INFORMATION STATEMENT 2026/2027

Prepared by the Shire of Jerramungup
in compliance with the requirements of the
Freedom of Information Act 1992

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Shire of Jerramungup
Information Statement – 2026/2027

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INTRODUCTION

The *Freedom of Information Act 1992* is designed to:

- Enable the public to participate more effectively in governing the State; and
- Make the persons and bodies that are responsible for State Government and Local Government more accountable to the public.

In furthering these objectives, the *Freedom of Information Act 1992* requires each Government Agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:-

1. The Agency's Mission Statement
2. Details of the Legislation Administered
3. Details of the Agency Structure
4. Details of the Decision Making Functions
5. Public Participation in the Formulation of Policy and Performance of Agency Functions
6. Documents held by the Agency
7. The Operation of FOI in the Agency

This Document has been prepared by the Shire of Jerramungup to satisfy Part 5 of the *Freedom of Information Act 1992*.

Copies of this document may be obtained from www.jerramungup.wa.gov.au or

Shire of Jerramungup
Administration Building
8 Vasey Street
PO Box 92
JERRAMUNGUP WA 6337

Enquiries may be made to that office on telephone (08) 9835 1022 Monday to Friday from 8.00am to 4.00pm, or by email at council@jerramungup.wa.gov.au.

VISION, MISSION AND VALUES

The Shire's strategic direction is articulated through the following Vision, Mission and Values within the Shire of Jerramungup Council Plan 2026-2036.

Our Vision

"Progressive, Prosperous and a Premium Place to Live and Visit"

Our Values

Quality

We ensure **quality** in everything we do

Trust

We are **trustworthy** and act with honesty and integrity at all times

Respect

We treat each other, all members of our community and visitors with **respect**

Unity

We are a **united** team

Aspire

We **aspire** to continuously improve our skills and the services we deliver for our community

ENABLING LEGISLATION

The Shire of Jerramungup is constituted as a district under the *Local Government Act 1995*. Under the *Local Government Act 1995*, the Shire has general, legislative and executive functions.

General Functions

Section 3.1 of the Local Government Act 1995

The general function of a local government is to provide for the good government of people living and working within its district.

Legislative Functions

Section 3.5 of the Local Government Act 1995

A local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the *Local Government Act 1995*.

Executive Functions

Section 3.18 of the Local Government Act 1995

A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under the *Local Government Act 1995*.

The Shire of Jerramungup's local laws are available on the Shire's website, or alternatively are available for viewing at all Shire of Jerramungup public libraries or customer service centres.

Many other Acts of Parliament affect the conduct of the business of a local government including, but not limited to, the following principal Acts:

- *Building Act 2011*
- *Bush Fires Act 1954*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cat Act 2011*
- *Cemeteries Act 1986*
- *Disability Services Act 1993*
- *Dog Act 1976*
- *Environmental Protection Act 1986*
- *Food Act 2008*
- *Health Act 1911*
- *Land Administration Act 1997*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Planning and Development Act 2005*

- *Rates and Charges (Rebates and Deferments) Act 1992*
- *State Records Act 2000*
- *Waste Avoidance and Resource Recovery Act 2007*

Local governments also operate within a framework of delegated legislation, including orders and proclamations made by the Governor, by-laws, regulations and ordinance made by other statutory bodies.

STRUCTURE OF THE SHIRE OF JERRAMUNGUP

The Shire of Jerramungup is a body corporate, constituted under the *Local Government Act 1995*.

The Council of the Shire of Jerramungup is the overall decision making body. The Council employs a Chief Executive Officer who is responsible for the day to day running of the Shire, who, along with the managers and staff, implements the Council's decisions. The organisation is structured into three departments, being Corporate Services, Development Services, and Technical Services. The managers of these departments, together with the Chief Executive Officer, comprise the Executive Management Team.

Delegated Authority

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

ROLE AND KEY FUNCTIONS

The Shire's operations are managed by the Chief Executive Officer, who is supported by an Executive Management Team. The Chief Executive Officer's role is to carry the ultimate responsibility for the efficient and effective utilisation of the organisations resources in achieving Council's objectives and direction. The Executive Management Team is made up of three executive managers who assist the Chief Executive Officer in managing the Shire's operations and functions.

Chief Executive Officer:	Martin Cuthbert
Deputy Chief Executive Officer:	Charmaine Wisewould
Manager of Works:	Patrick Steinbacher
Manager of Development:	Richard Hindley

Executive Services

- Executive and Risk Services
- Strategic Planning
- Economic Development
- Human Resources
- Governance Services

Corporate Services

- Financial Services
- Administrative Services
- Information Technology
- Customer Service
- Emergency Management

Technical Services

- Infrastructure Management Services
- Parks, Gardens, Reserves Maintenance
- Waste Management
- Ranger Services
- Airports

Development Services

- Compliance and Regulatory Services
- Health Services
- Building Services
- Building Maintenance

THE COUNCIL, ELECTED MEMBERS AND COMMITTEES

The Jerramungup Shire Council was established on 1 July 1982, having been annexed from the Shire of Gnowangerup. Jerramungup Shire has an area of 6,541 square kilometres, with two principal townsites being Jerramungup and Bremer Bay.

The Shire has a total road network length of 1,121 kilometres comprising of 132 kilometres of sealed roads and 989 kilometres of unsealed roads (excluding highways).

The Shire comprises of elected representatives including the Shire President and six Councillors. The elected members are chosen democratically by the community and act to represent the whole district of the Shire of Jerramungup. 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. Elected Members work for the community and do not have the authority to act or make decisions as individuals. Decisions are made as a consensus of the Council in accordance with the *Local Government Act 1995*.

Ordinary meetings of Council are held on the fourth Wednesday of every month, with a recess occurring in January. Of the eleven Ordinary Meetings of Council, four are held in Bremer Bay commencing at 1.00pm, and the remaining seven are held in Jerramungup at the Council Chambers commencing at 1.00pm. Members of the public are welcome to attend.

Council has appointed a number of committees to assist with the decision making process. These committees are assigned certain areas of responsibility and report to Council with their recommendations.

List of Councillors:

Shire President, Cr Nathan Brown
PO Box 150, Jerramungup
Ph: 0427 351 057

Deputy Shire President, Cr Paul Barrett
9265 Gnowangerup-Jerramungup Road, Jerramungup
Ph: 0428 362 014

Cr Neil Foreman
15 Derrick Street, Jerramungup
Ph: 0429 351 056

Cr Paul Hislop
1382 Jerramungup North Road, Jerramungup
Ph: 0427 354 037

Cr Naomi Hall
PO Bo 40, Jerramungup
Ph: 0409 228 534

Cr Raegan Zacher
PO Box 174, Bremer Bay
Ph: 0429 947 731

Cr Nathan McQuoid
1 Qualup Court, Bremer Bay
Ph: 0439 936 591

Committees of Council

CEO Review Committee

The role of the CEO Review Committee is to undertake the recruitment and performance review of the Chief Executive Officer and negotiate changes to the Chief Executive Officer's contract of employment for subsequent Council approval.

Audit, Risk and Improvement Committee

The Audit, Risk and Improvement Committee was established to comply with legislation and to oversee financial issues. The role of the Committee includes risk management, internal control and legislative compliance.

Working Parties, Sub-Committees and Consultative Groups

Interested members of the public, elected members and staff are able to nominate, be nominated or be selected as representatives on a variety of Shire related working parties, sub-committees or consultative groups or act as representatives or other external organisations. A current listing of these parties, sub-committees and groups is listed below.

- Bremer Bay Community Development Committee
- Jerramungup History Advisory Group
- Regional Road Group Committee
- Great Southern Zone of WALGA Committee
- Bush Fire Advisory Committee
- Local Emergency Management Committee
- Fitzgerald Biosphere Group
- Regional Recreation Advisory Committee
- Jerramungup VES Unit Management Committee
- Bremer Bay VES Unit Management Committee
- Development Assessment Panel
- Fitzgerald River National Park Advisory Group
- South Coast Alliance Inc.

All abovementioned committees meet as required.

Policies and Delegations

The Council adopts policies on a variety of issues to act as a guide for officers of the Shire and provide the basis for decision making. All current policies are contained with the Council's Policy Manual. A register of authorised delegations made by the Council to assist with the efficient administration of the municipality is also available for inspection.

PUBLIC PARTICIPATION

Members of the public are welcome to attend any open meeting of Council or committee and have a number of avenues available to put forward their views on particular issues.

COUNCIL MEETINGS

Public Question Time

Members of the public are able to ask questions (preferably in writing) on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and committees that are open to the public.

Deputations

With the permission of the presiding member, a member of the public can personally, or on behalf of a resident or group of residents, address the Council, or one of its committees.

Petitions

Written petitions can be presented to the Council through the Chief Executive Officer or an Elected Member on any issue within the Council's jurisdiction.

Written Requests

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

Notifications/Advertising

Residents may be notified of issues that affect their neighbourhood or development applications by advertising in the local newspaper, written notification, calling public meetings, seeking responses to surveys and questionnaires or a sign on-site requiring the approval of Council. Residents then have the opportunity to write to Council expressing their views and to address the Council before a decision is made.

Elected Members

Members of the public can contact the Elected Members of the Council to discuss any issue relevant to the Council.

Special Meetings of Council

A Special Meeting of Council can be convened to consider an urgent matter or a matter which otherwise involves special circumstances. Special Meetings can be convened at short notice should the circumstances warrant. If necessary, notice by electronic means or telephone is acceptable.

Annual General Meeting of Electors

Section 5.27 of the *Local Government Act 1995* has a requirement to hold an Annual General Meeting of Electors. Such meetings afford members of the public the opportunity to ask Councillors and staff questions about Shire matters generally.

The Annual General Meeting of Electors is held once in every financial year and includes the presentation of the Annual Report and the Auditor's Report. Residents and ratepayers are encouraged to attend this meeting as it is an opportunity to ask questions and raise issues with local representatives. The Annual General Meeting is alternated between Jerramungup and Bremer Bay.

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 under the Complaints Management System or the Customer Service Charter as appropriate. Further information can be obtained from the Chief Executive Officer on 9835 1022 or in person at the Council Administration Building.

DOCUMENTS HELD BY THE SHIRE OF JERRAMUNGUP

Standards for record keeping across government have been set by the State Archives through the Records Management Office. The *Local Government Records Retention and Disposal Schedule* has been developed to provide consistency throughout local government in the disposal and archival of all records.

The Shire of Jerramungup's active files are stored and maintained at the Administration office. Inactive or Closed files are either archived in suitable storage areas or destroyed as per the *Local Government Records Retention and Disposal Schedule*.

Correspondence Files

The Shire of Jerramungup manages a number of correspondence file series as described above. All files are subject to disposal in accordance with the current *Local Government Records Retention and Disposal Schedule*.

Files are generally not open for public inspection, in order to protect personal information and legally privileged material. Applications to view these files will be considered on a case by case basis and information may be released in an edited form. Charges may apply to accessing these records.

Current Files

These files are located at the Council's Administration Facility and at the Shire's offsite facility, with an electronic file and correspondence register available. The majority of files relate to specific property/street addresses, roads and reserves/parks, with a number of subject files relating to organisations, events, services provided, special projects and general administrative issues also forming part of the current filing system.

Archive Files (prior to 2002)

These files are located at the Shire's offsite storage facility at the Jerramungup Works Depot. Please note that considerable research is required in order to locate information, it may also result in a considerable number of files being retrieved.

Corporate Resource Library

The Shire of Jerramungup has one corporate resource library, located in the administration building. This is designed to provide a corporate information resource to staff and Elected Members. The corporate resource library contains a variety of resources such as periodicals/journals, reports, texts and other information published by the Shire and/or of relevance to local government. Annual reports, plans for the future and strategic plans also form part of the collection. The corporate resource library also contains publications received from other Agencies.

Council Minutes

Minutes for all Council meetings are made available for viewing or purchase at the Shire's Administration Office or can also be downloaded from the Shire's website www.jerramungup.wa.gov.au. Minutes are available for viewing at both the Bremer Bay and Jerramungup Community Resource Centres the week following the Council meeting.

Under the *Local Government Act 1995* the Council minutes are available for free inspection at the Shire's Offices by any person. Copies of Council minutes and the minute searches conducted by the Shire's staff will incur charges.

Rates Book

Currently the Shire of Jerramungup rates information is listed by assessment number or property address.

Landgate is the official custodian of land ownership information. It is recommended that a title search be conducted through Landgate if this type of information is sought.

Building/Development Applications

As the authority responsible for granting planning approvals for development and issuing building licences, the Shire of Jerramungup has a large range of drawings and plans of buildings within the Shire. The drawings and plans can include site plans, floor plans, elevations and in some cases perspective drawings.

Access to this information is available subject to the consent of the current owner of the property. Information about the year of construction, builder details and cost of construction can also be obtained. Charges apply for obtaining this information and the availability of plans in all instances cannot be assured.

Municipal Heritage Inventory

Under the *Heritage of Western Australia Act 1990* the Shire of Jerramungup is required to prepare a Municipal Heritage Inventory. This is an inventory of all buildings within the Shire of Jerramungup boundaries that are or may become of cultural significance to the community. Details in the inventory include property address, ownership, description, historical information, architectural information, bibliography, listing status.

State Records Office

The State Records Office is located on the Ground Floor of the Alexander Library Building, Perth Cultural Centre. The State Records Office is the official repository for all state archives, with the State Records Office taking responsibility for the management and access to information transferred from government agencies such as the Shire of Jerramungup.

State Records Office staff can assist you to locate archival material relevant to your search, with various indexes available at their offices. The State Records Office Search Room is open Monday to Friday 9.30am to 4.30pm and access to information held by the State Records Office is free of charge. Contact the State Records Office (Ph: (08) 9427 3360) for more information.

Access to information held in the above listed files is subject to the provisions of the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

ACCESS TO COUNCIL DOCUMENTS

Availability of information is subject to provisions established in legislation such as the *Freedom of Information Act 1992* and the *Local Government Act 1995* and may be free, or subject to fees and charges. The Shire will, in all instances, seek to provide access to information upon request except where there may be issues under the *Privacy Act 1998* or *Freedom of Information Act 1992*, or other relevant legislation.

Information is made available through a range of mediums including public statements, news releases, the Shire's internet website, advertisements placed in local and state-wide newspapers, public notice boards, library services, information sheets and other publications, as well as individual correspondence, public and statutory documents, and reports.

DOCUMENTS AVAILABLE OUTSIDE THE *FREEDOM OF INFORMATION ACT 1992*

The following documents are available for inspection at the Shire's administration building:

- Annual Budget
- Annual Financial Statements
- Business Plans (prepared under section 3.59 of the *Local Government Act 1995*)
- Annual Report
- Planning Schemes and Planning Policies
- Code of Conduct
- Corporate Asset Management Plans
- Council Plan
- Workforce Plan
- Long Term Financial Plan
- Corporate Business Plan
- Documents released for Public Comment
- Electoral Roll – Owner and Occupiers or Consolidated Roll
- FOI Information Statement
- Local Laws (including reports or proposals relating to Local Laws)
- Media Releases
- Minutes of Committee Meetings and Council Meetings (confirmed minutes that relate to the meeting)

  Limitation: Access does not extend to the inspection where a meeting of Council or committee, or a part of such a meeting, to which the information refers, was closed to members of the public. Nor does it extend where it relates to any debt owed to the Shire.
- Policy Manual
- Rates Records

- Registers – such as Debentures, Delegated Authority (and decisions made under Delegation)
- Financial Interests, Gifts, Owners and Occupiers and Tenders
- Schedule of Fees and Charges
- Statutory Notices

Available via the *Freedom of Information Act 1992*

Access to documents other than those listed as accessible outside the *Freedom of Information Act 1992* must be via a freedom of information application.

Retention and Disposal of Council Records

All of the Shire's records are retained in accordance with an approved local government retention and disposal schedule. This schedule stipulates how long a record must be kept and is available for inspection.

Access to Information by Police Officers

Where a Western Australian Police Officer requests access to Shire of Jerramungup documents, access will be provided:

- Upon production of the certificate of authority (warrant card) of the Police Officer concerned; and/or
- With the signature of the Police Officer concerned on a statement identifying the document(s) requested and verifying that they are required for a bona fide police enquiry or investigation.

Documents released under these circumstances are considered confidential and must not be divulged or released to any third parties without prior consent of the Shire of Jerramungup.

AMENDING PERSONAL INFORMATION

The right to amend personal information held by the Shire ensures information does not unfairly harm the person referred to, misrepresent facts about them or give a misleading impression. An application can be made to the FOI Coordinator to correct or amend any documents containing an individual's personal information.

The application must be in writing, providing details and, if necessary, documentation to support claims that the information the applicant seeks to have amended is inaccurate, incomplete, out of date or misleading.

Furthermore, applicants must indicate whether they wish the amendment to the information to be made by altering, striking out or deleting the information or inserting information or a note in relation to the information.

If the Shire decides to amend the information it will usually alter the record, or add a further note in relation to the record.

The Shire will inform the applicant of its decision, and reasons for arriving at that decision, together with rights of review if dissatisfied with the Shire's decision.

FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

Right to Access Documents

The *Freedom of Information Act 1992* gives applicants a legally enforceable right to apply for access to documents held by the Shire of Jerramungup.

An applicant's right to seek access cannot be affected by their reasons for wishing to obtain access, and there is no need to demonstrate as such.

The Shire of Jerramungup is required to:

- Assist those in making an application;
- Assist those in obtaining access to documents promptly at a reasonable cost; and
- Ensures that personal information captured in documents is accurate, complete, up to date and not misleading.

While the *Freedom of Information Act 1992* provides for a general right of access to documents it also recognises that some documents require a level of protection, which is applied to those documents that meet the exemption criteria in schedule 1 of the *Freedom of Information Act 1992*.

The most frequent reasons for refusal to provide access to information are:

- Personal Information

  Information that would reveal personal information about an individual (eg there name, contact details, signature etc) may be exempt under schedule 1 clause 3 of the *Freedom of Information Act 1992* and section 5.95(8) of the *Local Government Act 1995*.
- Commercial Information

  Information that would reveal trade secrets, information of a commercial value (eg documents containing technical designs that, if released, would harm the company), or the financial affairs of a person (eg debts owed to the Shire) may be exempt under schedule 1 clause 4 of the *Freedom of Information Act 1992*.
- Deliberative Process

  Information that would reveal a decision made during a deliberative process closed to the public (eg confidential Council Meeting) may be exempt under schedule 1 clause 6 of the *Freedom of Information Act 1992* and section 5.23 of the *Local Government Act 1995*.

- Legal Professional Privilege

  Information that would reveal legal advice may be exempt under schedule 1 clause 7 of the *Freedom of Information Act 1992*.

Access to the Shire of Jerramungup records, personal or non-personal can be made via an application to the Freedom of Information Coordinator located in the administration building at 8 Vasey Street, Jerramungup.

Who can I Contact to make Enquiries?

You may ring the Shire of Jerramungup Freedom of Information Coordinator on (08) 9835 1022 between the hours of 8.00am and 4.00pm Monday to Friday if you have any queries. Alternatively you can send an email to council@jerramungup.wa.gov.au.

How do I Lodge an Application?

You must lodge your application in writing:

By Post, addressed to:
FOI Coordinator
Shire of Jerramungup
PO Box 92
JERRAMUNGUP WA 6337

In Person, at:
FOI Coordinator
Administration Building
8 Vasey Street
JERRAMUNGUP WA 6337

See Appendix 1 for a copy of an FOI application form. Please note the use of this form is optional.

What can I do if I'm Denied Access to Something?

Internal Review

If you are dissatisfied by a decision that we make concerning your application then you can apply to the Shire for an internal review of this decision. To apply for an internal review you must put your request in writing and lodge it with the Shire within thirty (30) days of being notified of the original decision. There is no charge for an internal review.

External Review by the Information Commissioner

If you are still dissatisfied after the internal review has been completed, you may seek a review by the Information Commissioner. This request must be made in writing to the Information Commissioner giving details of the decision to which your complaint relates.

Appeals to the Supreme Court

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

Fees and Charges

Item	Fee
Personal information about the applicant	No fee
Application fee under section 12(1)(e) of the *FOI Act 1992* (for non-personal information)	$30.00
Charge for time taken by staff dealing with application (per hour or pro rata)	$30.00
Access time supervised by staff (per hour or pro rata)	$30.00
Photocopying staff time (per hour or pro rate)	$30.00
Photocopying – as per Councils fees and charges	A4: 70c
Transcribing information from a 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

Deposits	
Advance deposits may be required of the estimated charges – section 18(1) of the *FOI Act 1992*	25%
Further advance deposit may be required by written notice if the Shire considers they are necessary to meet the charges for dealing with the application – section 18(4) of the *FOI Act 1992*	25%
Financially disadvantaged applicants or those issues with a prescribed pensioner concession card, the charge payable is reduced	25%

APPENDIX 1

SHIRE OF JERRAMUNGUP
APPLICATION FOR ACCESS TO DOCUMENTS
(Under *Freedom of Information Act 1992*, section 12)

DETAILS OF APPLICANT

Surname: _____Given names _____

Australian Postal Address: _____

Post Code _____ Telephone Number(s): _____

DETAILS OF REQUEST

(Please Tick) ☐ Personal Documents ☐ Non-Personal Documents

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

_____

FORM OF ACCESS

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

(Specify) _____

FEES AND CHARGES

Attached is a cheque/cash to the amount of $_____ to cover the application fee (non personal information ONLY). 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 if appropriate.

APPLICANT'S SIGNATURE _____ DATE ____/____/____

(Office Use Only)

FOI Reference Number: _____

Received On: _____/_____/_____

Deadline for Response:_____/_____/_____

Acknowledgement Sent On: _____/_____/_____

Proof of Identity (if applicable)

Type: _____ Signed: _____

APPENDIX 2

NOTES

FOI Applications

- FOI access requests must be in writing.
- Provide enough information to enable the correct document(s) to be identified.
- The Shire of Jerramungup may request proof of your identity.
- If you are seeking access to document(s) on behalf of another person, the Shire of Jerramungup will require authorisation from them, in writing.
- Give an Australian address to which notices can be sent.
- 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 Jerramungup Freedom of Information Coordinator, telephone (08) 9835 1022. The Shire of Jerramungup administration building is located at 8 Vasey Street, Jerramungup.

Forms of Access

You can request to access documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be produced in written form.

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

Fees and Charges

There are no application fees or charges for personal information or amendment of personal information about the applicant (eg: family details, details of employment, material in personal records, medical reports etc).

The basic application fee for non-personal information ONLY is $30.00.

There is also a charge of $30.00 per hour per staff time or pro rata for part of an hour for dealing with an application. If charges are likely to exceed $25.00 the Shire of Jerramungup will give an estimate of charges and ask whether you wish to proceed with the application. You must respond within 30 days if you wish to proceed.

An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and 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 Coordinator
Shire of Jerramungup
PO Box 92
JERRAMUNGUP WA 6337

In Person, at:

FOI Coordinator
Administration Building
8 Vasey Street
JERRAMUNGUP WA 6337

APPENDIX 3

SHIRE OF JERRAMUNGUP

APPLICATION FOR INTERNAL REVIEW OF A DECISION

(Under *Freedom of Information Act 1992*, section 40 or section 54)

Surname: _____ Given names _____

Australian Postal Address: _____

Post Code _____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 1992* 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 suitable qualified person under S.28 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 document

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 comments you wish to be considered in the review of the decision (include additional pages if necessary).

Applicant's Signature: _____ Date: _____

ADVICE OF DECISION

The Shire of Jerramungup 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 Coordinator
Shire of Jerramungup
PO Box 92
JERRAMUNGUP WA 6337

In Person, at:

FOI Coordinator
Administration Building
8 Vasey Street
JERRAMUNGUP WA 6337