



SHIRE OF WICKEPIN

FREEDOM OF INFORMATION STATEMENT

This Information Statement is published by the Shire of Wickepin in accordance with the requirements of the Freedom of Information Act 1992.

MISSION STATEMENT

The Shire of Wickepin is a local authority providing responsible representative government for its residents and ratepayers. Council delivers and provides needed services and facilities to maintain and enhance the quality of life, and ensures equity of service for its people through responsible use of available resources.

Building from a philosophy of excellence and on a basis of strong teamwork, Council will through initiative, leadership and a partnership with the community, manage growth and development into the 21st century.

DETAILS OF LEGISLATION ADMINISTERED

The Shire of Wickepin is established under the Local Government Act 1995 and is responsible for administering over 100 hundred separate pieces of legislation.

STRUCTURE AND FUNCTIONS OF COUNCIL

The Council of the Shire of Wickepin consists of eight Councillors including the Shire President who represent the district.

These are listed as follows:-

| | | |
|---------------------|------------------|--------|
| S (Steven) Martin | Shire President | (2017) |
| RE (Ross) Easton | | (2017) |
| M G (Grayden) Lang | | (2017) |
| W (Wes) Astbury | | (2017) |
| JA (Julie) Russell | Deputy President | (2015) |
| GCL (Gerri) Hinkley | | (2015) |
| FM (Fran) Allan | | (2015) |
| AG (Allan) Lansdell | | (2015) |

Councillors are elected for a four year term and retire on a rotational basis.

The President is elected by the Councillors at the first meeting following the election.

Ordinary meetings of Council are held on the third Wednesday of every month (with the exception of January) commencing at 1.00pm.

The Council acts as the decision making body on a range of issues affecting the community.

Services provided are as follows:

- Building Control
- Bush Fire Control
- Cemeteries
- Citizenship Ceremonies
- Crossovers
- Demolition Permits
- Drainage
- Litter Bins
- Parks and Reserves
- Playground Equipment
- Private Works services
- Public Buildings for Hire
- Public Health Services
- Recreational Equipment for Hire
- Recreational Facilities
- Refuse Disposal Sites
- Roads/Footpaths/Kerbing
- Street Lighting
- Town Planning
- Traffic Control Devices
- Vermin and Weed Control

At the monthly meeting these issues are considered and recommendations and decisions are made which determine the activities and functions to be carried out by the Council. For example works and services to be undertaken, allocation of resources and approval of development applications.

The Council has delegated the Chief Executive Officer and other staff to have the authority to approve and manage specified administrative and policy matters. These are listed in the Shire of Wickepin Policy Manual.

PUBLIC PARTICIPATION

Council sets aside 15 minutes at the commencement of each meeting in order for the public to have the opportunity to put forward their views.

Council participates in the following committees and portfolios:

- Governance, Audit and Community Services committee – Cr Martin, Lansdell, Russell, Hinkley, Allan
- Technical Services committee – Cr Astbury, Easton, Hinkley, Russell, Lang, Lansdell
- Townscape and Cultural Planning committee – Cr Easton, Lansdell
- Lifestyle Retirement committee – Cr Lansdell, Allan
- Australia Day committee – Cr Allan, Martin, Lansdell, Easton
- Albert Facey Homestead committee – Cr Lang
- Dryandra Country Visitor Centre – Cr Lansdell
- Wheatbelt Joint Development Assessment Panel – Cr Lansdell, Easton, Russell, Hinkley
- Wagin Regional Waste Group – Cr Lansdell, Easton
- LEMC - Cr Astbury, Russell
- Living Lakes Initiative – Cr Lang
- Grain Freight Network – Cr Easton, Russell, Lansdell
- Central Country Zone – Cr Russell, Martin
- Regional Road Group – Cr Russell, Lansdell
- Central Agcare – Cr Allan
- Facey Group Delegate – Cr Lang
- Bush Fire – Cr Astbury

DOCUMENTS HELDBY THE SHIRE OF WICKEPIN

The following documents are held at the offices of the Shire of Wickepin. Requests for information must be made on the appropriate application form and may be inspected free of charge or copies may be purchased at the cost of production prevailing at the time.

- Agendas
- Annual Financial Statements
- Budget
- Cemeteries
- Electoral Rolls
- Maps
- Minutes
- Policy Manual
- Town Planning Scheme 4

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.

The Chief Executive Officer of the Shire is appointed as the Freedom of Information Coordinator.

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 which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications should be addressed to:

Freedom of Information Coordinator
Shire of Wickepin
PO Box 19
WICKEPIN WA 6370.

Enquiries may be made on telephone (08) 9888 1005.

Applications will be acknowledged in writing and you will be notified of the decision within 45 days.

Freedom of Information Charges

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

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 audit, 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 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 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.

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**, and details would be advised to applicants when the internal review decision is issued.