SHIRE OF NORTHAMPTON

FREEDOM OF INFORMATION STATEMENT

2025

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1.0 MISSION STATEMENT

The Shire of Northampton will provide community leadership by undertaking, fostering and facilitating economic, environmental and social development within the Shire.

2.0 DETAILS OF LEGISLATION ADMINISTERED

Including, but not limited to:
Freedom of Information Act 1992
Local Government Act 1995
Building Act 2011
Bush Fires Act 1954
Cat Act 2011
Caravan Park and Camping Ground Act 2005
Dog Act 1976
Food Act 2008
Planning and Development Act 2005
Health (Miscellaneous Provisions) Act 1911
Caravan Park and Camping Ground Act 2005

3.0 COUNCIL STRUCTURE

3.1 Council Structure

The Council is comprised of seven (7) Councillors. The President is elected from within the Councillors.

President – Cr Liz Sudlow
Deputy President – Cr Rob Horstman (retired 7 April 2025)
Deputy President – Cr Tim Hay (elected 7 April 2025)

3.2 Committees

To enable Council to efficiently administer its business. All committees are appointed to oversee various aspects of its operations, all Committee meetings are held in accordance with the Terms of Reference. All recommendations made by the committees are referred to the Council for endorsement.

CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE

Members

Councillors Sudlow, Pike, (R) Suckling.

Functions of the Committee

1. To review the progress and performance of the Chief Executive Officer against pre-determined performance criteria.
2. In collaboration with the Chief Executive Officer establish new performance criteria as agreed.
3. In agreement with the Chief Executive Officer establish goals related to target outcomes for future achievement in performance criteria.
4. Oversee the appointment process and recommendation to Council of a new Chief Executive Officer.

AUDIT AND RISK ADVISORY COMMITTEE

Members

Councillors (R) Suckling, Sudlow, Burges and Hay.

Functions of the Committee:

1. Management of the audit process.
2. Discussion of audit outcomes.
3. Monitoring action taken on audit reports.
4. Preparation of annual report on audit function.
5. Review of the Statutory Compliance Return.
6. Oversight of organisational risk.

ACCESS AND INCLUSION ADVISORY COMMITTEE

Members

Councillors (R) Suckling, Gibb and Executive Manager community Development and Regulation Mr Robinson.

Functions of the Committee

1. Develop and review the Shire of Northampton's Access and Inclusion Plan;
2. Promote the benefits of access and inclusion to the residents and businesses of the Shire of Northampton;
3. Be available to provide relevant advice on the development of proposals or plans for any activity, building or infrastructure within the Shire;
4. Support and encourage partnership networks of local organisations that are best placed to collectively plan and coordinate strategies to address the needs of the local communities; and
5. Make recommendations to Council on matters arising not clearly dealt with by the Shire of Northampton's Access and Inclusion Plan.

COMMUNITY GRANTS ADVISORY COMMITTEE

Members

Councillors Sudlow, (R) Suckling, Burgess, Pike, Gibb and the Chief Executive Officer, Mr Campbell.

Functions of the Committee

1. To support the community to improve liveability, support, connectedness and participation by evolving the sense of community.
2. To improve visitation and liveability by supporting community led events.
3. To encourage the social activation of youth in the district.
4. To provide seed funding or contribution financial support for the community to make funding applications.
5. To provide an open, transparent and equitable mechanism for Council to distribute community grants.
6. To grow the funding pool for the community Grants Program through sourcing additional funds through external sources.

ROAD INFRASTRUCTURE AND PLANT ADVISORY COMMITTEE

Members

Councillors Sudlow, (R) Suckling, Burgess, (K) Suckling, Executive Manager works and Technical Services, Mr Broadhurst, Leading Hand (Construction), Mr Boyce and the Chief Executive Officer, Mr Campbell.

Ex Officio

Community Representatives, Joseph Wood and Nolan Harris and Works and Technical Services Administration Officer, Mrs Souroup.

Functions of the Committee

1. To establish and review the Shire's ten year Road Infrastructure Plan.
2. To review the Shire's road Infrastructure Plan budget consideration as part of the annual budget process.
3. To review any amendments to the Shire's Road Infrastructure Plan budget.
4. To raise and discuss Road Instructure Plan issues for feedback purposes.
5. To establish and review the ten year Plan Replacement Program including plant strategic planning, efficients (merits) and specifications.
6. To meet on occasion to investigate and/or evaluate urgent road infrastructure or plant issues.

BUSHFIRE ADVISORY COMMITTEE

Members

Councillors (K) Suckling, Chief bush Fire Control Officer Mr McKenzie, Ajana/Binnu Bushfire Brigade Captain Mr (K) Carson, Horrocks Bushfire Brigade Captain Mr Rowe, Port Gregory/Yallabatharra Bushfire Brigade Captain Mr Wood, and Sandy Gully/Ajana Bushfire Brigade Captain Mr Bridgeman.

Proxies

Deputy Chief Bushfire control Officer Mr Simmons, Ajana/Binnu Bushfire Brigade Deputy Captain Mr Harris.

Ex Officio

Department of biodiversity conservation and Attractions, Department of Fire and Emergency Services, Northampton Volunteer Fire and Rescue Service, Kalbarri Volunteer Fire and Rescue Service, Shire of Northampton Kalbarri Ranger and Executive Manager community Development and Regulation Mr Robinson.

Functions of the Committee

To represent volunteer Bushfire Brigades within the Shire of Northampton and to make recommendations to Council on the following:

1. Advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bushfires.
2. Annual bushfire budget and relevant financial matters.
3. Annual review of the Shire's Annual Firebreak Notice.
4. Standards of equipment that should be provided and maintained under Brigade Control.
5. General maintenance and capital works on Bushfire Brigade Stations.

6. Planning, setting standards and works program for fire prevention within the Shire.
7. Composition, formation, rationalisation or winding up of any Bushfire Brigades within the Shire.
8. Preparation and periodical review of a bushfire Operational Procedure Manual to guide the management and coordination of bushfire Fighting resources within the Shire.
9. Ensuring cooperation and coordination of bushfire brigades in their efforts and activities including training of brigade members.

KALBARRI FORESHORE REDEVELOPMENT ADVISORY COMMITTEE

Members

Councillors Sudlow, Burges, Gibb, Pike, Kalbarri Development Association L Sweetman, Community Representatives C Eley, G Bangay and P Crogan.

Ex Officio

Mid West Development Commission A Murszewski, Tourism WA N Nelson and Executive Manager Community Development and Regulation Mr Robinson.

Functions of the Committee

1. To assist Shire Officers in the refinement and detailed designs for conceptual elements contained within the Kalbarri Foreshore Masterplan as prepared by the Mid-West Development Commission and Tourism Western Australia.
2. To assist in the identification of priorities in respect of the Foreshore Redevelopment.
3. Make recommendations to Council on potential developments and commercial opportunities not identified within the Kalbarri Foreshore Masterplan.
4. Assist coordination of community participation in public consultation processes.
5. Communicate and inform the member organisations and local community about the proposed project, its elements and timeframes for work.

4.0 DETAILS OF DECISION MAKING FUNCTIONS

The Shire of Northampton significantly interacts with the public by providing a wide range of services and facilities. This service is carried out in a manner appropriate to the current and future needs of its communities. The Shire also has a role in the management and development of the resources within its area so as to create a safe and pleasant environment for its residents and ratepayers.

General information relating to Shire matters is published regularly on the Shire website, generally every month in the Northampton News and Kalbarri Town Talk and as required for consultation information for Local Public Notice requirements. The Shire of Northampton Information Statement is published annually and is made available on the Shire's website and at the Shire's administration offices. The

information sources are designed to keep the public informed of the various issues and decision making being undertaken by the Shire.

5.0 PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND PERFORMANCE OF COUNCIL FUNCTIONS

5.1 Policies

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 within the Council's policy manual along with a register of authorised delegations made by the Council to assist with the efficient administration of the municipality. The policies can be viewed on the Shire website at www.northampton.wa.gov.au

5.2 Annual General Meeting of Electors

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. Electors are encouraged to attend this meeting as it is an opportunity to ask questions and raise issues with local representatives.

5.3 Working Parties, Committees and Consultative Groups

Councillors, employees and members of the public are able to nominate or be selected as representatives for a variety of Shire related committees, consultative groups and other external organisations. Minutes from the meetings of Council committees are recorded in the ordinary Council agendas and minutes.

5.4 Delegation of Authority

The Chief Executive Officer has delegated authority from Council to make decisions on a number of specified administrative issues and these may be sub-delegated to employees. These delegations are listed in the Delegations Register and are reviewed annually by Council.

6.0 DOCUMENTS HELD

6.1 Publicly Available for Inspection

The Shire of Northampton has a variety of documents available for public inspection or purchase. These include annual reports, local laws, budgets, policy manual, and various plans which are available for inspection or may be purchased by paying a photocopying fee. A copy of Council minutes can be viewed at no charge at the Shire's administration offices and the Shire website at www.northampton.wa.gov.au Also at no charge are newsletters and community information brochures which can be obtained at the Shire's administration offices.

6.2 Documents Covered by the Freedom of Information Act

Documents and information covered by the *Freedom of Information Act 1992* include various items such as client records, building and property files and correspondence. All documents received are recorded on the Shire database and filed on a central records management system.

6.3 Retention and Disposal of Records

Standards for record keeping across government have been set by the State Records Office of WA in accordance with the State Records Act 2000. The General

Retention and Disposal Schedule for Local Government has been developed to provide consistency throughout Local Government in the disposal and archival of all records. In accordance with this the Shire of Northampton has a Record Keeping Plan which outlines how records are retained, stored, disposed, and archived.

7.0 THE OPERATION OF FREEDOM OF INFORMATION IN THE SHIRE OF NORTHAMPTON

7.1 How and to whom initial enquiries should be made?

i) In accordance with Section 12 (i) Initial enquiries should be made:
   a) in writing;
   b) give enough information so that the documents requested can be identified;
   c) give an Australian address to which notices can be sent; and
   d) be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

The Manager Corporate Services
Shire of Northampton
PO Box 61
NORTHAMPTON WA 6535

Telephone and fax numbers:
Phone: (08) 99341202
Fax: (08) 99341702
Email: council@northampton.wa.gov.au

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

iii) It is the aim of the Shire of Northampton to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the Freedom of Information Process.

iv) 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.

7.2 Fees and Charges

The following fees and charges are set under the FOI Regulations 1993. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are as follows:

- No fees for access applications relating to personal information and amendment of personal information.
- Application fee of $30.00 for other access applications (non-personal information). No fees applicable for internal or external review.
- A fee of $30.00 per hour of staff time dealing with an application.

- A fee of $30.00 per hour for access time supervised by staff.
- A fee of $30.00 per hour for staff photocopying time.
- Photocopies charged at the rate of 20c per copy. Actual cost to the agency charged for duplicating a tape, film or electronic information and for delivery, packaging and postage.
- A 25% advance deposit may be required in respect of the estimated charges.
- Further advance deposit may be required to meet the charges of dealing with the application.
- A discretional 25% reduction of charges for financially disadvantaged applicants or those issued with a prescribed pensioner concession card.

7.3 Forms of Access

You can request access to documents by way of inspection, a photocopy of a document, a copy of an audio or video tape, an electronic format, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in case of a document where words can be reproduced in written form. When the Shire of Northampton is unable to grant access in the form requested, access may be given in a different form.

7.4 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 on which the decision was made;
- the name and designation of the officer who made the decision;
- if access is refused, the reasons for claiming the document is exempt (see Schedule 1 of the Act); and
- information on the rights of review and the procedures to be followed to exercise those rights.

7.5 Third Party Consultation

Prior to providing a notice of decision the Shire may consult with a third party relevant to a document to seek their views to assist in determining if the documents will be released or if the documents are exempt.

7.6 The Review Process

The Freedom of Information Act provides for a review and appeal process. You may seek an Internal Review and if you are still dissatisfied, a review by the Information Commissioner may be requested. Further still you can appeal to the Supreme Court.

7.6.1 Internal Review

If you are not satisfied with the decision of the Freedom of Information Decision Maker concerning your application, then you can apply to the Shire of Northampton for an internal review of that decision. Applications for an internal review must be lodged at the Shire within 30 days of receipt of notice of the Shire's decision. You will be notified of the outcome of the review within 15 days. There is no charge for an internal review.

7.6.2 External Review

If you are still dissatisfied after the internal review has been completed, you may seek an external review by the Information Commissioner. This request must be made in writing within 60 days of receiving notice of the internal review decision and give details of the decision to which your complaint relates. Your complaint should be made to the Information Commissioner and addressed to:

Office of the Information Commissioner
Albert Facey House 4
69 Wellington Street
PERTH WA 6000

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 depot on account of charges.

7.7 Amendment Procedures

An individual may apply to have a document amended if it contains inaccurate, incomplete, out of date or misleading personal information.

An application should be made in writing to the Shire of Northampton and should provide all the information required in the Act. Applicants must provide details and, if necessary, documentation in support of their claim that the information they seek to have amended is inaccurate, incomplete, out of date or misleading. Applicants must also indicate how they wish the amendment to be made (ie alteration, insertion etc).