

NORTHERN AREAS COUNCIL

FREEDOM OF INFORMATION - INFORMATION STATEMENT

NOVEMBER 2004

This Information Statement is published by the Northern Areas Council in accordance with the requirements of Section 9 of the Freedom of Information Act 1991. Council is pleased to comply with the legislation and welcomes enquiries. An updated Information Statement will be published at least every 12 months.

1. STRUCTURE OF FUNCTIONS OF THE COUNCIL

Full Council

Full Council, consisting of 9 Elected Members including the Chairman and Deputy Chairman, is the decision making body for all policy matters. Ordinary meetings of Full Council are monthly on the second Tuesday at 5 pm. Members of the public are welcome to attend all Council meetings.

Agendas and Minutes

Agendas of all Full Council meetings are placed on public display no less than three days prior to those meetings. Minutes are placed on display within five days of meetings. Agenda and Minutes are also included on the Council Website.

Committees

A number of Committees comprising Elected Members, staff and public have been established to investigate particular issues or to manage property and facilities on behalf of Council. Currently they are:

Section 41 Committees

Appila Springs Improvement Group

- To manage the Appila Springs reserve.
- To advise Council on works required for maintaining and upgrading the reserve.

Ewart Oval Management Committee

- Undertake on behalf of the Council, the care and management of the Ewart Oval

Georgetown Heritage Society

- Undertake the following projects: publishing the history of the town of Yacka and district; collect and preserve all relevant information for all future interested parties;

Gladstone Hall Management Committee

- Undertake on behalf of the Council, the care and management of the Gladstone District Hall.

Gladstone Swimming Pool Management Committee

- Undertake on behalf of the Council, the care, and management of the Gladstone Swimming Pool
- Undertake fundraising activities
- Coordinate or provide water safety activities, swimming lessons and other aquatic related events for the benefit of the public.

Gulnare Memorial Hall Committee

- Undertake on behalf of the Council, the care and management of the Gulnare Memorial Institute.

Jamestown Development Association

- To initiate, develop and/or manage such projects or activities that may enhance the quality of life or business environment in and around Jamestown,
- To utilize the community's ideas, assets, resources and where necessary seek outside resources, support and/or information to further develop them,
- To represent the interests of the people and businesses of the town and district in any dealings with local, state or federal governments or other organizations with a view to enhancing the quality of life or business environment of the town and district,
- Generally to do all such acts and things and to enter and make such arrangements as are incidental or conducive to the attainment of any of these objects,
- To conduct fundraising activities to support these objects,

Jamestown Health Services Advisory Committee

- To manage or administer property, facilities and activities of the Jamestown Health and Ambulance Centre on behalf of Council

Jamestown Regional Hydrotherapy Pool Management Committee

- the effective management of the Jamestown Regional Hydrotherapy Pool Complex including the associated gymnasium,
- the pursuit of best practice models and outcomes to reflect the level of excellence being provided to the customer base,
- the promotion of the Jamestown Regional Hydrotherapy Pool Complex within the region to maximize its use by the regional customer base,
- pursuing innovative regional funding opportunities and programs with a view to providing an enhanced service to the clients of the Complex

Jamestown Swimming Pool Management Committee

- Manage and administer the Jamestown Swimming Pool property and facilities on behalf of the Council.

Laura Civic Centre Management Committee

- Undertake on behalf of the Council, the care, and management of the Laura Civic Centre.

Mid North Games

- To promote, advance, co-ordinate and facilitate a festival based on the theme of recreation, sports and tourism

Northern Areas Community Road Safety Committee

- Initiating activities with an object of raising awareness of road safety in the community,
- Developing relationships with agencies having an interest in road safety issues

Southern Flinders Tourism Authority

- Facilitate the development and enhancement of the tourism attractions and/or icons of the Region.
- Facilitate the development and enhancement of tourism related infrastructure.
- Facilitate private and public investment and reinvestment in Tourism.
- Ensure that the development of any tourism product is sustainable in terms of both the environment and Local Government ongoing support (eg. maintenance requirements).
- Foster the adoption of best practices within tourism enterprises.
- Coordinate and participate in strategic industry planning and market development.
- Form partnerships with industry, government and regional stakeholders to advance tourism industry development.
- Raise awareness and support for tourism industry growth.

Spalding Community Management Committee

- To advise Northern Areas Council on the management of community assets and facilities in the local area

- Act as a channel of communication between the residents of the local area and the Council.
- Act as a resource to the Spalding Ward Councillor in identifying local issues and as a consultation mechanism for Council.
- Make representations to the Council on issues affecting the local area.
- Determine, by arrangement with and in accordance to guidelines set by Council, local priorities for the allocation of Council budgeted funds for local community facilities.
- Provide advice, or subject to Council approval, decide on community spending priorities for the local area within the budget established by the Council
- Provide advice to Council in respect of cultivation and depasturing of various portions of parklands, reserves, commonage and road reserves in the Spalding Ward.
- Promote the development of links and cooperation between organisations, groups and individuals in the Local area.
- Take responsibility for promoting Spalding as a township and maintaining community pride and self-help.
- Receive grants for Community Development Services.

Spalding Swimming Centre

- Undertake on behalf of the Council, the care, and management of the Spalding Swimming Pool.

Stone Hut Development Committee

- To initiate, develop and/or manage such projects or activities that may enhance the quality of life or business environment in and around Stone Hut,
- To utilize the community's ideas, assets, resources and where necessary seek outside resources, support and/or information to further develop them,
- To represent the interests of the people and businesses of the town and district in any dealings with local, state or federal governments or other organizations with a view to enhancing the quality of life or business environment of the town and district,
- Generally to do all such acts and things and to enter and make such arrangements as are incidental or conducive to the attainment of any of these objects,
- To conduct fundraising activities to support these objects.

Stone Hut Soldiers Memorial Hall Committee

- To undertaking such activities to maintain, repair and/or upgrade the Stone Hut Soldiers Memorial Hall and environs as deemed necessary,
- To promote the historical aspects of the Hall,
- To maximize usage of the Hall,
- To conduct such fundraising activities to support these objects as deemed necessary

Victoria Park Trust

- Control and management of Victoria Park

Yacka Community Development Board

- To encourage local residents to become involved in the life and requirements of the Yacka Community.
- To assist the Council in its understanding of the needs of the Yacka Community.
- To promote the development of links and co-operation between organisations, groups and individuals in the Yacka Community.
- To investigate and report to Council on any matter of local concern which warrants attention and/or action by Council

Yacka Hall Committee

- Care and management of the Yacka Hall, Doctors Rooms, adjacent public toilets and Yacka War Memorial.

Yacka History Group

- Publishing the history of (the town of) Yacka and district,

- Collect and preserve all relevant information for all future interested parties,
- Adequately store and preserve photographs, artefacts and donated gifts for future exhibition and use,
- Fundraising and seeking funding to further the objects of the Group
Encourage local residents to become involved in the preservation of Yacka community heritage

Committees – Other Acts

Northern Areas Development Assessment Panel
Building Fire Safety Committee
Northern Areas Bushfire Prevention Committee

Staff Committees

Occupational Health Safety Committee

Delegations

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

- to determine policies to be applied by the Council in exercising its discretionary powers;
- to determine the type, range and scope of projects to be undertaken by the Council; and
- to develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council;

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.

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 (but are not limited to):

Aged Care	Playground Equipment
Car Parks	Public Cemeteries
Clean Air Controls	Public Conveniences
Community Halls and Centres	Public Libraries
Dog Control	Public Seating
Effluent Disposal	Recreational/Sporting Facilities
Environmental Health Matters	Roads/Footpaths/Kerbing
Fire Protection/Prevention	Roadside/Street Tree Planting
Garbage Disposal	Stormwater Drainage
Immunisation Programs	Street Closures
Litter Bins	Street Lighting
Parking Bays	Street Sweeping
Parking Controls	Traffic Control Devices
Parks, Reserves and Gardens	Waste Management
Pest Plants	

3 PUBLIC PARTICIPATION

Council Meetings

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

These are :

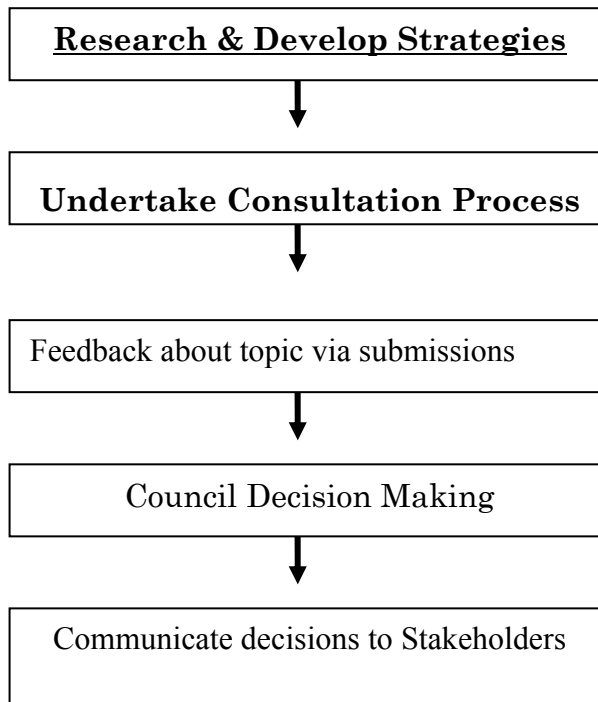
- (1) **Deputations** - with the permission of the Council or Chairman, a member of the public can address Council personally or on behalf of a group of residents.
- (2) **Presentations to Council** - with prior notification and arrangement with the Chairman, a member of the public can address the Council on any issues relevant to Council.
- (3) **Petitions** - written petitions can be addressed to the Council on any issues within the Council's jurisdiction.
- (4) **Written Requests** - a member of the public can write to the Council on any Council policy, activity or service.
- (5) **Elected Members** - members of the public can contact their elected members of Council to discuss any issue relevant to Council.

Community Consultation

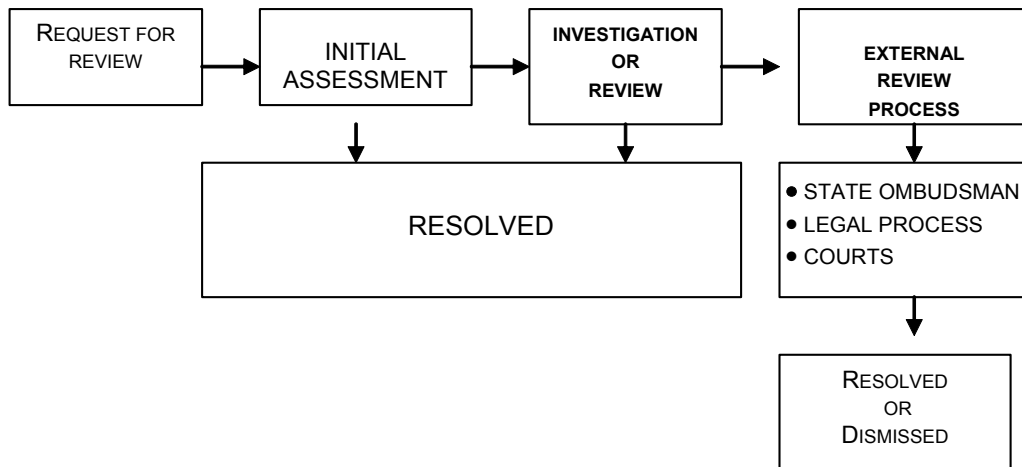
Council consults with local residents on particular issues which affect their neighbourhood. Council adopted a Public Consultation policy in 2000 and reviews the policy from time to time. The policy is available from the Council office and Council's Website. The following are examples only of ways Council consults with its community:

- (1) **Meeting of Electors** - meetings are held when required to allow residents to voice their views on specific issues which may arise from time to time.
- (2) **Development Applications** - residents are notified of some Development Applications requiring the approval of the Development Assessment Panel. A number of applications are exempt from public notification by the Development Act.. When an application is publicly notified, residents have the opportunity to write to the Panel expressing their view on the application, and in some cases, to subsequently personally address the Council before a decision is made.
- (3) **Community Newsletter** - Copies of the newsletter, free of charge, are mailed to residents and are available through the Council Offices.
- (4) **Customer Services Surveys** - Council participates in a customer satisfaction survey every second year through the Local Government Association. The purpose of the survey is to identify customer expectations, to identify how well customers' needs are being met and to identify improvement options.
- (5) **Strategic Management Plan** - To assist with Strategic Management Planning public meetings have been held at 14 locations throughout the Council area.

The following diagram outlines how Council views its consultation activities in relation to the decision making process:



The following diagram demonstrates the review processes available to the applicant for the review of Council decisions:



4. ACCESS TO COUNCIL DOCUMENTS

Documents Available for Inspection

The following documents are available for public inspection at the Council Office, 9 am to 5 pm Monday to Friday at 94 Ayr Street, Jamestown from the reception staff. Members of the public may purchase copies of these documents and the current charges (GST inclusive) are shown below.

Document		Fee
Council Minutes	at front counter	25 cents per page
	by post	\$15.40 per year
Annual Report		No Charge

Council will charge 25 cents per page for the following documents:

- Council Agenda
- Delegation of Legislation Register

- Statutory Appointments
- Information Statement for Freedom of Information
- The Budget Statement
- Supplementary Development Plans previously on Exhibition
- Development Applications by Consent
- Development Application Register
- Register of Elected Members Allowances and Benefits
- Register of Employees' Salaries, Wages and Benefits
- Assessment Book Entry
- Register of Public Streets and Roads
- Register of Fees and Charges Levied by Council
- Annual Financial Statements
- Strategic Plan
- CEO's Roll

Policy Documents

- General Policy Manual
- Code of Conduct for Council Members
- Code Of Practice for Access to Council Meetings and Council Documents
- Internal Review of Council Decisions Procedure
- Order Making Policy
- Public Consultation Policy
- Tender Policy & Procedure
- Code of Conduct to be observed by employees
- Purchase of Goods and Services Policy
- Privacy Policy
- Sale and Disposal of Land or Other Assets Policy

Other Information Requests

Requests for other information not included in the above listed documents will be considered in accordance with the Freedom of Information Act. Under this legislation, an application fee must be forwarded with the completed request form, unless the applicant is granted an exemption.

Freedom of Information Request Forms should be addressed to:

Freedom of Information Officer
Northern Areas Council
PO Box 120
Jamestown SA 5491

Forms are available at the Council Office. Applications will be responded to as soon as possible within the statutory 30 days of Council receiving the properly completed Freedom of Information Request Form, together with the application and search fees.

There were no Freedom of Information requests in 2003/2004

5. AMENDMENT OF COUNCIL RECORDS

A member of the public may gain access to Council documents to make amendments concerning their personal affairs by making a request under the Local Government Act 1999. 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 person wishes to inspect.

Paul McInerney
Chief Executive Officer