

FREEDOM OF INFORMATION

The Whyalla City Council Information Statement

Prepared 12 December 2019

This Information Statement is published by the Whyalla City Council in accordance with the requirements of the Freedom of Information Act 1991, Section 9.

The Whyalla City Council is pleased to comply with the legislation and welcomes enquiries which should be addressed to Council's Freedom of Information Officer.

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 9 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 section of the meeting.

1.2 Committees

Council has two Section 41 Committees which are:

City Strategy and Policy Committee
Audit Committee

The City Strategy and Policy Committee meets bi-monthly, and the Audit Committee meet at least four times a year. The election of 'Chair' for the City Strategy and Policy Committee is held annually. The election of Chair and membership for the Audit Committee is for the term of the Elected Body.

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 website, which is located at www.whyalla.sa.gov.au, for dates.)

1.3 Agenda and Minutes

Agenda of all full Council 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 being held.

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
- Chief Executive Officer's Review Panel
- Child Care Centre Advisory Committee
- Community Grants Program
- Nomenclature Working Party

Minutes are recorded for the above working parties and some are included within the Council Agenda.

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 on Councils Web site or at the Customer Service Section of Council 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 Cafe
- 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

Pt Lowly Cottages
Public Cemetery
Public Library
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, (a maximum of fifteen minutes in total) as listed in the Council Agenda. Submissions of Public Question Time questions are to be received by the Chief Executive Officer by 12 noon of each Ordinary Council meeting day. All persons submitting a public question is required to complete a Public Question Time template. No verbal questions will be permitted at the time of the Ordinary 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
The questions and responses are included in the relevant Council minutes.
- 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.
- 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 has a Public Consultation Policy which is accessible on Councils web-site. 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) Elected Members Kerb-side meetings held during the year.
- 3) A weekly information show is conducted by Council Officers on Radio 5YYY on Tuesdays at 11.30 am.
- 4) 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.
- 5) Council provides various news items for the local media and produces a quarterly newsletter distributed free to residents.
- 6) Council provides a Facebook Page/Account.
- 7) Council officers attend and provide displays at significant public events.
- 8) Information is available on Council's Web site at <http://www.whyalla.sa.gov.au>. Or at the Customer Service section of Council or on the notice board at the Whyalla Public Library.

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 Strategic Plan	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	\$0.30 per page
Planning Application Register	\$0.30 per page
Building Application Register	\$0.30 per page
Development Application search (initial application)	\$45.00
Development Application Search (subsequent application)	\$20.00
Rates Search fee (5 days)	\$35.00
Rates Search fee (within 24 hours)	\$47.25
Land Agent search (non-urgent within 8 days)	\$60.00
Land Agent search (within 24 hours)	\$72.25
Register of Elected Members' Allowances and Benefits	\$0.30 per page
Register of Employees' Salaries, Wages and Benefits	\$0.30 per page
Assessment Book	\$0.30 per page
Register of Public Streets and Roads	\$0.30 per page
Register of Fees and Charges levied by Council	\$2.15
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 (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 Freedom of Information 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 Freedom of Information 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."

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