



FREEDOM OF INFORMATION Information Statement 2026-2027

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Information Statement
2026 – 2027

Table of Contents

1.	Introduction.....	2
2.	Our Vision and Values.....	2
2.1	Our Vision.....	2
2.2	Our Values.....	2
3.	Shire Profile	2
4.	Legislative Framework.....	2
5.	Local Laws	2
6.	Shire of Bridgetown-Greenbushes Structure	2
6.1	Council Structure.....	2
6.2	Executive Structure	3
6.3	Committees of Council	3
7	Public Participation in Decision Making Process	3
7.1	Council Meetings.....	3
7.2	Public Question Time	3
7.3	Petitions	4
7.4	Deputations.....	4
7.5	Community Consultation and Participation.....	4
8	Access to Information and FOI	4
8.1	Administrative Access to Information.....	4
8.2	Information Routinely Released Without FOI.....	4
8.3	Freedom of Information Applications.....	4
8.4	Freedom of Information Fees	5
8.5	Access Arrangements.....	5
8.6	Appeals.....	5
8.7	Responding to Information Breaches and Privacy Complaints.....	5
9	Shire of Bridgetown-Greenbushes Contact Information.....	5
10	Appendix 1 – Legislation Administered by the Shire.....	6
11	Appendix 2 – FOI Application Form	7

1. Introduction

The *Freedom of Information Act 1992 (WA)* provides the community with a legally enforceable right to access documents held by State and local government agencies. The Act promotes openness, accountability and informed public participation in government decision-making.

This Information Statement explains how the Shire operates, how decisions are made, what documents are held, and how information can be accessed. It is prepared annually in accordance with Part 5 of the Freedom of Information Act 1992 (WA). This document explains:

- The Shire’s functions and structure
- How decisions are made
- The documents we hold
- How information can be accessed, including under the FOI Act

2. Our Vision and Values

2.1 Our Vision

Bridgetown-Greenbushes - The heart and soul of the South West

2.2 Our Values

In delivering our services, we strive to be welcoming, community-minded, creative, sustainable, and cost-effective.

3. Shire Profile

The Shire of Bridgetown–Greenbushes is located in the Blackwood River Valley in Western Australia’s South West region. The Shire covers approximately 1,337 square kilometers and had an estimated population of 5,797 as of 30 June 2025.

4. Legislative Framework

The Shire operates under the Local Government Act 1995 and associated regulations, together with other legislation that confers powers and responsibilities on local governments.

Appendix 1 provides a comprehensive list of legislation administered by the Shire of Bridgetown–Greenbushes.

5. Local Laws

Local laws regulate activities within the district, including activities on thoroughfares, bush fire brigades, cats, cemeteries, dogs, fencing, health, local government property, parking and parking facilities, and standing orders.

6. Shire of Bridgetown-Greenbushes Structure

The Shire of Bridgetown-Greenbushes provides a wide range of services and facilities for its ratepayers, residents and visitors to the Shire. The Shire plays an important role in the management, improvement and development of our Shire to ensure our community thrives and we deliver on our vision “The Heart and Soul of the South West”.

6.1 Council Structure

The Council of the Shire of Bridgetown–Greenbushes consists of nine elected members (Councillors) who are elected by residents to represent the community.

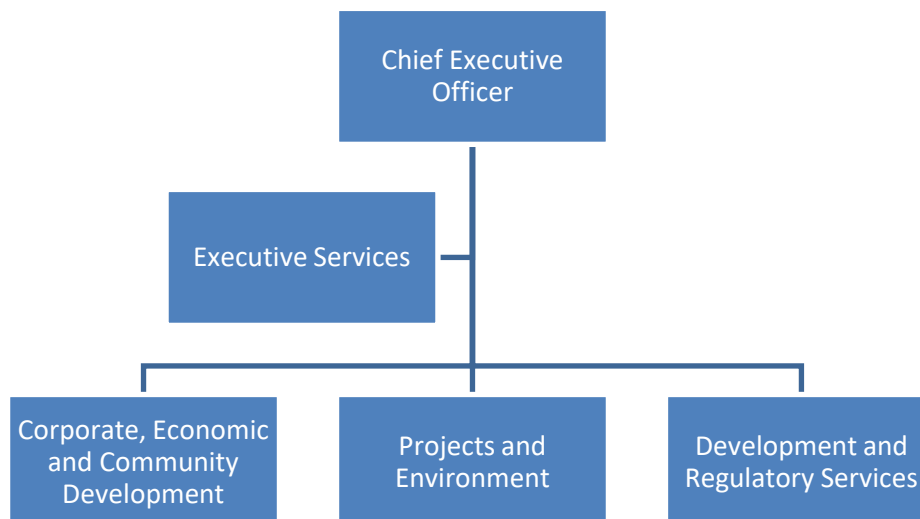
The Council acts as a community board, responsible for setting policies and making decisions on matters that affect the community.

Local Government elections are held every two years to fill vacancies which occur as elected members conclude their four (4) year term of office. Following the elections, a special meeting is held whereby newly elected Councillors are sworn into office and an election takes place to fill the positions of Shire President and Deputy President for the ensuing two (2) year period.

6.2 Executive Structure

The operations of the Shire and implementation of Council decisions are managed by the Chief Executive Officer who is supported by an Executive Leadership Team.

A visual overview of the executive structure of the Shire is below.



6.3 Committees and Advisory Groups

Council may establish Committees and Advisory Groups in accordance with section 5.8 of the Local Government Act 1995 to assist in achieving its objectives. The following Committees and Advisory Groups currently assist Council in achieving its objectives:

Access and Inclusion Advisory Group	RoadWise Advisory Group
Audit, Risk and Improvement Committee	Sustainability Advisory Committee
Bush Fire Advisory Committee	Trails Development Advisory Committee
CEO Performance Review Committee	Youth Services Advisory Group
Local Emergency Management Committee	

7 Public Participation in Decision Making Process

Members of the public have a number of opportunities to participate in the formulation of the Shire's plans, policies and strategies as well as comment on the Shire's performance.

7.1 Council Meetings

Council meetings are the primary forum where elected members make decisions on behalf of the community.

The Council meets on the fourth Thursday of each month (excluding December) and encourages members of the public to be in attendance. A Public Question Time segment is held at the commencement of each Ordinary Meeting of Council (OCM) to allow the public a forum in which they may raise questions regarding Agenda Items or other issues affecting the community.

Agendas for Ordinary Council Meetings are available to view one week prior.

7.2 Public Question Time

To assist members of the public to participate in the decision-making process of the Shire, Public Question Time is available for a period of 15 minutes at the commencement of each Ordinary Meeting of Council. Council requests that questions be submitted in writing and read aloud.

The question will either be answered, taken on notice or not accepted by the Presiding Member. If a question is taken on notice, then it will be recorded and a written response provided to the questioner by the CEO within a reasonable timeframe and placed in the agenda of the next Ordinary Council Meeting.

7.3 Petitions

Electors may put requests to Council by way of a petition. For a petition to be effective it needs to be addressed to the President and made by registered electors of the Shire of Bridgetown-Greenbushes.

The petition must state the request on each page of the petition and contain the names, addresses and signatures of each elector making the request, as well as the date on which each elector signed the request. The petition must also contain a summary of the reasons for the request and state the name of the person upon whom, and address at which, notice to the petitioners can be given.

7.4 Deputations

People wishing to make a deputation to the Council or a committee are to apply in writing to the CEO outlining the subject matter to be raised by the deputation. On receiving such a request, the CEO shall notify the President, or the presiding member if the deputation is to be made to a committee, who may elect to invite the deputation to attend. All requests for a deputation should be marked for the attention of the Chief Executive Officer.

7.5 Community Consultation and Participation

The Council believes that early effective communication and consultation with the Community will lead to better decision-making, and more open, transparent and accountable governance. The Shire will advertise opportunities for the community to consult on Strategic Plans, Local Planning Schemes, Local Laws and other important process in the local newspaper and on our website.

8 Access to Information and FOI

Consistent with the objectives of the Freedom of Information Act 1992, the Shire aims to provide access to information administratively and informally wherever possible.

8.1 Administrative Access to Information

Most information can be accessed without lodging a formal FOI application. Applicants are encouraged to contact the Shire to discuss their request before applying.

8.2 Information Routinely Released Without FOI

In addition to the information available on our website, the Shire can provide applicants personal information, which may include:

- **Personal information:** Documents containing the applicant's own personal information (e.g., correspondence, applications, or records of contact).
- **Personnel records:** Information for current or former employees, such as performance appraisals, remuneration data, and safety incident reports.
- **Data and statistics:** Non-sensitive Shire data, statistics, and information available on website but requested in a different format.
- **Copies of submissions:** Reports or documents an individual has previously submitted to the Shire.

8.3 Freedom of Information Applications

Applications must be made in writing, provide sufficient detail to identify the documents requested, include an Australian address for correspondence, and be accompanied by the applicable fee.

The Shire has a duty to assist applicants to make a valid application and to clarify the scope of a request where necessary. An application form is available to assist with this process and is attached as Appendix 2 to this document.

Applicants will be notified of a decision within 45 calendar days of receipt of a valid application. This period may be extended in limited circumstances as permitted by the Act.

8.4 Freedom of Information Fees

Personal Information about the applicant	Free
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	\$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 or postage	Actual cost

An estimate of charges will be provided if the cost is expected to exceed \$30.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%. A deposit may be required where an estimate of charges exceeds \$30.00, in accordance with the FOI Act.

8.5 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 works can be reproduced.

8.6 Appeals

Applicants who are dissatisfied with a decision of the Shire are entitled to ask for an external review within 60 calendar days after being given the Shire's written notice of the decision.

Before seeking an external review, applicants may request an internal review by the Shire in accordance with the FOI Act.

8.7 Responding to Information Breaches and Privacy Complaints

All suspected information breaches are treated as a priority. The Privacy Officer will coordinate containment, assessment, investigation and remediation.

How to report a suspected breach or make a privacy complaint

- Email: governance@bridgetown.wa.gov.au | Phone: (08) 9761 0800
- Provide your name, contact details and a description of the issue. Identity verification may be required.
- Where appropriate, matters may be referred to the Office of the Information Commissioner (WA).

9 Shire of Bridgetown-Greenbushes Contact Information

The Shire of Bridgetown-Greenbushes team are available to answer questions during operating hours via any of the following options:

- In Person:** Administration Building, 1 Steere St, Bridgetown
(Monday to Friday between 9am and 4:30pm)
- Post:** PO Box 271, Bridgetown, WA, 6255
- Phone:** (08) 9761 0800
- Email:** btnshire@bridgetown.wa.gov.au

10 Appendix 1 – Legislation Administered by the Shire

Legislation	Year
Animal Welfare Act	2002
Building Act	2011
Building and Construction Industry Training Fund Levy Collection Act	1990
Bush Fires Act	1954
Caravan Parks and Camping Grounds Act	1995
Cat Act	2011
Cemeteries Act	1986
Control of Vehicles (Off-Road Areas) Act	1978
Dividing Fences Act	1961
Dog Act	1976
Emergency Services Levy Act	2002
Environmental Protection Act	1986
Food Act	2008
Freedom of Information Act	1992
Health Act	1911
Heritage of Western Australia Act	1990
Land Administration Act	1997
Liquor Licensing Act	1988
Litter Act	1979
Local Government Act	1995
Local Government (Miscellaneous Provisions) Act	1960
Occupational Safety and Health Act	1984
Planning and Development Act	2005
Public Works Act	1902
Rates and Charges (Rebates and Deferments) Act	1992
Road Traffic Act	1974
Strata Titles Act	1985
Tobacco Products Control Act	2006
Transfer of Land Act	1893
Valuation of Land Act	1978
Waste Avoidance and Resource Recovery Act	2007
Water Services Licensing Act	1995

11 Appendix 2 – FOI Application Form

FREEDOM OF INFORMATION APPLICATION FORM (Freedom of Information Act 1992)

1. LODGEMENT OF APPLICATIONS

All applications should be addressed to the Freedom of Information Officer

In Person: Administration Building, 1 Steere St, Bridgetown
(Monday to Friday between 9am and 4:30pm)
Post: PO Box 271, Bridgetown WA 6255
Phone: (08) 9761 0800
Email: btnshire@bridgetown.wa.gov.au

2. APPLICANT

Last Name		First Name	
Organisation / Business Name			
Postal Address			
Mobile		Email	

3. REQUEST DETAILS

Personal Documents Non-Personal Documents

Description of documents requested:

Date Range: From ___/___/_____ To ___/___/_____

Inspect documents Receive copies Other format

Specify: _____

4. FEES AND CHARGES

Application fee enclosed (\$): _____

Proof of Identity (if applicable): _____

Applicant Signature: _____

Date: ___ / ___ / _____

Office Use Only

Date Received: _____

Acknowledgement Sent: _____