Form to assist in lodging an application.

What can I do if I'm denied access to something?

The Freedom of Information Act provides for a review and appeal process. You may seek an Internal Review or if you are still not satisfied a review by the Information Commissioner and still further you can appeal to the Supreme Court.

- **The Internal Review** – If you are dissatisfied by a decision that we make concerning your application then you can apply for the Council for an internal review of its decision. To apply for an internal review you must put your request in writing and lodge it with the Council within thirty (30) days of being notified of the original decision. There is no charge for an internal review.
- **External Review by the Information Commissioner** – If you are still dissatisfied after the internal review has been completed, you may seek a review by the Information Commissioner. This request must be made in writing to the Information Commissioner giving details of the decision to which your complaint relates.
- **Appeals to the Supreme Court** – Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

Freedom of Information Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- An Australian address to which notices can be sent.
- Proof of your identity may be required, e.g. current drivers' licence.
- If you are seeking access to document(s) on behalf of another person, the Shire of Harvey will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (within 45 days) after it is received.
- Further information can be obtained from the Shire of Harvey Freedom of Information Co-ordinator (Telephone (08) 9729 0300).

The Freedom of Information Act 1992 is available for purchase from the State Law Publisher, 10 William Street Perth (Telephone (08) 9321 7688).

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, or computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in case of a document where words can be reproduced in written form.



11. OPERATION OF FREEDOM OF INFORMATION PROCESSES

Freedom of Information Scale of Fees and Charges

1. Type of Fee

Application fee under Section 12 (1)(e) of the FOI Act (for non personal information) **\$ 30.00**

2. Type of Charge

(a) Charge for time taken by Staff dealing with the application (per hours, or pro rata for a part of an hour) **\$ 30.00**

(b) Charge for access time supervised by Staff (per hour, or pro rata for a part of an hour, plus the actual additional costs to the agency of any special arrangements (e.g. hire of facilities or equipment). **\$ 30.00**

(c) Charges for photocopying:

(i) per hour, or pro rata for a part of an hour of Staff time **\$ 30.00**

(ii) per A4 copy **\$ 0.20**

(d) Charge for time taken by Staff transcribing information from a tape or other device (per hours, or pro rata for a part of an hour). **\$ 30.00**

(e) Charge for duplicating a tape, film or computer information. **Actual Cost**

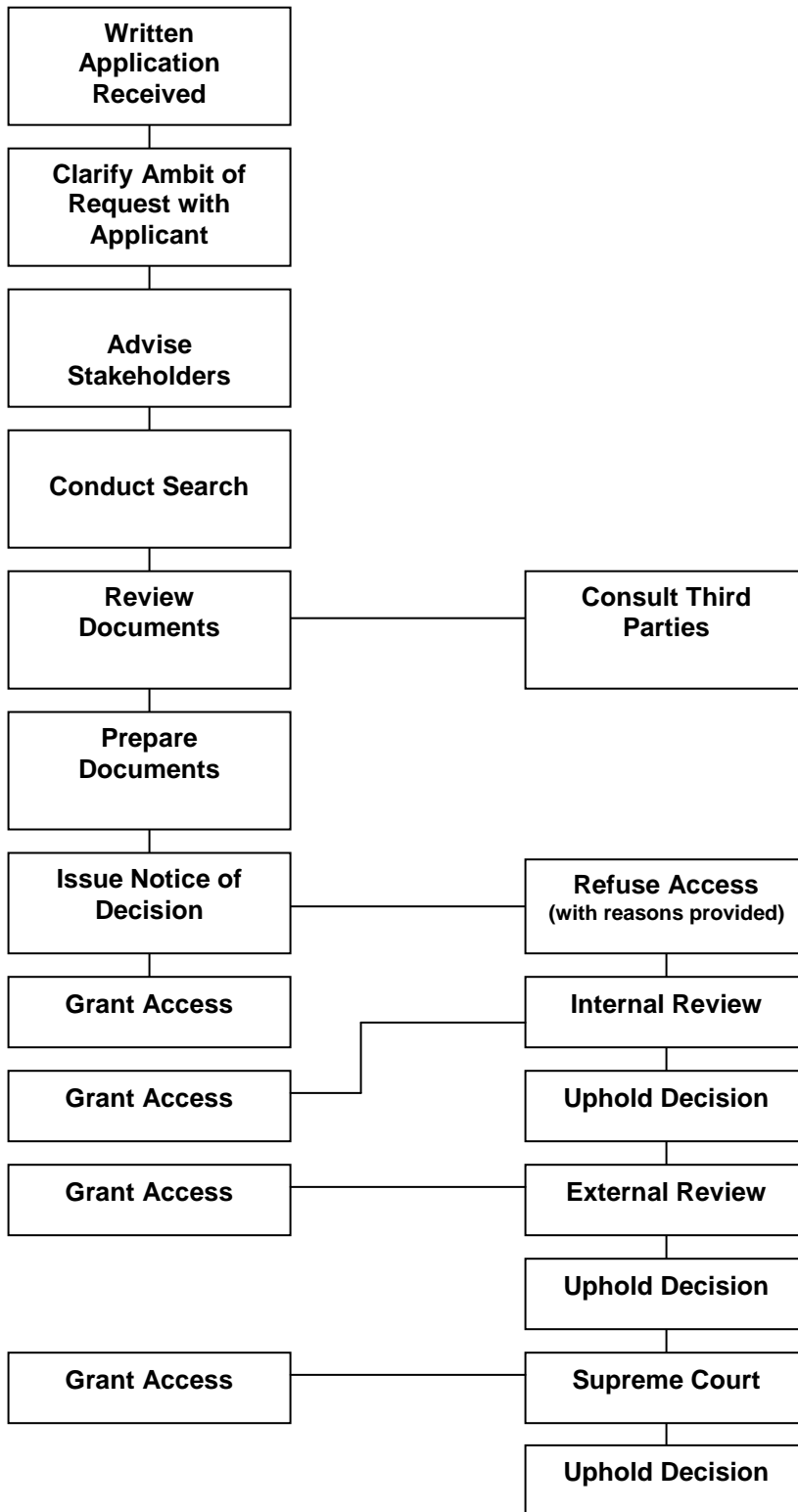
(f) Charge to delivery, packaging and postage. **Actual Cost**

3. Advance Deposits

(a) Advance deposit which may be required by an agency under Section 18 (1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. **25%**

(b) Further advance deposit which may be require by an agency under Section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. **75%**

The FOI Process





12. DETAILS OF LEGISLATION ADMINISTERED BY THE SHIRE OF HARVEY

The Shire of Harvey is established under the Local Government Act 1995, and has the responsibility for the administration of this Act within the municipality. Other major legislation which the Shire of Harvey is wholly or partly responsible for administering is:

Agriculture and Related Resources Protection Act 1976

Building Act 2011

Building Regulations 2012

Bush Fire Regulations

Bush Fires Act 1954

Caravan Parks and Camping Grounds Act 1995

Caravan Parks and Camping Grounds Regulations 1997

Cat Act 2011

Cat Act Regulations 2012

Cemeteries Act 1986

Contaminated Sites Act 2003

Disability Services Act 1993

Dog Act 1976

Dog Regulations 2013

Emergency Management Act 2005

Environmental Protection (Controlled Waste) Regulations 2004

Environmental Protection (Noise) Regulations 1997

Environmental Protection Act 1986

Equal Opportunity Act 1984



SHIRE OF HARVEY

12. DETAILS OF LEGISLATION ADMINISTERED BY THE SHIRE OF HARVEY

Fair Work Act 2009

Food Act 2008

Food Regulations 2009

Freedom of Information Act 1992

Freedom of Information Regulations 1993

Hairdressing Establishment Regulations 1972

Health Act 1911

Heritage of Western Australia Act 1990

Industrial Awards

Land Administration Act 1997

Library Board of Western Australia Act 1951

Liquor Control Act 1988

Litter Act 1979

Local Government (Miscellaneous Provisions) Act 1960

Local Government Act 1995

Occupational Safety & Health Regulations 1996

Occupational Safety and Health Act 1984

Planning and Development Act 2005

Planning Scheme

Prostitution Act 2000

Rates and Charges (Rebates and Deferments) Act 1992



12. DETAILS OF LEGISLATION ADMINISTERED BY THE SHIRE OF HARVEY

Residential Design Codes of WA 2010

Shire of Harvey District Planning Scheme No 1

Shire of Harvey Town Planning Scheme No 3

Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No 1

State Records (Consequential Provisions) Act 2000

State Records Act 2000

State Records Commission Principles & Standards 2002

Strata Titles Act 1985

Transfer of Land Act 1893

Valuation of Land Act 1978

Waste Avoidance and Resource Recovery Act 2007

Waste Avoidance and Resource Recovery Levy Act 2007

Waste Avoidance and Resource Recovery Levy Regulations 2008

Waste Avoidance and Resource Recovery Regulations 2008

Waterways Conservation Act 1976

Western Australia Disability Services Act 1993

SHIRE OF HARVEY LOCAL LAWS

Activities In Thoroughfares and Public Places and Trading Local Law

Bush Fire Brigades Local Law

Cemeteries Local Law

Commonage Local Law



SHIRE OF HARVEY

12. DETAILS OF LEGISLATION ADMINISTERED BY THE SHIRE OF HARVEY

Dogs Local Law

Extractive Industries Local Law

Fencing Local Law

Local Government Property Local Law

Miscellaneous Provisions Local Law

Parking and Parking Facilities Local Law

Pest Local Law

Proposed Local Law Repealing Obsolete Local Laws

Signs Other Advertising Devices

Standing Orders Local Law

SHIRE OF HARVEY



APPLICATION FOR ACCESS TO DOCUMENTS
(Under Freedom of Information Act, 1992, S.12)

DETAILS OF APPLICANT:

SURNAME

GIVEN NAMES

AUSTRALIAN POSTAL ADDRESS

POSTCODE TELEPHONE NO'S:

*IF AN APPLICATION
IS ON BEHALF OF AN
ORGANISATION*

NAME OF ORGANISATION/BUSINESS
.....

DETAILS OF REQUEST

Personal Documents

Non-personal Documents

I am applying for access to document(s) concerning (if insufficient space please attach details):

.....
.....

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 \$30.00 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 notes attached. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria in the notes and support your application fee for a reduction.

I am requesting a reduction in fees and charges Yes No

APPLICANT'S SIGNATURE DATE

OFFICE USE ONLY

FOI REFERENCE NUMBER

RECEIVED ON

DEADLINE FOR RESPONSE

ACKNOWLEDGMENT SENT ON

PROOF OF INDENTITY (IF APPLICABLE):

TYPE: SIGHTED:

TYPE: SIGHTED:

NOTES

FOR APPLICATION:

- Please provide sufficient information to enable the correct document(s) to be identified.
- Please provide an Australian address to which notices can be sent.
- The agency may request proof of your identity. (Any TWO of: Passport, Birth Extract, Driver's Licence, Credit Card or similar).
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorization in writing from that person.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner, 12th Floor, St Martin's Tower, 44 St Georges Terrace, Perth. Telephone 9220 7888. The Freedom of Information Act is available from the State Law Publisher website (www.slp.wa.gov.au).

FORMS OF ACCESS

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document, or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

FEES AND CHARGES

Application Fee	\$30.00
Charge dealing with application	\$30.00 per hour
Charge supervision access	\$30.00 per hour
Photocopying	\$30.00 per hour and 20 cents per copy
Charge for transcribing information	\$30.00 per hour
Charge for duplicating a tape, film or computer info.	Actual cost
Delivery, package & postage	Actual cost
Advance deposit (Section 18(1))	25% of estimated charges
Advance deposit (Section 18(4))	75% of estimated charges

LODGEMENT OF APPLICATION

Applications may be lodged:

- By post, addressed to: FOI Coordinator
Shire of Harvey
PO Box 500
HARVEY WA 6220

OR:

- In person, at: Shire of Harvey
102 Uduc Road
HARVEY WA 6220