

SHIRE OF PERENJORI

FREEDOM OF INFORMATION STATEMENT



2024/25

As required under the *Freedom of Information Act 1992*

ADOPTED BY COUNCIL

25 July 2024
Council Resolution:

NEXT REVIEW

July 2025

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INTRODUCTION

The Shire of Perenjori is required under the *Freedom of Information Act 1992* Section 96(1) to publish annually a current Information Statement.

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:

- The Agency's Mission Statement.
- Details of legislation administered.
- Details of the agency structure.
- Details of decision-making functions.
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency.
- The operation of FOI in the agency.

Copies of the Shire of Perenjori's Information Statement can be obtained from:

- The Shire of Perenjori Administration Office, 56 Fowler Street, Perenjori, or on
- The Shire of Perenjori website at www.perenjori.wa.gov.au

Enquiries may be made directly to the Shire of Perenjori on 08 9973 0100 during office hours, Monday to Friday, 8:00 am to 4:00 pm or alternatively via email at ea@perenjori.wa.gov.au

HISTORY & LOCAL INFORMATION



The Shire of Perenjori is a local government area in the Mid West region of Western Australia. The Shire covers an area of 8,313 square kilometres.

The name Perenjori, is derived from the Aboriginal word "Perangary", meaning water hole, it is situated 350 km north of Perth and 39 km south-east of Morawa in the northern agricultural region. Perenjori is one of nine government areas that make up WA's Wildflower Country and is part of the "Wildflower Way Tourist Drive" that runs from Dalwallinu to Geraldton.

The original inhabitants of the area are the Badimia people. These are the First Nations people that Sir John Forrest would have encountered when he first conducted exploration in the region and ultimately surveyed the area in 1896. Gold was discovered in 1894.

Dan Woodall was the first permanent white settler to the region and managed Perangery Station in 1905. In

1906 Matt Farrell first came to Perangery carting goods from Rothsay to Yalgoo and Mount Magnet. He marked trees where he wished to take up land in the area. The four Farrell brothers, Thomas, William, Matthew, George, then took up the land. The Lands Department approved agricultural lots of 1,000 acres, instead of huge pastoral leases granted previously.

The first crops from 1911 to 1913 were sown by hand and used largely for horse feed, home food, hay and seed wheat. When the railway line was officially opened in 1915, the town's estimated population was 100. Perenjori was officially announced as a town on February 16th, 1916.

Over time the spelling of the town and shire changed to Perenjori. Today it is one of the largest agricultural Shires in WA, with a combination of farming, pastoral and mining leases. In 2012 the town hosted a centenary celebration of its history.

OUR VISION, MISSION & CORE VLAUES

VISION FOR THE COMMUNITY

Perenjori will be dynamic and innovative and build on its key industries – mining, agriculture, energy and build on its key industries – mining, agriculture, energy and the environment to deliver sustained growth for its communities. The community and Council will build on its resilient, adaptive and strong community spirit to create a place that people want to live, work and invest in. In every regard, Perenjori will **EMBRACE OPPORTUNITY**.

MISSION FOR THE SHIRE

The Shire of Perenjori will lead and partner the community to achieve its aspirational targets for the future. The Shire will work collaboratively with the community and partners and provide open deliberative decision making that empowers the community to participate. The Shire is the community's servant as well as its leader.

CORE VALUES

Entrepreneurial and Resourceful

The key value that describes Perenjori is encapsulated in this question 'how can we help?' Perenjori is entrepreneurial and resourceful, and they like to add value and solve problems for people. They are keenly interested in making things happen without necessarily counting the benefit or how it's distributed. They have an appetite for risk, and they say yes to opportunities and then make them happen.

Resilient and adaptive

Perenjori has been a community that has faced very tough times. As a community it has a key value of learning how to respond to challenges and bouncing back from the most difficult of circumstances. It believes strongly in adapting and changing to get the best result.

Spirit and Independence

Perenjori is a community that values its independence and has a strong sense of identity. Its culture of resourcefulness and valuing hard work undoubtedly has its roots in its pioneering history and derives from the isolation and challenge to survive in a farming area that is on the edge of the pastoral zone. It also has generated the spirit of generosity and giving that creates the high levels of community spirit and volunteering.

Strength through Partnerships and Diversity

Whilst valuing its independence, Perenjori is a community that also values interdependence. It actively works to partner with other Shires, Regional organisations, business and industry and all parts of Government to achieve mutual goals. The Shire recognises that it alone cannot achieve the outcomes needed for the future prosperity of the community. Working together in a united fashion creates more strength for the future.

Ethical and upfront

The Shires commitment is to honesty, integrity and accountability. It believes it should be held to account for its performance and results that it generates. It also believes that the way in which it undertakes its leadership role is important and is committed to being accountable for its commitments and honest in all its dealings. Trust is a key ingredient in relationships and Perenjori believes people will want to do business with them if they hold true to their values.

Financial Sustainability

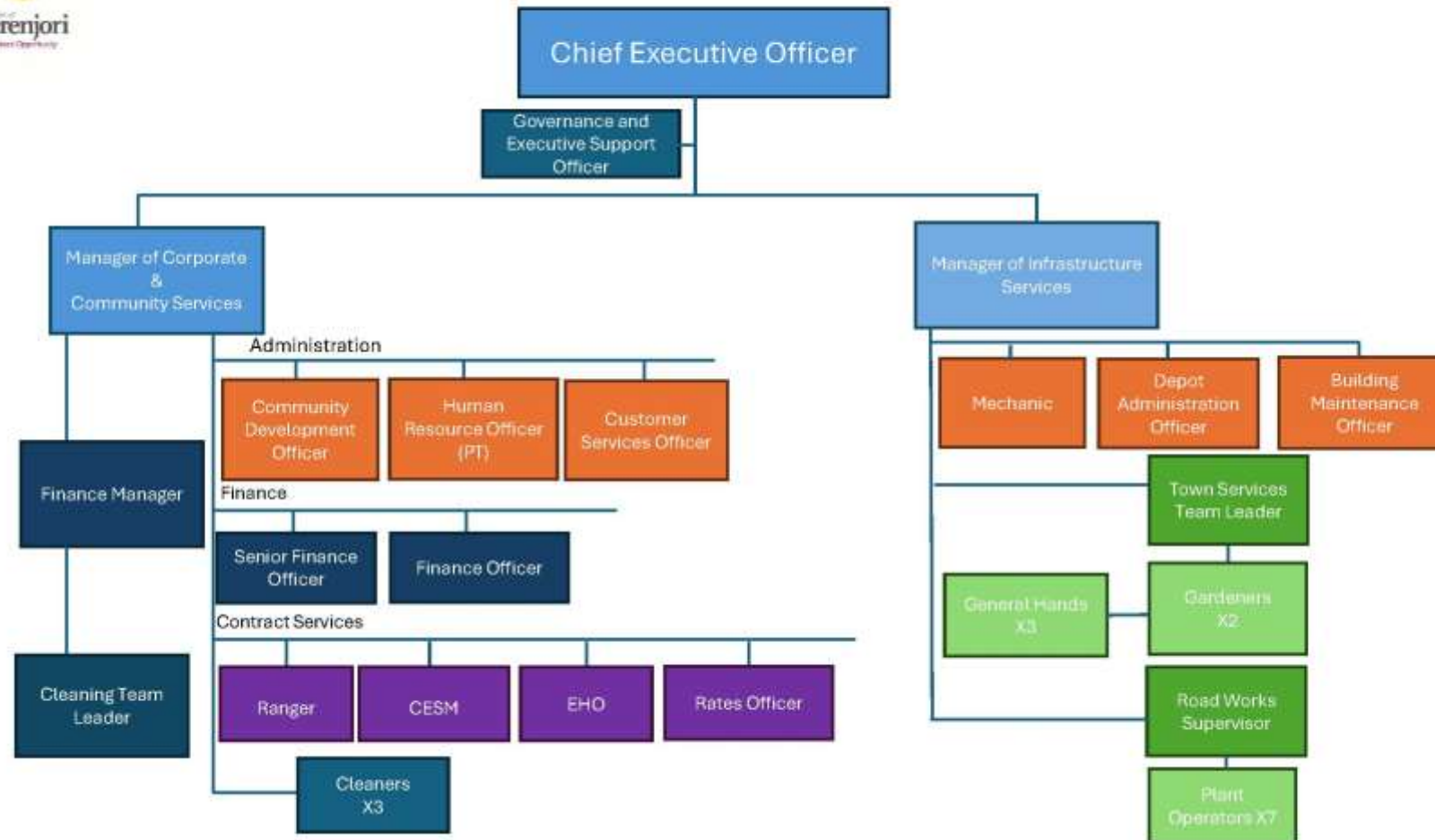
The Shire has a core value that it must have the capacity to manage its finances in the long-term to enable the community's expectations to be met and growth to be delivered on. It will manage its resources to create the greatest net gain and invest strategically in projects and programs that bring the greatest long term good.

FUNCTION & SERVICE AREAS

For the purposes of financial and general reporting local government functions (activities) have been classified into Service Areas. The Shire of Perenjori is dedicated to providing high quality services to the community through the various services and facilities which it has established. Each function/service is divided into programs which in turn are made up of line items for revenue and expenditure.

- **General Purpose Funding** - Rates, interest revenue, bank fees and general finance.
- **Governance** – Council Members Expenses, General Administrative, grant funding and interest from reserves.
- **Law, Order & Public Safety** - Supervision of various local laws, fire prevention and animal/vermin control.
- **Education** - provide care of families and children including the Perenjori Early Childhood Centre, Provide Youth Activities, provide support to School & Playgroup.
- **Health** - Environmental Health services (food control), Support the Perenjori Medical Centre Service to provide ongoing Medical Services, support towards the St John Ambulance building maintenance, Preventative Pest Control (mosquito control).
- **Housing** – maintenance of staff and rental housing.
- **Community Amenities** - Rubbish collection services, maintenance of various refuse sites, control and co-ordination waste management, cemeteries and public conveniences. The administration of the Town Planning Scheme. Community Development Services including functions and projects, community bus/transport, support to local groups, Community Resource Centre building maintenance and support.
- **Recreation & Culture** – Maintenance of halls and sporting facilities. Operation and maintenance of the Perenjori Aquatic Centre. Operation of the Perenjori Library. Operation and maintenance of the Perenjori Gym. Support and staging of cultural events and assets including Perenjori Tourist Centre and Perenjori Agricultural Show.
- **Transport** - Construction and maintenance of streets, roads, footpaths, parking facilities, cleaning and lighting of streets, traffic control/signage and depot maintenance. Maintenance of Perenjori Air Strip.
- **Economic Services** – Tourism and area promotion services, building control, Operation and maintenance of the Perenjori Caravan Park, support towards Rural Services and other Economic services including Standpipe/Dam maintenance.
- **Other Property Services** - Private works operations, plant repairs, operations costs and the allocation of overheads.

SHIRE OF PERENJORI ORGANISATION STRUCTURE 2024



OUR COUNCIL

The Shire's Roles

The Shire of Perenjori consists of seven (7) Councillors including the Shire President. Ordinarily, Councillors are elected for a four-year term with four members retiring in one election and remaining Councillors retiring at the next.

Elections are usually held in October of every second year, the next Council Election will be held in 2025. The President of the Council is elected by the Councillors at the first meeting following the ordinary election. Extraordinary elections are held to fill any vacancies which may have occurred during the year. The Council is the elected governing body that sets the direction and policies of the Local Government and consists of a President and Councillors.

The role of the Council is to:

- Govern the local government's affairs.
- Be responsible for the performance of the local government's functions.
- Oversee the allocation of the local government's finances and resources; and
- Determine the local government's policies.

The role of the President is to:

- Preside at meetings in accordance with the *Local Government Act 1995*.
- Provide leadership and guidance to the community in the district.
- Carry out civic and ceremonial duties on behalf of the local government.
- Speak on behalf of the local government.
- Perform such other functions as are given to the president by the *Local Government Act 1995* or any other written law; and
- Liaise with the Chief Executive Officer on the local government's affairs and the performance of its functions.

The role of Councillors is to:

- Represent the interests of electors, ratepayers and residents of the district.
- Provide leadership and guidance to the community in the district.
- Facilitate communication between the community and the Council.
- Participate in the local government's decision-making processes at Council and committee meetings; and
- Perform such other functions as are given to a councillor by the *Local Government Act 1995* or any other written law.

The Council sets the direction and policies of the Local Government whereas the administration, managed by the Chief Executive Officer, must ensure Council decisions and policies are implemented.

ADMINISTRATION

Each Local Government has an administration that is responsible for implementing Council decisions and managing Local Government operations.

The Chief Executive Officer is employed by the Council to head the administration, manage day to day operations and ensure that Council decisions are implemented.

The functions of the Chief Executive Officer are to:

- To implement the strategic goals and objectives of the organisation.
- To lead and manage the people, infrastructure and assets of the Shire
- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.
- Administer the Legal and Statutory obligations of the Council's operation and be the chief adviser to Council on these matters.
- Foster a Corporate approach to ensure effective financial controls operate within and across each functional area.
- Ensure that records and documents of the local government are properly kept for the purposes of the *Local Government Act 1995* and any other written law; and perform any other function specified or delegated by the local government or imposed under the *Local Government Act 1995* or any other written law as a function to be performed by the Chief Executive Officer.
- Council may delegate to the Chief Executive Officer certain of its powers and duties. The Chief Executive Officer may delegate powers and duties of his/her office to other employees (*Local Government Act 1995* s 5.42 and 5.45).

COUNCIL DECISION MAKING & COMMITTEES

Ordinary Council Meetings are generally held on the third Thursday of every month unless otherwise endorsed by Council. Generally, there is no meeting in January and meetings will commence at 3:00 pm.

A briefing session is usually held on the Second Thursday of each month (the week before the Ordinary Council Meeting) from 3:00 pm and is open to members of the public. For the remainder of 2024, Council will trial holding a briefing session at 11:00 am on the same day as the Ordinary Council Meeting. Members of the public are welcome to attend Council Meetings, and Public Question Time is available at the commencement of each meeting.

Schedule of Ordinary Council Meetings 2024/25

Date	Type	Time	Location
Thursday, 25 July 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 22 August 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 19 September 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 24 October 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 21 November 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 19 December 2024	Ordinary	3:00 pm	Perenjori Council Chambers
January	No Meeting		
Thursday, 20 February 2025	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 20 March 2025	Ordinary	3:00 pm	Latham Community Centre
Thursday, 24 April 2025	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 22 May 2025	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 19 June 2025	Ordinary	3:00 pm	Perenjori Council Chambers

The main business of the meeting is to consider and make resolutions including recommendations on matters which have first been dealt with by the appropriate Standing Committee.

The Council has established a register of delegations of authority to the Chief Executive Officer who, in turn, has delegated certain functions to staff.

Statutory Committees

Audit Committee	Bush Fire Advisory Committee
Council appoints seven Elected Members to the Audit Committee.	Council appoints the CEO (<i>or delegate</i>) and one elected member to the Bush Fire Advisory Committee

Council Delegates to External Committees

Northern Country Zone	North Midlands Sub-Regional Road Group
Wildflower Country Tourism Group	Local Emergency Management Committee

Council Delegates to Community Committees

Perenjori Tourism Townscape Committee

Appointments under the *Bush Fires Act 1954*

Chief Bush Fire Control Officer (CBFCO)	Deputy Chief Bush Fire Control Officer
Fire Weather Officer	Fire Control Officers inclusive of Permit Issuing

LEGISLATION ADMINISTERED

The Shire of Perenjori was established under and operates in accordance with the *Local Government Act 1995*. Other legislation and regulations affecting the functions and operations of the Shire of Perenjori include:

<ul style="list-style-type: none"> • <i>Building Act 2011</i> • <i>Building Regulations 2012</i> • <i>Bush Fires Act 1954</i> • <i>Bush Fire (Infringements) Regulations 1978</i> • <i>Bush Fire Regulations 1954</i> • <i>Caravan Parks & Camping Grounds Act 1995</i> • <i>Caravan Parks & Camping Grounds Regulations 1997</i> • <i>Cat Act 2011</i> • <i>Cemeteries Act 1986</i> • <i>Disability Services Regulations 2004</i> • <i>Dividing Fences Act 1961</i> • <i>Dog Act 1976</i> • <i>Dog Regulations 1976</i> • <i>Dog (Restricted Breeds) Regulations (No 2) 2002</i> • <i>Emergency Management Act 2005</i> • <i>Environmental Protection Act 1986</i> • <i>Environmental Protection Act Regulations 1987</i> • <i>Equal Opportunity Act 1984</i> • <i>Fire and Emergency Services Authority of Western Australia Act 1998</i> • <i>Freedom of Information Act 1992</i> • <i>Freedom of Information Regulations 1972</i> • <i>Health Act 1911</i> • <i>Industrial Relations Act 1979</i> • <i>Land Administration Act 1997</i> • <i>Library Board of Western Australia Act 1951</i> • <i>Liquor Licensing Act 1988</i> 	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Administration) Regulations 1996</i> • <i>Local Government (Audit) Regulations 1996</i> • <i>Local Government (Constitution) Regulations 1998</i> • <i>Local Government (Elections) Regulations 1997</i> • <i>Local Government (Financial Management) Regulations 1996</i> • <i>Local Government (Functions and General) Regulations 1996</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Local Government Grants Act 1978</i> • <i>Occupational Safety & Health Act 1984</i> • <i>Occupational Safety & Health Regulations 1996</i> • <i>Planning & Development Act 2005</i> • <i>Planning & Development (Local Government Planning Fees) Regulations 2000</i> • <i>Public Interest Disclosure Act 2003</i> • <i>Rates and Charges (Rebates and Deferments) Act 1992</i> • <i>Road Traffic Act 1974</i> • <i>State Records Act 2000</i> • <i>State Records Principles & Standards 2002</i> • <i>Strata Titles Act 1985</i> • <i>Strata Titles General Regulations 1996</i> • <i>Town Planning Regulations 1967</i> • <i>Town Planning and Development (Subdivisions) Regulations 2000</i> • <i>Transfer of Land Act 1893</i> • <i>Western Australia Disability Services Act 1993</i> • <i>Workers' Compensation and Injury Management Act 1981</i> • <i>Workers' Compensation and Injury Management Regulations 1982</i>

LOCAL LAW

Additionally, the Shire administers the following Shire of Perenjori Local Laws:

1. Standing Orders Local Law 2015
2. Local Government Property Local Law 2000
3. Dogs Local Law 2005
4. Health Local Law 2001
5. Fencing Local Law 2000
6. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000
7. Cemeteries Local Law 2000
8. Extractive Industries Local Law 2013

PUBLIC PARTICIPATION

Members of the public are invited to put forward their views to council in several ways:

Attendance at Council Meetings

Ordinary Council meetings are open for the public to attend. The agenda for the meeting is available before the meeting date and can be obtained from the Shire of Perenjori Administration building on Fowler St or on the Shire of Perenjori's website. Each Council agenda includes Public Question Time and Petitions / Deputations / Presentations / Submissions as standard items.

- **Public Question Time** - Members of the public are able to ask questions (preferably in writing) on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and Committees open to the public, prior to the commencement of the meeting.
- **Petitions** - Written petitions presented to the Council must be addressed to the Shire President and comply with Council's requirements detailed within its Meeting Procedures Local Law.
- **Deputations** - Where a member of the Community has an interest in an item listed for discussion at a Council or Committee meeting, upon prior written application to the Chief Executive Officer they are entitled to give a deputation.

Written Requests

Members of the public can write to the Council on any policy, activity or service of the Council.

Community Consultation

The Shire of Perenjori has a Community Engagement Strategy which outlines opportunities for community members to have their say on a range of Shire activities and initiatives.

Strategy Objective

To ensure that all members of the community have the opportunity to engage with Council on issues and decisions that affect them.

Elected Members

Elected members contact details are made available to the public on the Shire of Perenjori website should anyone wish to discuss issues relevant to the Council.

Membership of Council Advisory Committees

The Bush Fire Advisory Committee and Perenjori Tourism Townscape Committee consist of Councillors and interested members of the public.

COUNCIL DOCUMENTS

The following documents are available for inspection by electors, residents and other stakeholders of the Shire of Perenjori, at the Council's Administration Centre:

- Annual Financial Statement – at least seven days prior to the Annual General Meeting;
- Annual Budget;
- FOI Information Statement;
- Register of Delegated Authority;
- Shire of Perenjori Local Planning Scheme;
- Policy Manual;
- Tender Register (*Local Government Act 1995 Local Government (Functions and General) Regulations 1996 No.17*);
- Code of Conduct;
- Register of Financial Interests;
- Register of Complaints;
- Electoral Gift Register;
- Register of Annual and Primary Returns;
- Register of Councillor Training and Professional Development;
- Register of Fees, Expenses and Allowances Paid to Elected Members;
- Register of Gifts and Travel Disclosures;
- Annual Report;
- Schedule of Annual Fees and Charges;
- Proposed local law of which the local government has given State-wide public notice under Section 3.12 (3) of the *Local Government Act 1995*;
- Local laws made by the local government in accordance with Section 3.12 of the *Local Government Act 1995*;
- Regulations made by the Governor under Section 9.6 of the *Local Government Act 1995* that operates as if they were local laws of the local government.
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Rates Records;
- Confirmed Signed Minutes of Council or Committee Meetings;
- Minutes of Annual Electors Meetings;
- Notice papers and Agendas relating to any Council and/or Committee meetings and reports and other documents that have been:
 - Tabled at a Council or Committee meeting; or
 - Produced by the Local Government or a Committee for presentation at a Council or Committee meeting and which have been presented at the meeting;
- Report of a review of a local law prepared under Section 3.16 (3) of the *Local Government Act 1995*;
- Strategic Community Plan & Corporate Business Plan prepared under Section 3.59 of the *Local Government Act 1995*;
- Strategic Resource Plan;
- Council Plan Quarterly Updates;
- Disability Access and Inclusion Plan;
- Bush Fire Risk Management Plan;
- Local Emergency Management Plan;
- Contract under *Section 5.39 of the Local Government Act 1995* and variation of such contract; such other information relating to the Local Government:
 - Requires by a provision of this Act to be available for public inspection; or

- As may be prescribed.
- In the form or medium in which it may for the time being be held by the Local Government.

Retention of Council Documents

All Council records are retained in accordance with the State Records Advisory Council approved Local Government Retention and Disposal Schedule. This schedule stipulates how long a record must be kept and is available for inspection.

FOI – ACCESS TO INFORMATION

While the Council endeavours to respond to information requests informally, Freedom of Information Legislation may be used to request access to information not available by any other means.

Allows access to documents to be obtained promptly and at the lowest reasonable costs; and

Assists the public to ensure that personal information contained in documents is accurate, complete, up to date and is not misleading.

While the Act provides for general right of access to documents it also recognizes that some documents require protection – these exemptions are listed in Schedule 1 of the Act and include:

- Personal information;
- Information concerning trade secrets;
- Other commercially valuable information; or
- Any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Access to the Shire of Perenjori records (Personal or Non-Personal), can be made by application to the Chief Executive Officer at the Council's Administration Office (Refer to 'Freedom of Information Procedures' for full application details).