



# INFORMATION STATEMENT

As required under the *Freedom of Information Act 1992 (WA)*

2024/25

*Adopted -21 November 2024*



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## Introduction

Part 5 of the *Freedom of Information Act 1992 (WA)* (the Act) requires each government agency, including local governments, to prepare and publish an Information Statement, and to update the statement at intervals of not more than 12 months (sections 96 and 97 of the FOI Act).

This Information Statement has been prepared by the Shire of Broomehill-Tambellup to satisfy Part 5 of the Act, and is correct at November 2024.

Copies of this document may be obtained from -

Broomehill Administration Office  
30360 Great Southern Highway  
BROOMEHILL WA 6318

Tambellup Administration Office  
46-48 Norrish Street  
TAMBELLUP WA 6320

or on the Shire's website at [www.shirebt.wa.gov.au](http://www.shirebt.wa.gov.au).

Enquiries may be made by telephoning (08) 9825 3555 Monday to Friday from 8.30am to 4.30pm or by email to [mail@shirebt.wa.gov.au](mailto:mail@shirebt.wa.gov.au)

## Background

The Shire of Broomehill-Tambellup is a progressive rural community located within the Great Southern Region. The Region is predominantly a sheep and grain producing area with a growing interest in viticulture, horticulture and tourism. The Shire has a population of approximately 1,139 people and covers around 2,813 square kilometres, with approximately 272km of sealed roads and 754km unsealed roads.

The Shire has two towns, Broomehill Village and the Tambellup town site, that offer advantages of rural lifestyle with the convenience of most essential services including recreation and leisure facilities, government, health and education services.

The Shire was formed on 1 July 2008 with the voluntary merger of the previous Shires of Broomehill and Tambellup.

## 'People Power' Broomehill-Tambellup Strategic Community Plan 2023 to 2033

### Community Vision

*'a region driven by community spirit'*

Through Community engagement, Broomehill-Tambellup's common words and phrases to explain its point-of-difference include:



## Strategic Community Plan-on-a-Page

A plan for the aspirational strategic phase 2023 to 2033, with delivery within this current four-year phase 2023 to 2026. This plan is to be delivered by all community members if they so desire, including contributions by the shire of Broomehill-Tambellup workforce.



## Details of Legislation Administered

The Shire of Broomehill-Tambellup was established under, and operates in accordance with, the *Local Government Act 1995*. Section 3.1(2) of the *Local Government Act 1995* requires that the scope of the general function of local government is to be constructed in the context of other functions and constraints imposed by it and any other Act.

Other Acts imposing functions and constraints on this local government include:

- *Animal Welfare Act 2002*
- *Building Act 2011*
  - *Building Regulations 2012*
- *Bush Fires Act 1954*
  - *Bush Fires Regulations 1954*
- *Caravan Parks and Camping Grounds Act 1995*
  - *Caravan Parks and Camping Grounds Regulations 1997*
- *Cat Act 2011*
  - *Cat Regulations 2012*
- *Cemeteries Act 1986*
- *Conservation and Land Management Act 1984*
  - *Conservation and Land Management Regulations 2002*
- *Control of Vehicles (Off Road Areas) Act 1978*
  - *Control of Vehicles (Off-road Areas) Regulations 1979*
- *Dangerous Goods Safety Act 2004*
  - *Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007*
- *Disability Services Act 1993*
  - *Disability Services Regulations 2004*
- *Dividing Fences Act 1961*
  - *Dividing Fences Regulations 1971*
- *Dog Act 1976*
  - *Dog Regulations 2013*
- *Emergency Management Act 2005*
  - *Emergency Management Regulations 2006*
- *Environmental Protection Act 1986*
  - *Environmental Protection Regulations 1987*
  - *Environmental Protection (Noise) Regulations 1997*
- *Equal Opportunity Act 1984*
  - *Equal Opportunity Regulations 1986*
- *Fire and Emergency Services Act 1998*
  - *Fire and Emergency Services Regulations 1998*
- *Freedom of Information Act 1992*
  - *Freedom of Information Regulations 1993*
- *Health (Miscellaneous Provisions) Act 1911*
  - *Health (Asbestos) Regulations 1992*
  - *Health (Public Buildings) Regulations 1992*
  - *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*
- *Heritage Act 2018*
- *Land Administration Act 1997*
  - *Land Administration Regulations 1998*

- *Library Board of Western Australia Act 1951*
  - *Library Board (Registered Public Libraries) Regulations 1985*
- *Liquor Control Act 1988*
  - *Liquor Control Regulations 1989*
- *Litter Act 1979*
  - *Litter Regulations 1981*
- *Local Government Act 1995*
  - *Local Government (Administration) Regulations 1996*
  - *Local Government (Audit) Regulations 1996*
  - *Local Government (Constitution) Regulations 1998*
  - *Local Government (Elections) Regulations 1997*
  - *Local Government (Employee Superannuation) Regulations 2016*
  - *Local Government (Financial Management) Regulations 1996*
  - *Local Government (Functions and General) Regulations 1996*
  - *Local Government (Long Service Leave) Regulations*
  - *Local Government (Parking for People with Disabilities) Regulations 2014*
  - *Local Government (Regional Subsidiaries) Regulations 2017*
  - *Local Government (Model Code of Conduct) Regulations 2021*
  - *Local Government (Uniform Local Provisions) Regulations 1996*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Local Government Grants Act 1978*
- *Planning and Development Act 2005*
  - *Planning and Development Regulations 2009*
  - *Planning and Development (Local Planning Schemes) Regulations 2015*
  - *Planning and Development (Development Assessment Panels) Regulations 2011*
- *Public Interest Disclosure Act 2003*
  - *Public Interest Disclosure Regulations 2003*
- *Public Works Act 1902*
- *Rates and Charges (Rebates and Deferments) Act 1992*
  - *Rates and Charges (Rebates and Deferments) Regulations 1992*
- *Road Traffic Administration Act 2008*
  - *Road Traffic Administration Regulations 2014*
- *Salaries and Allowances Act 1975*
  - *Salaries and Allowances Regulations 1975*
- *State Records Act 2000*
  - *State Records Principles and Standards 2016*
  - *State Records Principles and Standards 2002*
- *Waste Avoidance and Resource Recovery Act 2007*
- *Work Health and Safety Act 2020*
  - *Work Health and Safety (General) Regulations 2022*
- *Workers Compensation and Injury Management Act 1981*
  - *Workers Compensation and Injury Management Regulations 1982*
- *Valuation of Land Act 1978*
- *Shire of Broomehill Town Planning Scheme No. 1*
- *Shire of Tambellup Town Planning Scheme No. 2*
- *Shire of Broomehill-Tambellup Local Planning Strategy 2014*

Additionally, the Shire is solely responsible for administering the following Shire of Broomehill-Tambellup Local Laws –

- Activities in Thoroughfares and Public Places and Trading Local Law 2020 and Amendment Local Law 2022
- Bushfire Brigades Local Law 2020
- Cemeteries Local Law 2020 and Amendment Local Law 2022
- Dogs Local Law 2020
- Extractive Industries Local Law 2020
- Fencing Local Law 2020
- Health Local Law 2020 and Amendment Local Law 2022
- Local Government (Council Meetings) Local Law 2020
- Local Government Property Local Law 2020
- Parking and Parking Facilities Local Law 2022
- Removal of Refuse, Rubbish and Disused Material Local Law 2020
- Waste Local Law 2020 and Amendment Local Law 2022

## Functions

For the purposes of financial and general reporting, local government functions (activities) have been classified into the following programs:

- **Governance:** includes the activities of members of Council and the administrative support available to the Council for governance of the district. Costs related to the task of assisting elected members and ratepayers on matters which do not concern specific Shire services.
- **General Purpose Funding:** Rates, general purpose government grants and interest revenue.
- **Law, Order and Public Safety:** Supervision and enforcement of various local laws, fire prevention, animal control and other aspects of community safety including emergency services.
- **Health:** Inspection of food outlets and their control, mosquito control and maintenance of the Infant Health Clinic in Tambellup.
- **Education & Welfare:** Assistance to the Broomehill and Tambellup Primary Schools, provision of Youth Services and maintenance of the Youth Centre in Tambellup.
- **Housing:** Provision and maintenance of staff housing in Broomehill and Tambellup, GROH housing for Police and Teachers, and the independent living seniors accommodation in Broomehill and Tambellup.
- **Community Amenities:** Includes rubbish collection services, operation of the tip sites and waste transfer stations, administration of the Town Planning Schemes, maintenance of the cemeteries in Broomehill, Pindellup and Tambellup, maintenance of public conveniences, co-ordination of Drummuster collections and protection of the environment.
- **Recreation and Culture:** Maintenance of public halls, recreation grounds, parks, gardens, reserves and playgrounds. Operation of the Broomehill library and support to the Tambellup CRC to manage the Tambellup library. Museums and other cultural facilities.
- **Transport:** Construction and maintenance of streets, roads and bridges. Cleaning and lighting of streets, maintenance of the Broomehill and Tambellup works depots. Provision of the Department of Transport licensing services to the community.
- **Economic Services:** Tourism and area promotion, operation of the Broomehill Caravan Park. Provision of rural services including noxious weed control and vermin control. Maintenance of standpipes and water supplies throughout the Shire. Provision of building services.
- **Other Property and Services:** Private works operations, public works overhead costs, plant operation costs and unclassified items.

## Structure & Roles

As with all Local Government Authorities, the Shire of Broomehill-Tambellup has a Council of elected members who are responsible for directing the Local Government's affairs; overseeing the allocation of finances and resources; and determining strategic direction and policies. Elected members are volunteers who represent the community and act as a decision making body.

Paid employees come under the direction of the Chief Executive Officer who is responsible for the implementation of Council decisions and the day to day administration of Local Government functions.

### The Council

#### *The role of the Council is to:*

- direct and control the local governments affairs;
- be responsible for the performance of the local government's functions;
- oversee the allocation of the local government's finances and resources;
- determine the local governments 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;
- liaise with the Chief Executive Officer on the local governments 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 governments decision-making processes at Council and Committee meetings;
- perform such other functions as are given to a Council 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.



## The Administration

### *The functions of the Chief Executive Officer are to:*

- advise the Council in relation to the functions of a local government under the *Local Government Act (1995)* and other written laws;
- ensure that advice and information is available to the Council in order that informed decisions can be made;
- cause Council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the President on the local government's affairs and the performance of the local governments functions;
- speak on behalf of the local government if the President agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees;
- 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;
- 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.

The Council may delegate to the Chief Executive Officer certain sections 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 s5.42 and s5.45*).

## Details of Decision Making Functions Affecting the Public

The Broomehill-Tambellup Shire Council consists of seven (7) Councillors, including the Shire President. Councillors are elected for a four year term and retire on a rotation basis with as near as practicable to one half of the Councilors retiring every second year.

### Councillors

	Address	Phone	Term Expires
Michael White (President)	PO Box 166, Tambellup	0407 258 216	2027
Doug Barritt (Deputy President)	PO Box 658, Katanning	0428 212 260	2027
Craig Dewar	PO Box 61, Broomehill	0429 100 239	2025
Carl Letter	PO Box 171, Tambellup	0427 282 053	2025
Steve Penny	PO Box 85, Broomehill	0431 685 163	2027
Sara Robinson	PO Box 23, Broomehill	0431 685 163	2025
Julian Wills	PO Box 101, Broomehill	0428 651 065	2025

Elections are held on the third Saturday in October in the election year.

The Shire President is elected at the first meeting of Council following an election. The Presidential term is for two years and the Shire President chairs all ordinary meetings of Council.

## **Council Meetings**

The Ordinary Meeting of the full Council is held on the third Thursday of every month commencing at 4.30pm, unless advertised otherwise.

## **Committees of Council**

Formal Committees of the Council are established under the *Local Government Act 1995*, these Committees are an immediate extension of the Council. Each meeting shall be called, conducted and recorded in accordance with the *Local Government Act 1995* (i.e. local public notice of meetings, public question time, Standing Orders Local Law, formal minutes, etc.)

## **Audit Committee**

Members: Cr Barritt, Cr Wills, Cr Dewar, Cr Penny and one Community Member

Terms of Reference:

The duties and responsibilities of the committee will be:

- a. Provide guidance and assistance to council as to the carrying out the functions of the local government in relation to audits;
- b. Meet with the auditor once in each year and provide a report to council on the matters discussed and outcome of those discussions;
- c. Liaise with the CEO to ensure that the local government does everything in its power to:
  - o assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - o ensure that audits are conducted successfully and expeditiously;
- d. Examine the reports of the auditor after receiving a report from the CEO on the matters to:
  - o determine if any matters raised require action to be taken by the local government; and
  - o ensure that appropriate action is taken in respect of those matters;
- e. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- f. Review the scope of the audit plan and program and its effectiveness;
- g. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the council;
- h. Review the annual Compliance Audit Return and report to the council the results of that review, and
- i. Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

## **Membership**

The committee will consist of four members with three elected members and one external person. All members shall have full voting rights.

- o External persons appointed to the committee will preferably have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

- Appointment of external persons shall be made by council by way of a public advertisement and be for a term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to council's elected representatives.
- Reimbursement of approved expenses will be paid to each external person who is a member of the committee.
- The CEO and employees are not members of the committee.
- The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.
- The local government shall provide secretarial and administrative support to the committee.

### Meetings

The committee shall meet at least quarterly. Additional meetings shall be convened at the discretion of the presiding person.

### Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

## Public Participation in the Formulation of Policy & Performance of Shire Functions

Members of the public have the opportunity to participate in the decision making process in a number of 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 Administration Office. Each Council agenda includes Public Question Time and Petitions/Deputations/Presentations as standard items.

### **Written Requests**

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

### **Public Consultation**

The Council consults with the public on particular issues by way of advertising in the local paper, calling public meetings and seeking responses to surveys and questionnaires.

Advertisements are placed inviting public submissions as required by legislation for development projects and Council plans.

In situations where property owners may be directly affected by a decision, those owners are contacted directly.

### **Elected Members**

Elected members contact details are made available to the public should anyone wish to discuss issues relevant to the Council.

## Membership of Advisory Committees

Whilst not established under the *Local Government Act 1995*, these Advisory Committees do not require the same formalities as the Audit Committee. Minutes of these meetings will also be presented to the Council and all recommendations considered through a written report.

The Council has two Advisory Committees, as follows –

- Bush Fire Advisory Committee

The Committee comprises the following ten (10) members –

- Shire Councillor;
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Fire Control Officer – Broomehill Central BFB
- Fire Control Officer – Broomehill East BFB
- Fire Control Officer – Broomehill West BFB
- Fire Control Officer – Tambellup East BFB
- Fire Control Officer – Tambellup West BFB
- Fire Control Officer – Tambellup Volunteer Fire & Emergency Service

- Local Emergency Management Committee

The Committee comprises representatives from the following emergency services lead agencies –

- Shire - Councillor;
- Shire - Chief Executive Officer;
- Shire - Community Emergency Services Manager;
- Shire - Ranger;
- Shire - Manager of Works;
- Bush Fire Brigades;
- Tambellup Volunteer Fire & Emergency Service;
- Department Fire & Emergency Services;
- St John Ambulance;
- Department of Communities;
- WA Police; and
- Department of Health

## Membership of Advisory and Occasional Committees

The Council has a nominated representative on the following Community Groups and Committees:

- Great Southern Treasures;
- Broomehill Recreational Complex Management Committee;
- Broomehill Heritage Group;
- Tambellup Community Pavilion Association;
- Tambellup Community Resource Centre Management Committee;
- Tambellup Business Centre.
- .

## Services to the Community

The Council makes decisions on policy issues relating to services that are provided for members of the public. The services the Shire currently provides are:

### Tambellup Administration Office 9.00am – 4.00pm, Monday – Friday

- Administration and Council Services;
- Department of Transport drivers' licenses, vehicle licenses and registrations;
- Rates and property enquiries and payments;
- Dog and cat registrations;
- Fire maps;
- Local information service;
- Rubbish collection and disposal;
- Electoral rolls;
- Earthworks contracting (private works);
- Matters related to Health;
- Building licenses;
- Town Planning; and
- Appointments with Councillors.

### Broomehill Administration Office 9.00am – 12noon; 1.00pm – 4.00pm, Monday – Friday

- Department of Transport drivers' licenses, vehicle licenses and registrations;
- Rates and property enquiries and payments;
- Dog and cat registrations;
- Fire maps;
- Local information service;
- Rubbish collection and disposal;
- Earthworks contracting (private works); and
- Library Services.

## Documents Held by the Shire

The Shire of Broomehill-Tambellup holds a large number and variety of documents. The majority of these are held in hard copy. Documents are retained for periods of time in accordance with the Local Government Records Retention and Disposal Schedule.

Subject to the limitations imposed by section 5.95 of the *Local Government Act 1995*, any person may inspect the following documents during office hours:

- Code of Conduct;
- Register of Complaints referred to in section 5.121;
- Register of Financial Interests;
- Register of Gifts;
- Annual Report;
- Annual Budget;
- Schedule of Fees and Charges;
- Plan for the Future of the district;
- Proposed local laws of which the local government has given state-wide public notice;
- 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 9.60 of the *Local Government Act 1995* that operate as if they were local laws of the local government;
- Text that:
  - a) is adopted (whether directly or indirectly) by a local law of the local government or by a regulation that is to operate as if it were a local law of the local government; or
  - b) would be adopted by a 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*
- Subsidiary legislation made or adopted by the local government under any written law other than under the *Local Government Act 1995*;
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Rates records;
- Confirmed minutes of Council or Committee meetings;
- Minutes of Electors' meetings;
- Notice papers and agendas relating to any Council or Committee meetings and reports and other documents that have been
  - a) tabled at a Council or Committee meeting; or
  - b) 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*;
- Business Plan prepared under section 3.59 of the *Local Government Act 1995*;
- Register of owners and occupiers under section 4.32(6) of the *Local Government Act 1995* and electoral rolls;
- Such other information relating to the local government:
  - a) as required by a provision of the *Local Government Act 1995* to be available for public inspection; or
  - b) as may be prescribed, in the form or medium in which it may for the time being be held by the local government.

Copies of the documents will be available on request at a cost not exceeding the cost of providing the copies.

Personal information, as defined in the *Freedom of Information Act 1992 (Schedule 2)*, means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:

- whose identity is apparent or can reasonably be ascertained from the information or opinion; or
- who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

In addition to personal information relating to staff, the Council occasionally receives information relating to its various functions which may also be considered personal.

Such data is stored as part of the Council records system and restrictions on access do apply. A person may apply to have personal information held by the Council about them, amended.

Applications should be addressed to (and clearly marked 'Personal Information'):

The Freedom of Information Coordinator  
Shire of Broomehill-Tambellup  
46 – 48 Norrish Street  
Tambellup WA 6320

The application has to:

- be in writing;
- give enough details to enable the document that contains the information to be identified;
- give details of the matters in relation to which the person believes the information is inaccurate, incomplete, out of date or misleading;
- give the person's reasons for holding that belief;
- give details of the amendment that the person wishes to have made;
- give an address in Australia to which notices under the *Freedom of Information Act 1992* can be sent;
- give any other information or details required under the regulations;
- be lodged at an office of the Shire.

For the purposes of Subsection (1) (e) of the *Freedom of Information Act 1992*, the application has to state whether the person wishes the amendment to be made by:

- altering information;
  - striking out or deleting information;
  - inserting information;
  - inserting a note in relation to information; or
- in 2 or more of those ways.

## Freedom of Information Procedures & Access Arrangements

Freedom of Information legislation may be used to request access to information not available by any other means.

The Shire is to administer the *Freedom of Information Act 1992* in a way that assists the public to obtain access to documents promptly and at the lowest reasonable cost.

Documents which are not available for public access include personal information and information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Freedom of Information applications can be discussed with the Shire's Freedom of Information Coordinator (currently the Chief Executive Officer).

### Freedom of Information Operations

It is the aim of the Shire to make information available promptly and at the least possible cost; whenever possible, documents will be provided outside the Freedom of Information process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire 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 enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent;
- be lodged at the Shire with any application fee payable.

Enquiries can be made to the Freedom of Information Coordinator by telephoning (08) 9825 3555 or in writing to:

Shire of Broomehill-Tambellup  
46 – 48 Norrish Street, Tambellup WA 6320; or  
Email: [mail@shirebt.wa.gov.au](mailto:mail@shirebt.wa.gov.au)

Applications, which must be made in writing, and enquiries will be acknowledged in writing and you will be notified of a decision within 45 days.

### Freedom of Information Charges

A scale of fees and charges (set under the *Freedom of Information Act 1992* Regulations) exists. Apart from the application fee for non-personal information, all charges are discretionary. The charges are as follows:

- |  |         |
|--|---------|
| • Personal information about the applicant                             | No fee  |
| • 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)              | \$30.00 |



- Photocopying - staff time (per hour, or pro-rata) \$30.00
- Per photocopy - A4 \$ 0.20
- Transcribing from tape, film or computer (per hour, or pro-rata) \$30.00
- Duplicating a tape, film or computer information Actual cost
- Delivery, packaging and postage Actual cost

### Deposits

- Advance deposit 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 financially disadvantaged 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; or 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 on 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

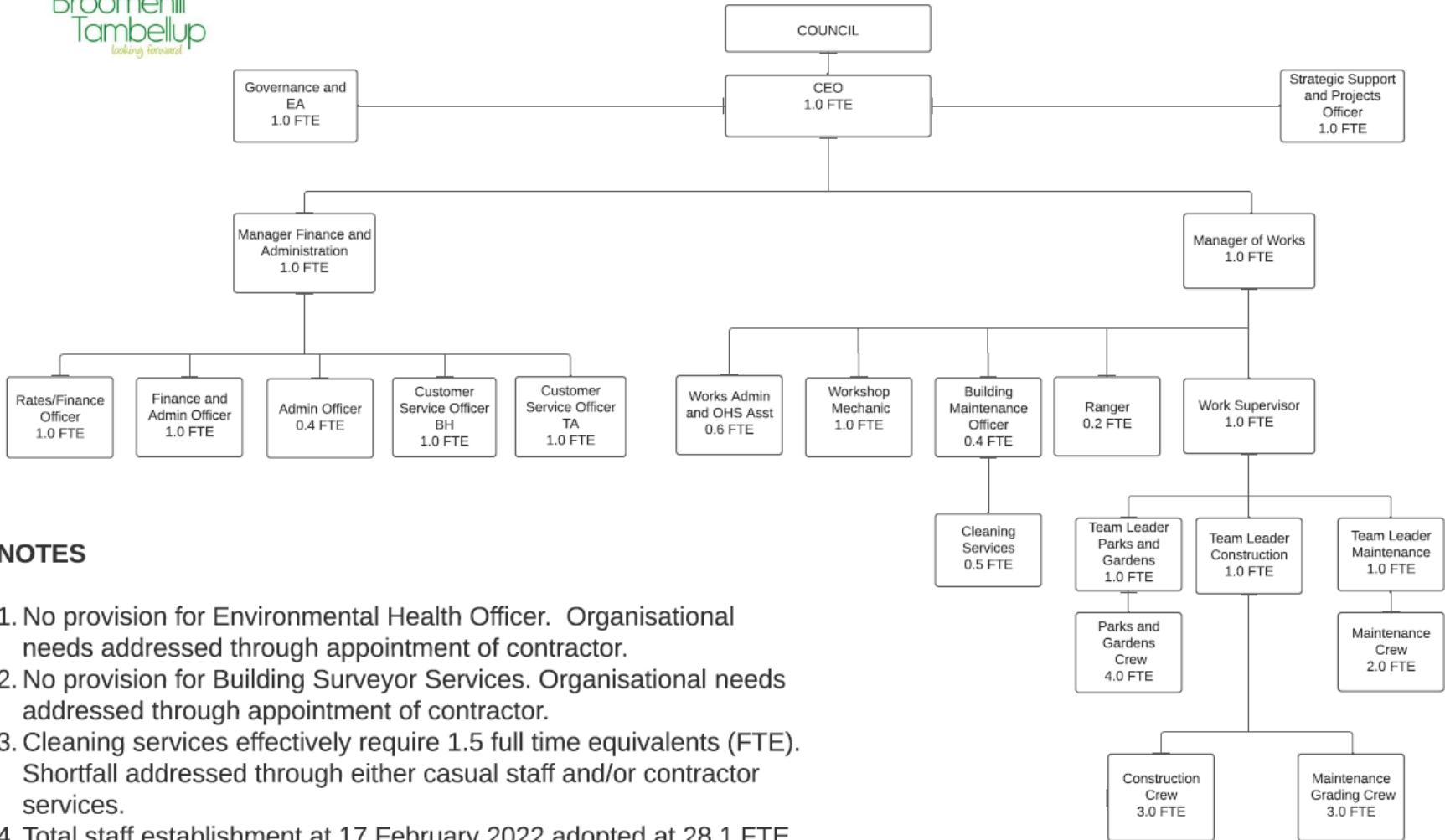
Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an **internal review** by the Shire. Application should be made in writing within 30 days of receiving the notice of decision.

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 an **external review**. An application for external review should be made within 60 days of receiving notice of the internal review decision.



ORGANISATION CHART - FEBRUARY 2022 - 28.1 FTE EMPLOYEES



**NOTES**

1. No provision for Environmental Health Officer. Organisational needs addressed through appointment of contractor.
2. No provision for Building Surveyor Services. Organisational needs addressed through appointment of contractor.
3. Cleaning services effectively require 1.5 full time equivalents (FTE). Shortfall addressed through either casual staff and/or contractor services.
4. Total staff establishment at 17 February 2022 adopted at 28.1 FTE