



MINDARIE
REGIONAL
COUNCIL

FREEDOM OF INFORMATION STATEMENT

JULY 2015

Responsible Officer: Freedom of Information Coordinator
First Issued: 1 August 2006
Last Reviewed: 15 July 2014
Revised: 15 July 2015

INTRODUCTION

This document has been prepared to meet the requirements of Sections 94 to 97 of the *Freedom of Information Act 1992* (the Act) and provides important information to the public on the Mindarie Regional Council's (MRC):

- structure and function;
- strategic vision;
- consultation strategies with its community and member councils;
- relevant legislation and documents; and
- the Freedom of Information (FOI) procedures and access arrangements.

As a commitment to facilitating the provision of information in an easily accessible manner, our Information Statement is published on our website at www.mrc.wa.gov.au

ADMINISTRATIVE INFORMATION

Current Address: 1700 Marmion Avenue
TAMALA PARK WA 6030

Postal Address PO Box 2746
CLARKSON WA 6030

Telephone: 08 9306 6303

Facsimile: 08 9306 6399

Website: www.mrc.wa.gov.au

Email: admin@mrc.wa.gov.au

Councillors:	Cr Russ Fishwick JP (Chairperson)	City of Joondalup
	Cr Bill Stewart (Deputy Chairperson)	City of Stirling
	Cr John Bissett	Town of Victoria Park
	Cr David Boothman	City of Stirling
	Cr John Carey	Town of Vincent
	Cr Janet Davidson OAM JP	City of Perth
	Cr Russell Driver	City of Wanneroo
	Cr Kerry Hollywood	City of Joondalup
	Cr Dot Newton JP	City of Wanneroo
	Cr Stephanie Proud	City of Stirling
	Cr Elizabeth Re	City of Stirling
	Cr Simon Withers	Town of Cambridge

Freedom of Information Positions

FOI Coordinator PA Executive Support Officer

Internal Review Chief Executive Officer

1. THE STRUCTURE AND FUNCTION OF THE MINDARIE REGIONAL COUNCIL

1.1 Basis on which the Council is constituted

In 1981, the Cities of Perth, Stirling and Wanneroo purchased 432 hectares of land located at 1700 Marmion Avenue to be used as a landfill for their municipal waste and created a Regional Council to manage the landfill site on their behalf.

The MRC was constituted under the *Local Government Act 1960* (repealed) which provided that two or more municipalities could enter into and submit, for Ministerial approval, an agreement proposing the constitution of a Regional District. The Constitution Agreement provides for the establishment of a Regional Council and designation of the function or functions to be performed by the Regional Council within the Region. The MRC's governance is still regulated by the *Local Government Act 1960* by virtue of the transitional provisions contained in Clause 10 of Schedule 9.3 – Division 1 of the current *Local Government Act 1995*.

Beginning in 1988, studies were undertaken and reports prepared for environmental assessment of the site. Approval was secured and the subsequent preparation of an Environmental Monitoring and Management Programme (EMMP) undertaken. The Environmental Protection Authority granted approval of the EMMP on 24 January 1990.

An area of 251 hectares of the site with frontage to Marmion Avenue was set aside for landfill and was leased to the MRC.

Development of a well-engineered facility followed and the site was opened to receipt from depositing Cities of Perth and Wanneroo on 25 February 1991.

The MRC's membership numbers have increased as a result of changes to local government boundaries. In 1995 the City of Perth was divided into four local government bodies being the retained City of Perth and the Towns of Cambridge, Victoria Park and Vincent (Vincent is now a City).

Further, the City of Wanneroo was divided into two local governments with the creation of the City of Joondalup, which commenced tipping in 1999 along with the City of Stirling.

The landfill facility services a population of approaching 700,000.

The balance of the site that was retained by the member councils is currently being developed as residential suburb (Catalina Estate).

1.2 Major Functions and Powers

Acts of Parliament and Regulations administered by the MRC are detailed in Appendix 1.

Local Laws pursuant to the *Local Government Act 1995*, detailed in Appendix 1 were promulgated by the MRC following a statutory public advertising period and referral to the relevant Minister/s.

The MRC also has policies in place to provide for the administration of instances where the Council has the ability to use its discretion.

1.3 The MRC's Membership

The seven member councils in the MRC have varying equity shares and councillor representatives (refer table below).

The equity shares and councillor representation as at 21 July 2015 comprises:

COUNCIL	EQUITY SHARE	COUNCIL MEMBERS
Town of Cambridge	1/12	1
City of Joondalup	2/12	2
City of Perth	1/12	1
City of Stirling	4/12	4
Town of Victoria Park	1/12	1
City of Vincent	1/12	1
City of Wanneroo	2/12	2

The MRC's councillors are appointed by each of the member councils from their councillors.

The Chairman and Deputy Chairman of the MRC are elected by the council each year at the first meeting held after 30 June.

1.4 The MRC's Obligations and Guiding Plans

The Council of the MRC has set strategies and policies to ensure its ability in the long term and which set the guiding policies in the shorter term. Since August 2012 the Council, along with the member councils and other major stakeholders, has developed a new planning framework in line with the Integrated Planning Framework developed and legislated by the State Government (refer diagram below).



Five Plans have been endorsed by the Council, aimed at integrating the operations of the organisation with the Council's strategic vision. The five plans are the:

- 20 year Strategic Community Plan;
- 4 year Corporate Business Plan;
- 20 year Financial Plan;
- 4 year Asset Management Plan; and
- 4 year Workforce Plan.

1.4.1 The MRC's Obligations and Guiding Plans

The Strategic Community Plan sets the long term aspirational goals of the MRC with a *VISION* of:

“Winning Back Waste”.

The MRC's *MISSION* IS TO Manage Waste by:

- Encouraging a Culture of Waste Minimisation;
- Maximising Resource Recovery;
- Minimising Waste to Landfill; and
- Implementing Improved Approaches.

The *OBJECTIVES* set to achieve the MRC's Vision and Mission are:

1. Long term Viability
 - a) Good corporate governance;
 - b) Responsible use of resources; and
 - c) Maintaining a sound financial footing with a commercial focus.
2. Effective Management
 - a) Industry leading waste management and practices;
 - b) Improving resource recovery and waste diversion; and
 - c) Reliable, progressive systems and processes.
3. Sustainable Waste Management
 - a) Engaging with new opportunities to achieve an optimal mix of waste solutions;
 - b) Evaluating and implementing improved initiatives; and
 - c) Being an effective advocate for improved waste outcomes.

For each Objective, a series of strategies have been developed and each of these strategies is supported by a series of actions contained in the Corporate Business Plan.

Strategies for Objective 1: Long Term Viability

- 1.1 Review and improve existing systems for the governance of the Council
- 1.2 Improve collaboration between participating councils as primary stakeholders on matters associated with waste management
- 1.3 Manage and acquire suitable assets to achieve an optimal mix of waste management solutions
- 1.4 Maintain a liquidity and debt profile appropriate for an infrastructure based waste operation
- 1.5 Ensure the Council is commercially relevant to the regional market

Strategies for Objective 2: Effective Management

- 2.1 Operate waste management activities effectively
- 2.2 Continually assess and utilise the best appropriate waste management solutions
- 2.3 Make ongoing reviews of waste streams to ensure optimal recovery/diversion is being achieved
- 2.4 Adhere to relevant policy and procedures with regards to systems and processes
- 2.5 Evaluate the effectiveness of systems and procedures in light of changing business requirements

Strategies for Objective 3: Sustainable Waste Management

- 3.1 Identify and adopt improved approaches to waste minimisation, resource recovery and the associated community engagement
- 3.2 Develop an integrated regional plan for waste management
- 3.3 Identify opportunities for the MRC to participate in the operation of additional waste management ventures based on existing technologies
- 3.4 Partner with organisations in order to further develop new and innovative approaches to waste minimisation and resource recovery
- 3.5 Provide and contribute to the community and industry leadership, through a strong focus on environmental, economic, social and governance principles and practices.

Underpinning this are the values of the organisation - the way we operate our business and the way we deal with our stakeholders, community and ourselves.

Our Values:

TEAMWORK ...is how we achieve

INNOVATION ...is how we create

POSITIVE ...is what we are

The Plan's Executive Summary clearly articulates its purpose as follows:

The MRC is one of Western Australia's largest waste management authorities assisting its member councils, mainly situated in Perth's northern corridor, to manage their waste. The MRC recognises that waste does have a value as are source and is committed to managing waste in line with the waste hierarchy and in a way sensitive to the environment and future generations.

The MRC's Strategic Community Plan 2013/14 – 2033/34 'Winning Back Waste' constitutes not only the consolidation of the MRC as a leader in the industry, but also hails a new direction. The Plan articulates a shared vision for waste management in the Region and shows how the MRC can deliver environmentally sustainable waste management for its communities.

Waste management is changing. Although landfill is still seen as an important part of the industry, the focus is moving toward resource recovery and other higher order activities that minimise waste. The goal is to treat waste and offer solutions as high up on the waste hierarchy as practicable.

This Plan creates a new vision for the MRC, 'Winning Back Waste' and with this a focus on achieving improved waste outcomes for the region, which focus on:

- Reducing the amount of waste being generated
- Increasing resource recovery
- Diversion from landfill

The MRC as an organisation, was originally formed to accept waste on behalf of the member councils but as it has developed it provides additional services. It promotes and works with its member councils to achieve improved waste outcomes throughout the region. This may include solutions that don't involve delivering waste to MRC facilities. Any waste produced in the MRC's regional boundaries therefore needs to be considered in any strategic discussion.

Difficult and uncertain times have resulted in the strategies of this plan initially being relatively modest with major initiatives being delayed until some clarity is given to enable the MRC to confidently move forward in achieving its vision. This plan and its associated supporting documents however are dynamic, being reviewed on a regular basis and being flexible enough to accommodate change.

Population growth in the Region will see the amount of waste being generated increase significantly, even with waste minimisation strategies being implemented. To deal with this waste, a progressive approach to waste management will be required, including:

- New approaches
- New infrastructure
- New attitudes and behaviour

This will result in challenges to the MRC as an organisation and the MRC as a region, as the right balance between social, economic and environmental outcomes is sought. However with challenges comes opportunity. The MRC needs to grasp these opportunities and focus on 'Winning Back Waste'.

1.4.2 Corporate Business Plan 2013/14 to 2016/17

The Corporate Business Plan identifies and prioritises the principal strategies and activities the MRC will undertake in response to the aspirations and objectives stated within the Strategic Community Plan and states the services, operations and projects the MRC will deliver over the four year period of the Plan, including the method for delivering these and the associated cost.

The Corporate Business Plan draws on the information contained within the Informing Plans, these being the Workforce Plan (WFP), the Asset Management Plan (AMP) and the Financial Plan (FP).

The Workforce Plan describes how the workforce is managed and flags the need for any changes in workforce numbers and skill requirements of the workforce.

The Asset Management Plan looks at the assets required to support the operations of the MRC and any changes to these assets (including replacements and maintenance of existing assets).

The Financial Plan is a long term plan for 20 years, ensuring that the aspirations of the organisation can be met financially, particularly highlighting foreseen major costs (infrastructure or other).

Due to uncertainties as outlined in the Strategic Community Plan, particularly with regard to the Local Government Review and the future role of Regional Councils, the Plan outlines a model where the MRC is to move forward and make step changes toward the goal of winning back waste. This Corporate Business Plan, looking at the next four years, therefore largely reflects a refocusing of the business with a gradual implementation of step changes within the business.

Many of the actions outlined in the Corporate Business Plan will be performed using existing workforce arrangements and assets. These initiatives will also be implemented within the existing budgeting parameters.

The MRC operates with three business units:

- The Office of the CEO
- Operations
- Corporate Services

Together the business plans of each of these business units combine to address the strategies within the Strategic Community Plan and as such also help form the Corporate Business Plan which guides the business for the next four years.

These are the operational plans used to manage the business day-to-day and are reviewed annually. It is these plans and the actions they contain that are used to inform the Annual Budget.

Reporting

The success in delivering the strategic actions as outlined in this plan will be measured by key performance indicators (KPIs) within the operational plans of the business units. These will then be reported in the MRC's Annual Report and their effectiveness in assisting in the achievement of the Strategic Community Plan's Performance Targets.

1.4.3 Financial Plan 2013/14 to 2033/34

The MRC currently provides waste management services to its constituent member councils, a number of commercial operations and to the general public. At present, these operations are conducted from leased premises known as the Tamala Park Waste Management Facility and from an owned site in Neerabup.

The MRC is focused on reducing the amount of waste being sent to landfill through finding alternative uses for those materials, taking into account the economic needs of its constituent members.

By the nature of its operations, the MRC has had to invest heavily in infrastructure and as a consequence, it is important that these assets are managed in such a way as to deliver the best value over their useful lives for the benefit of the MRC's member councils.

This Financial Plan is designed to cover all aspects of the financial management of the MRC, including annual budget setting, operational and infrastructure funding and delivering long term viability.

Given the extent and complexity of forward financial planning, the MRC's Financial Plan is underpinned by detailed financial modelling. Modelling by its nature requires significant judgments and estimates to be made about future conditions and trends, and as a result, modelled results will not always translate accurately into financial performance in a particular year.

The following key principles have been taken into account in developing the Financial Plan:

- in the absence of formal contracts and approved works for specific projects, modelling is based on the most conservative, probable outcomes;
- the MRC is intended to be an autonomous, self-funding entity;
- to the extent possible, member councils are to be protected from significant gate fee price shock;
- ongoing operations will typically be funded from internally generated cash flows, while significant infrastructure projects will typically be debt funded;
- in order to limit the MRC's exposure to changes in debt markets, a debt ratio of not greater than 65% will be maintained in the long term; and
- for the sake of maintaining a strong liquidity position, a liquidity ratio of 1.1 times will be maintained in the long term.

Given the significant role that financial management plays in any operation, the MRC is committed to ongoing prudential financial management of its resources, as outlined in the Financial Plan.

1.4.4 Asset Management Plan (AMP)

The MRC currently provides waste management services to its constituent member councils, a number of commercial operations and to the general public. At present, these operations are conducted from leased premises known as the Tamala Park Waste Management Facility and from an owned site in Neerabup.

This AMP is designed to cover the ongoing management of the existing land, road infrastructure, buildings, heavy plant, machinery and vehicles, equipment and information systems associated with each of those sites.

The AMP also makes takes into account the acquisition of future assets and infrastructure to support the delivery of the MRC's vision.

Given the relatively limited nature, extent and complexity of the MRC's assets and operations, all aspects of asset management have been included in this one document.

The following key considerations are the primary drivers for the AMP:

- that a 'whole of business' approach is taken to asset management;
- that the acquisition of new assets and management of existing assets needs to be strongly aligned with the MRC's Vision and Mission;
- that the acquisition of new assets is appropriately funded in line with the MRC's established financial principles;
- that assets need to be managed in a cost efficient and operationally effective manner; and
- that assets should be managed in a manner which minimises the risk to the MRC and its employees.

Given that the operations of the MRC are so heavily reliant on its infrastructure, and the significant role that infrastructure plays in the MRC's Vision for the future, the MRC is committed to the ongoing prudential management of its assets, as outlined in the AMP.

1.4.5 Workforce Plan (WP)

The MRC Workforce Plan 2013/14 – 2016/17 has been developed in line with its Vision of “WINNING BACK WASTE”, its Mission to “Manage Waste” and its Value statement of “Teamwork, Innovation and Positivity.”

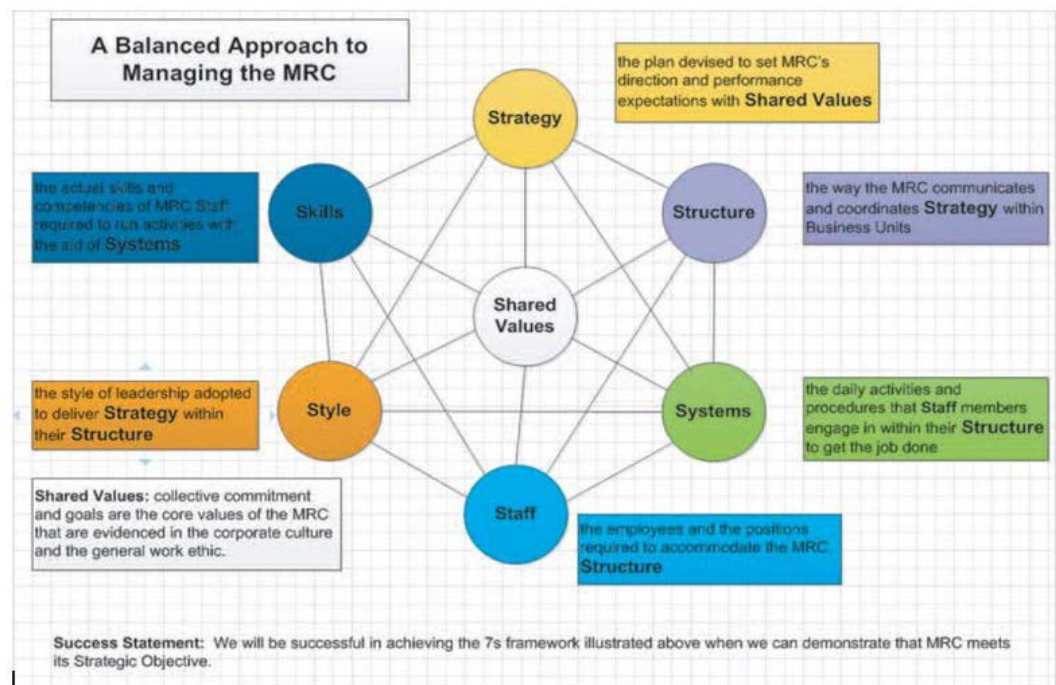
The MRC’s Workforce Plan aims to design strategies for continuous improvement, ensuring the organisation’s objectives are met now and in the future.

Key objectives:

- To ensure our employees and positions achieve the MRC’s objectives
- To ensure we are equipped to meet our strategic objectives
- To guide, monitor and aid staff activities ensuring alignment with Business Plans
- To ensure we are culturally aligned
- To create an environment that empowers and enables staff to be able to deliver the MRC’s strategic objectives
- To ensure clear lines of communication
- To provide leadership at all levels
- To train and develop staff to perform to the best of their potential and to meet performance indicators
- To meet organisational service provision obligations

The MRC’s Workforce Plan identifies its services, organisational structure, workforce strategies and workplace culture, highlighting changes made post the 2011 organisational review. In addition, it identifies future service delivery, organisational changes and strategies to further promote an effective and efficient workforce going forward.

The McKinsey 7S framework has been adopted by the MRC’s management to focus on a balanced approach when managing and monitoring this Workforce Plan.



This framework summarises how the MRC is able to demonstrate that the organisation's strategic objectives are being met.

Staffing

The MRC operated with 24 full time equivalent staff in 2004 increasing to 43 full time equivalent staff in 2012.

The increase was mainly attributed to:

- increased members' tonnage to landfill;
- increased casual users of Tamala Park;
- the expansion of recycling services in 2006 in the area of household hazardous waste, including paints;
- Stage 1 rehabilitation work and the development of Stage 2 of the landfill; and
- Waste Management Education being offered to the region.

In 2012 staff numbers were reduced after the organisational review was implemented.

The MRC (2015) employs 37.7 full time equivalent staff and a small pool of casuals to operate and maintain the services provided to its member councils and the general public.

An external environment and business risk assessment has been conducted and the following table identifies the key roles within MRC which, if unfilled, would present significant risk to the organisation.

A position may be deemed critical:

- * if it drives the delivery of a future vision
- ◇ if the required skills are extremely difficult to source/replace
- × where critical corporate knowledge is held solely by an individual in a particular position.

Positions	Current Risk	Reason	Specialist Skills	Action Plan	Residual Risk	Contract
Chief Executive Officer	High	* ♦ x	Position requires high level of strategic and conceptual thinking in relation to the management of the business. In depth understanding of local government legislative framework and compliance requirements. Strong leadership and strategic capabilities.	Internal coaching and development for Director of Corporate Services for relief work as required. Recruitment of person into this role as a matter of urgency near contract expiration.	Significant	2015
Director corporate Services	High	* ♦	Position requires qualifications in Accounting, Commerce and Economics. Strong leadership and strategic capabilities.	Internal coaching and development of existing accounting employees to undertake role or parts thereof. Recruitment of person into this role as a matter of urgency near contract expiration.	Significant	2015
Operations Manager	Significant	* ♦	Responsible for project management / delivery of infrastructure capital works. Position requires strong communications and leadership skills, Technical background, Business planning, budget and expenditure tracking.	Development of leadership capability will be required to be developed within existing supervisors. Provide training and mentoring opportunities to identified employees.	Moderate	Vacant
Education Manager	Significant	*	Expertise in education and/or a marketing capacity. Waste industry and contemporary environmental issues.	Continue to provide development, training and mentoring opportunities to identified positions/employees.	Moderate	Ongoing
Site Supervisor	High	* x	Supervisory and communication skills. Landfill management knowledge including plant operation, earthmoving and surveying.	Continue to provide development, training and mentoring opportunities to identified positions/employees.	Moderate	Ongoing
Financial Accountant	Significant	x	Recognised formal qualifications to meet required standards. Knowledge of Local Government compliance.	Continue to provide development, training and mentoring opportunities to identified positions/employees.	Moderate	Ongoing
Management Accountant	Significant	x	Recognised formal qualifications to meet required standards. Knowledge of Local Government compliance.	Continue to provide development, training and mentoring opportunities to identified positions/employees.	Moderate	Ongoing
Workshop Supervisor	Significant	♦	Recognised formal qualifications to meet required standards.	Contractor available for unforeseen circumstances	Moderate	Ongoing
Environmental Supervisor	High	♦ x	Recognised formal qualifications to meet required standards.	Internal coaching and development of existing environment employees to undertake role or parts thereof. Contractor available for unforeseen circumstances	Significant	Ongoing
Occupational Health and Safety Officer	Moderate	♦	Recognised formal qualifications to meet required standards.	Internal coaching and development of existing OHS representatives to undertake role or parts thereof.	Low	Ongoing
Plant Operators	Moderate	♦	Recognised formal qualifications to meet required standards.	Continue with training program to multi-skill existing staff	Low	Ongoing

2. COMMUNITY CONSULTATION

In keeping with its commitment of 'Winning Back Waste', the MRC continues to implement an extensive program of community consultation and engagement. An active education team delivers a 'reduce, reuse, recycle and dispose wisely' message throughout the region. This is done through:

- Regular tours of the facilities and open days to enable the community to see firsthand the site and work that the MRC does.
- School and community visits (talks and workshops)
- Attendance and displays at community events, festivals, shows and fetes
- Developing community waste advocates through a vibrant Earth Carer program.

In addition:

- A website that is regularly updated with news and information to keep the community informed and given a provision for them to provide feedback and comments.
- Notices are delivered to inform of significant events and activities that may impact on the surrounding communities (particularly Catalina and Kinross). In recent times this has included notices about prescribed burns, feral animal management and the control of millipedes.
- Community and stakeholder surveys are periodically conducted to gauge attitudes and effectiveness of the MRC services and communications.

The MRC established a Community Engagement Advisory Group (CEAG) in March 2003 to provide a conduit for the community on issues that relate to the Resource Recovery Facility (RRF). The CEAG provides a monitoring and community feedback role in relation to the operations and monitoring community engagement process used throughout the RRF project in Neerabup. They are an independent group that provides a forum for issues to be brought forward by the community for discussion.

3. WRITTEN REQUESTS

Any member of the community may write to the MRC at any time, on any matter. Any matter raised will be considered by Management and/or the Council and a response provided. Correspondence should be addressed to:

Chief Executive Officer
Mindarie Regional Council
PO Box 2746
CLARKSON WA 6030

4. DOCUMENTS

4.1 What is a document?

The glossary contained in the *Freedom of Information Act 1992* defines a 'document' as any:

- (a) record;
- (b) part of a record;
- (c) copy, reproduction or duplicate of a record; or
- (d) part of a copy, reproduction or duplicate of a record.

Documents held by us may be located or stored in a variety of storage mediums including hard copy, computer disk, photograph, CD ROM, video tape or DVD.

4.2 Types of documents

The types of documents held include both administrative and operational policy, accounting, human resource and other documents in the form of files, reports and emails etc. that come into being as a result of, or arise in connection with, conducting our business.

We also produce numerous pamphlets, information booklets, brochures and other printed materials related to waste management that affect the Council and wider community that are available to the general public. Our website provides a comprehensive resource of public information.

The following documents are available for viewing at the MRC administration officer and may be available on the MRC website.

- **Annual Budget**
- **Annual Report**
- **Asset Management Plan**
- **Contracts Register**
- **Corporate Business Plan**
- **Council and Committee - Agendas and Minutes**
- **Disability Access & Inclusion Plan**
- **Environmental Management and Monitoring Plan**
- **Financial Interest Register**
- **Financial Plan**
- **Freedom of Information (FOI) Statement**
- **Local Laws**
- **Monthly Financial Statements**
- **Schedule of Fees and Charges**
- **Strategic Community Plan**
- **Tender Register**
- **Workforce Plan**

Council documents are available subject to the *Freedom of Information Act 1992*.

The Electronic Document Records Management System (EDRMS), HP TRIM utilised by the MRC is divided into 20 areas (file systems). This should enable applicants to be more specific with their requests.

The file systems are as follows:

- | | | |
|---|-----|-----------------------------------|
| ○ | CMR | Community Relations |
| ○ | COP | Council Properties |
| ○ | COR | Corporate Management |
| ○ | CUS | Customer Service |
| ○ | DEV | Development and Building Controls |
| ○ | ENV | Environmental Management |
| ○ | EST | Energy Supply and Communications |
| ○ | FIN | Financial Management |
| ○ | GOV | Governance |
| ○ | GVR | Government Relations |
| ○ | INF | Information Management |
| ○ | INT | Information Technology |
| ○ | LAW | Law and Enforcement |

- o LEG Legal Services
- o PER Personnel
- o PES Plant Equipment Stores
- o PHL Public Health
- o RSK Risk Management
- o SEW Sewage and Drainage
- o WST Waste Management

All documents at the MRC are subject to the General Disposal Authority for Local Government (GDALG) records. This schedule stipulates the length of time a record must be held and how long it is retained for inspection.

5. FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

It is the aim of the MRC to make information available promptly and at the least possible cost and whenever possible, documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the MRC, to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

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 Council with any application fee payable.

Applications and enquiries should be addressed to:

The Freedom of Information Coordinator
Mindarie Regional Council
PO Box 2746
CLARKSON WA 6030

Or by telephoning (08) 9306 6303

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

Freedom of Information Charges

A scale of fees and charges is set under the *FOI Act Regulations*. 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:

<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>

Deposits

- Advance deposit may be required in respect of the estimate charges 25%
- Further interim payment may be required to meet the charges for Dealing with the application 75%

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

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, or computer disk, or a transcript of a recorded or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible, but in any case within 45 days, applicants are provided with a notice of decision which will include details such as:

- The date on 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 face that access is given to an edited document
- Information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

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

Applicants will be notified of the outcome of the internal review within 15 days.

If applicants disagree with the result, they can then apply to the Information Commissioner for an external review. Any application for external review should be made within 60 days of receiving notice of the internal review decision.

APPENDIX 1	
Legislation and Regulations that may be wholly or partly administered by Local Government and Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	✓
Bushfires Act 1954	✓
Disability Services Act 1993	✓
Environmental Protection Act 1986	✓
Environmental Protection Regulations 1987	✓
Environmental Protection (Clearing of Native Vegetation) Regulations 2004	✓
Environmental Protection (Controlled Waste) Regulations 2004	✓
Environmental Protection (NEPM-NPI) Regulations 1998	✓
Environmental Protection (Noise) Regulations 1997	✓
Environmental Protection (Recovery of Vapours from the Transfer of Organic Liquids) Regulations 1995	✓
Environmental Protection (Rural Landfill) Regulations 2002	✓
Environmental Protection (Unauthorised Discharges) Regulations 2004	✓
Environmental Protection (Ozone Protection) Policy 2000	✓
Environmental Protection (South West Agricultural Zone Wetlands) Policy 1998	✓
Fire Brigades Regulations 1943	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Health Act 1911	✓
Health (Asbestos) Regulations 1992	✓
Health (Pesticides) Regulations 2011	✓
Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974	✓
Health (Underground Water Supply) Regulations 1959	✓
Interpretations Act 1984	
Litter Regulations 1981	✓
Local Government Act 1995	✓
Local Government (Administration) Regulations 1996	✓
Local Government (Amendment of Part VIA – Employee Superannuation) Regulations 2006	✓
Local Government (Audit) Regulations 1996	✓
Local Government (Constitution) Regulations 1998	✓
Local Government (Elections) Regulations 1997	✓
Local Government (Financial Management) Regulations 1996	✓
Local Government (Functions and General) Regulations 1996	✓

APPENDIX 1	
Legislation and Regulations that may be wholly or partly administered by Local Government and Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Local Government (Long Service Leave) Regulations 1977	✓
Local Government (Parking for People with Disabilities) Regulations 2014	✓
Local Government (Rules of Conduct) Regulations 2007	✓
Local Government (Uniform Local Provisions) Regulations 1996	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Planning and Development Act 2005	✓
Radiation Safety Act 1975	✓
Radiation Safety Regulations	✓
Rights in Water and Irrigation Act 1914	✓
Rights in Water and Irrigation Regulations and Rules 2000	✓
Road Traffic (Vehicle Standards) Regulations and Rules 2002	✓
Soil and Land Conservation Regulations 1992	✓
Wildlife Conservation Regulations 1970	✓
Local Laws of the Mindarie Regional Council	
MRC Standing Orders Local Law 2010	✓
MRC Standing Orders Amendment Local Law 2013	✓
MRC Waste Facility Site Local Law 2012	✓
MRC Waste Facility Site Amendment Local Law 2013	✓