



SHIRE OF PINGELLY

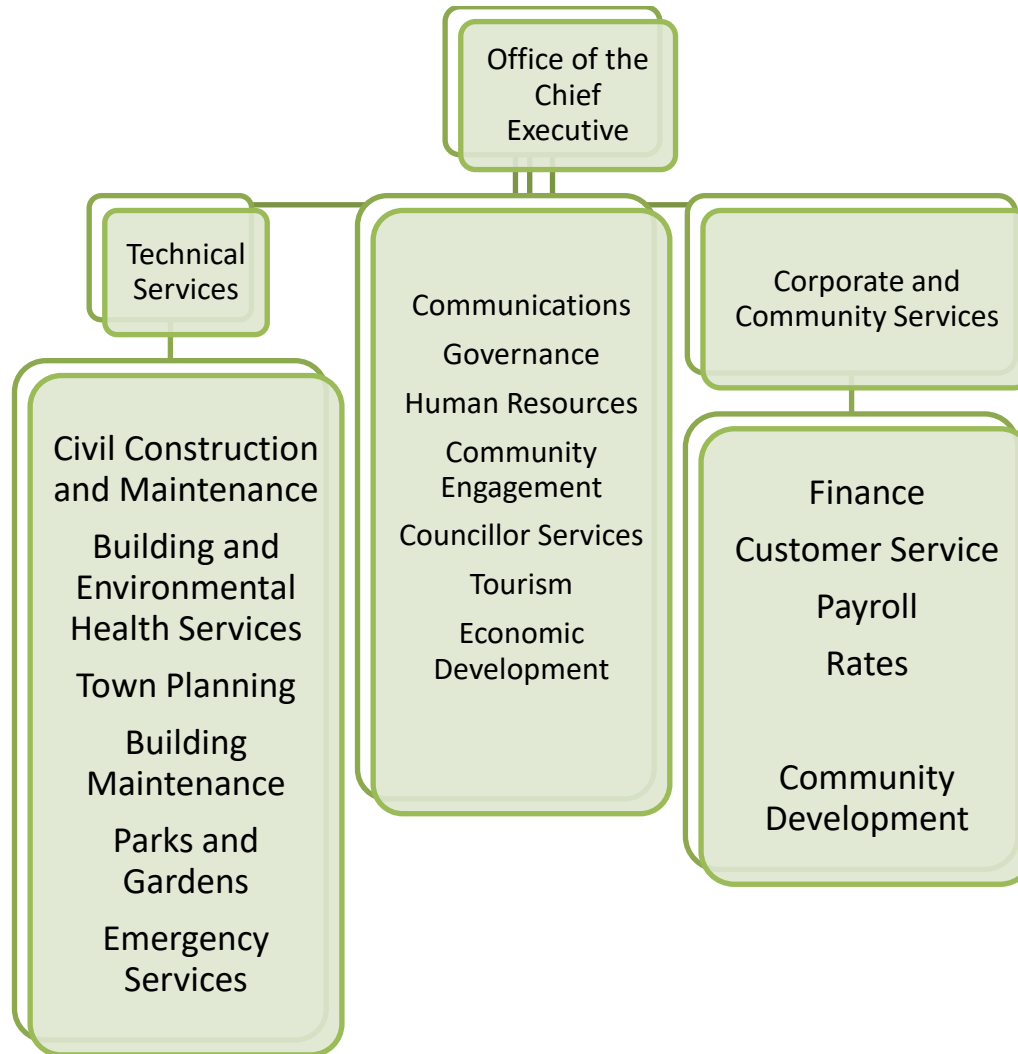
FREEDOM OF INFORMATION STATEMENT

**This information statement is
published in compliance with the
*Freedom of Information Act 1992***

2019/20

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1. Organisational Structure Chart



2. Introduction

The main objective of the *Freedom of Information (FOI) Act 1992* is to extend (subject to certain defined exemptions) the rights of the public to obtain access to information held by Government.

The FOI Act aims to ensure that Government records concerning the personal affairs of members of the public are not incomplete, incorrect, out of date or misleading.

Under Section 94 of the FOI Act, all Government agencies are required to publish an annual information Statement which describes:

- The agency's structure and functions;
- How the agency's functions affect the public;
- How the public may participate in agency policy development;
- The kinds of documents the agency holds; and
- How members of the public may access and amend agency documents

This Information Statement is current as at 1 December 2019. It includes considerable information about the Shire of Pingelly, as well as references to other additional sources of information.

Frequently, the information you are seeking could be already available under existing administrative arrangements.

Personal and telephone enquiries regarding Freedom of Information legislation and procedure may be made to:

The FOI Co-ordinator
Shire of Pingelly
17 Queen Street
Pingelly WA 6308
Telephone (08) 9887 1066

Written inquiries regarding FOI matters should be directed to:

The FOI Co-ordinator
Shire of Pingelly
17 Queen Street
Pingelly WA 6308

3. Structure and Functions of Council

a. Council

Council consists of eight Councillors, with one elected as Shire President and one Deputy Shire President.

Meetings

Ordinary Council Meetings are usually held on the 3rd Wednesday of each month, commencing at 2.00pm. The exception being in December the Ordinary Council meeting is held on the 2nd Wednesday of December, with no meeting January each year.

Council holds public question time at the start of the meeting.

The Audit Committee is required to meet at least on an annual basis. All members of the public are welcome to attend Council and Committee meeting which are open to the public.

b. Agendas and Minutes

Agendas for Council Meetings are available for inspection from 4.00pm on the Friday 5 days prior to the Council Meetings, with unconfirmed Minutes being available within 10 business days after the Council Meeting.

Agendas for Committee Meetings are able to be downloaded via our website five days prior to the Meeting.

c. Sub Committee and Consultative Committees

There are a number of sub-committees, advisory and management committees, and consultative groups for which there are Council delegates.

These consist of the following:

Committees of Council
Audit Committee
Bush Fire Advisory
Local Emergency Management Committee-Joint with Shire of Wandering
Chief Executive Officer Review Committee
Pingelly Recreation & Cultural Centre Committee
External Organisations
Western Australian Local Government Association – Central Country Zone
Main Roads – Hotham Dale Regional Road Sub Group
Development Assessment Panel
Pingelly Somerset Alliance
Pingelly Early Years Network
Working Groups
Pingelly Community Wellbeing Group
Pingelly Tourism Group
Regional Waste Group
Youth Focus Group

4. Public Participation

a. Council Meetings and Committees

Members of the public have a number of opportunities to put forward their views on particular issues before Council. These are:

Public Question Time at Ordinary Council Meeting Only – A minimum period of 15 minute at the commencement of a Council Meeting will be made available for question time for the public.

It is important to note that questions raised by the public should relate to matters affecting the local government.

Deputations to Committees and Council – If a member of the public has a particular interest in an item being discussed, they may apply to state their case or explain an issue. (Duration for deputations is 20 minutes maximum being 10 minutes for presentation and 10 minutes for questions).

Petitions – Written petitions can be addressed to Council on any issue within the Council's jurisdiction.

Written Requests – A member of the public can write to Council on any Council policy, activity or service.

Councillors – Members of the public can contact Councillors to discuss any issue relevant to Council.

b. Community Consultation

It is Council's practice to consult with the community as much a possible. At times the whole of community may be asked to comment on a particular issue, while in other instances only the people directly affected by some issue will be consulted. Comments from the community are welcome at any time on any issue under Councils' direction.

This consultation will take many forms. Some of the more commonly used methods are:

- Public meetings
- Workshops
- Expressions of Interest
- Advertisements in the local paper
- Leaflet drops
- Surveys
- Consultative Committees
- Displays

5. Documents Available for Inspection

The following documents are available for public inspection at the Council Offices **free** of charge. If members of the public wish to obtain **copies** of any documents, then a **charge may apply**.

- Council/Committee Agendas
- Minutes of Council/Committee Meetings
- Policy Manual
- Annual Budget
- Annual Report
- Annual Financial Statement
- Local Laws
- Local Planning Scheme
- Record Keeping Plan
- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Workforce Plan
- Disability Access Inclusion Plan

Function	Brief Description
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy basis.
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationship with outside bodies, including the media and the public.
Community Services	The function of providing, operating or contracting services to assist local residents and the community.
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the Shire of Pingelly's operation.
Council Properties	The function of acquiring, constructing, designing. Developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the Shire of Pingelly.
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environmental Protection Authority (EPA).
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.
Emergency Services	The function of preventing loss and minimising threats to life, other property and the natural environment, from fire and other emergency situations.

Function	Brief Description
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas such as remnant bush lands and threatened species.
Financial Management	The function of managing the Shire of Pingelly's financial resources.
Governance	The function of managing the election of Council representatives, the boundaries of the Shire, and the terms and conditions for Elected members.
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.
Grants & Subsidies	The function of managing financial payments to the Shire of Pingelly from the State and Federal Governments and other agencies for specific purposes.
Human Resources	The function of managing the conditions of employment and administration of personnel at the Shire of Pingelly including consultants and volunteers.
Information Management	The function of managing the Shire of Pingelly's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.
Library Services	The function of providing and managing public access library facilities and services.
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the Council.
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.
Laws & Enforcement	The function of regulating, notifying, prosecuting and applying penalties in relation to the Council's regulatory role.
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by Council.
Personnel	The function of managing the conditions of employment and administration of personnel at the Shire of Pingelly including consultants and volunteers.
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the Shire of Pingelly's stores. Does not include the acquisition of information technology and telecommunications.
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.
Rates & Valuations	The function of managing, regulating, setting and

Function	Brief Description
	collecting income through the valuation of rateable land and other charges.
Recreation & Cultural Services	The function of the Shire of Pingelly arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.
Risk Management	The function of managing and reducing the risk of loss of Pingelly properties and equipment and risks to personnel.
Roads	The provision of road construction and maintenance of roads and associated street services to property owners within the Shire of Pingelly area.
Sewerage & Drainage	The function of designing and consulting, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.
Waste Management	The function of providing services for Shire of Pingelly ratepayers for the removal of solid waste and recyclable materials, encourage waste reduction and usage through education.
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the Shire of Pingelly or by service providers.

Forms held within Council:

No.	Department	Use
1	Building	Owner Builders Statutory Declaration Form. To be forwarded to Builders Registration Board (BRB)
2	Building	Application for demolition permit
3	Building	Building information handouts
4	Building	Application for building licence
5	Building	Request form for refund of street security deposit
6	Building	Application for acknowledgment of unauthorised structure
7	Building	BCITF form for building application
8	Building	Application for park home annexe
9	Customer Services	Community Services Directory
10	Health	Application for a septic tank
11	Health	Health enquiries and search
12	Health	Offensive trade licence
13	Health	Itinerant food vendor licence
14	Health	Caravan Park and camping grounds registration
15	Health	Lodging house registration
16	Health	Hawkers licence
17	Health	Stallholders licence
18	Health	Traders licence
19	Health	Transfer of licence
20	Health	Food premises record of inspection
21	Health	Health (Public Buildings) Reg 1992 certificate of electrical compliance
22	Health	Complaint form
23	Health	Notifiable infectious diseases investigation form
24	Health	Noise assessment sheet
25	Health	Food complaint form
26	Health	Food hygiene requirements
27	Health	Food premise notification form
28	Health	Registration of a cattery
29	Human Resources	Application for employment
30	Library	Membership
31	Library	Requests
32	Library	Overdue notice
33	Library	Library account
34	Rangers	Fire permits
35	Rangers	Dog release forms (poundage)
36	Rangers	Notice of impounded dogs
37	Rangers	Witness summons
38	Rangers	Kennel application forms
39	Rangers	Bona Fide working dog form
40	Rangers	Authorisation to dispose of dog
41	Rangers	Dog registration change of details
42	Rangers	The Evidence Act 1906 statutory declaration form
43	Rangers	Request for vehicle details
44	Rangers	Customer request complaint
45	Rangers	Other related complaints

No.	Department	Use
46	Rates	Pensioner rebate form
47	Rates	Change of postal address
48	Technical Services	Crossover rebate form
49	Technical Services	Schedule of fees cemetery
50	Technical Services	Order of Burial for ground niches cemetery
51	Technical Services	Grant of right of burial (normal burial)
52	Technical Services	Grant of right of burial (Niche wall)
53	Technical Services	Approval to erect monument
54	Technical Services	Bin request form for new dwelling
55	Technical Services	Bin request form for existing dwelling
56	Technical Services	Crossover specifications
57	Planning	Application for Planning Consent
58	Planning	Advertising Signs
59	Planning	Development Impact Assessment
60	Planning	Subdivision appeals
61	Planning	Guide to subdivision applications

6. Freedom of Information Procedures and Access Arrangements

6.1 Freedom of Information Operations

It is the aim of the Shire of Pingelly 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 agency and a means of ensuring that personal information in documents is accurate, complete, up to date and not misleading.

6.2 Freedom of Information Applications

Access applications have to:

- be in writing; (preferably on Shire of Pingelly FOI form)
- 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 Shire of Pingelly with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator at postal address 17 Queen Street Pingelly WA 6308 or telephone (08) 9887 1066, or by email dccs@pingelly.wa.gov.au

Applications will be acknowledged in writing and the applicant will be notified of the decision as soon as practicable and, in any event, within 45 (calendar) days.

6.3 Freedom of Information Charges

A schedule of fees and charges set out under the FOI Act Regulations. Apart from the application fee for non personal information, all charges are discretionary.

The charges are as follows:

\$30	Lodgement Fee (Minimum fee providing 2 hours research and 20 A4 copies. No fee is applicable for Personal Information about the applicant).
\$ Actual cost	Additional Research Clerical (Per hour of staff time).
20c	Additional Document Copies (Per A4 page)

6.4 Freedom of Information Access Arrangements

Access to documents can be requested in the following ways:

- A copy of a document(s), computer disk, transcript of a recorded document, words recorded in shorthand, encoded form, a written document in the case of a document form which words can be reproduced in written form.

Where Council is unable to grant access in the form requested, access may be given in a different form.

6.5 Freedom of Information 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 which the decision was made.
- The name and the designation of the officer who made the decision.
- If the document is and exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document.
- Information on the right to review and the procedures to be followed to exercise rights.

6.6 Freedom of Information Refusal of Access

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

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an **external review** decision is issued.

7. Amendment of Personal Information to Council Records

A member of the public may gain access to Council documents to seek amendments concerning their personal affairs by making a request under the Local Government Act. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out of date.

8. Freedom of Information Management Structure

Principal Officer	Chief Executive Officer
Decision Maker	Director Corporate & Community Services
FOI Co-Ordinator	Director Corporate & Community Services