



Shire of Leonora

Information Statement

2021 - 2024

This information statement is published by the Shire of Leonora in accordance with the requirements of the Freedom of Information Act 1992.

An updated information statement will be published at least every twelve months (with the attachment "Fees and Charges" from the budget).



1.0 Table of Contents

Table of Contents

1.0 Table of Contents	3
Table of Contents	3
2.0 Vision Statement	4
Objective of Information Statements	4
3.0 Details of Legislation Administered	5
Legislation and Regulations which Empower the Shire of Leonora	5
4.0 Structure and Functions.....	10
Organisational Structure	10
5.0 Details of Functions and Decision Making.....	11
Council	11
The Administration	11
Council and Councilors'	12
Committees.....	12
Agenda and Minutes	12
Sub-Committees and Consultative Groups	13
Delegated Authority	13
Services to the Community	13
6.0 Public Participation	14
6.1 Public Input to Council Meetings	14
6.2 Community Consultation	14
7.0 Documents Held by the Shire of Leonora	14
Records Department.....	16
Shire of Leonora Visitor Centre/Library.....	16
8.0 Freedom of Information Applications	16
Procedures And Access Arrangements	16
FOI Operations	16
Freedom of Information Applications	16
8.2 Freedom of Information Responsibilities	17
8.2.1 Principal Officer.....	17
8.2.2 FOI Coordinator	17
8.2.3 FOI Liaison Officer	17
8.2.4 Decision Makers.....	17
8.2.5 Freedom Of Information Management Structure.....	18
8.3 Freedom of Information Charges.....	18
8.5 Access Arrangements	18
8.6 Notice of Decision.....	19
8.7 Refusal of Access.....	19
9.0 Document Management	20
APPLICATION FOR ACCESS TO DOCUMENTS.....	21
Lodgement of Application by Post OR In Person:	22
Fees and Charges	22

2.0 Vision Statement

'A proactive, sustainable, safe, friendly and prosperous place to be.'



Objective of Information Statements

Under the Freedom of Information Act 1992 the content of information statements (*section 94*) a document is required to be available which conveys information to the public about the Shire or Leonora's operations, the kinds of documents it holds and the procedures for accessing them.

While there is no doubt that annual reports provide descriptions of the Shire of Leonora activities and outcomes achieved, an information statement purpose is to provide additional insight into what the Shire does and how it does it. In many cases, the Shire of Leonora's internal manuals and guidelines provided to staff in undertaking its functions contain much of this information, and there is a separate requirement in part 5 of the FOI Act (*section 97*) for internal manuals to be made available for inspection or purchase by the public if required.

3.0 Details of Legislation Administered

Legislation and Regulations which Empower the Shire of Leonora

The Shire of Leonora was established under and operates in accordance with the Local Government Act 1995. Other legislation and regulations affecting the functions and operations of the Shire of Leonora include:

- **Local Government (Miscellaneous Provisions) Act 1960**
- **Local Government Act 1995 and Associated Regulations**
The Local Government Act 1995 and the Local Government (Miscellaneous Provisions) Act 1960 is the primary legislative acts under which the Shire of Leonora operates. The purpose of these Acts is to provide for the good rule and government, convenience, comfort and safety of persons in municipal districts.
- **Anti-Corruption Commission Act 1988**
An Act to enable reporting of official corruption without discrimination.
- **Building Regulations 1989**
The Regulations set out procedures for making building applications, classification of buildings and precautions to be followed during construction and demolition.
- **Bush Fires Act 1954**
An Act to make better provision for diminishing the dangers resulting from bush fires, for the prevention, control and extinguishment of bush fires.
- **Caravan Parks and Camping Grounds Act 1995 & Regulations 1997**
To provide for the licensing, regulation, improvement and promotion of caravan parks and camping grounds and ensure design and layout meeting desirable standards, including health and safety of the occupiers.
- **Cat Act 2011 & Regulations**
An act to relating to the control and registration of cats, the ownership and keeping of cats and the obligations and rights of persons in relation thereto, and for incidental and other purposes.
- **Cemetery Act 1986**
To provide for the declaration and management of cemeteries, the establishment, constitution and functions of Cemetery Boards, the licensing of Funeral Directors and the regulations of burials.
- **Conservation and Land Management Act 1984**
An Act to make better provision for the use, protection and management of certain public lands and waters and the flora and fauna thereof, to establish authorities to be responsible therefore, and for incidental or connected purposes.
- **Construction Safety Act 1972**
An Act to make provision for the Safety and Welfare of persons engaged in construction and other work and for incidental and other purposes.

- **Control of Vehicles (Off Road Areas) Act 1978**
An Act to prohibit the use of vehicles in certain places, to make provision as to the use of vehicles otherwise than on a road, to provide for areas where the use of off-road vehicles shall be permitted, for the registration of off-road vehicles, and for related purposes.
- **Disability Discrimination Act 1992**
An Act to protect the rights and responsibilities of persons with disabilities as fully participating members of society.
- **Dividing Fence Act 1961-1969**
An Act relating to the construction and repair of dividing fences between certain lands and for incidental and other purposes.
- **Dog Act & Regulations 1976**
An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.
- **Environmental Protection Act 1986**
An Act to provide for an Environmental Protection Authority, for the prevention, control and abatement of environmental pollution, for the conservation, preservation, protection, enhancement and management of the environment and for matters incidental to, or connected with, the foregoing.
- **Equal Opportunity Act**
An Act to provide for fair and equitable treatment in the workplace in relation to training and work conditions and to provide those appointments, promotions and advancement are based on an employee's merit and skills and extraneous factors such as sex, race, disability, marital status etc. are irrelevant to employment and should not be taken into consideration.
- **Explosives and Dangerous Goods Act 1961-1967**
An Act to consolidate and amend the law relating to explosives, to regulate the storage of dangerous goods, and for other incidental purposes.
- **Explosives and Dangerous Goods Act Amendment Act 1974**
An Act to amend the Explosives and Dangerous Goods Act 1961-1967.
- **Freedom of Information (FOI) Act 1982**
To provide for public access to documents and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading, and for related purposes.
- **Health Act 1911**
An Act to consolidate and amend the law relating to Public Health.

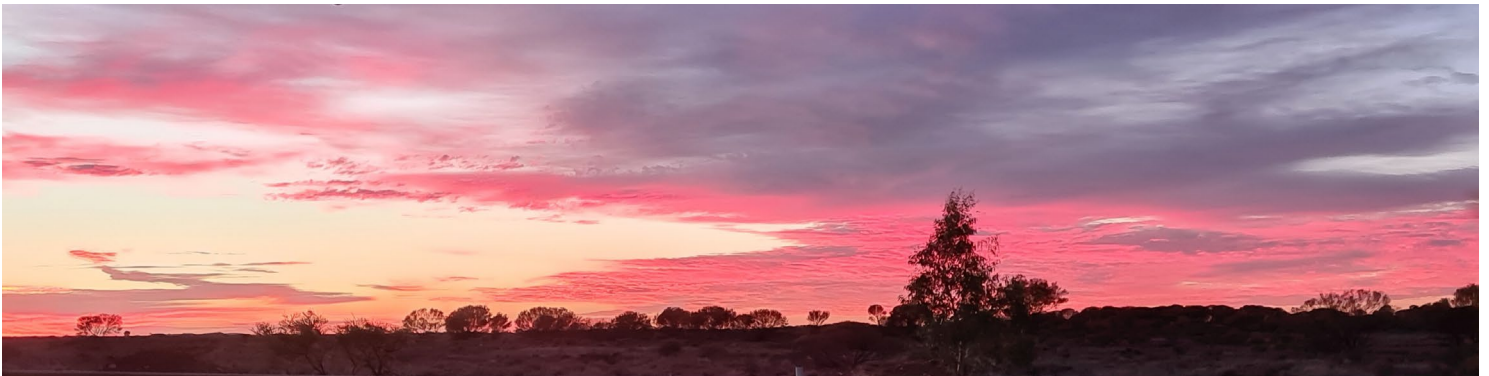
- **Heritage of Western Australia Act 1990**
An Act to provide for, and to encourage, the conservation of places which have significance to the cultural heritage in the State, to establish the Heritage Council of Western Australia, and for related purposes.
- **Interpretations Act**
An Act to amend and consolidate the law relating to the construction, application, interpretation and operation of written law; to provide for the exercise of statutory powers and duties; and to provide for connected or incidental purposes.
- **Justices Act 1902**
An Act to consolidate and amend the Laws relating to Justices of the Peace and their Powers and Authorities.
- **Justices Amendment Act 1988**
An Act to amend the Justices Act 1902.
- **Library Board of Western Australia Act 1951-1983**
An Act to provide for the Constitution and Functions of a Library Board and for other purposes.
- **Liquor Licensing Act 1988**
An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to repeal the Liquor Act 1970, and for related matters.
- **Litter Act 1979-1981**
An Act to make provision for the abatement of litter, to establish, incorporate and confer powers upon the Keep Australia Beautiful Council (WA), and for incidental and other purposes.
- **Local Government Amendment (COVID-19 Response) Act 2020 (Amended Act)**
To provide a power to the Minister to waive or suspend the operation of any provision of the Act, during a declared state of emergency, to allow local governments to continue to operate and make critical decisions.
- **Local Government Uniform General (Parking for Disabled Persons) By-laws 1988**
Provides a means of penalising persons unlawfully parking in a parking bay set aside for disabled persons.
- **Main Roads Act 1930**
An Act to consolidate and amend the law relating to and making provision for the construction, maintenance and supervision of highways, main and secondary roads, and other roads, the control of access to roads and for other relative purposes.

- **Occupational Health & Safety Act 1984 and associated regulations**
Administered in part by Local Government to promote and improve standards for occupational health, safety and welfare and to coordinate the administration of the laws relating to occupational health, safety and welfare and for incidental and other purposes.
 - **Parliamentary Commissioner Act 1971**
An Act to provide the appointment of a Parliamentary Commissioner for Administrative Investigations for the investigation of administrative action taken by or on behalf of certain government departments and other authorities and for incidental purposes.
 - **Police Act 1892-1982**
An Act to consolidate and amend the law relating to the Police in Western Australia.
 - **Public Works Act 1902**
An Act to consolidate and amend the laws relating to public works.
 - **Residential Planning Codes of Western Australia 1991**
The Planning Codes form part of Council's Town Planning Scheme No 1 by reference and apply to different forms of residential development in those zones where residential development is permitted. The Codes are the means by which Council effects control of residential development.
 - **Road Traffic Act 1974**
An Act to consolidate and amend the law relating to road traffic, to repeal the Traffic Act 1919-1974 and for incidental and other purposes.
 - **Shire of Leonora Town Planning Scheme No 1.**
The intent of this scheme is to direct and control the development of the scheme area (hereinafter referred to as the District) in such a way as shall promote and safeguard the health, safety and convenience, economic and general welfare of its inhabitants and the amenities of every part of the district.
 - **State Record Act 2000**
To provide for the keeping of State records and for related purposes.
 - **State Transport Coordination Act 1966**
An Act to make better provision for the direction and coordination of Transport, to repeal certain Acts and for incidental and other purposes.
- Strata Titles Act 1985 & Amendments 1995**
An Act to facilitate the subdivision of land into cubic spaces and the disposition of titles thereto, to provide for incidental and connected purposes and to repeal the Strata Titles Act 1966.

- **Town Planning & Development Act 1928-1979**
An Act relating to the planning and development of land for urban, suburban, and rural purposes.
- **West Australian Planning Commission Act 1985**
An Act to establish a body with responsibility for urban, rural and regional land use planning and land development and related matters in the State, and to provide for a planning council for the metropolitan region and a planning council for the remainder of the State, and for connected purposes.
- **Workers Compensation and Assistance Act 1981**
An Act to amend and consolidate the law relating to compensation for, and the rehabilitation of, workers suffering disability by accident or disease in the course of their employment.

Additionally, the Shire administers the following Shire of Leonora Local Laws:

- Dog and Cat Control Local Law
- General Provisions Local Law
- Health Local Law
- Leonora Airport Local Law
- Leonora Cemetery Local Law
- Parking Facilities Local Law
- Standing Orders Local Law

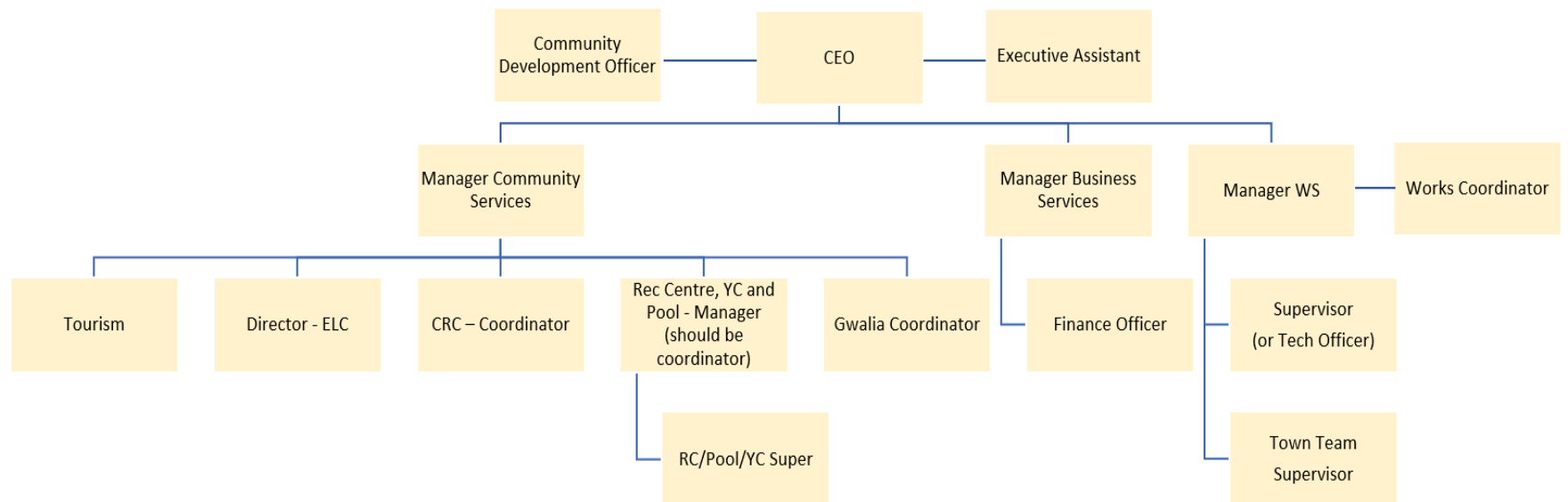


4.0 Structure and Functions

Organisational Structure



Shire of Leonora – Organisational Structure 2024



5.0 Details of Functions and Decision Making

Council

The role of the Council is to:

- govern the local government's affairs;
- be responsible for the performance of the local government's functions;
- oversee the allocation of the local government's finances and resources; and
- determine the local government's policies.

The role of the President is to:

- preside at meetings in accordance with the Local Government Act 1995;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the president by the Local Government Act 1995 or any other written law; and
- liaise with the Chief Executive Officer on the local government's affairs and the performance of its functions.

The role of Councillors' is to:

- represent the interests of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local government's decision-making processes at Council and committee meetings; and
- perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law.

The Council sets the direction and policies of the Local Government whereas the administration, managed by the Chief Executive Officer, must ensure Council decisions and policies are implemented.

The Administration

Each Local Government has an administration that is responsible for implementing Council decisions and managing Local Government operations.

The Chief Executive Officer is employed by the Council to head the administration, manage day to day operations and ensure that Council decisions are implemented.

The functions of the Chief Executive Officer are to:

- advise the Council in relation to the functions of a local government under the Local Government Act 1995 and other written laws;

- ensure that advice and information is available to the Council so that informed decisions can be made;
- cause Council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the President on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the Mayor or President agrees;
- be responsible for the employment, management, supervision, direction and dismissal of other employees;
- ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law; and
- perform any other function specified or delegated by the local government or imposed under the Local Government Act 1995 or any other written law as a function to be performed by the Chief Executive Officer.

Council may delegate to the Chief Executive Officer certain of its powers and duties.

The Chief Executive Officer may delegate powers and duties of his/her office to other employees (Local Government Act 1995 s 5.42 and 5.45).

Council and Councilors'

The Shire of Leonora's affairs are managed by seven (7) Councilors' who are elected from the community and who act in a voluntary capacity. The Council acts as a community board, establishing policies and making decisions, within the rules of the Local Government Act and other legislation, on a wide range of issues affecting the community. Ordinary meetings of Council are held on the third Tuesday of each month at 9.30am and members of the public are welcome to attend.

Elections are held on the third Saturday in October in the election year. The Shire President is elected at the first meeting of Council following an election. The Presidential term is for two years. The Shire President chairs all ordinary meetings of Council.

Committees

The Shire of Leonora operates an Audit & Risk Committee that meets quarterly at the conclusion of the ordinary meeting of council.

Agenda and Minutes

The agenda for all Council meetings is placed on public display at the library and Council offices at least three days prior to the scheduled meeting day.

The minutes for all Council meetings is placed on public display at the library and Council offices no more than ten days after the meeting day. These documents are also available from Council's website.

Sub-Committees and Consultative Groups

A number of sub-committees and working groups comprising elected members, staff and the public have been established to investigate particular issues and report back to Council. Currently these are:

- Leonora Local Emergency Management Committee (LEMC), meeting quarterly

Delegated Authority

The Chief Executive Officer and other officers of Council have the delegated authority to make decisions on a number of specific administrative and policy matters. These delegations are listed and available for public inspection and are reviewed annually by Council.

In keeping with the legislative requirements, Council:

- determines policies to be applied by Council in exercising its discretionary powers;
- determines the type, range and scope of projects to be undertaken by Council; and
- develops comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

Decisions are also made to determine whether or not approval is to be granted for applications for residential and commercial development.

Services to the Community

Some of the services provided by Council include:

- Animal Control
- Building Control
- Cemetery Matters
- Citizenship Ceremonies
- Community Information Service
- Community Halls and Centre's for Hire
- Crossovers
- Cycleways
- Demolition Permits
- Environmental Health Matters
- Fire Prevention
- Litter Bins
- Media Releases
- Parking Bays/Road Closures
- Parking Control
- Parks & Reserves
- Pedestrian Crossings
- Pest Control
- Planning Controls
- Playground Equipment
- Public Health
- Public Library
- Public Toilets
- Recreational/Sporting Facilities
- Recycling and Waste Management
- Roads/Footpaths/Kerbing/Drainage
- Street Parade Permits
- Street Sweeping
- Street Tree Planting
- Street Lighting
- Tourism Promotion
- Traffic Control Devices
- Verge Maintenance
- Distribution of Information
- Website – www.leonora.wa.gov.au
- Facebook – Shire of Leonora

6.0 Public Participation

6.1 Public Input to Council Meetings

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

6.1.1 Deputations

A member of the public can personally, or on behalf of a resident, or group of residents address a Full Council at its meeting.

6.1.2 Public Question Time

Members of the public are permitted to ask questions at Council meetings on any matter affecting the Shire of Leonora

6.1.3 Public Statement Time

Members of the public are permitted to comment on any item listed in a meeting agenda during public statement time.

6.1.4 Petitions

Written petitions can be presented to Council through an elected member on any issue with the Council's jurisdiction.

6.1.5 Written Requests

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

6.1.6 Elected Members

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

6.2 Community Consultation

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

7.0 Documents Held by the Shire of Leonora

The Local Government Act 1995 outlines that members of the public can inspect certain information held by a local government.

Subject to the limitations imposed by Section 5.95 of the Local Government Act 1995, any person can attend the office of a local government during office hours and inspect, free of charge, any of the following in relation to the local government, whether or not current at the time of inspection.

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

- Annual Budget
- Annual Report including Annual Financial Statements
- CEO Standards
- Code of Conduct for Council Members, Committee Members & Candidates
- Code of Conduct for Employees
- Complaints Register
- Corporate Business Plan
- Council Agenda
- Disability Access & Inclusion Plan
- Disabilities Services Plan Equal Opportunity Statement
- Elected Member/Employee Gift Register
- Elected Member Training Register
- Elected Member/Employee Contribution & Travel Register
- Fees and Charges 2021/2022
- Financial Interest & Delegations Register
- Freedom of Information Statement
- Local Laws
 - Cemetery Local Law
 - Dogs & Cats Local Law
 - General Provisions Local Law
 - Health Local Law
 - Leonora Airport Local Law
 - Parking & Parking Facilities Local Law
 - Standing Orders Local Law
- Confirmed Minutes of Council Meetings
- Confirmed Minutes of Electors Meetings
- Municipal Heritage Building Inventory
- Notification Gifts Register
- Owner Occupier Role & Rate Record
- Plan for the Future of the District
- Policy Manual
- Primary Returns - Staff and Elected Members
- Recordkeeping & Disaster Recovery Plan
- Schedule of fees and charges
- Strategic Community Plan 2017-2027
- Tender Register
- Town Planning Scheme No 2 Strategic Plan

Members of the public may obtain copies of these documents. A list of all fees and charges under Council's jurisdiction is available under separate cover.

Access to information in alternative formats may be requested.

Records Department

The Records Department holds current files and inactive files generated by staff and correspondents. All documents are contained within an alpha-numeric filing system. There are two file types:

- Property based
- Subject

Documents can be accessed, by authorised staff, via a file index and through the electronic Enterprise Control Management system, Altus Content ECM.

An extensive library of Council minutes is bound and held within the Records Department.

Shire of Leonora Visitor Centre/Library

The Visitor Centre/Library is open to the public (except Public Holidays) 9:00am to 4.30pm Monday to Friday and is located on the corner of Tower Street and Trump St Leonora.

The Visitor Centre/Library endeavours to either acquire, or have access to, through the Library and Information Services of WA Network, any known available publications. Information is held in various formats, including CD Rom. The centre also provides Visitor/Tourist Information and brochures.

8.0 Freedom of Information Applications

Procedures And Access Arrangements

FOI Operations

It is the aim of the Shire of Leonora to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the Freedom of Information Act 1992 (WA) provides the right to apply for documents held by the agency 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 agency with any application fee payable.

Applications and enquiries should be addressed to the:

Freedom of Information Coordinator

Shire of Leonora
PO Box 56
Leonora WA 6438
Phone: 08 90376044

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

8.2 Freedom of Information Responsibilities

8.2.1 Principal Officer

The Principal Officer is responsible for the internal review process. If the Principal Officer makes the initial decision to refuse access to documents there is no further right of internal appeal. The applicant may then make an external appeal to the Information Commissioner.

The Principal Officer shall appoint decision makers by formal direction, either by minutes or instrument.

8.2.2 FOI Coordinator

This officer manages and coordinates all FOI activities, liaises with the Principal Officer and decision makers.

The FOI Coordinator shall:

- record all work flow and time management details
- calculate projected costs, final cost and time spent processing application
- give access
- give access to an edited copy
- refuse to deal with the application
- refuse access
- defer access; or give access to a suitably qualified person.

8.2.3 FOI Liaison Officer

- Ensures that all applications are classified and registered.
- Provides support to decision makers in locating all necessary information.
- Collates and prepares for copying or viewing.

8.2.4 Decision Makers

Decision makers need to be identified by name and designation in the Notice of Reasons and are accountable for these decisions. Officers cannot review their own decisions, or decisions to which they have been a party.

8.2.5 Freedom Of Information Management Structure

Principle Officer:	Chief Executive Officer
FOI Coordinator:	Governance Officer
FOI Liaison Officers:	Records Officer, Customer Services Officers
Decision Makers:	Departmental Managers

8.3 Freedom of Information Charges

A scale of fees and charges are set out in the FOI Regulations. 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) \$30.00
- Charge for time dealing with the application (per hour, or pro rata) \$30.00
- Access time supervised by staff (per hour, or pro rata) \$30.00
- Photocopying staff time (per hour, or pro rata) \$30.00
- Per photocopy .20
- Transcribing from tape, film or computer (per hour, or pro rata) \$30.00
- 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 impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%.

8.4 Deposits

- An advance deposit may be required in respect of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application 75%

8.5 Access Arrangements

Access to documents can be granted by way of inspection; a copy of a document; a copy of an audio or video tape; a computer disk; or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

8.6 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 the decision was made;
- the name and the designation of the officer who made the decision;
- if access is refused, the reasons for claiming the document is exempt; and
- information on the rights of review and the procedures to be followed to exercise those rights.

8.7 Refusal of Access

Applicants who are dissatisfied with a decision of the Shire of Leonora are entitled to ask for an internal review by the agency. 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 outcome of the review within 15 calendar days.

If you disagree with the result, you then 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.)



9.0 Document Management

Document Approval			
Document Development Officer:		Document Owner:	
Project Manager		Chief Executive Officer	
Document Control			
File Number:	1.32		
Document Type:	Information Management/Reporting/Freedom of Information		
Document Reference Number:	INT21/7702D281		
Meta Data: Key Search Terms	<i>1.32 Freedom of Information Statement 2021 - 2022</i>		
Status of Document:	Approved: CEO 28 July 2021		
Distribution:	Office of the Information Commissioner (Email)		
Document Revision History			
Version	Author	Version Description	Date Completed
7.0	Project Manager	Information Statement 2021 - 2022	27 July 2021
8.0	Projects Officer	Information Statement 2021-2024	21 November 2023



For further details on the Information Statement please contact

Shire of Leonora

16 Tower Street

PO Box 56

Leonora WA 6438

P: 08 9037 6044

F: 08 9037 6044

E: admin@leonora.wa.gov.au

Shire of Leonora

APPLICATION FOR ACCESS TO DOCUMENTS

(Under Freedom of Information Act 1992, S.12)



DETAILS OF APPLICANT

Surname: _____

Given Names: _____

Postal Address: _____

Postcode: _____

Telephone Numbers: (W) _____ (H) _____

If application is on behalf of an organisation:

(Name of organisation)

DETAILS OF REQUEST:

- Personal Documents Non-Personal Documents

I am applying for access to documents(s) concerning _____

FORM OF ACCESS

I wish to inspect the documents(s)
 I require a copy of the documents(s)
 I require access in another form

<input type="checkbox"/>	YES	<input type="checkbox"/>	No
<input type="checkbox"/>	YES	<input type="checkbox"/>	No
<input type="checkbox"/>	YES	<input type="checkbox"/>	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.

There is no fee applicable for Personal Information about the applicant.

 APPLICANT'S SIGNATURE

____/____/____
 Date

Lodgement of Application by Post OR In Person:

Post:	In Person:
Freedom of Information Coordinator Shire of Leonora PO Box 56 Leonora WA 6438 Phone: 08 90376044	Freedom of Information Coordinator Shire of Leonora 16 Tower Street Leonora WA 6438 Phone: 08 90376044

Fees and Charges

The following fees and charges apply to a Freedom of Information application for non-personal information.

1. An application fee of \$30. (There is no application fee for personal information about the applicant.)
2. Time dealing with the application - \$30 per hour or pro-rata of staff time. 'Dealing with' applications includes consulting with third parties and the deliberative process required to arrive at a decision but does not include searching, identifying and collating documents.
3. Supervised access - \$30 per hour or pro-rata for staff time plus the actual additional cost to the Shire of any special arrangements e.g. hire of facilities or equipment.
4. Additional photocopying - \$30 per hour or pro-rata of staff time plus 20 cents per copy.
5. Cost of transcribing information from tape or other device - \$30 per hour or pro-rata of staff time.
6. Cost of duplicating tape/film/computer information – actual costs

7. Cost of delivery, package, postage – actual costs

8. If the Shire estimates that the charges involved in dealing with an application will exceed \$25 (in addition to the \$30 application fee) then a written estimate will be provided to the applicant who will be asked if they want to proceed.

9. The Shire may request an advance deposit of 25% of the estimated charges. A further deposit of 75% of the estimated charges may also be requested.

10. A standard reduction of 25% is to be applied to charges payable by applicants who are financially disadvantaged including applicants who are a holder of a current Pension Health Benefits Card or Concession Card issued by the Commonwealth Government.

An applicant who does not have the money to pay any estimated charges should advise the Shire and ask for the charges to be reconsidered.

(Office Use Only)

FOI Reference Number: _____ FOI File Number: _____

Received on _____ Acknowledgment sent on _____

Proof of Identity (if applicable): _____ Type: _____

Sighted: _____
