



# Information Statement

This Information Statement is published by the Shire of Serpentine Jarrahdale as required under the *Freedom of Information Act 1992*.



Shire of  
Serpentine  
Jarrahdale

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This Information Statement is published by the Shire of Serpentine Jarrahdale in accordance with the requirements of the *Freedom of Information Act 1992 (FOI)*.

Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published each year.

21 /11 /2017

KR Donohoe  
Chief Executive Officer

Date





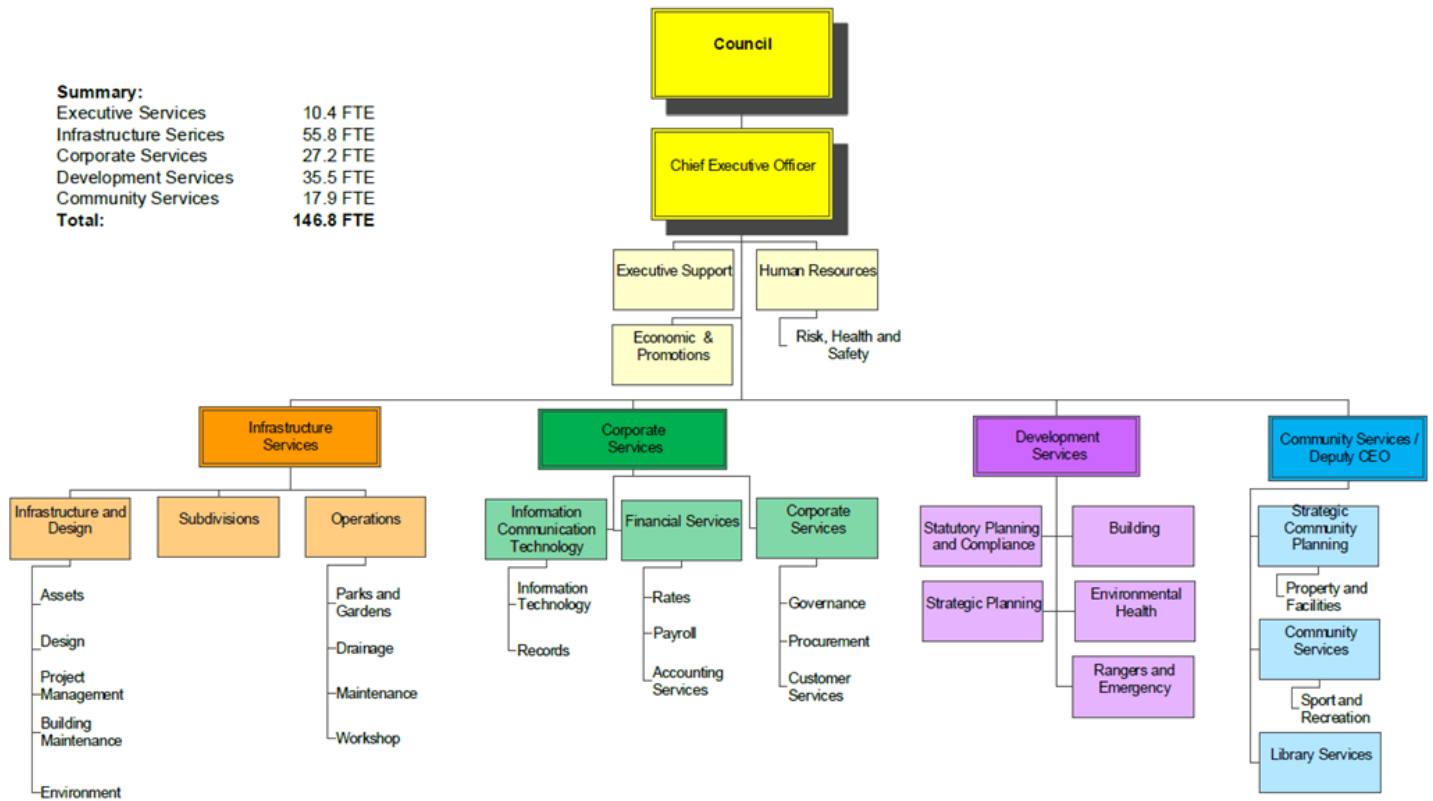
### Vision Statement

“City Living offering a rural lifestyle with abundant opportunities for a diverse community.”

### Organisational Chart

**Summary:**

Executive Services	10.4 FTE
Infrastructure Services	55.8 FTE
Corporate Services	27.2 FTE
Development Services	35.5 FTE
Community Services	17.9 FTE
<b>Total:</b>	<b>146.8 FTE</b>



### Councillors 2017 - 2019

#### Southern Ward

**Shire President**

**Councilor Michelle Rich**

Current term expires 2019

Telephone: (08) 9525 2102

Mobile: 0438 252 109

Address: 155 Firms Road, Serpentine WA 6125

Email: mrich@sjshire.wa.gov.au

**Deputy Shire President**

**Councillor Dave Atwell**

Current term expires 2019

Telephone: (08) 9525 5378

Mobile: 0417 974 131

Address: 52 Adams Street, Mundijong WA 6123

Email: datwell@sjshire.wa.gov.au



**Councillor Keira McConkey**

Current term expires 2021

Mobile: 0401 445 338

Address: 17 Silich Court, Mundijong, WA, 6123

Email: kmcconkey@sjshire.wa.gov.au

**North Ward**

**Councillor Robert Coales**

Current term expires 2021

Mobile: 0425 031 976

Email: rcoales@sjshire.wa.gov.au

**Councillor Bill Denholm**

Current term expires 2021

Mobile: 0401 691 380

Address: 143 Phillips Road, Karrakup WA 6122

Email: bdenholm@sjshire.wa.gov.au

**Councillor Dave Gossage**

Current term expires 2019

Mobile: 0457 323 814

Address: PO Box 250, Byford WA 6122

Email: dave.gossage@sjshire.wa.gov.au

**Councillor Jacqui See**

Current term expires 2019

Mobile: 0418 947 662

Address: 14 Pethick Close, Byford WA 6122

Email: jsee@sjshire.wa.gov.au

**North West Ward**

**Councillor Morgan Byas**

Current term expires 2019

Mobile: 0437 661 776

Address: 101 Peters Way, Oakford WA 6121

Email: mbyas@sjshire.wa.gov.au

**Councillor Samuel Piipponen**

Current term expires 2019

Mobile: 0406 500 439

Address: 46 Doryanthes Avenue, Piara Waters WA 6112

Email: spiipponen@sjshire.wa.gov.au



## Wards

### North

- Byford

### North West

- Darling Downs
- Oakford
- Cardup

### Southern

- Mundijong
- Whitby
- Jarrahdale
- Serpentine
- Hopelands
- Keysbrook
- Mardella
- Karrakup

## Council

The community of Serpentine Jarrahdale are overseen by the Shire President and eight councillors, elected by the community, for the community.

Council acts as a corporate body, establishing policies and making decisions within a range of Parliamentary Acts and regulations, covering a wide range of issues affecting the community.

## Ordinary Council Meeting Agendas and Minutes

Ordinary Meetings of Council are held on the fourth Monday of each month, commencing at 7:00pm. Members of the public are encouraged to attend these meetings.

Agendas of all Council and Committee meetings are available to members of the public in the Mundijong Public Library, Council's Administration Centre and on the Shire website at <http://www.sjshire.wa.gov.au/agendas-minutes/>

A copy of the minutes is available to the public, no later than five days after each meeting, and is placed in the Mundijong Public Library, Council's Administration Centre and on the Shire's website at <http://www.sjshire.wa.gov.au/agendas-minutes/>

## Delegated Authority

The Chief Executive Officer and other Council officers have the delegated authority to make decisions on a number of specified administrative matters.

These delegations are listed in the register of delegated authority and are reviewed annually by Council. <http://www.sjshire.wa.gov.au/assets/Uploads/delegations-register.pdf>



## Working Groups and Organisations

Some of the following groups have been established by Council, others have Council representation, and typically would comprise of elected members, Council staff and members of the public:

- Bushfire Advisory Committee (BFAC)
- Bushfire Advisory Committee Terms of Reference
- Byford Progress Association
- Cemeteries Management Working Group
- Community Events Working Group
- Community Grants Assessment Panel
- Darling Downs Residents Association
- Darling Range Regional Park Community Advisory Committee
- Economic Development Advisory Committee – new
- Jarrahdale Community Association
- Karnet Community Liaison Group
- Keysbrook Mineral Sands Project – Community Consultation Group
- Landcare Centre Management Committee
- Landcare SJ Inc. (Board)
- Local Emergency Management Committee
- Metropolitan East Joint Development Assessment Panel
- Metropolitan Regional Roads Sub Group (MRRG)
- Mundijong Community Association
- Neighbourhood Watch
- Peel Harvey Catchment Council
- Peel Regional Leaders Forum
- Peel Trails Group
- Reserves Advisory Committee
- Rivers Regional Council
- Serpentine Community Association
- Serpentine Jarrahdale Community Resource Centre Board and SJ Business Sub-Group
- Serpentine Jarrahdale Land Conservation District Committee
- Serpentine Jarrahdale Ratepayers and Residents Association
- Serpentine Jarrahdale Trails Association Inc.
- South East Regional Energy Group
- Western Australian Local Government Association (WALGA) – Peel Zone
- Youth Action Network

## Public Participation

### Ordinary Council Meetings

All Council meetings are open to the public unless the matters are of a confidential nature.

Minutes of the meetings are a legally binding document and should be accurate without being a





verbatim record of proceedings with background information shown to indicate how the resolution was arrived at.

Minutes of the previous meeting are circulated prior to, and are confirmed at, the following meeting. Members of the public have a number of opportunities to put forward their views on particular issues before Council as follows:

### **Public Question Time / Public Statement Time**

Members of the public are welcome to attend all Council and Committee meetings. Time is set aside at these meetings to allow members of the public to ask a question or make a statement.

Council allows question and statement time at the beginning of each council meeting. Questions and statements are required to be lodged in writing in advance of the meeting. Council's requirements in relation to public question and statement is set out in Council policy G808 – Public Question and Public Statement Time.

### **Petitions and Deputations**

With the permission of the Presiding Member or the Shire President, a member of the public can personally, or on behalf of a resident, or group of residents, address a committee of Council or present a petition to Council. Petitions and Deputations need to comply with the requirements as set out in the Shire's *Standing Orders Local Law 2002 (as amended)*.

No public participation is permitted following Public Question Time, Public Statement Time and Petitions and Deputations.

### **Community Consultation**

Wherever possible, Council consults with its residents and ratepayers on particular issues that affect their neighbourhood by way of website notifications, council newsletters, letterbox drops, questionnaires, public meetings, advertising in local papers and also via the following:

### **Elected Members**

Members of the public can contact their elected members to discuss any issues relevant to the Shire of Serpentine Jarrahdale.

### **Petitions**

Written petitions can be presented to the Ordinary Council Meeting on any issues within Council's jurisdiction and in accordance with Council's Standing Orders. Further details on are available on the Shire's website at <http://www.sjshire.wa.gov.au/meeting-information/>

### **Written Requests**

A member of the public can write to Council requesting information on any council activity or service.



## Development Applications

Residents are notified of development applications where there may be issues relating to the impact of a development on adjoining properties. This is an opportunity for residents to write to Council expressing their views. These submissions are taken into account in determining the development application.

## Services to the Community

The Shire provides the following community services:

- Access for the Disabled
- Aged Services
- Awards
- Bushland Reserve Management
- Business Liaison
- Building Control
- Car Parks
- Cemeteries
- Child Care
- Citizenship Ceremonies
- Community Arts
- Community Information Service
- Community Halls and Centres for Hire
- Crane Permits
- Cultural Policy
- Dog and Cat Control
- Drainage
- Emergency Management
- Environmental Health Matters
- Fire Prevention
- Home Assistance
- Horticultural Advice
- Hoarding Permits
- Justices of the Peace
- Library and Information Services
- Litter Bins
- Lodging Houses
- Parking Control
- Parks and Reserves
- Pedestrian Crossings
- Pest Control
- Planning Controls
- Public Toilets
- Recreational Sporting Facilities
- Recycling
- Roads / Footpaths / Kerbing



- Rubbish Collection
- Stallholders Licences
- Stormwater Drainage
- Street Lighting
- Street Sweeping
- Street Tree Planting/Pruning
- Traffic Control
- Verge Maintenance
- Welfare Services

## **Acts, Regulations and Local Laws which empower the Shire**

### ***Building Act 2011***

A series of Codes prescribing building standards throughout Australia.

### ***Building Regulations 2012***

Details administrative procedures involved with building regulations e.g procedures for making building applications, classifications of buildings and precautions to be followed during construction.

### ***Bush Fires Act 1954 and associated regulations***

To make better provision for diminishing the dangers resulting from bush fires, for the prevention, control and extinguishment of bush fires and other purposes.

### ***Caravan Parks and Camping Grounds Act 1995 and associated regulation***

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***

To act to provide for the control and management of cats and promote and encourage the responsible ownership of cats.

### ***Cemeteries 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 regulations of burials.

### ***Conservation and Land Management Act 1984***

To make better provisions 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.



***Control of Vehicles (Off - road Areas) Act 1978 and associated regulations***

To prohibit the use of vehicles in certain places, to make provision as to the use of vehicles otherwise than on 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.

***Dangerous Goods Safety Act 2004***

Relating to the safe storage, handling and transport of dangerous goods and for related purposes

***Dividing Fences Act 1961***

Relating to the construction and repair of dividing fences between certain lands and for incidental and other purposes

***Dog Act 1976***

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.

***Emergency Management Act 2005***

To provide for prompt and coordinated organisation of emergency management in the State, and for related purposes.

***Environmental Protection Act 1986 and associated regulations***

To provide for and Environmental Protection Authority, for the prevention , control and abatement of environmental pollution , for the conversation , preservation , protection, enhancement and management of the environment and for matters incidental to, or connect with , the foregoing.

***Equal Opportunity Act 1984***

To ensure equal employment opportunity got everyone.

***Freedom of Information Act 1992 (FOI)***

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 (Miscellaneous Provisions) Act 1911 and associated regulations***

Consolidate and amend the law relating to Public Health.

***Heritage of Western Australia Act 1990***

Requires all local authorities to compile and regularly review an inventory of local places, which are significant or may become significate heritage properties.

***Interpretation Act 1984***

To define terminology found in my others Acts and Regulations

***Library Board of Western Australian Act 1951 and associated regulations***

To provide for the Constitution and Functions of a Library Board and for other purposes.

***Liquor Control Act 1988 and associated regulations***

Administered in part by Local Government to regulate the sale, supply and consumptions of liquor, the use of premises on which liquor is sold, and the services and faculties provided in conjunction with or ancillary to the sale of liquor, to repeal the Liquor Act 1970, and for related matters.

***Litter Act 1979 and associated regulations***

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 Act 1995***

The primary legislation under which the Shire of Serpentine Jarrahdale operates. The purpose of the Act is to provide the framework for good rule and governance, leading to the convenience, comfort and safety of persons in municipal districts.

***Local Government (Miscellaneous Provisions) Act 1960***

To provide for the good rule and government, convenience, comfort and safety of persons in local authority districts.

***Main Roads Act 1930***

To consolidate and amend the law relating to and making provisions 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 Safety and Health 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.

***Noise Abatement Act 1972***

An Act to control excessive noise and vibration and to provide for their abatement, and for other incidental purposes.



***Parliamentary Commissioner Act 1971***

To provide for 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 other incidental purposes.

***Parks and Reserves Act 1895***

To provide for the control and management of certain land reserved to the Crown.

***Planning & Development Act 2005***

To provide for a system of land use planning and development in the state and for related purposes.

***Police Act 1892***

To consolidate and amend the laws relating to the police in Western Australian.

***Privacy Act 1988***

The Privacy Act relates to Privacy Principles, which are the base line privacy standards which the Commonwealth and ACT government agencies need to comply with in relation to personal information kept in their records.

***Public Works Act 1902***

To consolidate and amend the laws relating to public works.

***Rates and Charges (Rebates and Deferments) Act 1992***

An Act to permit administrative authorities to allow rebates on, or the deferral of payment of certain amounts payable by way of rates of charges by pensioners and other eligible persons.

***Road Traffic Act 1974***

To consolidate and amend the law relating to road traffic, to repeal the traffic act 1919-1974 and for other incidental purposes.

***Serpentine Jarrahdale Town Planning Scheme No .2***

The intent of the scheme is to direct and control the development of the scheme area (hereinafter referred to as the Districts) 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 Administrative Tribunal Act 2004***

To establish a tribunal with jurisdiction under this and other Acts to review certain Administrative decisions and deal with certain other matters, and for related purposes.

***Western 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 and other related purposes.

***State Records Act 2000***

To provide for the keeping of State records and for related purposes.

***Strata Titles Act amendment act 1995)***

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 Regulations 1967***

*The Town Planning Regulations 1967* prescribe the procedures by which local planning strategies , local planning schemes and amendments to local planning schemes must be prepared and adopted by local government, the WAPA and the Minister for Planning and establish a Model Scheme text for local planning.

***Workers Compensation and Injury Management Act 1981***

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

***Valuation of Land Act 1978***

To provide for the valuation of land and for other purposes.

**Local Laws**

Local Laws (previously known as by-laws) are adopted by Council to regulate and govern local issues including the following:

- Bee Keeping Local Law 1999
- Cemeteries Local Law 2005
- Dust and Building Waste Local Law 2017
- Keeping of Dogs 1988
- Extractive Industries 1999
- Fences Local Law 2004
- Health Local Laws 1999
- Livestock in Public Places and Wandering at Large



- Parking and Parking Facilities Local Law 2014
- Standing Orders Local Law 2002
- Trading in Public Places Local Law 1999
- Unightly Land and Refuse, Rubbish or Disused Materials on land Local Law 2004
- Kennels and Cattery Establishments

## **Town Planning Scheme**

The Shire of Serpentine-Jarrahdale's Town Planning Scheme No. 2 was gazetted on 4 August 1989.

The purpose of the scheme is:

- To provide for the orderly and proper land use management of the scheme area.
- To set aside land for public use as reserves.
- To control and direct land development through zoning into those locations that will result in the greatest benefit to this community.

The enabling legislation is the Planning and Development Act 2005. It is under the powers of conferred by this Act that the scheme is formulated and reviewed.

## **Documents available to the public**

The Shire of Serpentine-Jarrahdale has a variety of documents for public inspection or purchase as follows:

- Annual Report
- Australian Food Standards Code
- Australian Standards (Building Construction)
- Budgets
- Building Code of Australia
- Burial Registers
- Cemetery Plans
- Code of Conduct
- Community Consultation Framework
- Ordinary Council Meeting Agendas
- Ordinary Council Meeting Minutes
- Criteria for Landfill
- Annual Electors Meeting Agenda and Minutes
- Electoral roll
- Emergency Management Plan
- Financial Statements
- Freedom of Information Statement
- Government Sewerage Policy
- Information on Recycling



- Local Laws
- Long Term Financial Plan
- Disclosure of Interests Affecting Impartiality
- Disclosure of Financial Interest at Meetings
- Register of Gifts and Contributions to Travel
- Planting of Trees and Shrubs
- Policy Manuals
- Rates record (available for purchase at \$157 excel document )
- Rural Strategy (available for purchase at \$55 each)
- Rural Strategy Review August 2003 (available for purchase at \$30)
- Schedule of Fees and Charges
- Shire History Book - Harnessing Voices (available for purchase at \$20 each)
- Shire History Book - The Serpentine (available for purchase at \$12 each)
- Small Block Manual
- Stormwater Management Strategy and Plans for Byford and Mundijong
- Strategic Community Plan
- Tender Register
- Town Planning Scheme 2

Photocopies of any portion of the abovementioned documents can be obtained at the current photocopy cost.

Each department has also published a number of "Info Notes". These are continually being updated and are available on the Shire's website.

## Website

Shire of Serpentine Jarrahdale has a website at [www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au) where much of the abovementioned information can be found. This site is continually being updated to ensure that the information available is current.

## Library

The Mundijong Public Library is located on Paterson Street next door to the Administration Centre.

The following is offered at the library:

- Books for loan - fiction and non-fiction
- Reference Books
- Newspapers and magazines
- Talking books
- Large print books
- CD's and DVD's
- Jigsaws
- Leaflets and brochures on local and general interest items



## Information Services

Information Services holds current files and inactive files generated by staff and correspondents. All documents are contained within an alphanumeric filing system.

Since February 2002 the records management system has been fully electronic, with incoming correspondence scanned and registered into an automated records management system called HP Records Manager. All outgoing correspondence and internal documents are also registered into this system as they are created.

## Retention and Disposal of Council Records

Standards for record keeping across government have been set by the State Archives through the State Records Office. The General Disposal Authority for Local Government Records (RD 2010046) has been developed to provide consistency throughout local government in the disposal and archiving of all records. The Shire of Serpentine-Jarrahdale keeps their files in accordance with the Schedule.

## Freedom of Information procedures and access arrangements

The Shire of Serpentine Jarrahdale aims to make information available prompt and at the least possible cost. Documents will be provided outside the FOI process wherever possible.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire of Serpentine Jarrahdale and also to enable the public to ensure the personal information in documents is accurate, complete, up to date and not misleading. Under the provisions of the Act, applicants may be made to:

- Confer upon persons a general right of access to information held by agencies;
- Confer upon individuals a right to apply to an agency for an amendment of personal information to ensure that it is accurate, complete, up to date and not misleading;
- Place an obligation on agencies to make publicly available certain information about their operations.
- Review a previous FOI decision regarding access to, or amendment of a document.

The Act requires that agencies prepare and publish an Information Statement which conveys the maximum possible detail to the public about its operations and which makes available to the public documents such as internal manuals, which have previously been unavailable.

This Information Statement is published by the Shire of Serpentine Jarrahdale in accordance with the requirements of the *Freedom of Information Act 1992* as outlined above.

- The Act does not apply to information that is:
  - Available for purchase or free distribution to the public
  - Available for inspection under Part 5 or another enactment
  - Available for inspection in State Archives
  - Publicly available library material held for reference purposes; or
  - Made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes





- Personal information.

## Lodging a Freedom of Information Request

FOI applications are to be made to the Shire, as specified in the Act, an applicant must:

- Provide sufficient information to enable the requested document to be identified;
- Be in writing;
- Provide an Australian address for correspondence;
- Be accompanied by the prescribed application fee if the document requested is for non-personal information;
- Specify the manner in which access is requested, e.g. copy requested;

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 Serpentine Jarrahdale's FOI Coordinator.

Applications and enquires should be addressed to:

FOI Coordinator  
Shire of Serpentine Jarrahdale  
6 Paterson Street  
MUNDIJONG W A 6 1 2 3

Applications will be acknowledged in writing.

The *Freedom of Information Act 1992* is available for purchase from the State Government Bookshop, 815 Hay Street, Perth, Telephone (08) 9222 8216, or can be downloaded from the State Law Publisher's website at: <https://www.slp.wa.gov.au/Index.html>

## Fees and Charges

The scale for fees and charges is set under the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information, all charges are discretionary.

The charges are as follows:

Personal information about the applicant	No fee
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
Photocopy staff time (per hour, or pro rata)	\$30.00
Per photocopy	\$00.20
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

**Deposits**

Advance deposit may be required of the estimated charges 25%

Further advance deposit may be required to meet the charges for dealing with the application. 75%

A 25% reduction of charges may apply for financially disadvantaged people. There are no fees or charges applicable for internal or external review.

**Charges do not apply for searching, identifying or collating the documents.**

**Access to Documents**

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 case of a document where words can be reproduced in written form.

Where the Shire of Serpentine Jarrahdale is unable to grant access in the form requested, access may be given in a different form.

**Review & Appeal Process**

The *Freedom of Information Act 1992* provides for a review and appeal process. You may seek an internal review or if you are still not satisfied an external review by the Information Commissioner.

**Internal Review of Decisions**

An applicant may request an internal review of a decision where access is denied or made subject to conditions which the applicant considers wrong. The applicant must apply to the Shire in writing within 30 days of receiving written notice of the decision.

The Chief Executive Officer may confirm, vary or reverse the decision under review. If the Shire fails to give notice of its decision on the application for review given within 15 days after it is lodged, or such longer period as it agreed between the Shire and the access application, the Shire is to be taken to have decided to confirm the decision under review. There is no application fee or other charge or an internal review.

**External Review**

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 giving details of the decision to which your complaint relates. Your complaint should be made to the Information Commissioner and addressed to:



The Office of the Information Commissioner  
Albert Facey House  
469 Wellington Street  
PERTH W A 6 0 0 0

## Appeal

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 charges.