



Shire of  
**Nannup**  
rest • connect • grow

## Information Statement

2025-26

This information statement is published in accordance with the provisions of part 5 of the *Freedom of Information Act 1992 (WA)*.

Approved by Acting Chief Executive Officer: Kim Dolzadelli

3<sup>rd</sup> June 2026

A handwritten signature in blue ink, appearing to be 'Kim Dolzadelli', is written over a horizontal line.

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## 1. INTRODUCTION

This Information Statement is published in accordance with section 96 of the Freedom of Information Act 1992 (WA) (FOI Act). The FOI Act promotes accountability of government agencies, including local governments, by facilitating public access to documents and enabling public participation in decision-making processes.

The Shire of Nannup is also a “public entity” for the purposes of the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act). From 1 July 2026, the PRIS Act establishes statutory obligations relating to the collection, use, disclosure, storage and responsible sharing of personal and other government-held information by local governments.

This Information Statement is correct as at 30 April 2026 and will next be reviewed July 2026 and then reviewed annually.

Copies of this Information Statement are available from:

Freedom of Information Coordinator  
Shire of Nannup  
15 Adam Street  
PO Box 11  
NANNUP WA 6275  
Phone: (08) 9756 1018  
Email: [nannup@nannup.wa.gov.au](mailto:nannup@nannup.wa.gov.au)  
Website: [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au)

## 2. SHIRE OF NANNUP'S STRATEGIC COMMUNITY PLAN

In 2021 Council adopted the 2021-2036 Strategic Community Plan for the Shire of Nannup. The Shire of Nannup Strategic Community Plan outlines the long-term vision, values, aspirations, and priorities for our community over the next ten years. It is our highest-level strategic document that guides the decisions of Council and ensures that our staff and operations are aligned to achieve our community's aspirations, now and into the future.

**Our Vision** – to foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development.

**Our Mission** – to deliver quality services, facilities, and representation in order to achieve our Vision.

**Our Values** – we promote and enhance the following values in all our relationships with our community: honesty in our dealings | integrity in our actions | consistency in decision making | teamwork in our operations | respect for others and their decisions | caring for people in our community | commitment to decisions and roles | responsive to the needs of others | effective communication with all.

### COPIES OF THE STRATEGIC COMMUNITY PLAN

To read a copy of the Strategic Community Plan on our website go to [nannup.wa.gov.au](http://nannup.wa.gov.au)

Copies are available for perusal at the Nannup Public Library or the Shire Administration Officer, alternatively a copy can be purchased for a nominated fee.

### 3. MAJOR FUNCTIONS AND POWERS

The Shire of Nannup is constituted as a local government under the *Local Government Act 1995*.

#### 3.1 General Functions

The Shire's functions include:

- providing for the good government of persons within the district
- managing and maintaining infrastructure, facilities and services
- regulating land use and development
- protecting public health, safety and amenity
- promoting economic, social and environmental wellbeing

#### 3.2 Legislative Powers

The Shire exercises legislative, executive and administrative powers under the *Local Government Act 1995* and other State and Commonwealth legislation. This includes the power to make and enforce local laws.

The Shire of Nannup has adopted and administers the following local laws:

- Dogs Local Law
- Health Local Law
- Standing Orders Local Law
- Parking & Parking Facilities Local Law

#### 3.3 Legislation Administered

The Shire administers, wholly or in part, a wide range of legislation, including but not limited to:

- Aboriginal Heritage Act 1972
- Agriculture and Related Resources Protection Act 1976
- Animal Welfare Act 2002 and Regulations
- Australian Citizenship Act 2007
- Building Act 2011 and Regulations
- Bush Fires Act 1954 and Regulations
- Caravan Parks and Camping Grounds Act 1995 and Regulations
- Cat Act 2011 and Regulations
- Cemeteries Act 1986
- Control of Vehicles (Off Road Areas) Act 1978 and Regulations
- Disability Services Act 1993 and Regulations
- Dog Act 1976 and Regulations
- Emergency Management Act 2005 and Regulations
- Environmental Protection Act 1986 and Regulations
- Equal Opportunity Act 1984 • Dangerous Goods Safety Act 2004 and Regulations
- Fines, Penalties, and Infringement Notices Enforcement Act 1994
- Food Act 2008 and Regulations
- Freedom of Information Act 1992 (WA) and Regulations
- Health (Miscellaneous Provisions) Act 1911
- Heritage of Western Australia Act 1990 and Regulations
- Land Administration Act 1997 and Regulations
- Litter Act 1979 and Regulations
- Liquor Control Act 1988 and Regulations
- Local Government Act 1995 and Regulations
- Local Government (Miscellaneous Provisions) Act 1960 and Regulations

- Local Government Grants Act 1978
- Main Roads Act 1930 and Regulations
- Parks and Reserves Act 1895 and Regulations
- Planning and Development Act 2005 and Regulations
- Planning and Development (Consequential and Transitional Provisions) Act 2005 and Regulations
- Public Health Act 2016 and Regulations
- Public Interest Disclosure Act 2003
- Privacy and Responsible Information Sharing Act 2024 (WA)
- Rates and Charges (Rebates and Deferments) Act 1992 and Regulations
- Road Traffic (Administration) Regulations 2014
- Road Traffic Code 2000
- Strata Titles Act 1985 and Regulations
- Valuation of Land Act 1978 and Regulations
- Waste Avoidance and Resource Recovery Act 2007 and Regulations
- Any other Act becoming law or amended to require Local Government to wholly or partly be responsible for administering

#### 4. STRUCTURE AND EXECUTIVE FUNCTIONS

The Shire of Nannup elected members serve a term of four years, with elections held every two years for 3 or 4 councillors.

##### 4.1 Councillors

Cr Cheryle Brown	Term expires 2027
Cr Lynette Curtis	Term expires 2029
Cr Tony Dean	Term expires 2027
Cr Patricia Fraser	Term expires 2027
Cr Nancy Tang	Term expires 2029
Cr Vicki Hansen	Term expires 2029
Cr Timothy Sly	Term expires 2029

**Shire President** – Cr Tony Dean

**Deputy Shire President** – Cr Vicki Hansen

##### 4.2 Meetings of Council

- Ordinary Council Meetings commence at **4.30pm**
- Meetings are open to the public unless closed in accordance with legislation
- Agendas and minutes are published on the Shire's website
- Special meetings may be held as required

##### 4.3 Chief Executive Officer and Administration

The Chief Executive Officer (CEO) is responsible for the day-to-day administration of the Shire, including implementing Council decisions and managing staff and resources.

The organisation operates under a structured leadership and management framework aligned to service delivery and operational functions.

#### 4.4 Delegations

The Council delegates certain powers and functions to the CEO and authorised officers to ensure efficient and timely decision-making. Delegations are recorded in a Delegations Register and reviewed annually by Council.

The Delegations Register is published on the Shire's website.

#### 4.5 Organisation Chart

The Shire Nannup is organised into three main directorates, two of which are headed by an Executive Manager who reports to the Chief Executive Officer (CEO). Within these directorates are our various departments, all of which have the teams of staff that bring you a wide range of services and facilities and committedly work towards achieving the Council Plan.

##### **Office of the CEO**

- Elected Members
- Economic Development
- Community Development
- Community Emergency Services
- Land Use and Planning
- Environmental Health
- Building Services
- Communications

##### **Corporate Services**

- Financial Management
- Insurance
- Payroll
- Property Rates
- Payroll
- Records Management
- Freedom of Information
- Information Technology
- Customer Service
- Governance and Compliance
- Risk Management
- Financial Audit
- Ranger Services
- Library Services
- Cemeteries

##### **Infrastructure Services**

- Parks & Services
- Plant & Equipment
- Building Projects
- Assets Management
- Waste Management
- Work Health & Safety (WHS)
- Traffic Management
- Road Maintenance
- Road Renewal

## **5. PUBLIC PARTICIPATION**

The Shire of Nannup provides multiple avenues for public participation in decision-making and policy development.

### 5.1 Council Meetings

Members of the public may participate in Council meetings through:

- Public Question Time
- Deputations (with approval of the Shire President)
- Written submissions

Council meetings are conducted in accordance with the *Local Government Act 1995* and the Shire's Meeting Procedures Local Law.

#### 5.2 Committees and Advisory Groups

The Shire has established a number of advisory committees and working groups to provide advice and recommendations to Council, including:

- Audit, Risk and Advisory Committee
- Bush Fire Advisory Committee
- Local Emergency Management Committee
- Sustainability Advisory Working Group
- Local Drug Action Working Group
- Warren Blackwood Alliance of Councils (WBAC)

Information about committees, including agendas and minutes, is available on the Shire's website.

## 6. DOCUMENTS HELD BY THE ORGANISATION

### 6.1 DOCUMENTS AVAILABLE OUTSIDE OF THE FOI ACT

The Shire supports the proactive release of information and makes a wide range of documents publicly available without the need for a formal FOI application.

#### **Documents available on the Shire website include:**

- Council agendas and minutes
- Annual Budgets and Annual Reports
- Strategic Community Plan and Corporate Business Plan
- Delegations Register
- Local laws
- Council policies
- Code of Conduct
- Public Interest Disclosure information
- Freedom of Information Statement and application forms

#### **Documents available for inspection at the Shire Office may include:**

- rate records (subject to legislative restrictions)
- registers required by legislation
- historical records and plans (where applicable)

Photocopying fees may apply.

### 6.2 DOCUMENTS COVERED BY THE ACT

Documents and information covered by the Freedom of Information Act include various items such as maps, plans, personnel records, client records, building files and correspondence.

All documents received are filed, with files being divided into categories as follows:

- |                               |  |
|-------------------------------|--|
| • Administration              | • Building                                 |
| • Property Assessments        | • Government Departments and Organisations |
| • Associations and Committees |  |

- Finance
- Fire and Emergency Services
- Health
- Personnel
- Rating
- Recreation
- Reserves
- Roads
- Tenders
- Town Planning
- Tourism
- Welfare and Community Services
- Works and Services

## 7. ACCESS PROCEDURES AND ARRANGEMENTS

It is the aim of the Council 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 access to documents held by the council and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

### 7.1.1 APPLICATIONS

For applications to be accurately and promptly dealt with, requests must ensure sufficient information is supplied to enable the correct document(s) to be identified.

The Shire of Nannup may request proof of identity.

If a person is seeking access to a document or documents on behalf of another person the Shire of Nannup may require authorisation, usually in writing.

Applications will be dealt with as soon as practicable after it being received.

Applications should be addressed to:  
*Freedom of Information Coordinator*  
*Shire of Nannup*  
*PO Box 11*  
*NANNUP WA 6275*

Applications can also be delivered to the Shire administration building at Adam Street, Nannup between the hours of 8.00 am and 4.30 pm Monday to Friday.

It should be noted that some documents are for viewing only and some documents cannot be copied, as this would be in breach of the Copyright Act.

### 7.1.2 FEES AND CHARGES

The following fees and charges were adopted by Council and are to be seen as maximum charges:

- No fee for access applications relating to personal information and amendment of personal information
- Application fee of \$30 for other access applications (non-personal information)

- A fee of \$30 per hour for staff time or pro rata for part of an hour for dealing with an application. (Charges do not apply for searching, identifying, and collating the documents).
- A fee of \$30 per hour of staff time or pro rata for part of an hour for supervision by staff when access is given to view documents.
- Photocopying will be charged at the rate of 20 cents per A4 copy.
- Duplicating a tape, film or computer information will be charged at the actual cost.
- Delivery, packaging, and postage will be charged at the actual cost.

### 7.1.3 FORMS OF ACCESS

Requests for access to documents can be made by way of inspection, a copy of a document, a computer Thumb Drive, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document where words can be reproduced in written form. Where the Shire is unable to grant access in the form requested, access may be given in a different form.

### 7.1.4 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 the document is an exempt document the reasons for classifying the matter as 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.

## 7.2 THE REVIEW PROCESS

The Freedom of Information Act provides for a review and appeal process. Applicants may seek an Internal Review if they are dissatisfied with the decision of the Freedom of Information Coordinator. If they are still dissatisfied following the internal review, then a review by the Information Commissioner may be requested. If still not satisfied, applicants may appeal to the Supreme Court.

### 7.2.1 INTERNAL REVIEW

Applicants who are not satisfied with the decision of the FOI Coordinator can apply to the Shire of Nannup for an Internal Review of that decision. Applications for an Internal Review must be lodged at the Shire within 30 days of receipt of notice of the Shire's decision. The Shire will respond within 15 days, or any longer period agreed between the applicant and the Shire. The Internal Review will be carried out by the Chief Executive Officer. There is no charge for an internal review.

### 7.2.2 EXTERNAL REVIEW

Applicants who are still dissatisfied after the Internal Review has been completed may seek a review by the Information Commissioner. This request must be made in writing, giving details of the decision to which the complaint relates. Complaints should be made to the Information Commissioner and addressed as follows:

Office of the Information Commissioner Albert Facey House 469 Wellington Street PERTH WA 6000	Phone: (08) 6551 7888 Free call (WA Country): 1800 621 244 Fax: (08) 6551 7889 Email: <a href="mailto:info@foi.wa.gov.au">info@foi.wa.gov.au</a> Web: <a href="http://www.oic.wa.gov.au">www.oic.wa.gov.au</a>
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Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

### 7.3 AMENDMENTS PROCEDURE

An individual may apply to have a document amended if it contains inaccurate, incomplete, out of date or misleading personal information. An application should be made in writing to the Shire of Nannup and should provide all the information required in the Act (Amendment forms are available from the Shire Offices). Applicants must provide details and, if necessary, documentation in support of their claim that the information they seek to have amended is inaccurate, incomplete, out of date or misleading. Applications must also indicate how they wish the amendment to be made (e.g. alteration, insertion, etc.).

<b>Effective From:</b>	3 <sup>rd</sup> June 2026
<b>Approved by:</b>	Acting Chief Executive Officer Kim Dolzadelli
<b>Expires on:</b>	Does not expire
<b>Next Review:</b>	July 2027
<b>Reviewed by:</b>	Executive Manager Corporate Services