



Annual Report

For the year ending 30 June 2011



As adopted at the Ordinary Meeting of Council held 13 December 2011, resolution C2011-12xx

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KEY STATISTICS

	2010/11	2009/10	2008/09
Total number of residents	242 in the 2006 Census		
Total number of rateable properties	432	435	412
Rates levied	1,146,594	1,029,463	999,208
Minimum general residential rate	230	225	220
Minimum general commercial rate	230	225	220
Minimum general pastoral rate	230	225	220
Minimum general mining rate	230	225	220
Revenue from Ordinary Activities	5,856,315	5,043,240	4,875,579
Net current assets	1,742,300	3,274,657	2,792,255
Grants and Subsidies – Operating	2,136,675	2,187,719	1,878,035
Grants and Subsidies – Non-Operating	1,773,798	1,526,770	1,740,607
Debt servicing ratio	0.021	0.028	0.031
Total number of employees (full time)	16	16	21
Building applications approved	3	2	3
Value of building applications approved	866,200	832,030	6,500,000

PRESIDENT'S REPORT 2011

Council has achieved some very positive outcomes for this financial year with the completion of some of our projects being Yalgoo Health Centre, Water Park, Airstrip lighting both for Payne's Find and Yalgoo and progress towards the completion of others despite facing challenges caused by flood events early in the year.

The flooding has caused major damage to our roads and it has been rather frustrating for those of us living in outlying areas of our Shire who are challenged with road access due to road closures. I thank you for your patience. Under legislation, Council has a duty of care to ensure the safety of all who travel on our roads and may be faced with litigation if we do not comply. Council is undertaking a program to ensure the highest quality of repairs that will assist in withstanding future events; this may cause some small delays but will achieve a superior outcome.

To ensure that community is included in our planning two successful community workshops have been held to assist in identifying needs and wants. Whilst we may not be able to meet every one of those identified, we will focus on what can be realistically achieved as we progress and develop our long term plans toward a sustainable future. To those who contributed to these workshops I extend a big thank you. There were some wonderful and positive ideas presented and with this attitude and community support Yalgoo's future is guaranteed.

To achieve our objectives Council needs to continually seek funds by applying and competing for grants to carry out these works. Local Government currently exists under the Local Government Act of each state so the funding is channelled and budgeted through the state. The Australian Local Government Association has for many years sought constitutional recognition for Local Government and has succeeded in lobbying the Commonwealth Government to hold a referendum on constitutional recognition in 2013. There has been concern expressed that the project 'Road to Recovery,' a commonwealth initiative and funded directly to Local Government, can be challenged as unconstitutional. This is an excellent project and has given many local governments the financial ability to upgrade their roads. I urge you to seek further information on this matter and consider carefully the benefits of Councils being able to directly seek funding for projects from the Commonwealth by constitutional recognition and therefore right.

On behalf of Council I congratulate both the Administration and Works crews for their achievements particularly with the additional load from understaffing. Your loyalty and commitment to continual improvement by accessing the training programs offered is greatly appreciated. Like many other Councils we are faced with challenges in the recruitment and retention of staff particularly in the rural and remote areas.

I would also like to thank my fellow Councillors for their dedication, support and commitment in their roles as Community advocates. We live here, this is our Community, we are all responsible for our future, we can and will achieve our goals, working together to build a sustainable future for the Shire of Yalgoo



Cr Terry Iturbide
President

ELECTED MEMBERS REPORT

Councillors

As at 30 June 2011:

President:	Cr Terry K Iturbide	Term expires 2011
Deputy President:	Cr Ellen C Rowe	Term expires 2013
Members:	Cr Laurence Hodder	Term expires 2011
	Cr Len Terry	Term expires 2011
	Cr Raul Valenzuela	Term expires 2013
	Cr Neil Grinham	Term expires 2013

Cr Neil Grinham was elected to fill the vacancy created by resignation of Cr Michael Forster.

Attendance at Council Meetings

There were 11 Ordinary Meetings and 3 Special Meetings of Council held between 1 July 2010 and 30 June 2011. A breakdown of Councillors' presence at meetings is detailed in the table below, for Councillors in office as at 30 June 2010.

Councillor	Ordinary Meeting	Special Meeting
Cr TK Iturbide	11/11	3/3
Cr EC Rowe	6/11	2/3
Cr L Hodder	8/11	3/3
Cr R Valenzuela	8/11	2/3
Cr L Terry	10/11	1/3
Cr N Grinham	4/4	NA

Fees and Allowances

The following fees, expenses and allowances were paid to Council Members and the President.

Fees, Expenses, Allowances	Actual \$ 2010/11	Budget \$ 2010/11	Actual \$ 2009/10	Budget \$ 2009/10
Meeting Fees	9,570	12,880	16,307	16,840
President's Allowance	6,089	4,248	6,300	6,300
Deputy President's Allowance	1,797	6,420	958	1,050
Travelling Expenses	11,607	1,090	11,249	11,000
Telecommunication Allowance	3,213	15,000	0	0
Total	32,276	39,638	34,814	35,190

CHIEF EXECUTIVE OFFICER'S REPORT

Development

Council has established a robust plan for forward capital works to revitalise Yalgoo by improving infrastructure, liveability and visual amenity to strengthen community, boost economic development and solicit tourism.

In keeping with this aspiration, the 2010-11 financial year was characterised by a surge of construction and development. Projects completed include the purpose built Yalgoo Nursing Post, colourful water playground, residence at the Yalgoo Caravan Park and waterwise reticulation system that not only reduces water and maintenance costs and provides environmental benefits, but also opens up a strategic trench network for future utilities that will feed into other projects.

Transport

Completion of a further four kilometres of bitumen on each of the unsealed Yalgoo Ninghan and Morawa Roads has brought us closer to the goal of achieving direct sealed access from Perth to Yalgoo. Council has now planned to fast track sealing of the Morawa Road to achieve this aspiration and also provide our community with all weather access to the growing regional town of Morawa.

The gravel road network of over 1,000 kilometres across our 33,000 square kilometre Shire sustained extensive damage during natural disaster flood events December through to February. The staff team acted quickly to reopen regional arterial roads, claim funding and commence a comprehensive restoration program which was well underway at 30 June and will be completed in 2012.

The Yalgoo and Paynes Find airstrips were upgraded to solar lighting with new storage sheds and sealed bitumen aprons thanks to the Regional Airport Development Scheme and the Country Local Government Fund. We were honoured to welcome the Royal Flying Doctor Service to make the inaugural night landing at Paynes Find and attend our community celebration.

Community

A program of extensive community engagement has resulted in a development project to revitalise the locality of Paynes Find, and the ambitious Yalgoo Community Hub concept in the town of Yalgoo.

The Shire will apply to Regional Development Australia to fund the Hub project to construct a purpose built Community and Youth Centre and covered sports facility in a precinct adjacent to the existing water park. Supported by multiple agencies, this ground up 'closing the gap' project has the potential to become a model for small under-serviced communities. If funded, the first stage of the project will give the community a brightly coloured 'rage cage' sporting facility, bmx track, skate park, children's playground and refurbished tennis court. To achieve sustainability all components are low maintenance and the CYC will be constructed in local rammed earth for natural insulation properties and durability.

The Shire has continued to foster relationships and develop partnerships with mining interests across the district to leverage benefits for our community. MMG Golden Grove continued to partner the Shire and Centacare to support the Indigenous Children's Coordinator in Yalgoo, and FeroWest contributed to the Yalgoo Community Hub project. MMG and Golden Grove also contributed funding to support the Shire of Yalgoo "Our Town" television episode which showcased the attractions of our outback Shire.

Thanks to funding provided by the Drought Assistance Program, we were able to bring the beach to Yalgoo and hold a beach cricket event in our main street for a unique and well attended Australia Day function that helped to foster our community spirit.

Workforce

Our workforce is our future.

In our remote rural location a positive workplace with attraction and retention benefits is critical to the Shire's ability to deliver programs to our community and grow our community capacity. We have commenced a process of developing a culture of strong team spirit and competitive employment conditions.

To achieve this goal negotiations have commenced with staff for an enterprise agreement to improve pay and conditions. Training and development opportunities have been implemented, occupational safety and health has been comprehensively reviewed and improved and a program commenced to improve the quality of staff housing.

Recognition

I take this opportunity to thank councillors and staff for their dedication and effort in embarking on a journey of growth and capacity building in Yalgoo during a challenging year.

Sharon Daishe
Chief Executive Officer



OTHER REPORTS

Plan for the Future

Copies of Council's Plan for the Future, as required by the Local Government Act s5.56, may be obtained from the Shire Office or website www.yalgoo.wa.gov.au.

Having reviewed the Plan for the Future 2007-2011 in December 2010, Council resolved to extend the Plan without modification to 30 June 2012 in consideration of legislative changes that require Local Governments to implement integrated planning.

During this time the Shire will engage with the community to develop a strategic community plan that sets out the vision, aspirations and objectives of the community in the district. The new community strategic plan must be in place after the financial year ending 30 June 2013. *Regulation 19C of the Local Government (Administration) Regulations 1996 as amended 26 August 2011.*

The Annual Report must include an overview of the Plan for the Future including major initiatives planned to commence or continue in the next year. *Section 5.53(e) of the Local Government Act 1995.* The following report shows achievements against the plan in 2010/11 and major activities planned for 2011/12 in line with this requirement.

1. Economic Prosperity

Program	Achieved 2010/11	Planned 2011/12
Maintenance and operation of the Yalgoo and Paynes Find Airport:	<ul style="list-style-type: none">▪ Succeeded in obtaining funding and installed solar lighting on airstrips at Yalgoo and Paynes Find	<ul style="list-style-type: none">▪ Install ambulance transfer bay/path and solar windsock
Asset acquisition and replacement:	<ul style="list-style-type: none">▪ Changed over plant and equipment in accordance with the Shire's policy▪ Reviewed plant and equipment inventory and recommended additions in order to resource work requirements	<ul style="list-style-type: none">▪ Change over plant and equipment in accordance with the Shire's policy▪ Purchase additional resources as per budget following recommendations
Develop partnerships with mining companies in the Shire area:	<ul style="list-style-type: none">▪ Opened negotiations with MMG Golden Grove for further funding for maintenance and construction work on the Yalgoo Ninghan Road▪ Re-opened negotiations with Ferrowest regarding Option Deed for land for mining camp in Yalgoo	<ul style="list-style-type: none">▪ Finalise Option Deed with Ferrowest▪ Implement Community Benefit agreement with Mt Gibson Mining▪ Further negotiations with MMG Golden Grove for maintenance and construction work on the Yalgoo Ninghan Road

Program	Achieved 2010/11	Planned 2011/12
Promote and progress partnerships and regional development opportunities:	<ul style="list-style-type: none"> ▪ Applied for regional Country Local Government funding for vermin fence with Murchison region Shires ▪ Contributed to the development of Mid West Regional Investment Plan 	<ul style="list-style-type: none"> ▪ Pursue involvement in Morawa SuperTowns reference group; pursue funding to seal Morawa Road to provide all weather access to evolving regional centre of Morawa ▪ Continue to participate in the Mid West Investment Plan; apply for first tranche of MWIP funds ▪ Pursue regional tourism proposal

2. Environmental Integrity

Program	Achieved 2010/11	Planned 2011/12
Improve the efficiency of the Bush Fire Brigade	<ul style="list-style-type: none"> ▪ Applied for funding for shed to house fire appliance at Paynes Find. Funding declined but later approved on appeal from Shire ▪ Significant preparation made in town of Yalgoo for bushfire season to reduce fuel load and construct new firebreak around town perimeter 	<ul style="list-style-type: none"> ▪ Establish bush fire brigade at Paynes Find ▪ Improve training for Yalgoo bush fire brigade ▪ Emergency bushfire exercise 8 November Yalgoo ▪ Construct shed to house Paynes Find fire appliance
Implementation of landfill waste reduction programs	<ul style="list-style-type: none"> ▪ Implemented removal of waste off site from Yalgoo ▪ Designed waste transfer station 	<ul style="list-style-type: none"> ▪ Seek funding to construct waste transfer station ▪ Identify opportunities for regional waste strategies and consider applying for regional group funding
Pursue increased State Government action to control feral animals.	<ul style="list-style-type: none"> ▪ Entered into agreement to expend 2010/11 regional component of the Country Local Government Fund to reconstruct the Murchison Vermin Fence ▪ Maintained membership of Vermin Council 	<ul style="list-style-type: none"> ▪ Maintain membership of Vermin Council

3. Social Equity

Program	Achieved 2010/11	Planned 2011/12
Review asset and risk management programs	<ul style="list-style-type: none"> ▪ Forward capital works plan prepared, approved and reviewed 	<ul style="list-style-type: none"> ▪ Develop asset management plan
Progress training and development programs for Councillors and staff	<ul style="list-style-type: none"> ▪ President attended face to face modules for Diploma in Local Government ▪ Engaged consultant to undertake HR review with deliverables of job description, contracts, performance review process and enterprise agreement ▪ Councillor CEO performance review workshop planned ▪ Staff attended a comprehensive range of training 	<ul style="list-style-type: none"> ▪ Councillor training post elections ▪ Continue staff training program
Review the Shire's governance structure, delegations and policies	<ul style="list-style-type: none"> ▪ Minor review of policy and delegations 	<ul style="list-style-type: none"> ▪ Carry out best practice review of delegations to improve delegation manual and process ▪ Begin best practice review of policies to improve policy manual
Continue the sealing of Yalgoo–Ninghan Road, Yalgoo–Morawa Road and town streets	<ul style="list-style-type: none"> ▪ 4kms new seal Yalgoo–Ninghan and Morawa Roads ▪ 8 km reseal Yalgoo–Ninghan Roads 	<ul style="list-style-type: none"> ▪ Scope Gibbons St beautification project ▪ Form up 30km Morawa Road and apply for CLGF funding to commence laying of bitumen ▪ Progress negotiations with MMG Golden Grove regarding Yalgoo Ninghan Road
Develop plans and seek funding to construct a path and trails network within the town, on the town outskirts, and within the district	<ul style="list-style-type: none"> ▪ Included in forward capital works plan 	

4. Community Well-being

Program	Achieved 2010/11	Planned 2011/12
To make Budget allocation and transfer to Reserve Funds allowance for future development of recreation facilities, and provision for maintenance of the Railway Station as a Heritage listed building	<ul style="list-style-type: none"> ▪ Railway heritage assessment carried out, document received ▪ Strategic budget allocations made for transfers to reserve 	<ul style="list-style-type: none"> ▪ Seek funding for heritage work to railway station
Identify priorities, source funding and implement actions for development of recreation facilities and reserves, arts and other cultural pursuits, sporting clubs and community organisations	<ul style="list-style-type: none"> ▪ Yalgoo Community Hub project (refer CEO Report) recognised in forward capital works plan ▪ Extensive community engagement process occurred re Hub ▪ Engaged indigenous community volunteers to write grants for Hub ▪ Obtained quotes for sporting components and engaged support from Dept Sport & Rec 	<ul style="list-style-type: none"> ▪ Conduct community workshop with architect as next phase to prepare Hub project ▪ Prepare business case, risk management and other requirements for Hub project ▪ Apply for funding for Hub (various programs major include RDA and CSRFF)
Encourage and support volunteers, with particular focus on promotion, training and recognition.	<ul style="list-style-type: none"> ▪ Engaged indigenous community volunteers 	<ul style="list-style-type: none"> ▪ ICV to write funding applications and assist Indigenous Children's Program Coordinator with school holiday activity program in Yalgoo
Implementation of the Disability Access and Inclusion Plan adopted in August 2007	<ul style="list-style-type: none"> ▪ Included disabled amenities when Shire hall refurbished ▪ Installed disabled access water fountain at Yalgoo Water Park ▪ Applied for funds for disabled access to amenities in community park (not funded) 	<ul style="list-style-type: none"> ▪ Re-write disability access and inclusion plan
Explore opportunities to expand and further develop the Healthy Community Project, in co-operation with FaCSIA, Oxiana Mining and other potential partners.	<ul style="list-style-type: none"> ▪ Council approved budget to employ Community and Youth Coordinator ▪ Negotiated professional & psychological support for CYC position from Centacare 	<ul style="list-style-type: none"> ▪ Construct residence for Community and Youth Coordinator ▪ Formalise agreement with Centacare, finalise package and employ CYC

National Competition Policy

Regarding Council's responsibilities in relation to National Competition Policy the Shire reports that:

- No business enterprise of the Shire has been classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or a Public Financial Enterprise.
- Competitive neutrality has not applied to any activities undertaken by the Shire in this reporting period.
- No allegations of non-compliance with the competitive neutrality principles have been made by any private entity.
- The principles of competitive neutrality were implemented in respect of any relevant activity undertaken during the 2009/10 year.

Competitive Neutrality

This principle deals with ensuring that government business operations have no advantage or disadvantage in comparison with the private sector.

This policy dictates that competitive neutrality should apply to all business activities which generate a user pays income of over \$200,000 unless it can be shown that it is not in the public interest. In this regard, no significant new business activities for the purposes of competitive neutrality were initiated or considered during the year and no non-compliance allegations were made.

The Shire of Yalgoo conducts no activities where the user pays income exceeds \$200,000.

Legislation Review

The Shire reviewed its Local Laws in November 2006, a result of the legislation review requirements. The next review of Local Laws is required in 2014.

Register of Certain Complaints of Minor Breaches

Local Government Act sections 5.121 and 5.110 (6) (b) or (c)

The Act requires the annual report to contain details about certain complaints of minor breaches that result in certain action taken against the person. Generally a minor breach is a breach of a local law or code of conduct and the action taken may be public censure, making the person say sorry or sending them to training. A register must be kept of all such breaches.

There were no such complaints recorded during 2010-11.

Public Interest Disclosures

The *Public Interest Disclosure Act 2003* facilitates the disclosure of public interest information and provides protection for those making such disclosure and those who are the subject of disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

The Chief Executive Officer has complied with all obligations under the Act including:

- Appointing the Deputy Chief Executive Officer as the PID Officer for the organisation and publishing an internal procedure relating to the Shire's obligations.
- Providing protection from detrimental action or the threat of detrimental action for any employee of the Shire who makes an appropriate disclosure of public interest information.

Disability Access and Inclusion Plan

The Disability Services Act 1993 was amended in December 2004, creating a requirement for public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). These plans to be fully developed by July 2007 replace and build on the achievements of Disability Services Plans (DSPs).

The Shire is committed to achieving the six standards of its disability access and inclusion plan which are as follows:

- Outcome 1 – Provide a means of ensuring that people with disabilities have the same opportunities as others to access the services of, and any event organised by, the Shire of Yalgoo.
- *Public events are held at venues providing disabled access*
- Outcome 2 – Provide a means of ensuring that people with disabilities have the same opportunities as others to access buildings and other facilities of the Shire of Yalgoo.
- *Shire has included disabled facilities in planned refurbishment of Yalgoo Town Hall (ramp access constructed, toilets under construction including disabled toilet)*
 - *Shire installed disabled water fountain at Yalgoo Water Park*
 - *Disabled access to be included in design of Yalgoo Community Hub*
 - *Shire unsuccessful in application for funding for disabled access and parking for amenities at Community Park. Shire will reapply.*
- Outcome 3 – Provide a means of ensuring that people with disabilities receive information from the Shire in a format that will enable them to access information as readily as others are able to.
- *Information about the functions, facilities and services provided by the Shire is prepared using clear and concise language.*
 - *Where necessary, or requested, information can be made available in alternative formats such as large print or verbally. During the year, no requests were received.*

Outcome 4 – Provide a means of ensuring that people with disabilities receive the same level and quality of service from the staff of the Shire of Yalgoo.

- *Staff are aware of the need to assist where necessary*
- *Separate interview room is used extensively for meeting and discussion with the public, rather than over the counter in an open area.*

Outcome 5 – Provide a means of ensuring that people with disabilities have the same opportunities as others to make complaints to the Shire of Yalgoo.

and

Outcome 6 – Provide a means of ensuring that people with disabilities have the same opportunities as others to participate in any public consultation with the Shire of Yalgoo.

- *People are invited to a separate interview room for any discussion*
- *Email facilities to contact staff for those with internet access*

Freedom of Information Statement

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

An updated information statement will be published at least every twelve months. It is intended that the statement be included as part of the Annual Report and received each year as part of the Annual Electors meeting.

1. Structure and Functions of Council

a) *Establishment*

The Shire of Yalgoo is established under the *Local Government Act 1995*, which governs how the administration for the Shire is carried out. Other major legislation which creates a duty or an authority for Council to act includes –

- Local Government Act (Miscellaneous Provisions) Act 1960
- Town Planning and Development 1928
- Bush Fires Act 1954
- Dog Act 1976
- Cemeteries Act 1986
- Health Act 1911
- Freedom of Information Act 1992
- Disabilities and Amendment Act 1999
- Occupational Health and Safety Act 1994
- Equal Opportunities Act 1984

In addition, there is a wide range of other legislative responsibilities.

b) Council

Council's affairs are managed by six people elected from the community who represent the whole Shire. Council acts as a "community board", establishing policies and making decisions within the Local Government Act on a wide range of issues affecting the community, in keeping with legislation requirements to:

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

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 such works and services.

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

Meetings of Council and Committees are advertised at least once each year. Unless changed, Ordinary meetings of Council usually are held on the second last Thursday of each month commencing at 11.00 am. All members of the public are welcome to attend. Two meetings per year are held at Paynes Find.

Local public notice is given before any change of date of a meeting.

c) Regional Involvement

Elected members are involved with many organisations within the community, and also actively represent the community at a regional or state level. Council's nominations include –

- Murchison Country Zone of the WA Local Government Association (regional)
- Murchison Vermin Regional Council (regional)
- State Road Funds for Local Roads Sub-Group (regional)

d) Committees

Council utilises occasional committees as and when required. An Audit Committee meets as needed, in accordance with the requirements of the Local Government Act.

e) Agendas

To ensure that all items are included in the agenda, matters for consideration should reach the Council office at least 12 days before the Council meeting date as agendas are prepared for distribution 8 days in advance. A copy of the agenda is available to the public before the meeting.

f) Minutes

The Minutes are available for inspection after the meeting (usually about one week). Please note that all Minutes are subject to confirmation by Council at the following meeting.

g) Delegated Authority

The Chief Executive Officer and other officers of Council have delegated authority to make decisions on a number of specified administration and policy matters. These delegations are listed in the Delegations Register and are reviewed annually by Council.

2. Service to the Community

Council provides an extensive variety of services for the community under authority of a wide range of legislation. Services provided include –

- building control
- cemetery
- bush fire control
- citizenship ceremonies
- dog control
- community bus
- environmental health
- demolition permits
- litter bins
- drainage
- parks & reserves
- fire prevention
- playground equipment
- library services
- public toilets
- media releases
- planning control
- rubbish collection
- public health services
- stormwater drainage
- public buildings for hire
- recreational /sporting facilities
- street lighting
- roads / footpaths /kerbing
- street tree planting
- vehicle licencing agency

3. Public Participation

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

- Deputations – With the permission of the President, a member of the public may address Council personally, on behalf of another or on behalf of an organisation.
- Submissions – Some development applications do not require special approval of Council. Where special approval is required, residents are notified by advertising in the local newspaper, and in some instances they may also be notified individually by Council or the developer. When an application is publicly notified, residents have the opportunity to make a written submission to Council expressing their views regarding the application.
- Petitions – Written petitions can be addressed to Council on any issue within the Council's jurisdiction.
- Written request – Members of the public can write to Council on any Council policy, activity or service.
- Elected members – Members of the public can contact any of the elected members to discuss any issue relevant to Council.
- Council meetings – public question time.

4. Access to Council Documents

Many documents are available for public inspection free of charge at the Council office. Copies of some documents can be made available, although some will incur a charge to cover photocopying.

Information that is available includes –

- Committee Agendas
- Council Agendas
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Delegations Manual
- Policy Manual
- Annual Budget
- Annual Report
- Annual Financial Statement
- Council Local Laws
- Town Planning Scheme
- Electoral Rolls
- Plan for the Future
- Disability and Inclusion Plan

Requests for other information will be considered in accordance with the Freedom of Information Act. Under this legislation, an application fee and search fee must be submitted with the completed request form unless the information required is personal or an exemption is granted.

5. Amending Personal Information

Applications for information or to view / amend personal information should be made to the CEO.

6. Procedures and Access Arrangements

a) FOI Operations

It is the aim of the agency to make information available promptly and at the lowest cost. Documents will therefore be provided outside the FOI process where possible.

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.

b) Freedom of Information Applications

Access applications have to -

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the CEO.

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

c) Freedom of Information Charges

The scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows.

- | | |
|-------------------------------------------------------------------------------|--------------------|
| • <i>Personal information about the applicant</i> | <i>No fee</i> |
| • <i>Application fee (for non personal information)</i> | <i>\$30.00</i> |
| • <i>Charge for time dealing with the application (per hour, or pro rata)</i> | <i>\$30.00</i> |
| • <i>Access time supervised by staff (per hour, or pro rata)</i> | <i>\$30.00</i> |
| • <i>Photocopying staff time (per hour, or pro rata)</i> | <i>\$30.00</i> |
| • <i>Per photocopy</i> | <i>\$0.20</i> |
| • <i>Transcribing from tape, film or computer (per hour, or pro rata)</i> | <i>\$30.00</i> |
| • <i>Duplicating a tape, film or computer information</i> | <i>Actual Cost</i> |
| • <i>Delivery, packaging and postage</i> | <i>Actual Cost</i> |

d) Deposits

- | | |
|-------------------------------------------------------------------------------------------------------|------------|
| • <i>Advance deposit may be required of the estimated charges</i> | <i>25%</i> |
| • <i>Further advance deposit may be required to meet the charges for dealing with the application</i> | <i>75%</i> |

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

e) Access Arrangements

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

f) 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
- information on the right to review and the procedures to be followed to exercise those rights.

f) Refusal of Access

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

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

If you disagree with the result you then can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.

Enquiries, applications for information or to view / amend personal information, should be made to –

Chief Executive Officer
Shire of Yalgoo
37 Gibbons Street
YALGOO WA 6635

Enquiries can also be made to –

Office of the Information Commissioner
PO Box Z5386
PERTH WA 6831

Phone: 9220 7888 or 1800 621 244
Fax: 9325 2152
Email: info@foi.wa.gov.au
Website: www.foi.wa.gov.au

Record Keeping

Background

The State Records Act 2000 is an Act to provide for the keeping of State records and for related purposes. Section 19 of the Act requires each government organisation have a Record Keeping Plan that has been approved by the State Records Commission.

The purpose of a Record Keeping Plan is to set out which records are to be created by the organisation and how it is to keep those records. Record Keeping Plans are to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system(s), disposal arrangements, policies, practices and procedures. The Record Keeping Plan is the primary means of providing evidence of compliance with the Act and that best practices have been implemented in the organisation. In accordance with Section 17 of the Act, the Shire of Yalgoo and all its employees are legally required to comply with the contents of this plan.

The Shire of Yalgoo objectives for record keeping are:

- compliance with Section 19 of the State Records Act 2000,
- record keeping within the local government is moving toward compliance with State Records Commission Standards and Records Management Standard AS15489,
- processes are in place to facilitate the complete and accurate record of business transactions and decisions,
- recorded information can be retrieved quickly, accurately and cheaply when required,
- protection and preservation of government records.

Minimum Compliance Requirements

The record keeping plan is to provide evidence to address that –

- From time to time (where necessary) an external consultant is engaged to conduct a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.
- Information sessions are conducted for staff as required.
- The Shire provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.
- The Shire's Induction Program for new employees includes an introduction to the local government's recordkeeping system and program, and information on their recordkeeping responsibilities.

The Shire has engaged a records consultant to undertake a major record keeping project in 2011-12 including archiving and destruction, improved record keeping facilities, implementation of record keeping system "Key Words for Councils" and training of all staff responsible for keeping records. (Note that this project has been necessarily carried forward due to high staff turnover).

Review

The State Records Act 2000 s.28 (5) requires that Records Keeping Plan must be reviewed at least every five years. Between reviews, the implementation / continuation of requirements is to be further developed.

APPENDED

Shire of Yalgoo Audited Financial Statements and Auditor's Report for the financial year ended 30 June 2011