

# **FREEDOM OF INFORMATION**

## **The Whyalla City Council Information Statement**

### **Prepared 18 December 2009**

This Information Statement is published by the Whyalla City Council in accordance with the requirements of Section 65(r) of the Local Government Act, 1934, and Part 2 Section 9 of the Freedom of Information Act as amended.

The Whyalla City Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every twelve (12) months.

#### **1. STRUCTURE AND FUNCTIONS OF THE COUNCIL**

##### **1.1 Full Council**

Full Council, consisting of the Mayor and 10 Councillors is the decision making body on all policy matters. Ordinary meetings of the full Council are held on the third Monday of each month commencing at 5.30 pm (except public holidays when meetings are held on the following evening) and members of the public are welcome to attend during the general session of the meeting.

##### **1.2 Committees**

The City Strategy and Policy Committee meets bi-monthly on the 1<sup>st</sup> Monday of every second month at 5.30 pm except where there is a public holiday it then meets on the following day.

The City Strategy and Policy Committee comprises three Section 41 committees being:

- **Environmental Care Committee**
- **Economic Prosperity Committee**
- **Community Wellbeing Committee**

These committees meet at least bi-monthly and report to the City Strategy and Policy Committee.

Members of the public are welcome to attend any of the above meetings.

*(Refer Council Diary, which is available from the Council Office or at Council's web-site, which is located at [www.whyalla.sa.gov.au](http://www.whyalla.sa.gov.au), for dates.)*

##### **1.3 Agenda and Minutes**

Agenda of all full Council and City Strategy and Policy Committee and all other Section 41 committees are placed on public display no less than three days prior to those meetings. Minutes are placed on display within five (5) days of a meeting.

#### **1.4 Working Parties and Groups**

A number of Working Parties, and groups comprising Elected Members, staff and in some cases members of the public, have been established to investigate particular issues. These Working Parties are:

- Airport Advisory and Security Committee
- Audit Committee
- Child Care Centre Advisory Committee
- Community Grants Program
- Rating Structure Sub-Committee
- Community Road Safety Committee
- Foreshore Masterplan Working Party
- Nomenclature Committee
- Library Working Party

The minutes of the meetings of these Working Parties are included in the Agenda for the meetings of the full Council.

#### **1.5 Delegations**

The Chief Executive Officer and other officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Policy Manual and are reviewed annually by Council in keeping with the legislative requirement.

The 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 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 for various forms of development.

## 2. SERVICES FOR THE COMMUNITY

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

- Airport
- Australia Day Celebrations
- Bicycle and Pedestrian Tracks
- Boat Ramps
- Bus Shelters
- Cat Control
- Child Care
- Citizenship Ceremonies
- Civic & Environmental Education
- Clean Air Controls
- Clean Up Australia Day
- Community Halls and Centres
- Dog Control
- Environmental Health Matters
- Fishing Jetty and Marina
- Foreshore Facilities
- Foreshore Kiosk
- Garbage Collection
- Grants & Donations
- Immunisation Programmes
- Information Service
- Litter Bins
- Maritime Museum
- Parking Bays/Street Closures
- Parking Controls
- Parks and Reserves
- Planning Controls
- Playground Equipment
- Pt Lowly Lighthouse
- Public Cemetery
- Public Libraries
- Public Seating
- Public Toilets
- Public Transport
- Recreational/Sporting Facilities
- Roads/Footpaths/Kerbing
- Stormwater/Drainage
- Street Lighting
- Street Sweeping
- Street Tree Planting
- Tourism
- Traffic Control Devices
- Traffic Lights/School Crossing
- War Memorials
- World Wide Web Site

### 3. PUBLIC PARTICIPATION

#### 3.1 Council Meetings

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

1) **Deputations/Presentations:**

**With the approval of the Committee Chairman or the Mayor, a member of the public can address a Committee or the Council personally, or on behalf of a group of residents.**

2) **Public Question Time:**

**Council will allocate a time during a Council Meeting, as listed in the Council Agenda. A public question time application form is to be completed if a person wishes to ask a question of Council at a Council Meeting. Only questions submitted on this form will be accepted. Such questions will be accepted up to 9.30am on the day of a Council Meeting. Forms and Public Question Time Protocol are available at Council office or on the Council internet web site at [www.whyalla.sa.gov.au](http://www.whyalla.sa.gov.au).**

3) **Petitions:**

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

4) **Written Requests:**

A member of the public can write to Council on any Council policy, activity or service. Information can also be sourced by emailing Council at [council@whyalla.sa.gov.au](mailto:council@whyalla.sa.gov.au).

5) **Elected Members:**

Members or the public can contact their Elected Members of Council to discuss any issue relevant to Council.

#### 3.2 Community Consultation

The Whyalla City Council consults with local residents where appropriate on particular issues that affect their neighbourhood (some examples of which are):

1) Meetings of Electors. All residents and electors are eligible to attend meetings.

2) A weekly information show is conducted by Council Officers on Radio 5YYY on Tuesdays at 11.30 am.

3) Residents are notified of some Development Applications requiring the approval of Council. A number of applications are exempted from public notification by the Development Act. When an application is publicly notified residents have the opportunity both to write to Council expressing their view of the application and to subsequently personally address the Council before a decision is made.

4) Council provides various news items for the local media and produces a quarterly newsletter distributed free to residents.

5) Council officers attend and provide displays at significant public events.

6) Information is available on Council's World Wide Web site at <http://www.whyalla.sa.gov.au>.

#### 4. ACCESS TO COUNCIL DOCUMENTS

##### 4.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office “free of charge”, while some are also available at Council’s Public Libraries.

Members of the public may purchase copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	Free
City Strategy and Policy Committee	Free
Council Minutes	Free
City Strategy and Policy Committee Minutes	Free
Council Policies	Free
Council’s Community Plan – Vision 2022	Free
Delegation Manual	Free
The Budget Statement	Free
The Annual Report	Free
Annual Financial Statements	Free
Supplementary Development Plans previously on exhibition	Free
Planning Applications by Consent	\$0.20 per page
Planning Application Register	\$0.20 per page
Building Application Register	\$0.20 per page
Development Application search (archive search)	\$15.00
Development Application search (property file)	\$5.00
Rates Search fee	\$10.00
Land Agent search (non-urgent)	\$30.00
Land Agent search (within 24 hours)	\$40.00
Register of Elected Members’ Allowances and Benefits	\$0.20 per page
Register of Employees’ Salaries, Wages and Benefits	\$0.20 per page
Assessment Book	\$0.20 per page
Register of Public Streets and Roads	\$0.20 per page
Register of Fees and Charges levied by Council	\$2.00
Local Environment Plan	\$10.00
Individual Council Policies	Free

##### 4.2 Other Information Requests

Requests for other information not included in Clause 4.1 above will be considered in accordance with the Freedom of Information provisions of the Local Government Act and the Freedom of Information (Fees and Charges) Regulations.

Should the applicant require copies of any documents inspected pursuant to a Freedom of Information request, the charges set out in Clause 4.1 will apply.

Freedom of Information Request Forms should be addressed to:

The Chief Executive Officer  
Whyalla City Council  
PO Box 126  
WHYALLA SA 5600

Applications will be responded to as soon as possible within the statutory thirty (30) days of Council receiving the properly completed Freedom of Information Request, together with the application and search fees.

**5. AMENDMENT OF COUNCIL RECORDS**

A member or the public may gain access to Council documents to make 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 these Council records, a member of the public must complete a Freedom of Information Request Form, as indicated above, outlining the records that he/she wishes to inspect.

**6. CONFIDENTIAL DOCUMENTS**

No certificates were issued in relation to "confidential documents" pursuant to Section 65(zy) of the Local Government Act, as amended.

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**LOCAL GOVERNMENT ACTS – Mandatory Registers, Codes and Policies**

**Registers**

Chapter 5, Part 4, Section 68	Members Register of Interests
Chapter 5, Part 5, Section 79	Members Register of Allowances and Benefits
Chapter 7, Part 2, Section 105	Officers Register of Remuneration, Salaries and Benefits
Chapter 7, Part 4, Section 116	Officers Register of Interest
Chapter 11, Part 1, Section 107	Community Land
Chapter 11, Part 1, Section 231	Public Roads
Chapter 12, Part 1, Section 252	By Laws

**Codes**

Chapter 5, Part 4, Section 63	Members Code of Conduct
Chapter 6, Part 5, Section 92	Code of Practice for Access to Meetings and Documents
Chapter 7, Part 4, Section 110	Employees Code of Conduct

**Mandatory Policies**

Chapter 4, Part 4, Section 49	Contracts and Tenders Policies
Chapter 4, Part 5, Section 50	Public Consultation Policies
Chapter 8, Part 3, Section 125	Internal Control Policies
Chapter 10, Part 1, Section 171	Rating Policy
Chapter 12, Part 2, Section 259	Policy on Order Making

**LOCAL GOVERNMENT (ELECTIONS) ACT 1999**

Part 14, Section 81	Campaign Donations Returns prepared by candidates
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