



Information Statement

Freedom of Information Act 1992

This Information Statement, prepared in accordance with Part 5 of the *Freedom of Information Act 1992 (WA)*, outlines the Shire's structure and functions, the documents it holds, and how the public may access information or seek amendment of personal records. The Shire is committed to transparent and accountable governance, and information is available through its office, website, telephone, email or by post.

a) a statement of the structure and functions of the agency;

The following diagram illustrates the reporting structure of the Shire's four Departments to the Chief Executive Officer:



Further information about the Shire's organisational structure and a brief description of its functions can be found at the following website links:

- [Shire of Dandaragan - Departments](#)
- [Shire of Dandaragan - Council Plan](#)

Information about the Shire's elected members can be found at the following website link:

- [Shire of Dandaragan - Councillors](#)

b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;

A description and documentation regarding how the functions of the Shire affect members of the public can be found at the following website links:

- [Shire of Dandaragan - Council](#)
- [Corporate Governance Framework](#)

c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;

The following meetings, committees and groups provide opportunities for members of the public to participate in policy development and decisions of the Shire / Council:

- Council Meetings
- Annual General Meeting of Electors
- Advisory Committees & Working Groups

Information in relation to council meetings is available by contacting the Council Secretary on (08) 9652 0800, via email at council@dandaragan.wa.gov.au or through the Shire's website at:

- [Shire of Dandaragan - Council Meetings](#)

Information in relation to public participation and contribution to the decision-making process with Council can be found at the following website link:

- [Shire of Dandaragan - Public Participation](#)

d) a description of the kinds of documents that are usually held by the agency

The Shire retains a range of documents that result from its business including plans, approvals, budgets, notice, strategies and reports. These documents are in different formats (e.g. paper and digital).

In accordance with the Shire's Record Keeping Plan the official record of the Shire is electronic. Efforts are being made to change processes and storage of documents to reflect this new electronic record format. Many older documents will retain their original format.

Shire reports and documents are available from the Shire's website at:

- [Shire of Dandaragan - Reports & Documents](#)

- (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and**
- (ii) which kinds of documents can be purchased; and**
- (iii) which kinds of documents can be obtained free of charge;**

The Schedule of Fees and Charges contains a list of documents available and any applicable charge. The schedule is available from the Shire's website at:

- [Shire of Dandaragan - Annual Budgets](#)

- e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;**

Some documents can be downloaded for free from the Shire's website. To obtain other documents, particularly documents that require the payment of a fee or searching/creation by the Shire, please contact the Shire's Records Officer.

Shire officers can be contacted through a range of processes including visiting the Shire's Administration Centre at 69 Bashford Street, Jurien Bay, via phone or email. Further details on contacting the Shire are available at the following link:

- [Contact Us](#)

- f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —**

- (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made;**

Initial inquiries regarding access to documents can be made with the Records Officer.

- (ii) the address or addresses at which access applications can be lodged;**

Deliver to: Shire Administration Centre at 69 Bashford Street, Jurien Bay

Mail: Shire of Dandaragan, PO Box 676, JURIEN BAY WA 6516

Telephone: (08) 9652 0800,

Email: council@dandaragan.wa.gov.au

- g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —**

Any application to amend personal information will be dealt with in accordance with Part 3 of the *Freedom of Information Act 1992*.

(i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
Rates or Records Officer.

(ii) the address or addresses at which applications for amendment of personal information can be lodged.

Deliver to: Shire Administration Centre at 69 Bashford Street, Jurien Bay

Mail: Shire of Dandaragan, PO Box 676, JURIEN BAY WA 6516

Telephone: (08) 9652 0800,

Email: council@dandaragan.wa.gov.au

