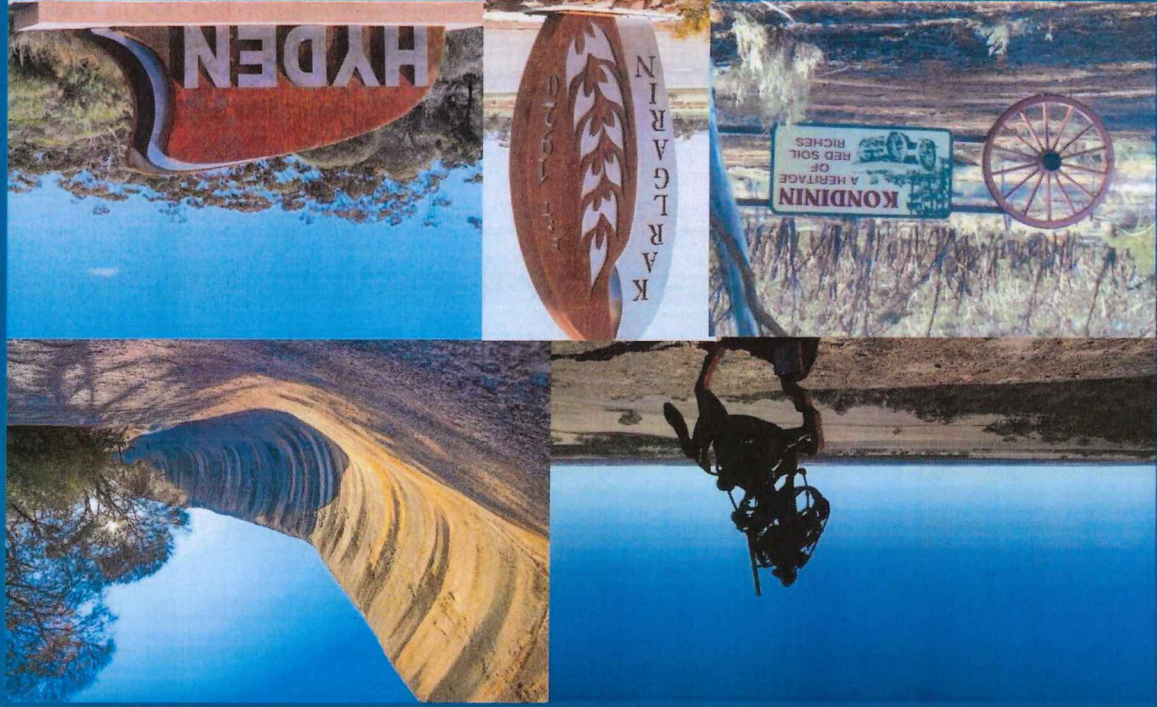




Freedom of Information Statement

May 2026

1. Introduction

This Information Statement is published in accordance with Part 5 of the Freedom of Information Act 1992 (WA) (FOI Act).

Sections 94, 96 and 97 of the FOI Act require government agencies, including local governments, to publish and maintain an up-to-date Information Statement that provides information about the agency's structure, functions, documents held, and the arrangements for public access to those documents.

This Information Statement applies to the Shire of Kondinin, a local government established under the Local Government Act 1995 (WA).

This Statement is reviewed and updated at intervals of not more than 12 months, in accordance with section 96 of the FOI Act.

2. Structure and Functions of the Shire

2.1 Structure

The Shire of Kondinin operates under the Local Government Act 1995 and consists of:

- A Council of elected Members who are responsible for governance, policy setting and strategic decision-making; and
- A Chief Executive Officer (CEO) and employees who are responsible for the administration of the Shire and the implementation of Council decisions.

The CEO is responsible for the day-to-day operations of the Shire and the management of Shire employees in accordance with the Act and applicable written laws.

2.2 Functions

The Shire's functions include, but are not limited to:

- Provision and maintenance of local infrastructure (including roads, drainage and waste services);
- Planning, building and development control;
- Environmental health and ranger services;
- Community services, recreation and cultural facilities;
- Administration of local laws;
- Corporate governance, financial management and record keeping; and
- Advocacy on behalf of the local community.

3. Public Participation

Members of the public may participate in the Shire's decision-making processes by:

- Attending Council and Committee meetings
- Making submissions or deputations to Council
- Participating in community consultations and engagement activities
- Contacting elected Members or Shire officers
- Submitting public questions in accordance with Council meeting procedures

Information relevant to community participation is published on the Shire's website and made available at Shire offices.

4. Documents Held by the Shire

4.1 Documents available for inspection under another written law

In accordance with section 5.94 of the Local Government Act 1995, the following documents may be inspected free of charge during normal office hours, subject to any limitations imposed by law:

- Council and Committee agendas and confirmed minutes
- Minutes of Electors' Meetings
- Local laws (proposed and made)
- Annual Budget
- Annual Report
- Schedule of Fees and Charges
- Strategic Community Plan and Corporate Business Plan
- Plans for principal activities
- Registers required by legislation, including:
 - Register of Financial Interests
 - Register of Gifts
 - Tender Register
 - Delegations Register
- Town Planning Scheme
- Reviews of local laws

Certain information may be restricted in accordance with section 5.95 of the Local Government Act 1995 or other written laws.

4.2 Documents available for purchase or copying

Copies of documents listed above, and other publicly available documents, may be purchased at the applicable fee. Fees are limited to the reasonable cost of copying, reproduction or delivery, unless otherwise prescribed by law.

4.3 Documents available under section 97 of the FOI Act

In accordance with section 97 of the FOI Act, the Shire makes available for inspection and purchase, subject to the deletion of exempt matter, certain internal manuals, policies and governance documents used by officers in decision-making, including:

- Council-adopted policies
- Standing Orders
- Delegations and Authorisations
- Management plans adopted by Council
- Governance and operational frameworks that affect members of the public

Draft documents, working papers, internal administrative instructions and documents containing exempt matter under Schedule 1 of the FOI Act are not available for public inspection.

5. Access to Documents under the FOI Act (Part 2)

5.1 How to apply

An application for access to documents under Part 2 of the FOI Act must:

- Be in writing
- Provide sufficient information to identify the documents sought
- Provide an Australian address for correspondence
- Be lodged with the Shire
- Be accompanied by the applicable application fee (if any)

5.2 Fees and charges

Fees and charges are set by the Freedom of Information Regulations 1993:

- Personal information: no application fee
- Non-personal information: \$30 application fee

Additional processing, access or copying charges may apply but are discretionary

5.3 Timeframes and decisions

The Shire will provide a Notice of Decision as soon as practicable and within 45 days of receiving a valid application.

The Notice of Decision will include:

- The decision made
- Reasons for refusal or partial access (if applicable)
- Review rights and procedures

6. Amendment of Personal Information (Part 3)

Individuals may apply for the amendment of personal information held by the Shire if they believe it is inaccurate, incomplete, out of date or misleading, in accordance with Part 3 of the FOI Act.

7. Review Rights

Applicants dissatisfied with a decision may:

- Seek internal review by the CEO within 30 days; and/or
- Apply for external review by the Information Commissioner of Western Australia

8. FOI Contact Details

Freedom of Information Coordinator
Shire of Kondinin
11 Gordon Street, Kondinin WA 6367
PO Box 7, Kondinin WA 6367
Phone: (08) 9889 1006
Email: csso@kondinin.wa.gov.au

9. Accuracy Statement

This Information Statement is published in accordance with Part 5 of the Freedom of Information Act 1992 (WA) and is correct as at 20 May 2026.

Date	Version	Reason for	Resolution	Next
Document Control				

Review April 2027	Reference OCM/26/041	Modification New statement	1	20.5.2026
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