



Shire of Ravensthorpe Information Statement

Introduction

The *Freedom of Information Act 1992* (the FOI Act) is designed to:

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

In furthering these objectives, the FOI Act requires respondent agencies to publish an annual Information Statement. This guide to the Shire of Ravensthorpe (the Shire) serves as that statement and as a reference to the Shire's functions, responsibilities and information.

This guide details:

- Ways in which the public can participate in the Shire's decision making processes;
- How the public can gain access to Shire documents.

Copies of this document may be obtained from the Shire Administration Buildings (Ravensthorpe and Hopetoun) or from the Shire's website at www.ravensthorpe.wa.gov.au

A handwritten signature in black ink, appearing to read "Gavin Pollock".

Gavin Pollock
Chief Executive Officer

Legislative Requirements

The principal legislation governing the operation of Western Australian local governments is the *Local Government Act 1995*. In carrying out its functions, a local government is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

The Shire is also responsible for administering a number of State and Commonwealth Acts and regulations. Some significant pieces of legislation include, but are not limited to, the following:

- Aboriginal Heritage Act 1972
- Age Discrimination Act 2004 (Cwlth)
- Agriculture and Related Resources Protection Act 1976
- Animal Welfare Act 2002
- Aquatic Resources Management Act 2016
- Auditor General Act 2006
- Australian Human Rights Commission Act 1986 (Cwlth)
- Biodiversity Conservation Act 2016
- Building Act 2011
- Building and Construction Industry Training Fund and Levy Collection Act 1990
- Building Service (Complaint Resolution and Administration) Act 2011
- Building Services (Registration) Act 2011
- Building Services Levy Act 2011
- Bush Fires Act 1954
- Caravan Parks and Camping Grounds Act 1995
- Cat Act 2011
- Charitable Collections Act 1946
- Commercial Tenancy (Retail Shops) Agreements Act 1985
- Conservation and Land Management Act 1984
- Contaminated Sites Act 2003
- Control of Vehicles (Off Road Areas) Act 1978
- Corruption, Crime and Misconduct Act 2003
- Criminal Code 1913
- Defamation Act 2005
- Disability Discrimination Act 1992 (Cwlth)
- Disability Services Act 1993
- Dividing Fences Act 1961
- Dog Act 1974
- Electoral Act 1907
- Electronic Transactions Act 2011
- Environmental Protection Act 1986
- Emergency Management Act 2005
- Emergency Services Levy Act 2002
- Equal Opportunity Act 1984
- Evidence Act 1906
- Fair Work Act 2009 (Cwlth)
- Food Act 2008
- Fines, Penalties and Infringement Notices Enforcement Act 1994
- Freedom of Information Act 1992

- Graffiti Vandalism Act 2016
- Health Act 1911
- Health (Miscellaneous Provisions) Act 1911
- Heritage Act 2018
- Human Rights and Equal Opportunity Commission Act 1986 (Cwlth)
- Human Rights (Sexual Conduct) Act 1994 (Cwlth)
- Industrial Relations Act 1979
- Interpretation Act 1984
- Land Administration Act 1997
- Legal Deposit Act 2012
- Library Board of Western Australia Act 1951
- Limitation Act 2005
- Liquor Control Act 2008
- Local Government Industry Award 2010
- Local Government (Miscellaneous Provisions) Act 1960 • Local Government Grants Act 1978
- Main Roads Act 1930
- Mental Health Act 2014
- National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018
- Oaths, Affidavits and Statutory Declarations Act 2005
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Act Regulations 1996
- Parliamentary Commissioner Act 1971
- Planning and Development Act 2005
- Public Health Act 2016
- Public Interest Disclosure Act 2003
- Public Works Act 1902
- Racial Discrimination Act 1975 (Cwlth)
- Rates and Charges (Rebates and Deferrals) Act 1992
- Residential Tenancies Act 1987
- Retail Trading Hours Act 1987
- Road Traffic Act 1974
- Road Traffic Code 2000
- Salaries and Allowances Act 1975
- Sex Discrimination Act 1984 (Cwlth)
- State Administrative Tribunal Act 2004
- State Records Act 2000
- State Records (Consequential Provisions) Act 2000
- State Records Principles and Standards 2016
- Statistics Act 1907
- Strata Titles Act 1985
- Superannuation Act 2005 (Cwlth)
- Transfer of Land Act 1893
- Valuation of Land Act 1978
- Waste Avoidance and Resource Recovery Act 2007
- Workers Compensation and Injury Management Act 1981
- Working with Children (Criminal Record Checking) Act 2004

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

The *Local Government Act 1995* also gives local governments the power to make local laws, which are generally used to establish and maintain the quality of life and amenity in keeping with community expectations. The Shire's local laws are available on the Shire's website at www.ravensthorpe.wa.gov.au or alternatively are available for viewing at both Shire administration buildings.

Computer Systems

The Shire holds a variety of information within its computer systems. A Freedom of Information application may require access to information in one or all of these systems.

- Microsoft Exchange server – email system.
- Synergy Soft – Records Keeping, Financial Systems, Mapping.
- SLIP – Landgate Information Services.
- RAMM – Road Inventory.
- QGIS – GIS Mapping.
- Autocad Lite – Engineering.
- Metroaccount – Traffic Counters.

Information Held

The following lists the type of information held by the respective Directorates;

- Common Seal Register
- Gift Registers
- Cat Registrations
- Contract and Tender Details
- Dog Registrations
- Electoral Records
- Infringements Register
- Insurance
- Sporting Clubs Database
- Code of Conduct
- Council Committee Agendas and Minutes
- Correspondence – inwards and outwards
- Customer Service Charter
- Delegation of Authority Manual
- Employee Personal Files
- Electoral Gifts Register
- Local Laws • Declarations of Interest Register
- Primary and Annual Returns Register
- Strategic Community Plan and other Corporate Plans
- Community Information Database
- Current Membership Records (Recreation and Pool Memberships)

Fees Applicable

Certain documents will have a fee applicable. These are outlined and published in the Shire of Ravensthorpe Fees and Charges Manual which is available for inspection on the Shires Website or in person inspection at either shire administration buildings in Hopetoun or Ravensthorpe.

Access to Documents under the Freedom of Information Act 1992

If documents are not readily available, you can apply for access under the FOI Act. Requests should be made in writing (application form available if required) and submitted to the FOI Coordinator with the appropriate fee. An application form together with a schedule of charges may be obtained by contacting the FOI Coordinator at shire@ravensthorpe.wa.gov.au or calling (08) 9839 0000.

Amendment of Personal Records If the Shire holds records about your personal affairs, which you believe are incomplete, incorrect, out of date or misleading, you can apply for them to be amended. Applications should be made in writing and submitted to the Chief Executive Officer at shire@ravensthorpe.wa.gov.au or calling (08) 9839 0000.