



# **SHIRE OF CRANBROOK**

## **INFORMATION STATEMENT**

**AS REQUIRED UNDER THE FREEDOM OF INFORMATION ACT 1992**

ADOPTED BY THE EXECUTIVE MANAGEMENT TEAM – JUNE 2019

# Contents

- INTRODUCTION ..... 3
- BACKGROUND ..... 3
- CORPORATE PLAN AND VISION STATEMENT ..... 4
- DETAILS OF LEGISLATION ADMINISTERED ..... 4
- FUNCTIONS ..... 6
- STRUCTURE AND ROLES ..... 6
  - 2017 Organisational Structure..... 7
  - The Council..... 8
  - The Administration ..... 8
- COUNCIL AND COUNCILLORS ..... 9
  - Committees of Council ..... 10
- PUBLIC PARTICIPATION ..... 11
  - Attendance at Council Meetings ..... 11
  - Written Requests ..... 11
  - Community Consultation ..... 11
  - Elected Members..... 12
  - Membership of Council Advisory Committees..... 12
- ACCESS TO COUNCIL DOCUMENTS..... 12
  - Freely Available Documentation ..... 12
  - Limits On The Right To Inspect Local Government Information..... 13
- FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS..... 14
  - Processing Freedom of Information Applications..... 15
  - Access Arrangements..... 15
  - Freedom of Information Charges ..... 15
  - Notice of Decision ..... 16
- APPENDIX 1 ..... 17

## INTRODUCTION

The Shire of Cranbrook is required under the Freedom of Information Act 1992, Section 96(1) to publish annually a current Information Statement.

The intention of the Act is to:

- Enable public access to information and documents;
- Ensure accountability of local government agencies;
- Ensure an individuals right to apply to an agency for amendment of personal information if the information is inaccurate, out of date or misleading; and
- Obligates agencies to make publicly available certain information regarding their operations.

While the Act provides access to certain information and documents, it also recognises that some documents require protection. Exemptions are listed in schedule 1 of the Act and include:

- Personal information
- Information concerning trade secrets
- Commercially valuable information
- Legal advice or any other information concerning the business, professional, commercial or financial affairs of a third party who is not an applicant.

Copies of the Shire of Cranbrook's Information Statement can be obtained from:

The Shire of Cranbrook Administration Office, 19 Gathorne Street, Cranbrook, or on the Shire of Cranbrook website at [www.cranbrook.wa.gov.au](http://www.cranbrook.wa.gov.au)

Enquiries may be made directly to the Shire of Cranbrook on 98261008 from Monday to Friday from 8:30am to 4:00pm or alternatively via email at [admin@cranbrook.wa.gov.au](mailto:admin@cranbrook.wa.gov.au)

## BACKGROUND

Cranbrook is located in the Great Southern region of Western Australia, has three townsites including Cranbrook, Frankland River and Tenterden and a population of 1173.

The Shire of Cranbrook is situated south of Perth in the centre of the Great Southern and covers an area of 3,390 square kilometres. The town of Cranbrook is located at the junction of the Great Southern Highway, (which begins in Northam and finishes in Cranbrook) and Albany Highway, (which runs from Perth to Albany). Both highways provide a major link to the Cranbrook Co-operative Bulk Handling facility which is one of the largest inland receival points in the Southern Hemisphere.

The diversity and innovation of industry within the Shire of Cranbrook is a stand out in the Great Southern. With industries ranging from olives, wineries, vineyards, chicken farms, pork production, traditional agriculture, small businesses, grain, timber, biological fertiliser and tourism.

## CORPORATE PLAN AND VISION STATEMENT

The Shire of Cranbrook Strategic Community Plan 2017 - 2027 was adopted by the Council in May 2017.

**Council's Vision:** That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be.

## DETAILS OF LEGISLATION ADMINISTERED

The Shire of Cranbrook 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 Cranbrook include:

- Building Act 2011
- Building Regulations 2012
- Bush Fires Act 1954
- Bush Fires (Infringements) Regulations 1978
- Bush Fires Regulations 1954
- Caravan Parks & Camping Grounds Act 1995
- Caravan Parks & Camping Grounds Regulations 1997
- Cat Act 2011
- Cat Regulations 2012
- Cemeteries Act 1986
- Disability Services Act 1993
- Disability Services Regulations 2004
- Dividing Fences Act 1961
- Dividing Fences Regulations 1971
- Dog Act 1976
- Dog Regulations 2013
- Emergency Management Act 2005
- Emergency Management Regulations 2006
- Emergency Services Levy Act 2002
- Environmental Protection Act 1986
- Environmental Protection Regulations 1987
- Equal Opportunity Act 1984
- Equal Opportunity Regulations 1986
- Fire and Emergency Services Act 1998
- Fire and Emergency Services Regulations 1998
- Food Act 2008
- Food Regulations 2009
- Freedom of Information Act 1992
- Freedom of Information Regulations 1993
- Health (Miscellaneous Provisions) Act 1911
- Health (Public Buildings) Regulations 1992
- Industrial Relations Act 1979
- Industrial Relations (General) Regulations 1997
- Land Administration Act 1997

- Land Administration Regulations 1998
- Library Board of Western Australia Act 1951
- Library Board (Registered Public Libraries) Regulations 1985
- Liquor Control Act 1988
- Liquor Licensing Regulations 1989
- Litter Act 1979
- Litter Regulations 1981
- Local Government Act 1995
- Local Government (Administration) Regulations 1996
- Local Government (Audit) Regulations 1996
- Local Government (Constitution) Regulations 1998
- Local Government (Elections) Regulations 1997
- Local Government (Financial Management) Regulations 1996
- Local Government (Functions and General) Regulations 1996
- Local Government (Long Service Leave) Regulations
- Local Government (Parking for People with Disabilities) Regulations 2014
- Local Government (Rules of Conduct) Regulations 2007
- Local Government (Uniform Local Provisions) Regulations 1996
- Local Government Grants Act 1978
- Occupational Safety & Health Act 1984
- Occupational Safety & Health Regulations 1996
- Planning & Development Act 2005
- Planning & Development (Local Government Planning Schemes) Regulations 2015
- Public Interest Disclosure Act 2003
- Public Interest Disclosure Regulations 2003
- Rates and Charges (Rebates and Deferments) Act 1992
- Rates and Charges (Rebates and Deferments) Regulations 1992
- Residential Tenancies Act 1987
- Road Traffic Administration Act 2008
- Road Traffic (Administration) Regulations 2014
- Salaries and Allowances Act 1975
- Salaries and Allowances Regulations 1975
- State Records Act 2000
- State Records Principles & Standards 2016
- Transfer of Land Act 1893
- Transfer of Land Regulations 2004
- Workers' Compensation and Injury Management Act 1981
- Workers' Compensation and Injury Management Regulations 1982

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

- Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
- Bush Fire Brigades Local Law
- Cemeteries Local Law 2001
- Dogs Local Law
- Health Local Law
- Local Government Property Local Law
- Standing Orders Local Law 2001

## FUNCTIONS

For the purposes of financial and general reporting local government functions (activities) have been classified into programs. The Shire of Cranbrook is dedicated to providing high quality services to the community through the various service orientated programs which it has established. Each function/activity program is divided into sub-programs which in turn are made up of line items for revenue and expenditure.

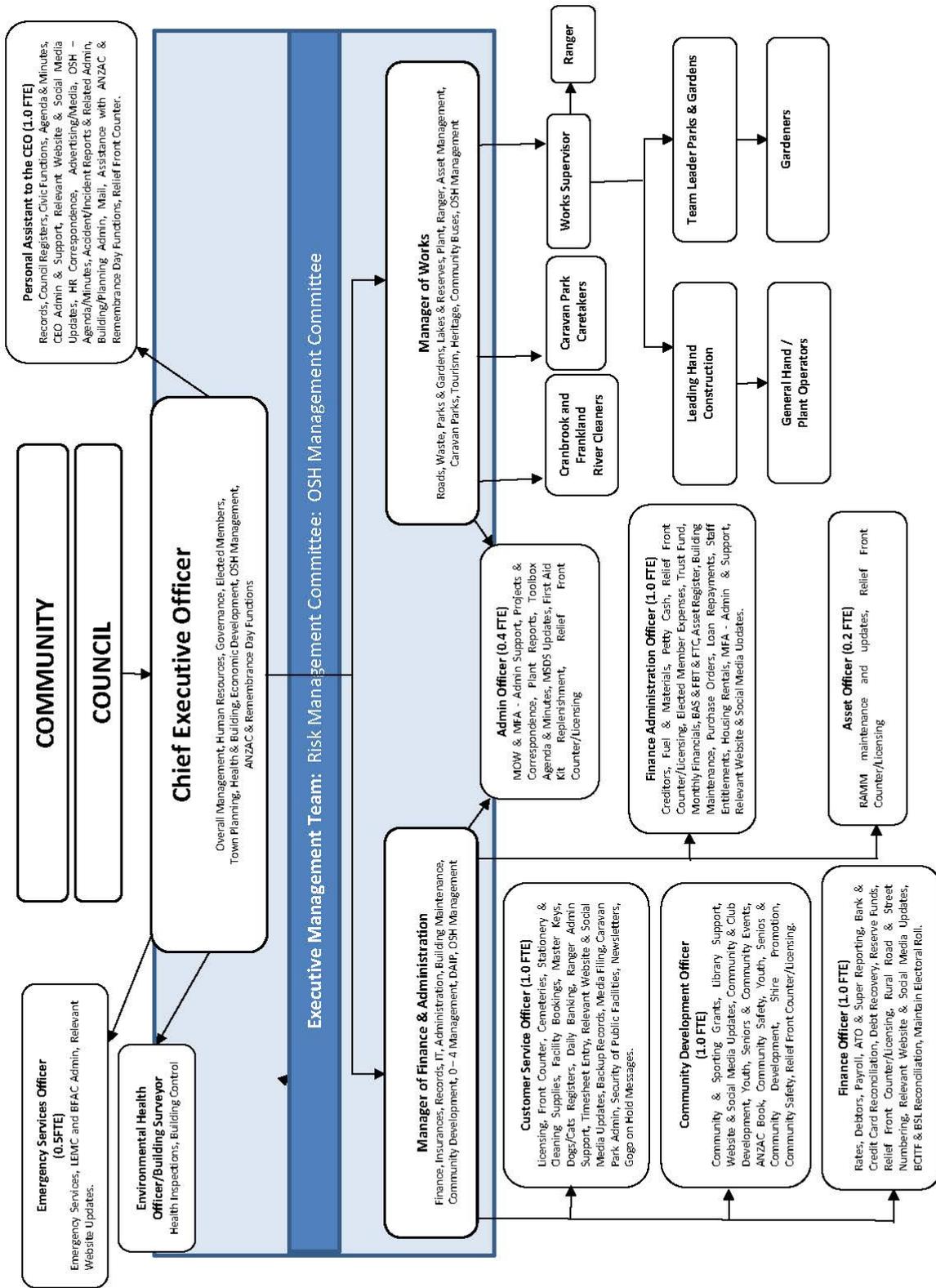
- **Governance:** Administration and operation of facilities and services to members of Council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
- **General Purpose Funding:** Rates, general purpose government grants and interest revenue.
- **Law, Order and Public Safety:** Supervision of various local laws, fire prevention and animal control.
- **Health:** Food quality control, provide and maintain the Cranbrook and Frankland River doctors surgeries.
- **Education and Welfare:** Provide facilities to playgroups and other community groups.
- **Housing:** Maintenance of staff and rental housing.
- **Community Amenities:** Rubbish collection services, maintenance of various rubbish disposal sites, control and co-ordination of cemeteries and storm water drainage maintenance. The administration of the Town Planning Scheme, Community Services and Environmental Services.
- **Recreation and Culture:** Maintenance of halls, community centre and hub, sporting complex, various reserves, Lake Poorrarecup and Lake Nunijup and financial assistance for the operation of the Frankland River and Cranbrook Libraries.
- **Transport:** Construction and maintenance of streets, roads, footpaths, parking facilities, cleaning and lighting of streets, traffic signage and depot maintenance.
- **Economic Services:** The regulation and provision of tourism, area promotion, building control, noxious weeds and the operation of the Cranbrook and Frankland River Caravan Parks.
- **Other Property and Services:** Private works operations, plant repairs, operations costs and the allocation of overheads.

## STRUCTURE AND ROLES

As with all Local Government Authorities, the Shire of Cranbrook has a Council of elected members who are responsible for directing the Local Government's affairs, overseeing the allocation of finances and resources and determining strategic direction and policies. Elected members are volunteers who represent the community and act as a decision making body.

Paid employees come under the direction of the Chief Executive Officer, who is responsible for the implementation of Council decisions and the day to day administration of Local Government functions.

# 2019 Organisational Structure



## **The Council**

The Council is the elected governing body that sets the direction and policies of the Local Government and consists of a President and Councillors.

### ***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 COUNCILLORS

The Shire of Cranbrook has nine (9) Councillors including the Shire President. Councillors are elected for a four year term and retire on a rotation basis with as near as practicable to one half of the Councillors retiring every second year.

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.

### COUNCILLORS

<b>Councillor</b>	<b>Telephone</b>	<b>Term Expires</b>
Cr Colin Egerton-Warburton (President)	9826 7041	2019
Cr Philip Horrocks (Deputy President)	9826 1179	2019
Cr Peter Slater	0428 077 535	2021
Cr Vanessa Fiegert	0407 430 330	2021
Cr David Adams	9834 3035	2019
Cr Peter Beech	9855 2277	2019
Cr Peter Denton	9826 1031	2021
Cr Ruth Bigwood	9856 6219	2021
Cr David Carey	9855 1574	2021

Ordinary Meetings of full Council are held on the third (3<sup>rd</sup>) Wednesday of every month (except January) commencing at 3:00pm.

## Committees of Council

**Audit Committee:** Meets as required

Members: Full Council

Scope of Committee:

- To provide guidance and assistance to the local government in the carrying out of its functions in relation to audits carried out under Part 7 of the Local Government Act 1995;
- Develop a process to be used to select and appoint a person to be an auditor;
- Provide guidance and assistance to the local government on:
  - matters to be audited;
  - the scope of audits;
  - its functions under Part 6 of the Local Government Act 1995; and
  - the carrying out of its functions relating to other audits and other matters related to financial management.
- To review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to:
  - Report to the Council the results of that review; and
  - Give a copy of the CEO's report to the Council.

**Bush Fire Advisory Committee:** Meets twice a year

Scope of Committee:

Bush Fire Brigades Local Law states; "the Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades."

**Local Emergency Management Committee:** Meets quarterly as required

Scope of Committee:

- to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The Council does not operate any other Core Committees, preferring all matters to come before the full Council.

## **PUBLIC PARTICIPATION**

Members of the public have the opportunity to participate in the decision making process in a number of ways.

### **Attendance at Council Meetings**

Ordinary Council meetings are open for the public to attend. The agenda for the meeting is available before the meeting date and can be obtained from the Cranbrook Administration Centre. Each Council agenda includes Public Question Time and Petitions / Deputations / Presentations / Submissions as standard items.

### **Written Requests**

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

### **Community Consultation**

The Shire of Cranbrook has a Community Engagement Strategy that was adopted by the Council in June 2013.

#### ***Strategy Objective***

To ensure that all members of the community have the opportunity to engage with Council on issues and decisions that affect them.

#### ***Guiding Principles for Engagement and Consultation with the Community***

- **Timeliness:** Council will engage with its community in ways that are timely, open to all, easily understood and not overly bureaucratic or resource intensive
- **Information and Feedback:** The community has the right to be well informed on issues and receive feedback from Council on how its input has been used to inform Council decisions
- **Mutual Respect:** Council's goal is one of inclusive involvement. All voices matter, all opinions are valued and considered
- **Action Learning:** Council is committed to the development of innovative engagement approaches, learning from each engagement experience, and using such learning to improve our approaches to future engagement
- **Foresight:** Council engages with its community not only to learn about and respond to present needs, but also to gain a better understanding of our communities' perspective on emerging issues that may affect our preferred future
- **Clarity:** Council is clear on the processes for engagement, how information will be utilised, and ensure implications are clearly defined, managed and understood
- **Evaluation and Review:** Ensure that the Council is responsive to the views and aspirations of the community

## **Elected Members**

Elected members contact details are made available to the public should anyone wish to discuss issues relevant to the Council.

## **Membership of Council Advisory Committees**

The following committees consist of Councillors and interested members of the public:

- Bush Fire Advisory Committee
- Local Emergency Management Committee

## **ACCESS TO COUNCIL DOCUMENTS**

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

### **Freely Available Documentation**

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:

- Code of conduct;
- Register of financial interests;
- Annual report;
- Annual budget;
- Schedule of fees and charges;
- Plan for the future of the district;
- Proposed local law of which the local government has given Statewide public notice;
- Local law made by the local government;
- Regulations made by the governor under section 9.60 that operate as if they were local laws of the local government;
- Text that:
  - a. is adopted (whether directly or indirectly) by a local law of the local government or by a regulation that is to operate as if it were a local law of the local government; or
  - b. would be adopted by a proposed local law of which the local government has given Statewide public notice under section 3.12(3);
- Subsidiary legislation made or adopted by the local government under any written law other than under the Local Government Act 1995;
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Rates record;
- 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:
  - a. tabled at a Council or Committee meeting; or
  - b. produced by the local government or a committee for presentation at a Council or Committee meeting and which have been presented at the meeting;

- Report of a review of a local law prepared under section 3.16(3);
- Business plan prepared under section 3.59;
- Register of owners and occupiers under section 4.32(6) and electoral rolls;
- Contract under section 5.39 and variation of such contract; and
- Such other information relating to the local government:
  - a. required by a provision of the Local Government Act 1995 to be available for public inspection; or
  - b. as may be prescribed, in the form or medium in which it may for the time being be held by the local government.

### **Limits On The Right To Inspect Local Government Information**

- A person's right to inspect information referred to in section 5.94 does not extend to the inspection of information:
  - a. which is not current at the time of inspection; and
  - b. which, in the CEO's opinion, would divert a substantial and unreasonable portion of the local government's resources away from its other functions.
- A person's right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in paragraph (m), (n), (p) or (u) of that section if the information relates to any debt owed to the local government by a person other than the first-mentioned person.
- Subject to subsection (4), a person's right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in paragraph (n) or (p) of that section if the meeting or that part of the meeting to which the information refers:
  - a. was closed to members of the public; or
  - b. in the CEO's opinion, could have been closed to members of the public but was not closed.
- Subsection (3) does not apply in relation to information:
  - a. that is a record of the decisions made at a meeting of a council, a committee or electors; or
  - b. of a kind prescribed as being information that can be inspected by members of the public despite subsection (3).
- A person's right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in paragraph (t) of that section if:
  - a. the information relates to a matter other than the salary or the remuneration or benefits payable under the contract; and
  - b. the information is prescribed as being of a private nature.
- Subject to subsection (7), a person's right to inspect information referred to in section 5.94 does not extend to the inspection of information:
  - a. referred to in a paragraph of that section that is prescribed as being confidential information for the purposes of this subsection; or
  - b. referred to in that section of a type prescribed as confidential for the purposes of this subsection, for the period of time prescribed in relation to the information.
- Subsection (6) does not apply in respect of information in relation to a local government if:
  - a. the information is prescribed as information that is confidential but that may be available for inspection if the local government so resolves; and
  - b. the local government has resolved that the information is to be available for inspection.

- A person's right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in paragraph (m) of that section if the information is information that has been omitted by regulations made under section 4.38 from the electoral roll for the protection of an elector or his or her family.

If a person can inspect certain information under this division, the person may request a copy of the information and the local government is to ensure that copies are available and that the price at which it sells copies does not exceed the cost of providing the copies.

Documents are retained for periods of time in accordance with the Local Government Records Retention and Disposal Schedule.

Nothing in this division affects the operation of the Freedom of Information Act 1992.

## **FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS**

The Freedom of Information Act 1992 came into effect on 1 November 1993 and created a general right of access to documents held by State and Local Government agencies. The Freedom of Information Act requires Councils to make available details about the kind of information they hold and enables persons to ensure that personal information held by government agencies about them is "accurate, complete, up to date and not misleading".

All requests under the Freedom of Information Act are to be made in writing and give enough information so that the documents requested can be identified. An Australian address to which notices can be sent must be provided and the application fee should accompany an application for non-personal information. An application form (as shown at Appendix 1) may be used. No fees or charges are payable by applicants requesting information solely containing personal information about themselves.

Lodgement of Freedom of Information applications, payment of application fees and any associated charges (if applicable) may be made either:

By post, addressed to:  
The Freedom of Information Coordinator  
Shire of Cranbrook  
PO Box 21  
Cranbrook WA 6321

Or in person at:  
Shire of Cranbrook  
19 Gathorne Street  
Cranbrook WA 6321

All applications will be considered in accordance with the Freedom of Information guidelines however, prior to making an application, please check with Council's Freedom of Information Officer (currently the Manager of Finance and Administration) to see if the information you seek is available under normal administrative arrangements.

## Processing Freedom of Information Applications

The Freedom of Information Officer is responsible for acknowledging, processing and coordinating applications. All applications will be acknowledged in writing and the applicant notified of the decision within 45 days.

## Access Arrangements

As a Freedom of Information applicant 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, CD, DVD or any other electronic storage device, 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.

The documents to which access has been granted will be provided to the applicant in the form required whenever possible. Where Council is unable to grant access in the form requested, access may be given in a different form.

Where viewing of documents is required, a mutually acceptable time, in consultation with the Council's Decision Maker, will be made.

## Freedom of Information Charges

The Freedom of Information Act and associated Regulations stipulate various charges for the cost of 'dealing with' Freedom of Information applications for non-personal information. No application fee or processing charges are payable for requests for personal information.

Where required, charges must be made in full before access to documents is permitted. The scale of fees and charges applicable under the Freedom of Information Act has been set by the Freedom of Information Regulations:

- |   |         |
|---|---------|
| • Personal information about the applicant  | No fee  |
| • Application fee<br>(For non-personal information, payable when the application is lodged)   | \$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)<br>Plus the actual additional cost to Council of any special arrangements – eg hire of facilities or equipment. | \$30.00 |
| • Photocopying:<br>Staff time (per hour, or pro-rata)   | \$30.00 |
| Per photocopy – A4  | 0.20    |
| • Transcribing from tape, or other device (per hour, or pro-rata)   | \$30.00 |

- Duplicating a tape, film or computer information Actual Cost
- Delivery, packaging and postage Actual Cost

If the Shire estimates that the charges involved in dealing with an application will exceed \$25.00 (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.

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.

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

### **Notice of Decision**

All applications received under Freedom of Information will be dealt with the Shire's nominated decision maker, who is authorised by Council to approve, or otherwise, the access to or provision of documents under Freedom of Information Legislation.

Where a decision is made to grant partial access or to refuse access to documents, the applicant is entitled to ask for an internal review by the Shire. The Shire's Chief Executive Officer will deal with an Internal Review. Requests for an internal review should be made in writing within 30 calendar days of receiving the Notice of Decision. There is no charge for an internal review and the applicant will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the internal review decision, they can apply directly to the Information Commissioner for an external review. In certain instances, the Information Commissioner may refer questions of law that arise in the course of dealing with a complaint, to the Supreme Court. An application for external review should be made within 60 days of receiving notice of the internal review decision.



APPENDIX 1  
SHIRE OF CRANBROOK  
FREEDOM OF INFORMATION ACT 1992  
APPLICATION FOR ACCESS TO DOCUMENTS

**Details of Applicant**

Surname .....

Given Names .....

Australian Postal Address .....

Telephone Number(s) .....

**If application is on behalf of an organisation**

Name of Organisation/Business .....

**Type of Information** (Please tick)

Personal Information

Non-Personal Information

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

.....  
.....  
.....

**Form of Access** (Please tick the appropriate box)

I require a copy of the document(s)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I wish to inspect the document(s)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I require access in another format*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

\*Other – Please Specify .....

**Fees and Charges – Non Personal Information**

Attached is payment 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 an estimate of charges where they will be more than \$25.00.

*In certain cases a reduction in processing charges may apply – see section on fees and charges on the next page of this form. If you consider you are entitled to a reduction, attach a copy of documents which address the criteria.*

Are you requesting a reduction in fees and charges, please tick the appropriate box:

Yes

No

**Applicant's Signature:** .....

**Date:** .....

**Lodgement of Application**

By Post:

OR

In Person:

Freedom of Information Coordinator  
Shire of Cranbrook  
PO Box 21  
Cranbrook WA 6321

Freedom of Information Coordinator  
Shire of Cranbrook Administration Centre  
19 Gathorne Street  
Cranbrook WA 6321

**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 eg 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:..... Deadline for response: .....

Acknowledgement sent on: .....

**Proof of Identity Required:** Yes  No  Sighted: .....

Signed: .....  
(Freedom of Information Coordinator)