



**SHIRE OF WAGIN  
FREEDOM OF INFORMATION ACT 1992  
INFORMATION STATEMENT**

This information statement is published by the Shire of Wagin in accordance with the requirements of the Free of Information Act 1992, Part 5, Section 94.

The Shire of Wagin is pleased to comply with the legislation and welcomes inquiries. An up to date information statement will be published at least every twelve months.

**1.1 STRUCTURE AND FUNCTIONS OF COUNCIL**

The Shire of Wagin is constituted under the Local Government Act 1960 – 1982 as amended, under section 9 (2) and is empowered by the Act to carry out the functions of a municipality as stated in the Act.

Council consists of seven Councillors who elect a Shire President. The Council is the decision making body on all policy matters.

Ordinary meetings of the Full Council are held on the fourth Tuesday of every month at 7.00pm.

Members of the public are welcome to attend as observers.

**1.2 STANDING COMMITTEES**

Council has the following standing committees:

- Audit Committee
- CEO Review Committee

A Bush Fire Advisory Committee has been established under section 67 of the Bushfires Act 1954.

A Local Emergency Management Committee has been established under s38 of the Emergency Management Act 2005.

### **1.3 ADVISORY GROUPS**

A Sport and Recreation Advisory Group has been established:

Approval has been granted to appoint the following advisory groups, although these have not been established to date.

Health Advisory Group  
Tourism Advisory Group

### **1.4 WORKING PARTIES AND GROUPS**

Council has delegates appointed to the following community and regional groups:

WALGA Central Zone  
Cottage Homes Committee  
Historical Village Committee  
Woolorama Committee  
Lakes Sub – Regional Road Group  
Community Centre Committee  
Wagin/Woodanilling Landcare Zone

### **1.5 COUNCIL, AGENDA AND MINUTES**

Agendas of all Full Council meetings are available to those who attend Council Meetings and the Minutes of the meetings are available for public inspection at the Shire Office or Website [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au)

### **1.6 DELEGATION OF AUTHORITY**

The Chief Executive Officer has delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegated authorities published on the Shire website and are reviewed periodically by Council.

Council makes decision which direct and/or determine its activities and functions. These decisions include the approval of works and services to be undertaken and the resources which are to be made available to undertake such works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents and others for various forms of development. These decisions are in accordance with legislative requirements of ordinary business of Councils, Local Government Act 1960, Section 175.

## **1.7 STATEMENT OF OBJECTIVE**

The Shire of Wagin is devoted to providing high quality services to the community via the various service orientated programs that it has formulated, listed under Section 2.

## **1.8 MISSION STATEMENT**

The Council will strive to provide the community with the necessary services and facilities to meet the needs of the residents that will enable them to enjoy a pleasant and healthy way of life.

## **2. SERVICES TO THE COMMUNITY**

Council makes decisions on policy issues relating to services that are provided for members of the public. The services Council currently provide include the following:

- Roads/Footpaths/Kerbing/Drainage/Bridges
- Traffic Control
- Refuse Collection and Disposal
- Parks, Gardens and Reserves
- Community Halls
- Community Recreation Grounds and Pavilions
- Child Health and Medical Centre
- Animal Control
- Fire Protection and Prevention
- Environmental Health
- Drainage
- Street Lighting
- Litter Bins
- Public Conveniences
- Playground Equipment
- Library Facilities
- Building Controls
- Planning Controls
- Health Controls
- Caravan Parks
- Standpipes
- Noxious Weeds and Vermin Control
- Homecare Services

## **3. PUBLIC PARTICIPATION**

### **3.1 COUNCIL MEETINGS**

Members of the public have a number of opportunities to put forward their views, on particular issues to Council.

1. Elected Members

Members of the public can contact their elected members to Council to discuss any issues relevant to Council.

2. Written Request

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

3. Deputations

With the permission of the Shire President a member of the public can address the Council for a period of time determined by Council, on any issue relevant to Council.

4. Written Petitions

A written petition can be addressed to Council on any matters within Council's jurisdiction, but must be in the format provided for in the Local Government Act.

5. Presentations

Presentations can be made to Council, where prior notification has been given to Council and approval received, on any issue relevant to Council.

6. Question Time

Members of the public can attend monthly full Council meetings and pose questions.

### **3.2 COMMUNITY CONSULTATION**

The Shire of Wagin consults with its residents where required and for significant issues which affect them.

## **4. ACCESS TO COUNCIL DOCUMENTS**

### **4.1 DOCUMENTS AVAILABLE FOR INSPECTION**

In accordance with section 5.94 of the Local Government Act 1995, certain documents are made available by the Shire of Wagin for public inspection without an application under the Freedom of Information Act being necessary, many of which are available on the Shire's website. Such documents include:

- Code of Conduct
- Shire of Wagin Policies
- Register of Financial Interests
- Annual Reports
- Schedule of Fees and Charges

## FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

### FOI Operations

It is the aim of the agency 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 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 agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator Shire of Wagin, PO Box 200, Wagin WA 6315 or telephone (08) 98611 177.

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

### ***Freedom of Information Charges***

A scale of fees and charges set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows.

- |   |                |
|---|----------------|
| <b>1. <u>Type of Fee</u></b>  |                |
| • <i>Personal information about the applicant</i>                             | <i>No fee.</i> |
| • <i>Application fee (for non-personal information)</i>                       | <i>\$30.00</i> |
| <br>  |                |
| <b>2. <u>Type of Charge</u></b>   |                |
| • <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> |

- Photocopying staff time (per hour, or pro rata) \$30.00
- Per photocopy. .20cents
- Transcribing from tape, film or computer (per hour, or pro rata) \$30.00
- Duplicating a tape, film or computer information Actual Cost
- Delivery, packaging and postage Actual Cost

### **Deposits**

- Advance deposit may be required of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application 75%

For financially disadvantaged applicants or those issued with prescribed pensioner 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, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

### **Notice of Decision**

As soon as possible but in any case within 45 days the applicant 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 an 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 those rights.

### **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.

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

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.