

SHIRE OF PINGELLY FREEDOM OF INFORMATION STATEMENT

This information statement is published by the Shire of Pingelly in accordance with the requirements of the *Freedom of Information Act 1992*.

An updated information statement will be published at least every twelve months. It is intended that the statement be received each year as part of an annual Electors meeting.

1. Structure and Functions of Council

Establishment

The Shire of Pingelly was originally established under the *Local Government Act 1960*. This Act has now been replaced by the *Local Government Act 1995*, which governs how the administration for the municipality is carried out. Other major legislation which creates a duty or an authority for Council to act includes:

- Local Government Act (Miscellaneous Provisions) Act 1960
- Town Planning and Development 1928
- Bush Fires Act 1954
- Dog Act 1976
- Cemeteries Act 1986
- Health Act 1911
- Freedom of Information Act 1992
- Disabilities and Amendment Act 1999
- Occupational Health and Safety Act 1994
- Equal Opportunities Act 1984

Council

Council's affairs are managed by eight people elected from the community. Council acts as a community board, establishing policies and making decisions within the *Local Government Act* on a wide range of issues affecting the community, in keeping with legislation requirements to:

- Determine policies to be applied by Council in exercising its discretionary powers;
- Determine the type, range and scope of projects to be undertaken by Council;
- Develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to such works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications for residential and commercial development.

Ordinary meetings of Council usually are held on the third Wednesday of each month commencing at 2.00pm. All members of the public are welcome to attend. Council holds public question time at 2.15pm.

Regional Involvement

Elected members are involved with many organisations within this community, but also actively represent the community at a regional or state level. Council's nominations include:

- Central Country Zone of the WA Local Government Association (Regional)
- State Road Funds for Local Roads Sub-Group (Regional)

Occasional Committees

Council utilises occasional committees as and when required.

Agendas

To ensure that all items are included in the agenda, it is requested that items for consideration reach the Council Office by the first Friday of each month, as agendas are prepared for distribution to Councillors and relevant staff members one week in advance of the Council meeting. A copy of the agenda is available to the public prior to the meeting.

Minutes

The Minutes are available for inspection after the meeting (usually about one week). Please note that all Minutes are subject to confirmation by Council.

Delegated Authority

The Chief Executive Officer and other Officers of Council have delegated authority to make decisions on a number of specified administration and policy matters. These delegations are listed in the Register of Delegations and are reviewed annually by Council.

2. Service to the Community

Council provides an extensive variety of services for the community under authority of a very wide range of legislation. Services provided include:

- Building Control
- Bush Fire Control
- Citizenship Ceremonies
- Community Bus
- Demolition Permits
- Drainage
- Fire Prevention
- Library Services
- Media Releases
- Planning Controls
- Public Health Services
- Public Buildings for Hire
- Recreational /Sporting Facilities
- Roads /Footpaths /Kerbing
- School Trophies and Prizes
- Street Tree Planting
- Cemeteries
- Crossovers
- Dog Control
- Environmental Health
- Litter Bins
- Parks & Reserves
- Playground Equipment
- Public Toilets
- Recycling
- Rubbish Collection
- Stormwater Drainage
- Street Sweeping
- Street Lighting
- Traffic Control Devices
- Street Parade Permits
- Swimming Pool

3. Public Participation

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

- Deputations - With the permission of the Chairman, a member of the public may address Council or Committee meeting personally, or on behalf of another or an organisation.
- Submissions - Some development applications do not require special approval of Council. Where special approval is required, residents are notified by advertising in the local Newspaper, and in some instances, they may also be notified individually by the Shire of Pingelly or the developer. When an application is publicly notified, residents have the opportunity to make a written submission to Council expressing their views regarding the application.
- Petitions - Written petitions can be addressed to Council on any issue within the Council's jurisdiction.
- Written request - Members of the public can write to Council on any Council policy, activity or service.
- Elected members - Members of the public can contact any of the elected members to discuss any issue relevant to Council.
- Council question time.

4. Access to Council Documents

The following documents are available for public inspection at the Council offices, free of charge. Copies of these documents can be made available, although some will have a charge to cover photocopying.

- Committee Agendas
- Council Agendas
- Minutes of Committee Meetings
- Minutes of Council Meetings
- Policy Manual
- Annual Budget
- Annual Report
- Annual Financial Statement
- Local Laws
- Local Planning Scheme
- Electoral Roll
- Strategic Plan

Requests for other information will be considered in accordance with the *Freedom of Information Act 1992*. Under this legislation, 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 Shire of Pingelly with any application fee payable.

Applications will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.