



SHIRE OF RAVENSTHORPE

INFORMATION STATEMENT

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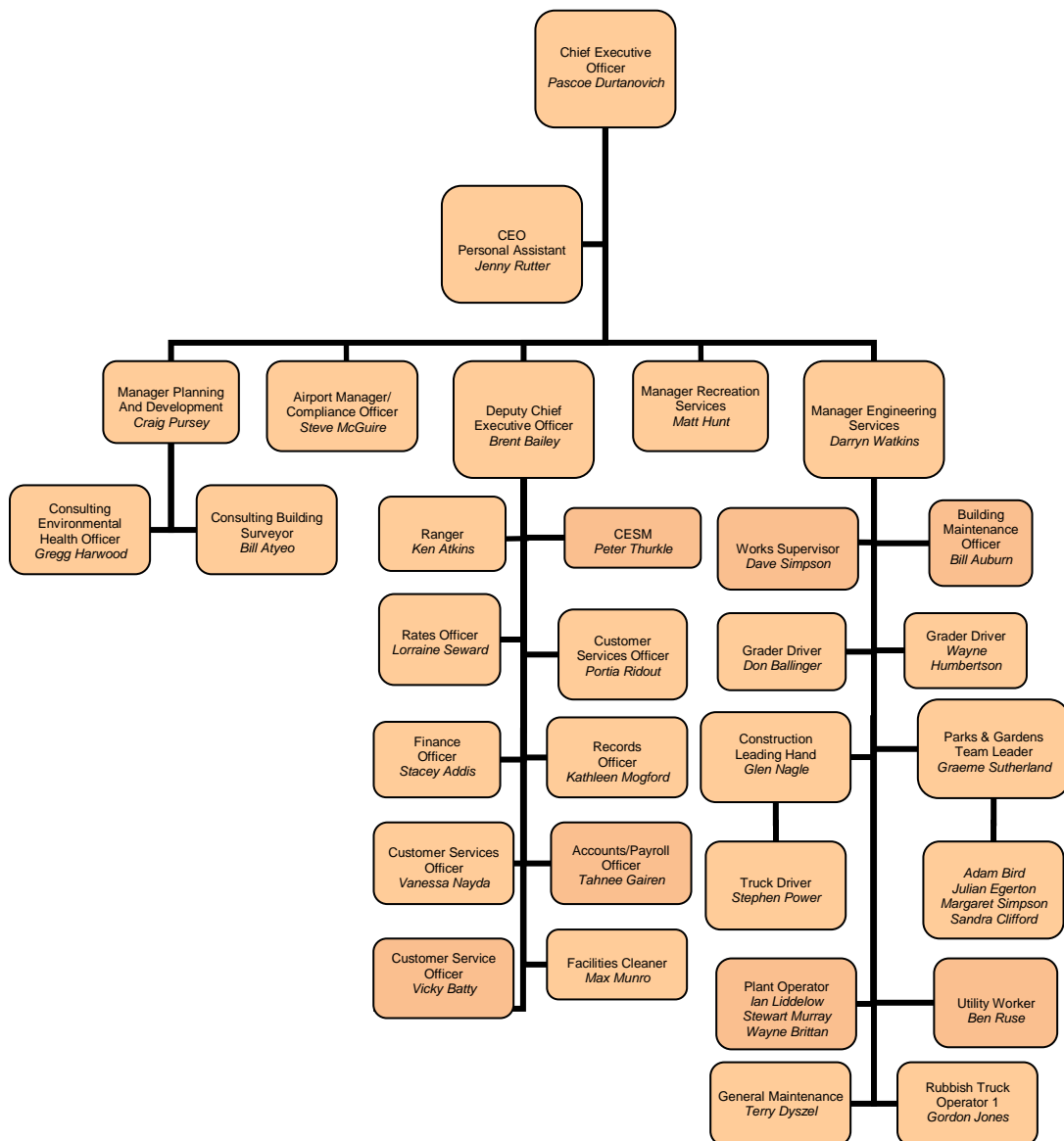
1. INTRODUCTION

Under Part 5 of the Freedom of Information Act 1992 the Shire of Ravensthorpe is required to prepare and publish an annual Information Statement. This document has been prepared to comply with the Act. Further information can be provided, Monday to Friday, 8.30am to 5pm by contacting the Chief Executive Officer on;

Phone: 98390000 Fax: 98381282
 Email: ceo@ravensthorpe.wa.gov.au

2. STRUCTURE OF THE SHIRE

The elected Council of the Shire of Ravensthorpe is the overall decision making body. The day to day operations of the Shire is the responsibility of the Chief Executive Officer.



3. FUNCTION OF THE SHIRE

Under the Local Government Act 1995, the Shire has general, legislative and executive functions.

General Functions

Section 3.1 of the Local Government Act 1995

The general function of a Local Government is to provide for the good government of people living and working within its district.

Legislative Functions

Section 3.5 of the Local Government Act 1995

A Local Government may make local laws that are necessary or convenient for it to perform any of its functions.

Executive Function

Section 3.18 of the Local Government Act 1995

A Local Government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions.

4. PUBLIC PARTICIPATION

Members of the public have a number of opportunities to participate in the formulation of the Shire's Strategic Plans and Policies as well as commenting on the performance of the Shire's functions.

Council Meetings

Council meetings provide for public question time which gives the opportunity to the public to ask Councillors and Staff questions about items on the meeting agenda or about Shire matters generally.

Ordinary meetings of Council are held in Ravensthorpe, Hopetoun and Munglinup.

Elected Members

Members of the public can contact the Shire's elected members to discuss any issues relevant to the Council.

Notifications / Advertising

Residents may be notified of issues by advertising in the local newspaper, written notification or an on-site sign. Residents then have the opportunity to write to the Shire expressing their views.

Development Application advertising

Where a development application does not comply with the provisions or the Planning Scheme or involves an unlisted land use, the Shire may give written notice of the proposal to affected owners and/or occupiers, or the Council may direct the applicant to advertise the application in any manner that it considers to be appropriate.

Public Meetings

In addition to the Annual General Meeting Council holds at least three additional public meetings during the year. The purpose of these meetings is to update ratepayers and residents on Shire matters and to give community members the opportunity to raise issues with Council.

Written Requests

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

5. DOCUMENTS HELD BY THE SHIRE

The Shire holds records relating to the Shire as described below.

Function	Description
Community Relations	Establishing rapport with the community and raising and advancing Council's public image and its relationships with outside bodies, including the media and the public.
Community Services	Providing, operating or contracting services to assist local residents and the community.
Corporate Management	Applying broad systematic planning to define the corporate mission and determine methods of Council operation.
Council Properties	Acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by Council.
Customer Service	Planning, monitoring and evaluating services provided to customers by Council.
Development and Building Controls	Regulating and approving building and development applications for specific properties.
Economic Development	Improving the local economy through encouragement of industry, employment and tourism.
Emergency Services	Preventing loss and minimising threats to life, property and natural environment, from fire and other emergency situations.
Environmental Management	Managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.
Financial Management	Managing the Shire's financial resources.
Governance	Managing the election of Council representatives, the boundaries of the Shire's district and the terms of office for Elected Members.
Government	Managing the relationship between Council and other

Relations	governments, particularly on issues that are not related to normal Council business.
Grants and Subsidies	Managing financial payments to and from the Shire for specific purposes.
Human Resources	Managing the conditions of employment and administration of personnel at the Shire.
Records Management	Managing the Shires information resources, including the storage, retrieval, archives, processing and communications of all information.
Information Technology	Acquiring and managing communications and information technology and databases to support the business operations of the Shire.
Land Use and Planning	Establishing a medium to long term policy framework for the management of the natural and built environments.
Laws and Enforcement	Regulating, notifying, prosecuting, and applying penalties in relation to the Shire's regulatory role.
Parks and Reserves	Maintaining, managing, designing and constructing parks and reserves either owned or controlled by the Shire.
Plant, Equipment and Stores	Purchasing of all plant and vehicles and other equipment.
Public Health	Managing, monitoring and regulating activities to protect and improve public health in accordance with relevant legislation, health codes and standards.
Rates and Evaluations	Managing, regulating, setting and collecting income through the valuation of rateable land and other charges.
Recreation and Cultural Services	Arranging, promoting or encouraging programs and events in recreation and cultural activities and services.
Risk Management	Managing and reducing the risk of loss of Shire's properties and equipment, and risks to personnel.
Roads	Providing road construction and maintenance of roads.
Sewerage and Drainage	Designing, constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.
Traffic and Transport	Planning for transport infrastructure and the efficient movement and parking of traffic.
Waste Management	Providing services to ratepayers for the removal of solid waste.

Other records held include:

- Minute Books
- Rate Books
- Municipal Inventory

The above can be inspected at the Shire Office at no cost.

6. ACCESS TO COUNCIL DOCUMENTS

Availability of information is subject to provisions established in legislation such as the Freedom of Information Act 1992 and the Local Government Act 1995.

The Shire will endeavour to provide access to information upon request except where there may be issues under the Privacy act 1998, FOI Act or other relevant legislation fees and charges may apply.

Information is made available through news releases, Shire website, advertisements place in local and state wide newspapers, public notice boards, Community Resource Centres plus individual correspondence.

Documents Available Outside the FOI Act

The following documents are available for public inspection at the Shire Office, 65 Morgans Street, Ravensthorpe.

- Actual Budget
- Annual financial statements
- Annual report
- Town Planning Scheme and Planning Policies
- Code of Conduct
- Local laws
- Minutes of Committee Meetings and Council Meetings
- Policy Manual
- Rates records
- Registers
- Debentures, Delegated Authority (and decisions made under Delegation), Financial Interests, Gifts, Owners and Occupiers and Tenders.
- Schedule of fees and charges
- Statutory Notices
- Strategic Plan

Documents Available Under the FOI Act

Access to documents other than those listed as accessible outside the FOI Act must be via a Freedom of Information Application.

7. FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

FOI Operations

It is the aim of the Shire of Ravensthorpe 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 an Australian address to which notices can be sent;
- Be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to

Chief Executive Officer
Shire of Ravensthorpe
PO Box 43
Ravensthorpe 6346
Email: ceo@ravensthorpe.wa.gov.au

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 set under the FOI Act Regulations. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are as follows.

• Personal information about the applicant	No fee and no charges
• Application fee (for non-personal information)	\$30.00
• 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
• Photocopying staff time (per hour, or pro rata)	\$30
• Per photocopy	20 cents
• Transcribing from tape, film or computer information (per hour, or pro rata)	\$30
• Duplicating a tape, film or computer information	Actual cost
• Delivery, packaging and postage	Actual cost

Deposits

- Advance deposits may be required in respect of the estimated charges 25%

- Further advance deposit may be required to meet the charges for dealing with the application. 75%

For impecunious 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 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 access is refused, the reasons for claiming the document is exempt.
- Information on the rights of review and the procedures to be followed to exercise those rights.

Refusal of access

Applicants who are dissatisfied with a decision of the Shire are entitled to ask for and internal review by the Shire. 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 and external review. An application for external review should be made within 60 days of receiving notice of the internal review decision.