



MINDARIE REGIONAL COUNCIL

FREEDOM OF INFORMATION STATEMENT

JULY 2021

Responsible Officer: Freedom of Information Coordinator
First Issued: 1 August 2006
Last Reviewed: 15 July 2015
Revised: 15 July 2021

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 Karen Vernon (Chair)	Town of Victoria Park
	Cr Frank Cvitan (Deputy Chair)	City of Stirling
	Cr Albert Jacob JP	City of Joondalup
	Cr Russ Fishwick JP	City of Joondalup
	Cr Rebecca Gordon	City of Perth
	Cr Joe Ferrante	City of Stirling
	Cr Stephanie Proud JP	City of Stirling
	Cr Keith Sargent	City of Stirling
	Cr David Boothman	City of Stirling
	Cr Alex Castle	City of Vincent
	Cr Dot Newton	City of Wanneroo
	Cr Keri Shannon	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The MRC was constituted under the *Local Government Act 1960* (repealed) which provided that two or more municipalities could enter into and submit, for Ministerial approval, an agreement proposing the constitution of a Regional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 approximately 700,000.

The balance of the site that was retained by the member councils is currently being developed as a residential sub-division (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 representation (refer table below).

The equity shares and councillor representation as at 15 July 2021 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 amongst their elected councillors.

The Chair and Deputy Chair of the MRC are elected by the MRC’s councillors 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 2018 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;
- 20 year Corporate Business Plan;
- 20 year Financial Plan;
- 20 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 its industry

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 proven technologies
- 3.4 Partner with organisations in order to advocate for 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.

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

The Mindarie Regional Council (MRC) is one of Western Australia's largest waste management authorities assisting its member councils, mainly situated in Perth's northern corridor, deal with their waste. The MRC recognises that waste does have a value as a resource 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 2018 – 2037 '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 landfilling 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 in 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 provides a broader range of services than that anticipated when it was originally formed. It promotes and works with its member councils to achieve improved waste outcomes throughout the region. This will 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 visioning process.

This plan recognises the MRC's direction of becoming a facilitator of waste solutions for its region. 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: a focus on improved community education and engagement, under-pinned by progressive waste processing facilities.

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 is focussed on grasping these opportunities and "Winning Back Waste."

1.4.2 Corporate Business Plan 2018 to 2037

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).

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 2018 to 2037

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;
- the MRC's strategic direction is intended to shift away from being an owner of waste – related infrastructure, to be a procurer of waste services on behalf of its member councils;
- 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.

The MRC is focussed 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 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 Mindarie Regional Council (MRC) is one of Western Australia's largest waste management authorities servicing its member councils consisting of the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo and the Towns of Cambridge and Victoria Park to manage the Municipal Solid Waste they receive from their districts. The MRC recognises that waste does have a value as a resource 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 employs 29.3 full time equivalent employees to operate and maintain the services provided to its member councils and the general public.

The MRC Workforce Plan 2018/21 has been developed in line with its Vision of "WINNING BACK WASTE", its Mission to 'Astutely manage waste in line with waste hierarchy for the community 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.

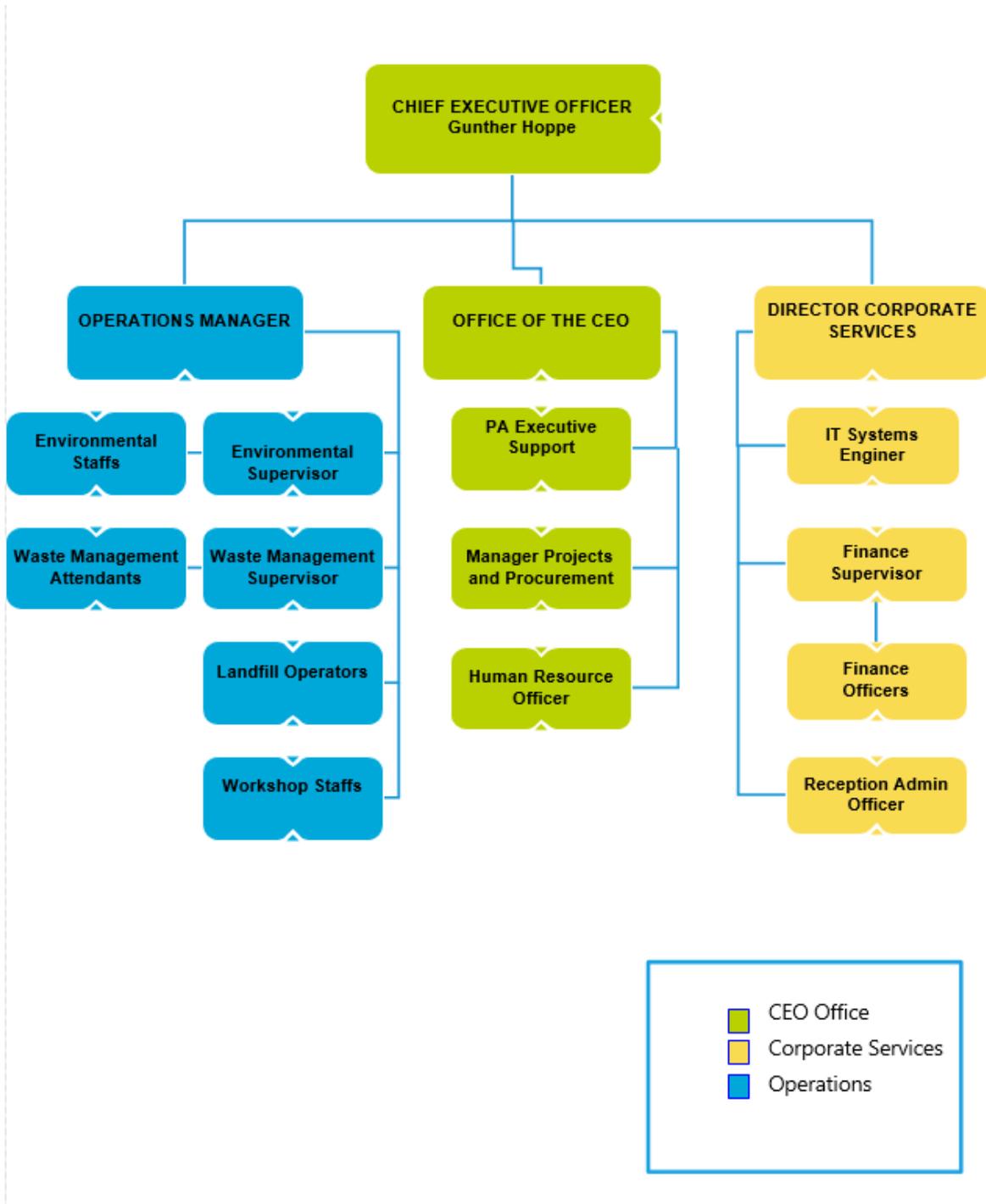
Key objectives:

- 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 employee activities ensuring alignment with Business Plans
- To ensure we are culturally aligned
- To create an environment that empowers and enables employees to be able to deliver the MRC's strategic objectives

The MRC's Workforce Plan identifies its services, current structure, workforce profiles, external environmental and business risks and culture. In addition, it identifies future service delivery, workforce strategies to further promote an effective and efficient workforce going forward.

Staffing

The MRC organisational structure for 2021, consisting of 29.3 full time equivalents.



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
- x where critical corporate knowledge is held solely by an individual in a particular position.

Risk Rating Definition

High Control is critical. Requires immediate action as the potential could be devastating to the organisation. If it cannot be reduced from High, Management must provide continuing assurance that due diligence systems are in place so that appropriate corporate governance processes can be demonstrated to be in operation.

Significant Active monitoring. Requires action as it has the potential to be damaging to the organisation. Ensure system and process controls are such that the risk is as low as is reasonably practicable and that due diligence systems are established so that appropriate corporate governance processes can be demonstrated to be in operation.

Moderate Periodic monitoring. Allocate specific responsibility and implement monitoring or response procedures. Treatment includes periodic monitoring to ensure that the residual risk rating does not increase over time. Residual risk rating impacted by availability of potential employee pool. Ensure that management systems control risk.

Low Acceptable risk. Review consequence and likelihood and manage through routine procedures. Consider excess of redundant control.

Position	Current Risk	Criticality	Competencies Compliances	Action Plan	Residual Risk	Status of Employment
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	Contract expires 2021
Director Corporate Services	High	* ✓ X	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	Contract expires 2022
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.	Responsible for project management / delivery of infrastructure capital works. Position requires strong communications and leadership skills, Technical background, Business planning, budget and expenditure tracking.	Moderate	Permanent
Finance Supervisor	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	Permanent
Waste Management Supervisor	Moderate	*	Position requires communication and supervisory skills to manage and motivate	Continue to provide development, training and mentoring opportunities to identified positions/employees	Low	Permanent
Fitter	High	✓	Recognised formal qualifications to meet required standards	Contractor available for unforeseen circumstances	Moderate	Permanent
Environmental Supervisor	High	✓ X	Recognised formal qualifications to meet required standards.	Internal coaching and development of environment team to undertake role or parts thereof. Contractor available for unforeseen circumstances	Moderate	Permanent
Human Resource Office	Significant	*	Recognised formal qualifications to meet required standards.	External assistance from consultant available for unforeseen circumstances.	Low	Permanent
Finance and Administration Officers	Moderate	X	Demonstrated skills to carry out function	Internal succession of financial employee and team development	Low	Permanent
Plant Operators	Moderate	✓	Recognised formal skills to meet compliances (HD Plant & HR License)	Training programs to multi –skill employees	Low	Permanent
Waste Management Attendants	Moderate	✓	Demonstrated skills to carry out function (Forklift licences & SSK certificate)	Training programs to multi –skill employees	Low	Permanent

2. COMMUNITY CONSULTATION

The MRC keep the community informed of what is happening at the Tamala Park Waste Management Facility in a number of ways such as:

- 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.
- Community Newsletters “Tamala Park News” 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 groundwater management, odour control, methane power and drilling programs.
- Community and stakeholder surveys are periodically conducted to gauge attitudes and effectiveness of the MRC services and communications.

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 office 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**
- **Gift Register**
- **Local Laws**
- **Monthly Financial Statements**
- **Primary and Annual Returns Register**
- **Public Interest Disclosure**
- **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), ELO utilised by the MRC is divided into 14 areas (file systems). This should enable applicants to be more specific with their requests.

The file systems are as follows:

- CORPORATE
- CUSTOMER SERVICE
- EDUCATION
- ENERGY AND TELECOMMUNICATIONSENVIRONMENTAL
- ENVIRONMENTAL
- FINANCIAL MANAGEMENT
- GOVERNANCE
- INFORMATION MANAGEMENT
- IT
- LEGAL
- OPERATIONS
- PERSONNEL
- PLANT EQUIPMENT AND STORES
- RISK 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 Meeting Procedures Local Law 2020	✓
MRC Waste Facility Site Amendment Local Law 2020	✓