



SHIRE OF LAKE GRACE

Freedom of Information Statement



This Information Statement is published by the Shire of Lake Grace in accordance with the provisions of part 5 of the *Freedom of Information Act 1992*

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VISION

Into the future the Shire of Lake Grace is to be:-

- A regional Centre incorporating other communities, and a major hub for a range of services including Agriculture, Education, Health and Law Enforcement.
- An employer of choice operating with a skilled, effective workforce.
- A financially sustainable organisation operating from a diverse funding base.
- A leader in the operation of an efficient and effective roads and transport system.
- An effective manager of community assets.
- A leader in water, waste and natural resource management

MISSION

To remain and grow as a sustainable, economically viable community.

We will do this through:-

- Being dynamic, effective, credible and visionary leaders.
- Providing a driving force through the Council of the Shire of Lake Grace to become a regional, 'Centre of Excellence'.
- Delivering targeted community services through a funding model that maintains a community's identity.

VALUES

Value 1 Partnerships valuing the growing of trust and respect.

Value 2 Recognition and support of talent and creativity.

Value 3 Encouraging learning and knowledge.

Value 4 Supporting a "can do" approach.

FOCUS

1. Economic Diversity

GOALS

In recognizing the importance of agriculture we aim to assist the development of economic growth within the Shire of Lake Grace and the region.

2. Social & Community Well-Being

Enhance the quality of life for residents within the Shire of Lake Grace.

3. Financial Stability

Ensure the continued financial viability of the Shire of Lake Grace and surrounding environs.

4. Roads

Plan, construct and maintain a safe and efficient road network, which reflects the importance of roads to the social and economic development of the Shire and the region.

5. Infrastructure (other than Roads)

Develop, maintain and rationalize key infrastructure in the best interests of the community.

6. Leadership

Provide a visionary and proactive approach to leadership at an operational and strategic level.

7. Organisational Excellence

Provide sound and effective leadership in physical and financial management; to maintain a strong and flexible workforce that is well resourced to deliver infrastructure and services to businesses and communities within the Shire.

LEGISLATION ADMINISTERED

The Shire of Lake Grace functions under, the *Local Government Act 1995*.

The Shire of Lake Grace is wholly or partly responsible for administering the following legislations and regulations:

- ◇ Animal Welfare Act 2003
- ◇ Building Regulations 1989
- ◇ Bush Fires Act 1954
- ◇ Bush Fire Regulations
- ◇ Caravan Parks and Camping Grounds Act 1995
- ◇ Caravan Parks and Camping Grounds Regulations
- ◇ Cemeteries Act 1986
- ◇ Control of Vehicles (Off Road Areas) Act 1978
- ◇ Control of Vehicles (Off Road Areas) Regulations 1979
- ◇ Disability Services Act 1993
- ◇ Dog Act 1976
- ◇ Dog Regulations 1976
- ◇ Dog (Restricted Breeds) Regulations 2002
- ◇ Environmental Protection (Noise) Regulations
- ◇ Explosives and Dangerous Goods Act 1961
- ◇ Freedom of Information Act 1992
- ◇ Freedom of Information Regulations
- ◇ Food Act 2008
- ◇ Food Regulations 2009
- ◇ Hairdressing Establishment Regulations 1972
- ◇ Health Act 1911
- ◇ Health (Air Handling & Water Systems) Regulations 1994
- ◇ Health (Aquatic Facilities) Regulations 2007
- ◇ Health (Asbestos) Regulations 1992
- ◇ Health Act (Carbon Monoxide) Regulations 1975
- ◇ Health (Cloth Materials) Regulations 1985
- ◇ Health (Garden Soil) Regulations 1998
- ◇ Health Act (Laundries & Bathrooms) Regulations
- ◇ Health (Pesticides) Regulations 1956
- ◇ Health (Poultry Manure) Regulations 2001
- ◇ Health (Public Buildings) Regulations 1992
- ◇ Health (Skin Penetration Procedure) Regulations 1998
- ◇ Health (Aquatic Facilities) Regulations 2007
- ◇ Health (Temporary Sanitary Conveniences) Regulations 1997
- ◇ Health (Treatment of Sewage & Disposal of Effluent & Liquid Waste) Regulations 1974
- ◇ Heritage of Western Australia Act 1990
- ◇ Land Administration Act 1997
- ◇ Litter Act 1979
- ◇ Litter Regulations
- ◇ Liquor Licensing Act 1988
- ◇ Local Government Act 1995
- ◇ Local Government (Administration) Regulations 1996
- ◇ Local Government (Audit) Regulations 1996
- ◇ Local Government (Constitution) Regulations 1998
- ◇ Local Government (Building Surveyors) Regulations 2008
- ◇ Local Government (Elections) Regulations 1997

LEGISLATION ADMINISTERED cont

- ◇ Local Government (Financial Management) Regulations 1996
- ◇ Local Government (Functions & General) Regulations 1996
- ◇ Local Government (Miscellaneous Provisions) Act 1960
- ◇ Local Government (Rules of Conduct) Regulations 2007
- ◇ Local Government (Uniform Local Provision) Regulations 1996
- ◇ Local Government Grants Act 1978
- ◇ Main Roads Act 1930
- ◇ Navigable Water Regulations 1958
- ◇ Parks & Reserves Act 1895
- ◇ Planning & Development Act 2005
- ◇ Planning & Development (Consequential & Transitional) Act 2005
- ◇ Planning & Development Regulations 2009
- ◇ Planning & Development (Consequential) Regulations 2006
- ◇ Planning & Development (Transitional) Regulations 2006
- ◇ Rates & Charges (Rebate & Deferments) Act 1992
- ◇ Residential Design Codes of WA 2002
- ◇ Sewerage, Lighting, Ventilation & Construction Regulations 1971
- ◇ Strata Titles Act 1985
- ◇ Town Planning Regulation 1967
- ◇ Valuation of Land Act 1978

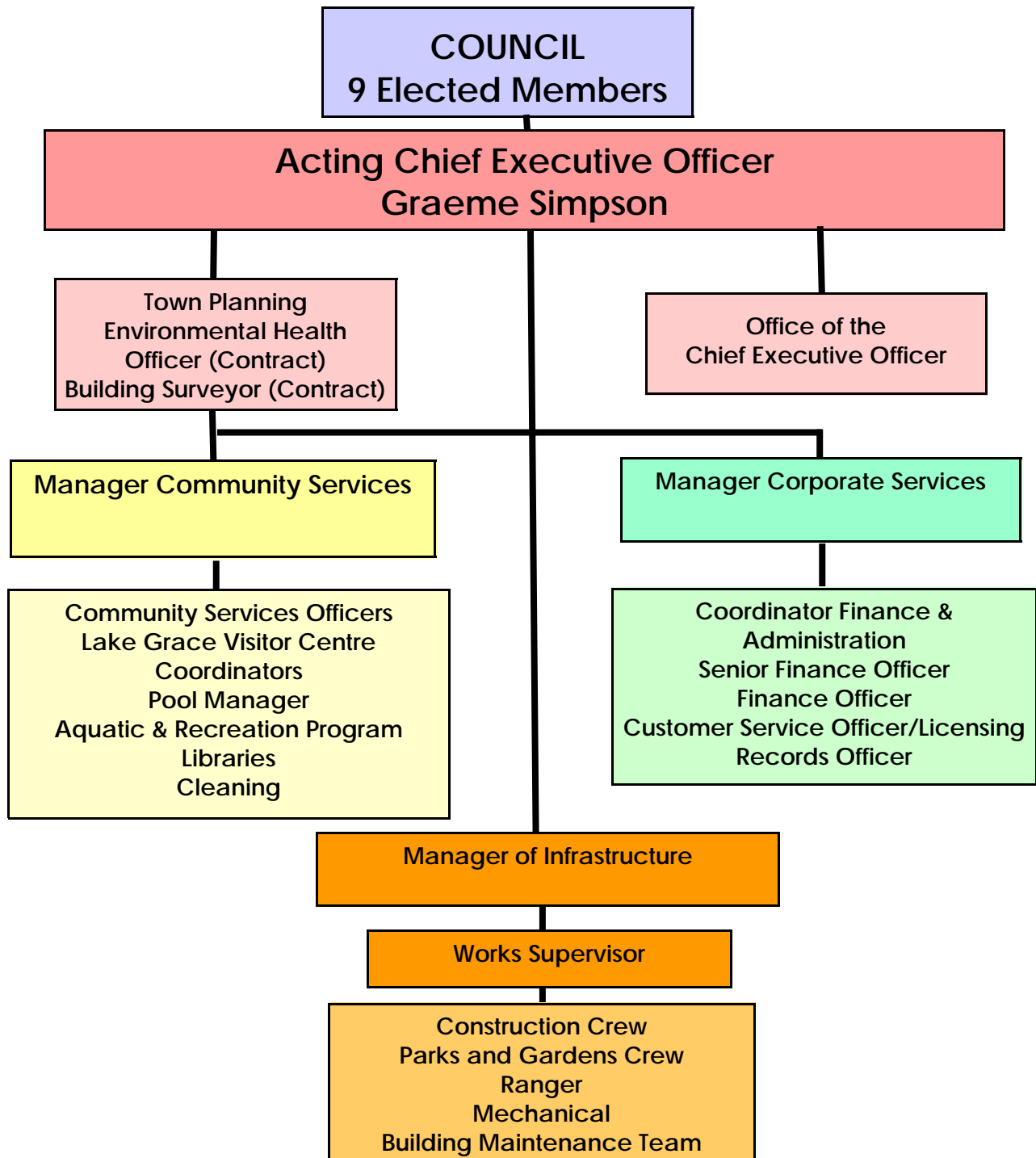
The Shire of Lake Grace is wholly responsible for the administering the following Shire of Lake Grace Local Laws:

- ◇ Bushfire Brigade Local Law
- ◇ Cemeteries Local Law
- ◇ Dog Local Law
- ◇ Extractive Industries Local Law
- ◇ Fencing Local Laws
- ◇ Health Local Laws
- ◇ Local Government Property Local Laws
- ◇ Pest Plants Local Law
- ◇ Standing Orders Local Law
- ◇ Activities On Thoroughfares and Trading In Thoroughfares and Public Places) Local Law
- ◇ Local Planning Scheme No. 4

STRUCTURE

The current Council decision making body consists of 9 Councillors, including the Shire President who is elected by the Council. Council meets on the fourth Wednesday of the months of February to November and on the third Wednesday for the month of December. A meeting in the month of January will only be held when it is called under provisions of Section 5.4 of the Local Government Act 1995.

Minutes of meetings are available at the Shire offices, town libraries and the shire's website www.lakegrace.wa.gov.au.



DECISION MAKING FUNCTIONS

The Chief Executive Officer and other officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters which are subject to ongoing development. These delegations are detailed in the Delegations Register and are reviewed annually by Council. The *Local Government Act 1995* and associated Regulations requires Council to;

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

In keeping with the legislative requirement, Council determines the strategic direction of the Shire, including the development of key policies and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

Committees of Council:

- Audit Committee
- Newdegate Rejuvenation Committee
- Lake Grace Sports Pavilion Redevelopment Committee
- Lake Grace Library Resource Centre Management Committee
- Bushfire Advisory Committee

Other Committees:

- Occupational Health & Safety Committee
- Staff Consultative Committee
- Local Emergency Management Committee

Working Groups:

- Roads Working Group

COUNCIL AND COMMITTEE MEETINGS

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

- ◇ Deputations—must apply in writing to the Chief Executive Officer. The Presiding person then may approve the request or refer the request to the Council/Committee for approval. Members of the public can address Council personally or on behalf of a group of residents.
- ◇ Presentations—with the permission of the Chief Executive Officer, members of the public can address Council on any matter on the Council Meeting Agenda.
- ◇ Residents are notified of some Development Applications requiring the approval of Council. When an application is publicly notified, residents have the opportunity to write to Council expressing their view of the application.
- ◇ Petitions—written petitions can be addressed to Council on any issue within Council's jurisdiction. Petitions are required to be addressed to the Shire President according to Standing Orders Local Law 2.5.
- ◇ Written Requests—a member of the public can write to the Shire on any Council policy, activity or service.
- ◇ Elected Members—members of the public can contact their Elected Members to discuss any issue relevant to Council.

COMMUNITY ENGAGEMENT

The Shire engages with local residents on particular issues as determined from time to time in accordance with its Community Engagement Policy.

SERVICES TO THE COMMUNITY

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

◇ Animal Control	◇ Parking Bays/Street Closures
◇ Building Control	◇ Parks and Reserves
◇ Bus Shelters	◇ Pest Control
◇ Cemeteries	◇ Playground Equipment
◇ Child Health Centres	◇ Public Seating & Public Toilets
◇ Citizenship Ceremonies	◇ Recreational/Sporting Facilities
◇ Community Development	◇ Refuse Sites & Waste Management
◇ Community Halls and Centres	◇ Roads/Kerbing
◇ Community Information Service	◇ Seniors Program
◇ Community Support Program	◇ Street Lighting
◇ Dual Use Paths	◇ Stormwater Drainage
◇ Environmental Health Matters	◇ Street Sweeping
◇ Extractive Industries Control	◇ Street Tree Planting
◇ Fire Prevention	◇ Traffic Control Devices
◇ Footpaths	◇ Youth Program

DOCUMENTS AVAILABLE FOR INSPECTION

The following documents are available for public inspection at the Shire Office, free of charge to ratepayers. Copies of these documents may be purchased and the charges are shown below. Some of these documents are also available on the Shire's website.

DOCUMENT	FEE
Annual Budget	Free of Charge
Annual Report	Free of Charge
Disability Access & Inclusion Plan	Free of Charge
Lake Grace Community Strategic Plan	Free of Charge
Council Agendas and Minutes per annum	\$125.80
Electoral Roll	\$6.30
Freedom of Information application fee *statute (only for non personal applications)	\$30.00

OTHER INFORMATION REQUESTS

Requests for information, not shown above will be considered in accordance with the Freedom of Information Act provisions. Under this legislation, applications must be submitted in written form and will be subject to an application fee where applicable.

Should the application require copies of any documents inspected pursuant to a Freedom of Information request, the charges will apply. It should be noted that some documents are for viewing only and cannot be copied as such copy would breach the *Copyright Act 1968*.

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 -

1. Be in writing;
2. Give enough information so that the documents requested can be identified
3. Give an Australian address to which notices can be sent; and
4. Be lodged at the agency with any application fee payable

Applications and enquiries should be addressed to:

Freedom of Information Coordinator

Shire of Lake Grace,

PO Box 50, Lake Grace, WA 6353

9890 2500

or email shire@lakegrace.wa.gov.au

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

1. Type of Fee

Personal information about the applicant.....No Fee

Application fee (for non-personal information).....\$30.00

2. Type of Charge

- Charge for time dealing with the application (per hour, or pro rata).....\$30.00
- Access time supervised by staff (per hour, or pro rata).....\$30.00
- Photocopying staff time (per hour, or pro rata).....\$30.00
- Per photocopy.....20c
- 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
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.

AMENDMENT TO SHIRE RECORDS

A member of the public may gain access to Shire 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.

To gain access to Shire records, a member of the public must make a written application to the Freedom of Information Coordinator as indicated above outlining the records that he/she wishes to inspect.

Graeme Simpson

Acting Chief Executive Officer

