



## FREEDOM OF INFORMATION STATEMENT 2024

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

Date of Adoption: 18 April 2024

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## **1. MISSION STATEMENT**

The Shire of Brookton operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic factors impact on its activities and overall performance.

Council is committed to improve the quality of life of the residents of the Shire of Brookton through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

The objectives of Council are to ensure that the Shire of Brookton is a progressive, diverse and caring community, with access to modern services and infrastructure, in a unique part of the world.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

## **2. DETAILS OF LEGISLATION ADMINISTERED**

Including, yet not limited to:

- Local Government Act 1995;
- Freedom of Information Act 1992;
- Dog Act 1976;
- Planning and Development Act 2005; and
- all other legislation relevant to Local Government functions

## **3. COUNCIL STRUCTURE**

The Shire of Brookton consists of seven (7) Councillors including the Shire President.

Local Government Elections are held in October of every second year. Councillors are elected for a four year term with three members retiring at each election.

Extraordinary elections are held to fill any vacancies which may have occurred during the year.

The President of the Council is elected by the Councillors at the first meeting following each ordinary election.

Council is the decision making body of all policy matters. The Chief Executive Officer reports to Council and the present Shire organisational structure is shown in Figure 1 (attached).

## **4. DETAIL OF DECISION MAKING PROCESS**

Ordinary meetings of full Council are generally held on the third Thursday of each month with exception that no meeting is held in January.

Council Meetings normally commence at 6:00pm and the date and time of the meeting are advertised locally. Members of the public are welcome to attend, and Public Question Time is an early item of business.

The main business of the meeting is to consider and make decisions.

Correspondence and applications on any matters to be considered by Council should be received at the Council office at least two weeks prior to the week of the Council meeting if they are to be guaranteed of being dealt with at this meeting.

## 4.1 Minutes

Minutes of Full Council are placed on display in Council's Library and on the Shire of Brookton website within 14 days after Ordinary Council Meeting.

## 5 SHIRE OF BROOKTON SHIRE COUNCILLORS

Councillor Katrina Crute	Shire President	Term expires October 2025
Councillor Tamara de Lange	Deputy Shire President	Term expires October 2027
Councillor Harold Bell		Term expires October 2025
Councillor Beryl Copping		Term expires October 2027
Councillor Charlene Hayden		Term expires October 2025
Council Lachlan McCabe		Term expires October 2027
Councillor Rod Wallis		Term expires October 2027

Council has appointed the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following table:

Committee/Service	Councillor	Other/External
<i>Internal Committees of Councillors</i>		
Audit & Risk Committee	Cr Crute Cr de Lange Cr Bell	1. E Pech 2. Vacant
Employment Committee	Cr Crute Cr de Lange Cr Bell Cr Hayden Cr McCabe	
Bushfire Advisory Committee	Cr de Lange Cr McCabe	1. Community Emergency Services Manager- J Carrall 2. M Hall 3. T Eva 4. T Bassett 5. B Walters 6. T Evans 7. W Wilkinson 8. S Atkins 9. Fire Control Officers
Local Emergency Management Committee	Cr Crute Cr de Lange	1. WAPOL 2. Dept. Communities 3. Brookton CBFCO 4. Brookton District High School 5. St Johns Ambulance 6. Dept. Fire & Emergency Services 7. Baptist Care 8. DPIRD 9. RoadWise WALGA 10. Silverchain 11. Brookton VRFS Captain

<b>Committee/Service</b>	<b>Councillor</b>	<b>Other Representation</b>
<i>Council Advisory Groups</i>		
Community Enterprise Advisory Reference Group	Cr Crute Cr de Lange Cr Hayden Cr McCabe	6x Community Reps 1. M Nelson 2. D Keatley 3. R Pech-Eva
Business and Economic Advisory Reference Group	Cr Crute Cr de Lange Cr Bell Cr McCabe	Businesses to nominate their own representation: 1. Delta Agribusiness 2. BALCO 3. Baptist Care 4. Bendigo Bank 5. BBRAG 6. CBH 7. Seabrook Aboriginal Corp
Brookton Recreation Advisory Group	Cr Crute Cr Hayden	1. Playgroup 2. Auskick Centre 3. Brookton Cricket Club 4. Seabrook Cricket Club 5. Brookton Ladies Netball Club 6. Brookton Tennis Club 7. Brookton-Pingelly Football Club 8. Brookton Women's Hockey Club 9. Gym user representation 10. Community representation
<i>External Committees of Councillors</i>		
WALGA Central Country Zone	Cr Crute Cr de Lange	Cr Hayden CEO
WALGA AGM (Voting)	Cr Crute Cr de Lange	Cr Hayden CEO
Main Roads WA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	Cr de Lange	Cr McCabe
Brookton District School Board	Cr Bell	N/A
Regional Joint Development Assessment Panel	Cr McCabe Cr Bell	Cr de Lange Cr Hayden
RoadWise Council	Cr de Lange	MIW

**6. DELEGATIONS**

The Chief Executive Officer has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The Chief Executive Officer has the power under the Local Government Act 1995 to sub-delegate these Authorities.

In keeping with the legislative requirements:

- 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 allocation of resources to 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.

**7. 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 one not limited to:

Roads/Footpaths/Kerbing	Traffic Control Devices	Stormwater Drainage
Hire of Facilities & Equipment	Aquatic Centre	Street Lighting
Parks and Reserves	Community Information	Town Planning
Street Tree Planting	Council Property	Occupational Health and
Community Resource Centre	Management	Safety
Public Toilets	Waste & Recycling	Public Library
Aged Accommodation	Strategic Planning	Noxious Weed Controls
Dog /Cat Control	Cemetery	Gymnasium
Environmental Health Matters	Housing	Citizenship Ceremonies
	Statutory Building Control	

## 8. PUBLIC PARTICIPATION

### 8.1 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 - With the permission of the Presiding Officer or President, a member of the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council;
2. Presentation to Council with prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council;
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 the Council on any Council policy, activity or service; and
5. Elected Members - Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council.

Council allocates at least 15 minutes at each Council Meeting for electors and members of the public to ask questions of Council without the need for prior notice or reservation. The time allocated to public questions is scheduled soon after the start of each Council Meeting.

### 8.2 Community Consultation

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral roll, are eligible to vote
2. Working Party/Sub-Committee - Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise.

## 9. ACCESS TO DOCUMENTS

### 9.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office or on the Shire of Brookton website free of charge.

Members of the public may purchase printed copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	at the set photocopying rate
Council Minutes	at the set photocopying rate
Policy Manual	at the set photocopying rate
Council Budget	at the set photocopying rate
Council Annual Financial Statements	at the set photocopying rate
Council Local Laws	at the set photocopying rate
Community Strategic Plan	at the set photocopying rate
Corporate Business Plan	at the set photocopying rate

Document	Fee
Long Term Financial Plan	at the set photocopying rate
Workforce Plan	at the set photocopying rate
Asset Management Plans	at the set photocopying rate
Rate Book	\$97.00
Delegation Register	at the set photocopying rate
Building Plans	at the set photocopying rate
Planning/Building documents.	\$20.00

## 10. OTHER INFORMATION REQUESTS

### 10.1 FOI Operations:

It is the aim of the agency 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 the document is accurate, complete, up to date and not misleading.

### 10.2 Freedom of Information Applications:

Access applications have to:

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

**Postal Address:**

Shire of Brookton  
PO Box 42  
BROOKTON WA 6306

**In Person:**

Shire of Brookton Administration Building  
14 White Street  
BROOKTON WA 6306

An application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.



### 10.3 Freedom of Information Charges

A scale of fees and charges are set under the Freedom of Information Regulations 1993. Apart from the application fee for non – personal information all charges are discretionary. The charges are as follows:-

1.	<u>Type of Fee</u>	
	Personal information about the applicant	No Fee
	Application fee (for non-personal information)	\$30
2.	<u>Type of Charge</u>	
	Charge for time dealing with application (per hour, or pro rata)time supervised by staff (per hour, or pro rata)	\$30
	Photocopying staff time (per hour, or pro rata)	\$30
	Per photocopy (Black & White)	\$0.20
	Transcribing from tape, film or computer (per hour, or pro rata)	\$30
	Duplicating a tape, film or computer information	Actual Cost
	Delivery, packaging and postage	Actual Cost
3.	<u>Deposits</u>	
	Advance deposit may be required 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 is reduced by 25%.

### 11. ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

### 12. NOTICE OF DECISION

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and designation of the officer who made the decision;
- if the document is an exempt document the reasons for classifying the matter exempt or the fact that access is given to an edited document;
- information on the right to review and the procedures to be followed to exercise those rights.

### 13. REFUSAL OF ACCESS

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

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

### 14. ATTACHMENTS

Attachment 1 Application for Access to Documents

Figure 1 Shire of Brookton Organisational Structure at February 2024

**Attachment 1 – Application for Access to Documents**



14 White Street, BROOKTON WA 6306

**APPLICATION FOR ACCESS TO DOCUMENTS**

(Under Freedom of Information Act 1992, S.12)

**DETAILS OF APPLICATION**

Surname: \_\_\_\_\_

Given name(s): \_\_\_\_\_

Australian Postal Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**If application is on behalf of an organisation**

Name of Organisation/Business: \_\_\_\_\_

\_\_\_\_\_

**Type of Request (Please Tick Appropriate Box)**

- Personal Information relating to the application     Non-Personal Documents

**DOCUMENTS DETAILS**

I am applying for access to documents(s) concerning (Please be as specific as possible)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORM OF ACCESS (Please Tick Appropriate Box)**

I wish to inspect the document(s)  Yes  No

I require a copy of the document(s)  Yes  No

I require access in another form  Yes  No

(Specify): \_\_\_\_\_

**FEES AND CHARGES**

Attached is a cheque/cash to the amount of \$ \_\_\_\_\_ to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases a reduction in fees and charges may apply – **See Freedom of Information Procedures and Access Arrangements Form**. If you consider you are entitled to a reduction submit a request with copies of documents, which support your application for a fee reduction.

For more information, please visit the Office of the Information Commission website [www.oic.wa.gov.au/en- au](http://www.oic.wa.gov.au/en-au).

I am requesting a reduction in fees and charges Yes  No

**NOTE**

Your completed application form can be lodged;

- By Post – FOI, Shire of Brookton – PO Box 42 Brookton WA 6306
- In person – Shire of Brookton, 14 White Street Brookton, 6306
- By email – [mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)

Application Forms can be obtained via the Shire Website, [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au) or from the Shire Administration Office.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**(Office Use Only)**

FOI Reference Number:

Received on: \_\_\_\_\_ Deadline for response \_\_\_\_\_

Acknowledgement sent on: \_\_\_\_\_

Proof of Identity (if applicable)

Type \_\_\_\_\_ Sighted \_\_\_\_\_

**Figure 1 – Shire of Brookton Organisational Structure at February 2024**

**Organisational Structure**

The Shire manages its responsibilities and services through the organisational structure illustrated below:

