



NATIONAL TRUST

**INFORMATION
STATEMENT**

National Trust of Australia (WA)

2015

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1.0 Introduction

This Information Statement has been prepared in accordance with the requirements of Section 96 and 97 of the Freedom of Information Act 1992. This information Statement is reviewed annually and is published on the National Trust of Australia's (WA) website.

2.0 Agency Structure

The National Trust is a statutory authority which acts under the governance of its volunteer Council and Chief Executive Officer. By statute, the Council consists of 25 member positions, 16 of whom are elected from within the National Trust and 9 of whom are appointed by nominating organisations. The Chief Executive Officer is responsible for the management of the agency and the Trust's professional staff manages the business with the support of National Trust volunteers.

The Council can endorse the formation of committees who have appropriate Terms of Reference setting out delegated responsibilities from the Council and procedures of operation.

3.0 Functions of the Agency

The National Trust's business consists of three interlinking program areas, Education, Interpretation and Heritage Services, Conservation and Stewardship and Finance, Audit and Administration which embrace the holistic conservation stewardship and interpretation of heritage places and the provision of education and learning programs to the broader community. This model supports the concept that each element plays a vital role in fulfilling the objectives of the National Trust of Australia (WA) Act 1964.

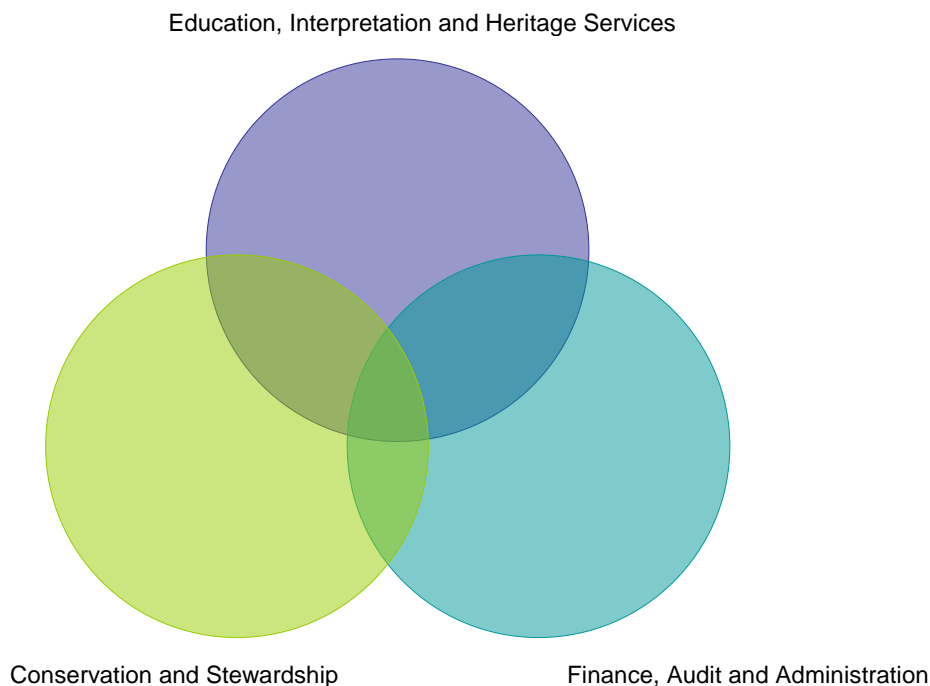


Figure 1 – Model for the National Trust's management of heritage places

This interconnectivity of the segments reinforces the National Trust's role as custodians of Western Australia's heritage for future generations and the necessity for holistic management of cultural heritage places.

The National Trust acts not for itself, but as a trust for both government and the community. As a statutory body, the National Trust and its governing Council understand its unique heritage leadership role and the need for the government and the community to have confidence in this leadership. The National Trust endeavours to establish strategic partnerships with community and other groups. While the National Trust has a membership base, its influence extends through all layers of government and the community. This requires a strong knowledge base of cultural heritage issues underwritten by a solid philosophical foundation.

The National Trust is primarily a custodian of heritage places. It has both the responsibility and accountability to manage the many and varied heritage places and objects under its control for present and future generations. This is a major challenge as the resources available to develop and implement management plans (conservation, interpretation and business components) are limited.

4.0 Mission, Vision Statement and Mandate

Mission:

The National Trust of Australia (WA) will conserve and interpret Western Australia's heritage (historic, natural and Indigenous) for present and future generations.

Vision Statement:

The National Trust of Australia (WA) will be the pre-eminent independent organisation promoting the conservation and interpretation of Western Australia's unique heritage and educating the community about the use of cultural heritage (historic, natural and Indigenous) for the long-term social, economic and environmental benefit of the community.

Mandate:

The current status of the National Trust of Australia (WA) has been endorsed by Cabinet as a statutory body for the delivery of heritage services through whole of government appropriations

5.0 Participation in Agency Policy

All committees of the National Trust are approved by the Council of National Trust. The roles of the Committees vary and consist of heritage education, conservation, planning and administration. Terms of Reference for each committee have been endorsed by Council. Copies are available upon request.

The members of the public are able to participate in the formulation of the National Trust's policy and the performance of the Trust's functions, by becoming a member of the National Trust of Australia (WA). Currently all volunteers are also members of the National Trust.

6.0 Documents held by the National Trust

The National Trust of Australia (WA) manages an archive of historic data relating to the identification and assessment of heritage places in Western Australia which has been gathered over almost 50 years. These records include correspondence, copies of media clippings, plans, research papers and images (photographs, slides and transparencies). These records can be accessed by requesting an appointment with the Heritage Officer during normal office hours. Copies of these documents are available for a nominal cost (cost recovery).

Records relating to the management of National Trust places, research and interpretation, as well as education and learning programs may be accessed in accordance with Administrative Instruction 711 of the Chief Executive Officer.

Publications produced by the National Trust are available at the marked price or should the document be out of print at the cost of photocopying only.

Records of Council and committee meetings are accessible to members upon request.

7.0 The Operation of FOI in the Agency

Access to documents referred to in the FOI Act, Part 2 may be obtained following a written request made to the Freedom of Information Officer, National Trust of Australia (WA).

8.0 Access

A copy of the National Trust of Australia (WA) Information Statement is available for inspection at the National Trust's website www.ntwa.org.au, head office and National Trust properties that are open to the public.

Agency Procedures on Access

In accordance with Section 12 of the Act applications for access must be:

- Made in writing;
- Give enough information to enable the requested documents to be
- Identified;
- Give an address in Australia to which notices under this Act can be sent;
- Give any other information or details required under the regulations; and
- Be lodged with any application fee payable under the regulations.

If it is apparent from the terms of the access application that an applicant seeks information of a certain kind contained in documents of the agency, the agency may, with the agreement of the applicant, deal with the application as if it were an application relating only to those parts of those documents that contain information of that kind.

Applications for information should be addressed in writing to:

Freedom of Information Officer
National Trust of Australia (WA)
4 Havelock Street
WEST PERTH WA 6005

9.0 Amending Personal Information

In accordance with the Freedom of Information Act an individual has a right to apply to an agency for amendment of personal information about the person contained in a document of the agency if the information is inaccurate, incomplete, out of date or misleading. The National Trust will take reasonable steps to help the individual to make an application for amendment in accordance with the Act. This also includes a person's closest relative updating records of a recent deceased person.

Applications for the amendment of personal information should be made in writing to:

Chief Executive Officer
National Trust of Australia (WA)
4 Havelock Street
WEST PERTH WA 6005

All requests for personal information are referred to the Chief Executive Officer, who may refer any matter to the Council of the National Trust for a decision.

Endorsed by the Council of the National Trust on 10 August 2015