



***SHIRE OF COOROW***  
**FREEDOM OF INFORMATION ACT 1992**  
**INFORMATION STATEMENT**

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## **1. Mission Statement**

The Shire of Coorow's mission is to provide a customer focused quality service and infrastructure that will cater for the residents needs within the Municipality.

## **2. Profile & History**

The Shire of Coorow is located approximately 270 kilometres north of Perth, and consists of three main town sites; Coorow, Leeman and Greenhead.

The Shire encompasses an area of 4,189 square kilometres, and has a number of natural assets, including beaches, national parks, and bushlands. Within the Shire, the towns of Leeman and Greenhead are coastal communities experiencing growth due to the establishment of holiday homes, expansion of tourism and relocation of retirees. The inland town of Coorow provides basic goods and services to residents of the town itself and the surrounding rural area. The Shire's primary industries are crayfishing and general tourism on the coast and agriculture in the hinterlands.

Historically, the area was managed by the Carnamah Road District. On 19 April 1962, the Shire of Coorow was created. In 1966, the Shire had a population of 808, and saw significant population increases until 1991, where the number of residents peaked at 1,526.

## **3. Enabling Legislation**

The Shire of Coorow was established and operates under the provisions of the Local Government Act 1995.

The Local Government Act is the legislation which most closely affects Local Government, and directs it in the performance of functions which are necessarily local in nature. The Act provides Local Governments with broad and multi-functional powers, including rating and borrowing and the power to conduct and maintain a variety of works and services. The Shire is governed by this Act, as well as a number of other Statutes under which the Shire of Coorow has responsibilities. An index of other acts is available upon request.

## **4. Local Laws**

Councils have powers to make Local Laws on a broad range of issues.

Local Laws may affect the ordinary day-to-day lives of all citizens within an area, since they cover such a wide range of activities. Local Laws need to provide a practical means of controlling a situation and should be long-term rather than temporary in nature.

A local Law may be made to apply generally or to specific times, places or cases. It may require a matter to conform to certain standards or requirements. It may delegate discretionary authority to a person or group, and may specify cases and conditions for exemption. A local Law may set penalties for breaches, within certain minimum and maximum limits.

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A list of the Shire of Coorow Local Laws is provided below:

Portfolio – Ranger Services

- Dogs Local Law
- Parking and Parking Facilities Local Law

Portfolio – Environmental Health Services

- Health Local Law
- Caravans and Camping Grounds

Portfolio – Governance

- Standing Orders Local Law

Portfolio – Community Amenities

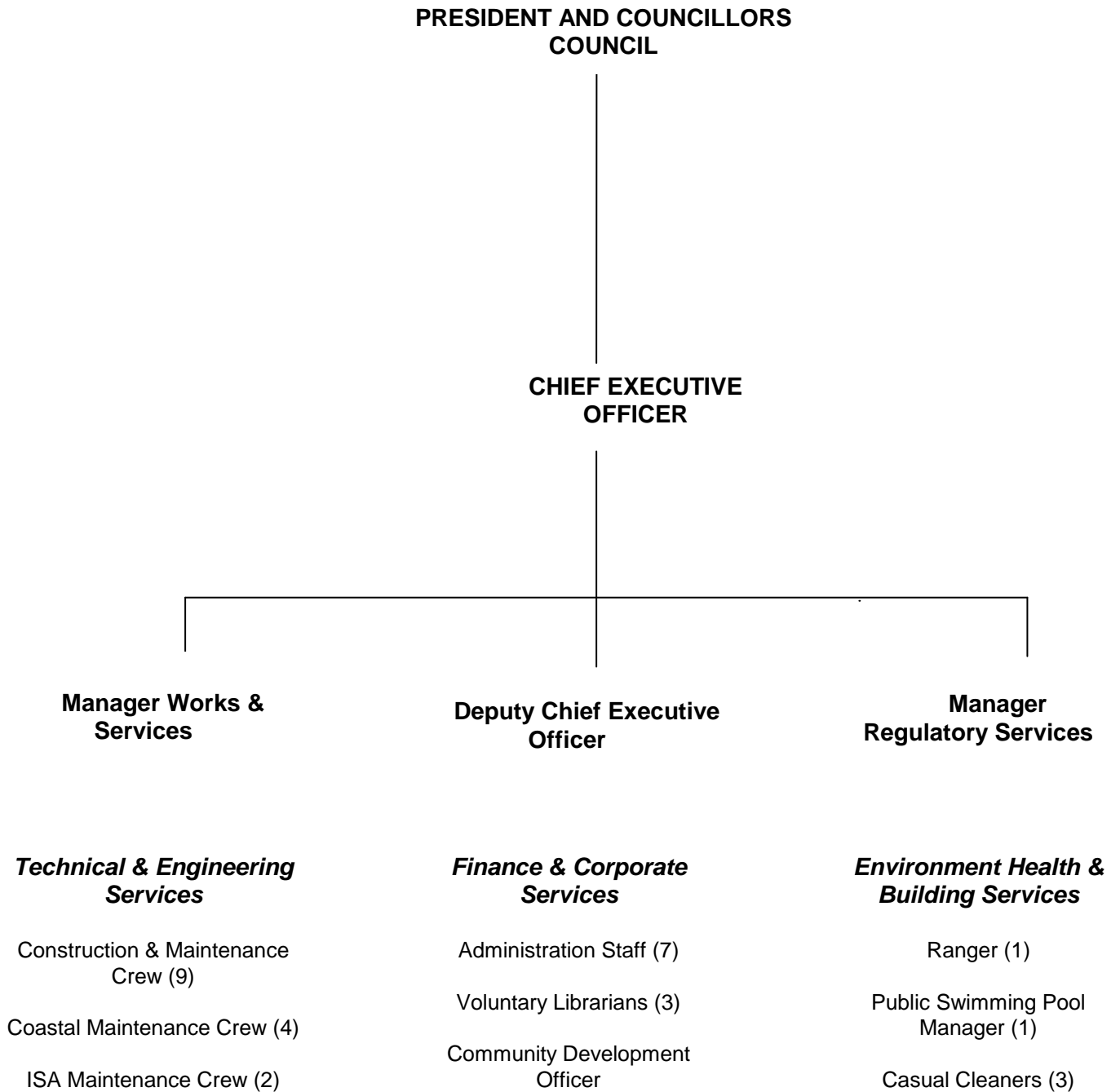
- Fencing Local Law
- Cemeteries Local Law
- Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Portfolio – Recreation Services

- Local Government Property Local Law

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## 5. Organisational Chart



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## 6. Structure and Functions

### MANAGEMENT

The current CEO is Mr Darren Friend. The other members of the Executive team are Deputy CEO Mrs Leanne Parola, Manager Regulatory Services Mr Trevor Brandy and Manager Works & Services Mr Kelvin Bean.

These managers, with the assistance of their staff, advise Council on the practical aspects of projects, administer day-to-day Council operational matters and implement the policies of the Council.

### COUNCIL

The Full Council consists of eight Councillors, whom elect a Shire President at the first meeting after the Local Government Elections every two (2) years. The Shire President assumes the role of Chairman of the Ordinary Meetings of Council.

The current Shire President is Cr Damien Rackemann and the other elected members are:

- Cr Michael Bothe
- Cr Darren McTaggart
- Cr Emma Cullen
- Cr Bruce Jack
- Cr Rob Clement
- Cr Lance Clement
- Cr Guy Sims

The Ordinary Meeting of the Full Council is held on the third Wednesday of each month commencing at 3.00 pm.

Members of the public and the press are always welcome. If you have any subject to be considered by Council, please advise the Chief Executive Officer at least one (1) week prior to the meeting day, so it can be included in the Agenda.

Council holds a Public Question Time for a period of 30 minutes (maximum) prior to the commencement of the Council Meeting. Each person is restricted to a period of five (5) minutes.

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## 7. Services to the Community

### LAW, ORDER, PUBLIC SAFETY

- Animal control
- Fire protection and prevention

### HEALTH

- Environmental Health
- Meat Inspection

### WELFARE

- Care Families & Children e.g. Play group facilities
- Senior Citizens

### HOUSING

- Provision of Aged Accommodation

### COMMUNITY AMMENITIES

- Public toilets
- Refuse collection and disposal
- Litter bins
- Protection of the Environment
- Town Planning and Regional Development
- Cemetery

### RECREATION AND CULTURE

- Recreational facilities
- Parks and Reserves
- Community Halls
- Playground equipment
- Library facilities

### TRANSPORT

- Traffic control
- Roads/Footpaths/Kerbing/Cycleways/Carparks
- Stormwater drainage
- Street lighting
- Leeman Airstrip

### ECONOMIC SERVICES

- Tourism and Area Promotion
- Building Control

### OTHER PROPERTY AND SERVICES

- Private Works

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## 8. Decision Making Functions

Council makes decisions on policy issues relating to services that are provided by the Shire for ratepayers and members of the public.

### DELEGATIONS

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 and are reviewed annually by Council.

In keeping with the legislative requirements:

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

The Council makes decisions, which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken and the resources, which are to be made available to undertake such works and services. Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

### WORKING PARTIES AND GROUPS

Council has established a number of working parties and groups comprising of elected members, staff and the public to investigate particular issues and report to Council. These Working Parties and Groups are formed on an as needs basis for the purpose of research and developing ground rules for specific Community development/issues.



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## 9. Public Participation in the Formulation of Policy and Performance of Shire of Coorow Functions

### PUBLIC PARTICIPATION

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

These are:

- i) Council Meeting – Council Public Question Time, minimum of 15 minutes required under the Local Government Act 1995, Shire of Coorow Policy is 30 minutes.
- ii) Deputations - with the permission of the President or Chair, a member of the public can address the Council for a period of time determined by Council on any issues relevant to Council.
- iii) Presentation to Council with prior notification and arrangement with Council, a member of the public can address Council on any issue relevant to Council.
- iv) Petitions - written petition can be addressed to the Council on any issue within the Council's jurisdiction.
- v) Written requests - a member of the public can write to the Council on any Council policy, activity or service.
- vi) Elected Members - members of the public can contact their elected members of Council to discuss any issue relevant to Council.
- vii) Chief Executive Officer - members of the public can contact the Chief Executive Officer to discuss, clarify or request any information relevant to Council operations.

### COMMUNITY CONSULTATION

The Shire of Coorow consults with its residents on particular issues, which affect them as per the following examples:

- i) Residents are notified of some development applications requiring approval of Council, when an application is public, notified residents have the opportunity both to write to Council and to personally address the Council, before a decision is made.
- ii) Council's Strategic Community Plan.
- iii) Shire of Coorow Planning Scheme/Strategy reviews.
- iv) Advertising of Differential Rating.

Council attempts to keep the general public aware of the activities, decisions and policies of Council through the local media.

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## 10. Documents Held by the Shire of Coorow

### COUNCIL AGENDAS AND MINUTES

Agendas of all Council Meetings are available for viewing at Council's Coorow and Leeman Administration Offices prior to the commencement of the meetings.

Minutes of the Meetings are available for viewing at Council's Coorow and Leeman Administration Offices and at the Green Head Community Centre/Library, following the next monthly meeting of the Council when they have been confirmed as a true and current record.

Agendas and minutes are also available from Council's website.

### DOCUMENTS AVAILABLE FOR INSPECTION

The following documents are available for public inspection at the Council Administration Offices, free of charge. Members of the public may purchase copies of these documents and the charges are outlined in Council's Schedule of Fees and Charges:

- Shire of Coorow Council Agenda
- Shire of Coorow Council Minutes
- Shire of Coorow Staff and Elected members Primary and Annual Financial Interest Returns
- Shire of Coorow Policy Manual
- Shire of Coorow Annual Financial Statements & Annual Report
- Shire of Coorow Local Laws
- Planning Applications (by consent)
- Planning Application Register
- Building Application Register
- Register of Elected Members Allowances & Benefits

### AMENDMENT TO COUNCIL RECORDS

A member of the public may gain access to Council documents to make amendments covering their personal affairs by making a request under the Freedom of Information Act 1992. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect or misleading or out of date.

To gain access to these Council records, a member of the public must complete a Freedom of Information Request Form, as indicated above, outlining the records he/she wishes to inspect.

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## **11. Operation of Freedom of Information at the Shire of Coorow**

### FOI OPERATIONS

It is the aim of the Shire of Coorow 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 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.

### FOI 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 Coorow with any application fee payable.

Applications should be addressed to:

SHIRE OF COOROW  
Freedom of Information Coordinator  
Mrs Leanne Parola  
PO Box 42  
COOROW WA 6515

Telephone enquiries should be direct to Mrs Parola on (08) 9952 0100 during normal working hours.

Applications will be acknowledged in writing and you will be notified of the decision within 45 days. NB: Applications must be completed on the Shire of Coorow Freedom of Information Request Form and submitted together with payment of the correct application fee, as provided for under Section 12 (1) (e) of the Freedom of Information Act 1992.

(Please refer to application form at the rear of this document.)

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## FOI CHARGES

A scale of fees and charges were set under the Freedom of Information Regulations 1993 and were officially gazetted in the Government Gazette No 144 on 22 October 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:

• <i>Personal information about the applicant</i>	<i>No fee and no charges</i>
• <i>Application fee (for non-personal information)</i>	<i>\$30.00</i>
• <i>Charge for time dealing with the application (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Access time supervised by staff (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Photocopying staff time (per hour, or pro rata)</i>	<i>\$30.00+ 20 cents per copy</i>
• <i>Per photocopy</i>	<i>20 cents per copy</i>
• <i>Transcribing from tape, film or computer (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Duplicating a tape, film or computer information</i>	<i>Actual Cost</i>
• <i>Delivery, packaging and postage</i>	<i>Actual Cost</i>

## DEPOSITS

- 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%

For impecunious applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

## 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, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

## NOTICE OF DECISION

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:

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

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## REFUSAL OF ACCESS

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an **internal review** by the agency. Application should be made in writing within 30 days of receiving the notice of decision.

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

If you disagree with the result you then can apply to the Information Commissioner for an **external review**. An application for external review should be made within 60 days of receiving notice of the internal review decision.

## ESTIMATE OF CHARGES

If the charges are likely to exceed \$25 Council will give an estimate of charges to the applicant and ask whether he/she wants to proceed with the application. The applicant must then notify Council (within 30 days) of his/her intention to proceed. On some occasions an advance deposit may also be requested by the agency.

An applicant can ask Council for an estimate of charges, when lodging an application and Council is required to give the applicant an estimate and describe the basis for the calculation.

### ***If the estimate of charges seems excessive, what can the applicant do about it?***

A request for an internal review of the charges calculated can be made if those charges are not considered reasonable. Internal review applications must be lodged with Council in writing and can be made either when the estimate is received or when the decision on access to the documents has been made (even if the applicant agreed to the estimate originally given).

D A Friend  
CHIEF EXECUTIVE OFFICER

27 August 2015

# SHIRE OF COOROW

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

### DETAILS OF APPLICANT

SURNAME:
GIVEN NAMES:
POSTAL ADDRESS:
POST CODE
TELEPHONE NO/S:
If application is on behalf of an organisation Name of Organisation/Business:

### DETAILS OF REQUEST

<input type="checkbox"/> [Please tick]	Personal documents <input type="checkbox"/>	Non-personal document <input type="checkbox"/>
I am applying for access to document(s) concerning:		

### FORM OF ACCESS

I wish to inspect the document (s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require a copy of the document (s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require access in another form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Specify]		
[Please tick appropriate box]		

### 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 the 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 of the fees and charges may apply - see section on fees and charges attached to this form. If you consider you are entitled to a reduction, submit a request with copies of documents, which address the criteria on the back of this form and support your application for a fee reduction.*

I am requesting a reduction in fees and charges	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Please tick appropriate box]		

### APPLICANT'S SIGNATURE:

	Date
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### OFFICE USE ONLY

FOI Reference Number	Received on
Deadline for response	Acknowledgment sent on
Proof of identity (if applicable) Type	Signed

## NOTES

Freedom of Information applications:

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identify.
- If you are seeking access to a document (s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as possible (and, in any case, within 45 days) after it is received.
- The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth (Telephone (08 9222 8216)).

### 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 form which words can be reproduced in written form.

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

### Lodgement of Applications

Applications may be lodged:

By post, addressed to:

or

In person at:

Mrs Leanne Parola  
Freedom of Information Officer  
PO Box 42  
COOROW WA 6515

Shire of Coorow  
Lot 1 Main Street  
COOROW WA 6515