



# **FREEDOM OF INFORMATION POLICY & STATEMENT**

**Adopted by Council on  
28 September 2000**

<b>POLICY SUBJECT</b>	Freedom of Information Statement
<b>ADOPTION DATE</b>	28 <sup>th</sup> September 2000
<b>VARIATION DATE</b>	20 <sup>th</sup> December 2001
<b>VARIATION DATE</b>	28 <sup>th</sup> February 2002
<b>VARIATION DATE</b>	27 <sup>th</sup> November 2003 (C.12/1103)
<b>VARIATION DATE</b>	25 <sup>th</sup> November 2004 (C.25/11/04)
<b>VARIATION DATE</b>	24 <sup>th</sup> April 2006 (C.14/0406)
<b>VARIATION DATE</b>	31 <sup>st</sup> August 2006 (C.18/0806)
<b>REVIEW DATE</b>	29 <sup>th</sup> November 2007 (C.16/1107)
<b>REVIEW DATE</b>	27 November 2008 (C.22/1108)
<b>REVIEW DATE</b>	24 June 2010 (C.19/0610)

### **Information Statement**

The Shire of Bridgetown-Greenbushes prepared its first Freedom of Information Statement & Procedures Manual in 2000. This Statement was prepared to provide an overview of the *Freedom of Information Act 1992* and to provide staff with a format to the actions that must be followed to comply with applications for access to documents and records.

The Freedom of Information Statement & Procedures Manual has been reviewed on an annual basis by Council and appropriate amendments made where necessary.

In August 2006, the document has been revised whereby the 'procedures manual' section has been separated from the 'information statement'. This separation has enabled the Information Statement to be provided in a format which is easy for the general public to understand.

## **OUR VISION**

The Bridgetown-Greenbushes Shire as a wonderful place to live, work and invest, with the community and the Shire Council working together to achieve shared objectives.

## **OUR MISSION STATEMENT**

*The Shire (its Council and its employees) will listen to the community, provide ethical and open leadership, responsible and considered judgement, and will manage the resources of the Shire in the best interests of the community, remembering always that the needs of future generations must be taken into account as well as the present.*

## **OUR VALUES**

Council and Staff promote and embrace the following values in our interactions

- Sensitivity to the impact of our decisions
- Honesty and integrity
- Respect for people and the environment
- Acceptance of community diversity
- Openness and accountability
- Equity and fairness for all
- Effective communication
- Continuous improvement
- Responsible management

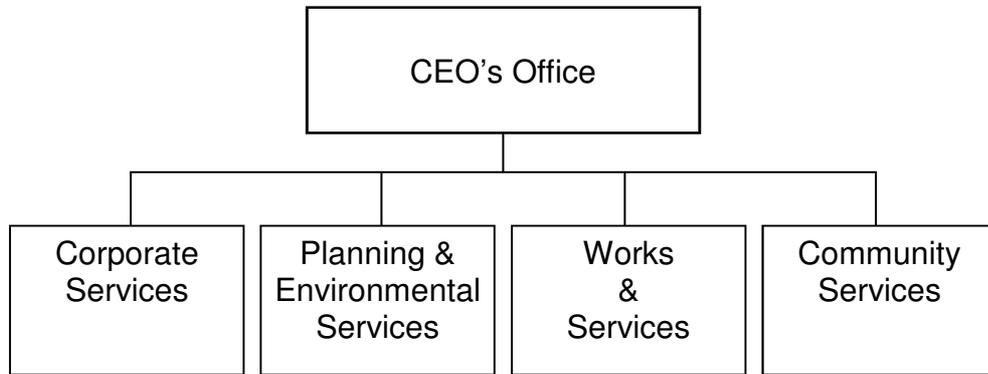
## **Critical Success Factors**

In order to achieve its Mission, the Shire of Bridgetown-Greenbushes will have a rolling 5 year Strategic Plan.

The Critical Success Factors are –

- The Strategic Plan will form the basis on which subsequent budgets are developed.
- A management structure that will enable implementation of the Strategic Plan.
- A sound financial management plan and record system.
- Effective communication and teamwork (internal and external).
- Compliance to all statutory and regulatory requirements.

# ORGANISATION STRUCTURE



## **STRUCTURE AND FUNCTIONS OF COUNCIL**

The Shire of Bridgetown-Greenbushes provides a wide range of services and facilities for its ratepayers, residents and visitors to the Shire. The Shire has a role in the management, improvement and development of the resources within its area so as to create a safe and pleasant environment for its community.

General information relating to the Shire is available on Council's website ([www.bridgetown.wa.gov.au](http://www.bridgetown.wa.gov.au)) and published in Council's "Insight" newsletter which is distributed to every mail delivery point (households, post office boxes and RMB deliveries) on a regular basis. Copies are also available from the Administration offices (Customer Service area) and the Library. The Insight newsletter is designed to keep the public informed of the various issues/projects being undertaken by the Council.

### **The Council**

Councillors are elected from the community to serve their community in a voluntary capacity. The Council acts as a community board, establishing policies and making decisions within the rules of the *Local Government Act 1995* on a wide range of issues affecting the community.

Local Government elections are held every two years to fill vacancies which occur as elected members conclude their four year term of office. Following the elections, a special meeting is held whereby newly elected Councillors are sworn into office. Following this swearing-in ceremony, an election takes place to fill the positions of Shire President and Deputy President for the ensuing two year period.

The Council of the Shire of Bridgetown-Greenbushes consists of 9 elected members (Councillors) being represented in two (2) Wards as follows:

- South Ward – 7 representatives
- North Ward – 2 representatives

The Council meets on the last Thursday in each month (excepting December) and encourages members of the public to be in attendance. A 'public question time' segment is held at the commencement of each Ordinary and Special Meeting of Council to allow the public a forum in which they may raise questions regarding Agenda Items or other issues affecting the community.

Agendas for Ordinary Meetings of Council are posted on the website and are available for inspection at the Customer Service area and Library from the Friday in the week prior to Council Meeting day.

In addition to its Ordinary Meetings, Council also holds an Electors Meeting during each financial year and includes the presentation of the Annual Report and the Annual Financial Report & Auditors Report.

Councillors may hold Ward Meetings which offer residents the opportunity of being briefed on issues affecting the Council as well as providing an opportunity for those in attendance to raise issues with their elected member representatives.

### **Committees of Council**

To assist its work load and processes, Council can elect to establish Committees. Prior to any Committee being considered Council must in the first instance ensure the justification for establishing (or maintaining) a Committee complies with Council's Policy.

Committees of Council are grouped into two categories, ie; "Management" and "Advisory". Each Committee has an Instrument of Appointment under which it operates and all Committees must conduct their meetings in accordance with Council's Standing Orders.

A "Management" Committee has delegated authority from Council to undertake certain actions as set out in its Instrument of Appointment. An "Advisory" Committee has no delegated authority and therefore makes recommendations to Council for consideration.

The Term of Office for Committees established by Council is generally two years (or less) with the expiry date being tied to Local Government Elections.

In addition to Committees established under the Act, the Council appoints Working Groups from time to time to consider specific issues or projects. Generally the membership of a Working Group consists of elected members and staff however members of the public may also be appointed if considered necessary. Working Groups have no delegated authority and provide recommendations to Council.

The following Committees of Council have been established in accordance the *Local Government Act 1995* to assist Council achieve its objectives:

#### **Local Laws, Strategy, Policy & Organisation Development Standing Committee**

The Local Laws, Strategy, Policy & Organisation Development Standing Committee is an Advisory Committee whose objectives are:

1. To provide a forum for Councillors to discuss Council business directly relating to:
  - Local Laws
  - Strategy
  - Policy
  - Organisation Development
2. To provide Council with Recommendations relating to Local Laws, Strategy, Policy and Organisation Development issues.

The Local Laws, Strategy, Policy & Organisation Development Standing Committee is open to the public and residents are encouraged to attend.

#### Bush Fires Advisory Committee

The objectives of this Committee for the 2013-2015 term are:

1. *To provide advice to Council in regard to all matters relating to bush fire control, prevention and management including recommendations on the annual firebreak requirements, capital (equipment) purchase, review of fire fighting/prevention practices, fire fighting training, etc.*

#### Local Emergency Management Committee (LEMC)

The objectives of this Committee for the 2013-2015 term are:

1. *To review and maintain the Community Emergency Management Arrangements.*
2. *To review and maintain the Community Evacuation Plan.*
3. *To review and maintain the Community Emergency Recovery Plan including documenting processes for the planning and management of recovery after a major disaster.*

#### Emergency Planning & Preparedness Advisory Committee

The objectives of this Committee for the 2013-2015 term are:

1. *To ensure the Shire as an organisation has the planning and processes in place that meet the Shire's obligations in the event of an emergency.*
2. *To document the Shire's role in the event of an emergency.*
3. *To act as a coordinated link between the Council and the Local Emergency Management (Advisory) Committee (LEMC).*
4. *To audit and test the Shire's preparedness to deal with emergencies.*
5. *To monitor the capacity of the Shire's resources (human & material) to respond to emergencies.*

#### Roadwise Advisory Committee

The objectives of this Committee for the 2013-2015 term are:

1. *Conduct road safety audits where required.*
2. *Raise public awareness of road safety within the Shire.*

### CEO Performance Review Committee

The objectives of this Committee for the 2013-2015 term are:

1. *As directed by Council from time to time, use the performance appraisal system to ensure that its objectives are achieved in a timely and efficient manner and proposes to use the system to recognise and reward high achievement.*

### Audit Committee

The objectives of this Committee for the 2013-2015 term are:

1. *As directed by Council from time to time, use the performance appraisal system to ensure that its objectives are achieved in a timely and efficient manner and proposes to use the system to recognise and reward high achievement.*

### Access & Inclusion Advisory Committee (AIAC)

The objectives of this Committee for the 2013-2015 term are:

1. *To advise Council on the establishment of priorities and review of progress on the implementation of the strategies identified in the relevant Disability Access and Inclusion Plan and the Active Aging Strategy.*
2. *To formally report to Council annually on the implementation of the Disability Access and Inclusion Plan and the Active Aging Strategy.*
3. *To carry out consultation with the community as part of the annual review of the Disability Access and Inclusion Plan and active Aging Strategy.*
4. *To recommend to Council any changes to the priorities identified in the Disability Access and Inclusion Plan and Active Aging Strategy either as part of the annual review process, or if necessary at other times of the year.*

### Sustainability Advisory Committee (SAC)

The objectives of this Committee for the 2013-2015 term are:

1. *To provide advice to the Council on sustainable natural environment, social and economic issues such as:*
  - *Air Quality*
  - *Biodiversity*
  - *Land Degradation*
  - *The Built Environment*

- *Water*
  - *Waste Management*
  - *Community Infrastructure*
  - *Community Engagement*
2. *To provide advice to Council on the possible introduction of incentives, initiatives and recommendations which can be introduced into the daily operations of the Shire, Policy setting process, Strategic Plans and Town Planning Schemes to :-*
    - *Reduce the impacts on the natural environment*
    - *Reduce the impacts on the climate*
    - *Initiate sustainable management of resources*
  3. *To identify for the consideration of Council strategies which increase real and sustainable behaviour change in residents, businesses and other members of the community (including tourists) in order to improve environmental outcomes.*

#### Trails Development Advisory Committee

The objectives of this Committee for the 2013-2015 term are:

1. *Implement Council's economic strategies via identified and proposed tasks.*
2. *The development of a mountain bike trail business and concept plan.*
3. *Adding value to existing canoe/kayak, walk, cycle and bridle trails including the Warren Blackwood Strategic Alliance's Regional Trails master plan project.*
4. *Identifying trail based tourism opportunities.*

#### Working Groups

The following Working Groups have been established to assist Council in achieving its objectives:

- *Community Grants & Service Agreements Working Group*
- *Swimming Pool Working Group*

#### Policies & Delegated Authority

Council adopts Policies on a variety of issues to act as a guide for Officers of the Shire of Bridgetown-Greenbushes. Policy Manuals have been developed and distributed to Councillors and Officers to assist in the decision making process. In addition, the CEO has delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in a Register and (along with Policies) are reviewed on an annual basis in keeping with the legislative requirement. These are both public documents.

The Council makes decisions which direct and/or determine the activities of the organisation as administered by the CEO. In addition, the Council:

1. Determines the type, range and scope of projects to be undertaken by the Shire;
2. Develops comprehensive strategic plans, budgets, financial controls and performance objectives and indicators for the operations of the Shire; and
3. Develops and adopts policies to be applied on the Council's behalf by the CEO.

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 allocation of resources to 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.

### **Services Provided by Council**

Council makes decisions on policy issues relating to services that are provided for our community. These services are typical of those offered by other local government authorities throughout Western Australia and include:

○ Access for Disabled	○ Building Control
○ Bus Shelters	○ Bush Fire Brigades
○ Car Parks	○ Citizenship Ceremonies
○ Community Art	○ Community Bus
○ Community Development projects	○ Community Events
○ Community Halls	○ Crossovers
○ Cycleways	○ Demolition Permits
○ Dog Control	○ Drainage
○ Environmental Health	○ Lodging Houses
○ Media Releases	○ Playgrounds & Equipment
○ Parking Control	○ Parks & Reserves
○ Planning Controls	○ Public Library
○ Public Participation	○ Public Toilets
○ Recreation Centre	○ Recreation & Sporting facilities
○ Recycling	○ Roads/Footpaths/Kerbing
○ Rubbish Collection	○ Stormwater Drainage
○ Street Lighting	○ Street Trees
○ Street Sweeping	○ Traffic Control Devices
○ Verges	○ Waste Facilities
○ Youth Services	

### **Complaints and Feedback**

Any complaints or feedback/suggestions regarding any aspect of the Council, its operations, staff or policies will be accepted and dealt with in accordance with Council policy.

### **Access to Documents Held by the Organisation**

The Shire of Bridgetown-Greenbushes has a variety of documents available for public inspection or purchase. In addition to Shire documents, a selection of community information brochures are also available from the Shire's Customer Services area or the Library.

The following documents are available for public inspection at the Customer Service area and Library. Copies may also be viewed on the Shire's website

- Agendas and Minutes of Council Meetings (including Committee Meetings)
- Annual Report and audited Annual Financial Statements
- Plan for the Future - Strategic Plan
- Annual Budget
- Annual Report including the Annual Financial Statements
- Policy Manual
- Local Laws

In addition to the above, documents for 'public comment' will also be available from time to time

Access to other information held by the Shire is subject to the provisions of the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

Applications for access to Personal or Non Personal Information can be made to Freedom of Information Co-Coordinator located at the Administration Offices, 1 – 3 Steere Street, Bridgetown.

## **DETAILS OF LEGISLATION ADMINISTERED**

Legislation & Regulations administered by the Shire of Bridgetown-Greenbushes & Other Legislation Affecting the Shire

- Agriculture and Related Resources Protection Act 1976
- Building Regulations Act 1989
- Bush Fires Act 1954
- Bush Fire Regulations
- Caravan Parks and Camping Grounds Act 1995
- Caravan Parks and Camping Grounds Regulations
- Cemeteries Act 1986
- Community Services (Child Care) Regulations 1988
- Community Services (Outside School Hours Care) Regulations 2002
- Conservation and Land Management Act 1984
- Control of Vehicles (Off-Road Areas) Act 1978
- Dividing Fences Act 1961
- Dog Act 1976
- Environmental Protection Act 1986
- Environmental Protection (Noise) Regulations 1997
- Equal Employment Opportunity Act 1984
- Evidence Act 1906
- Explosives and Dangerous Goods Act 1961
- Forests Act 1919
- Freedom of Information Act 1992
- Freedom of Information Regulations
- Hairdressing Establishment Regulations 1972
- Health Act 1911
- Health Act (Air Handling and Water Systems) Regulations 1994
- Health Act (Asbestos) Regulations 1992
- Health Act (ANZ Food standards code adoption) Regulations 2001
- Health Act (Carbon Monoxide) Regulations 1975
- Health Act (Cloth Materials) Regulations 1985
- Health Act (Food Hygiene) Regulations 1993
- Health Act (Food Standards) Regulations 1987
- Health Act (Garden Soil) Regulations 1998
- Health Act (Laundries and Bathrooms) Regulations
- Health Act (Meat Hygiene) Regulations 2001
- Health Act (Pesticides) Regulations 1956
- Health Act (Pet Meat) Regulations 1990
- Health Act (Poultry Manure) Regulations 2001
- Health Act (Prescribing the Annual Report Form to be used by Local Authorities) Regulations
- Health Act (Public Buildings) Regulations 1992
- Health Act (Sewerage, Lighting, ventilation and Construction) Regulations 1971
- Health Act (Skin Penetration Procedure) Regulations 1998

- Health Act (Smoking in Enclosed Public Places) Regulations 1999
- Health Act (Swimming Pools) Regulations 1964
- Health Act (Temporary Sanitary Conveniences) Regulations 1997
- Health Act (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
- Heritage of Western Australia Act 1990
- Industrial Awards
- Industrial Relations Acts (State and Federal)
- Interpretation Act 1918
- Justices Act 1902
- Land Administration Act 1997
- Land Valuation Tribunals 1978
- Library Board of Western Australia Act 1951
- Limitation Act 1935
- Litter Act 1979
- Liquor Licensing Act 1988
- Local Government Act 1995
- Local Government (Consequential Amendments) Act 1996
- Local Government (Miscellaneous Provisions) Act 1960
- Local Government Grants 1978
- Local Government Regulations
- Main Roads Act 1930
- Metropolitan Region Town Planning Scheme Act 1959
- Occupational Safety and Health Act 1984
- Occupational Safety & Health Regulations 1996
- Parks and Reserves Act 1895
- Parliamentary Commission Act 1971
- Planning Amendment Act 1996
- Police Act 1892
- Public Interest Disclosure Act
- Public Works Act 1902
- Radiation Safety Act 1974
- Radiation Safety Regulations
- Rates and Charges (Rebates and Deferments) Act 1992
- Records – General Disposal Authority for Local Governments 1999
- Rights in Water and Irrigation Act 1914
- Residential Design Codes of WA 2002
- Road Traffic Act 1974
- State Administrative Tribunal Act
- State Records Act 2000
- State Records Principles & Standards 2002
- Strata Titles Act 1985
- Telecommunications Act 1997
- Telecommunications (Low Impact Facilities) Determination 1997
- Town Planning and Development Act 1928
- Transfer of Land Act 1893
- Transport Co-ordination Act 1966

- Trustees Act 1962
- Valuation of Land Act 1978
- Waterways Conservation Act 1976
- Western Australia Disability Services Act 1993
- Western Australian Planning Commission Act 1985
- Workers' Compensation and Rehabilitation Act 1981

*Note: This list may not be exhaustive*

#### Other Legislation Affecting the Shire

- Activities on Thoroughfares & Trading in Thoroughfares and Public Places Local Law
- Parking and Parking Facilities Local Law
- Local Government Property Local Law
- Dogs Local Law
- Cemeteries Local Law
- Bush Fire Brigades Local Law
- Health Local Laws
- Extractive Industries Local Law
- Fencing Local Law
- Pest Plants Local Law
- Town Planning Scheme No. 3
- Town Planning Scheme No. 4

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

## ***FOI Operation within the Shire of Bridgetown-Greenbushes***

It is the aim of the Shire of Bridgetown-Greenbushes to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside of 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***

Applications have to:

- Be in writing;
- Provide enough information so that the documents requested can be identified;
- Provide an Australian postal address to which notices can be sent; and
- Be lodged at the Shire with any applicable fee payable.

**FOI Application forms are available from the Shire's Customer Service office or by contacting the Records Officer.**

**FOI applications and enquiries should be addressed to:**

Freedom of Information Officer  
Shire of Bridgetown-Greenbushes  
P O Box 271, Bridgetown 6255  
btnshire@bridgetown.wa.gov.au

Telephone: 97611555  
Facsimile: 97612023  
Email:

Or by hand to the Shire office located at 1 – 3 Steere Street, Bridgetown

Applications will be acknowledged in writing and responded to as soon as possible but within 45 days of Council receiving the written request, together with any appropriate fee.

## FOI Fees & Charges

Personal information about the applicant	No Fee
Application Fee for non personal information	\$30
<i>Charges</i>	
a) For staff dealing with application (per hour, or pro rata)	\$30
b) Access time supervised by staff (per hour, or pro rata)	\$30
c) Charges for photocopying:	
(i) per hour, or pro rata	\$30
(ii) per copy	\$0.20c
d) Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata)	\$30
e) Charge for duplicating a tape, film or computer information	Actual cost
f) Charge for delivery, packaging and postage	Actual cost
<i>Advance Deposits</i>	
a) Advance deposit which may be required by an agency under section 18(1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee	25%
b) Further advance deposit which may be required by an agency under section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee	75%

### Concessions

For financially disadvantaged applicants or those issued with a prescribed pensioner concession card, the charge payable can be 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 disc, a transcript of a recording, shorthand or encoded documents from which words can be produced.

### 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 the document is an exempt document the reasons for classifying the matter exempt, or the fact that access is given to an edited document; and
- information on the right of review and the procedures to be followed to exercise those rights.

### Refusal of Access

Applicants who are dissatisfied with a decision of the Shire of Bridgetown-Greenbushes are entitled to request an internal review. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified in writing of the outcome of the review within 15 days. If you disagree with the result you can then apply to the Information Commissioner for an external review, and the details would be advised to the applicant when the internal review decision is issued.

**SHIRE OF BRIDGETOWN-GREENBUSHES**

**APPLICATION FOR ACCESS TO DOCUMENTS**

*[Freedom of Information Act 1992, S.12]*

DETAILS OF APPLICANT

Family Name: .....Given Names: .....

Australian Postal Address: .....

Postcode: ..... Telephone No: .....

If application is on behalf of an Organisation

Name of Organisation/Business: .....

**DETAILS OF REQUEST (Please tick)**

Personal

documents

Personal

Non-  
documents

I am applying for access to document(s) concerning: .....

FORM OF ACCESS (Please tick)

I wish to inspect the document(s)

Yes

No

I require a copy of the document(s)

Yes

No

I require access in another form

Yes

No

If Yes, please specify: .....

FEES & CHARGES

Attached is a cheque/cash for 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 is appropriate.

*In certain cases a reduction in fees and charges may apply – see section on fees and charges on the back of 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

Yes

No

Applicants Signature:

Date:

**Office Use Only**

*Date Received* .....

*Deadline for Response:* .....

*Acknowledgement sent:* .....

## NOTES

### ***FOI Applications***

- Please provide sufficient information to enable the correct document(s) to be identified
- The Agency may request proof of your identity
- 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 practicable (and, in any case, within 45 days) after it is received
- Further information can be obtained from the Shire of Bridgetown-Greenbushes, or a copy of the Freedom of Information Act may be purchased from the State Government Bookshop, 815 Hay Street Perth, (Telephone: 92228216).

### 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 disc, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.**

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

### **Fees & Charges**

- \$30.00 application fee (non personal information only)
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the Rates & Charges (Rebates and Deferments) Act 1992 may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.

### **Lodgement of Applications**

Applications may be lodged:

- By post addressed to: FOI Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255
- In person at: Customer Service Office  
1 – 3 Steere Street  
BRIDGETOWN WA 6255

**SHIRE OF BRIDGETOWN-GREENBUSHES**

**APPLICATION FOR INTERNAL REVIEW OF A DECISION**

(under Freedom of Information Act 1992, s.40 or 54)

**DETAILS OF APPLICANT**

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Australian Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

FOI Ref No. \_\_\_\_\_

I am unhappy with a decision made by your agency and therefore seek a review of this decision because:

- I have submitted an application for access to documents in accordance with the Freedom of Information Act and:
- I have been given access to an edited copy
- The agency has refused to deal with my access application
- I have been refused access to a document
- I have been given access to a document but access has been deferred
- I have been given access via a suitably qualified person under S.23 or access has been withheld by that person
- I consider that I have been charged too much

**OR**

- I am a third party specified in the documents and:
- I have not been consulted about giving access and disagree with the decision to give access to the documents
- I have been consulted but I disagree with the decision to give access to the documents

**OR**

- I have submitted an application for amendment of personal information and:
- The agency has refused to make the requested amendment
- The agency has refused to make a notation or attachment to the information

**Comments**

*You may include any additional comment you wish to be considered in the review of the decision (include additional pages if necessary).*

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Applicants Signature: \_\_\_\_\_ Date:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**Advice of Decision**

The (agency) will undertake an internal review and advise you of its decision within 15 days of receipt of this application.

**Lodgement of Applications**

Applications may be lodged:

- By post addressed to: FOI Officer  
Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6255
- In person at: Customer Service Office  
1 – 3 Steere Street  
BRIDGETOWN WA 6255

# SHIRE OF BRIDGETOWN-GREENBUSHES

## NOTES

(under Freedom of Information Act 1992)

### REVIEW AND APPEAL PROCESS

**1. Internal Review** (S.39-40 and 54).

If you are dissatisfied or aggrieved by certain decisions of an agency regarding access to documents or amendment of person information, you can apply to the agency concerned for an internal review of its decision.

To apply for an internal review, you must write a letter or fill in an internal review application form and send the letter to, or lodge the form with, the agency which made the decision within 30 days after being given notice of the decision.

The application must give details of the decision you wish to have reviewed and give an address in Australia to which notices can be sent.

There is no charge for an internal review of a decision.

**2. Appeals to the Supreme Court** (S.85).

Any part to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

The procedures relating to appeals to the Supreme Court are established by the Court. Information on these procedures can be obtained from \_\_\_\_\_.