



Shire of  
**BODDINGTON**  
*Flowing with Natural Beauty*

FREEDOM OF INFORMATION STATEMENT  
2019

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: 19 February 2019

Resolution No: 7/19

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## **1. MISSION STATEMENT**

The Shire of Boddington 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 Boddington 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 is to ensure that Boddington:

1. is a strong, healthy and safe community
2. is a clean, green and sustainable environment.
3. is a built environment and infrastructure that supports a growing community.
4. is a thriving and diverse economy.
5. has good governance and is an effective and efficient organisation.

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 Boddington consists of seven (7) Councillors including the Shire President. Councillors are elected for a four year term with four members retiring in one election and the balance (three) retiring at the next. Local Government Elections are held in October of every second year. The President of the Council is elected by the Councillors at the first meeting following each ordinary election. Extraordinary elections are held to fill any vacancies which may have occurred during the year.

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 Tuesday of every month and commence at 5:00pm. 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 resolutions.

Correspondence and applications on any matters to be considered by Council must be received at the Council office at least one week 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 on Council's website within 10 days after Ordinary Council Meeting.

#### 5. SHIRE OF BODDINGTON SHIRE COUNCILORS

Councillor M (Martin) Glynn	Term expires October 2019
Councillor D (David) Smart	Term expires October 2019
Councillor S (Sharan) Manez	Term expires October 2019
Councillor J (Jason) Hoffman	Term expires October 2021
Councillor W (William) McGrath	Term expires October 2021
Councillor R (Rod) McSwain	Term expires October 2021
Councillor G (Garry) Ventris	Term expires October 2021

No.	Committee/Organisation	Delegate	Proxy Delegate
1	Shire of Boddington Audit Committee	Shire President, M Glynn Shire Deputy President, D Smart Cr R McSwain	Cr J Hoffman Cr S Manez Cr W McGrath Cr G Ventris
2	Shire of Boddington Cemeteries Advisory Committee	Shire Deputy President, D Smart	Cr J Hoffman
3	Local Emergency Management Committee	Shire President, M Glynn Cr McGrath Principal Environmental Health Officer (PEHO)	Cr G Ventris
4	Peel Regional Leaders Forum	Shire President, M Glynn Chief Executive Officer (CEO)	Shire Deputy President, D Smart Director Corporate & Community Services (DCCS)
5	Peel Zone of WALGA Delegate	Shire President, M Glynn Shire Deputy President, D Smart	Cr R McSwain Chief Executive Officer (CEO)
6	Hotham William Economic Development Alliance	Cr R McSwain Local Business Rep Craig Barker Chief Executive Officer (CEO) Community & Economic Development Officer (CEDO)	Nil
7	South West Regional Road Group	Shire Deputy President, D Smart	Cr W McGrath Manager Works & Services (MWS)

No.	Committee/Organisation	Delegate	Proxy Delegate
8	Bushfire Advisory Committee	Shire President, M Glynn Director of Corporate & Community Services (DCCS)	Chief Executive Officer (CEO)
9	Boddington Local Health Advisory Group	Cr J Hoffman Cr G Ventris Community & Economic Development Officer (CEDO)	Cr S Manez Cr W McGrath Chief Executive Officer (CEO)
10	Recreation Centre Committee	Cr S Manez	Cr J Hoffman
11	Worsley Alumina Community Liaison Committee	Cr G Ventris Community & Economic Development Officer (CEDO)	Cr R McSwain
12	Hotham Williams Catchment Environmental Alliance	Cr S Manez Community & Economic Development Officer (CEDO)	Cr J Hoffman Chief Executive Officer (CEO)
13	Industry Roads Safety Alliance	Shire President M Glynn Manager Works & Services (MWS)	Director of Corporate & Community Services (DCCS)
14	Peel Community Development Group	Cr J Hoffman	Cr W McGrath
15	Boddington Tidy Town/Townscape Committee	Community Economic Development Officer (CEDO)	Chief Executive Officer (CEO)
16	Rail Heritage Foundation of WA	Cr R McSwain	Chief Executive Officer (CEO)
17	Boddington Youth Centre Advisory Committee	Cr S Manez	Cr W McGrath
18	Community Reference Group (Newmont)	Shire Deputy President, D Smart	Cr G Ventris
19	Boddington Community Resource Centre (BCRC)	Cr R McSwain, Vacant	

## 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	Storm Water Drainage
Traffic Control Devices	Street Lighting; Waste Disposal
Street Tree Planting	Refuse Collection Control
Public Toilets	Public Library
Aged Persons Accommodation	Cemeteries, Parks and Reserves
Dog /Cat Control	Planning Controls
Environmental Health Matters	Pest Controls
Town Planning	Occupational Health and Safety
Community Information	Noxious Weed Controls
Building Control	Citizenship Ceremonies

## **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

## 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 free of charge.

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

Document	Fee
Council Agenda	
Council Minutes	\$44.00
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
Planning/Building Application Register	at the set photocopying rate
Principal Activities Plan	at the set photocopying rate
Rates Assessment Book	at the set photocopying rate
Delegation Register	at the set photocopying rate
Building Plans	at the set photocopying rate
Council Town Planning Scheme No. 2	\$100.00
Consolidated Roll	\$ at the set photocopying rate
Owner & Occupier Roll	\$ at the set photocopying rate

## 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 Shire of Boddington  
PO Box 4  
BODDINGTON WA 6390

**In Person:**

39 Bannister Road  
BODDINGTON WA 6390

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 Application fee (for non-personal information)	No Fee \$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) Photocopying staff time (per hour, or pro rata) Per photocopy (Black & White) Transcribing from tape, film or computer (per hour, or pro rata) Duplicating a tape, film or computer information Delivery, packaging and postage	\$30 \$30 0.20 \$30 Actual Cost Actual Cost
3.	<u>Deposits</u> Advance deposit may be required of the estimated charges Further advance deposit may be required to meet the charges for dealing with the application.	25% 75%

## 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 Boddington Organisational Structure at February 2019.

SHIRE OF BODDINGTON  
Po Box 4 Boddington WA 6390  
Phone: 08 9883 4999 Fax: 08 9883 8347  
Email: shire@boddington.wa.gov.au

**APPLICATION FOR ACCESS TO DOCUMENTS  
(Under Freedom of Information Act 1992, S.12)**

**Details of Applicant:**

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Given Names:

---

Australian Postal Address:

---

Postcode:

Phone:

Mobile:

---

If application is on behalf of an organisation:

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**Name of Organisation/Business:**

Details of Request: (*please tick*)

Personal documents

Non-personal documents

I am applying for access to document(s) concerning:

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**Form of Access** (*please tick appropriate box*)

I wish to inspect the document(s)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No

I require a copy of the document(s)

Yes

No

I require access to 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.

Applicants Signature:

Date

## NOTES

### Freedom of Information Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Boddington may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner. The Freedom of Information Act is available for purchase from the State Law Publisher, [sales@dpc.wa.gov.au](mailto:sales@dpc.wa.gov.au) (Telephone: 6552 6000)

### Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of works recorded in shorthand or encoded form, or a written document in the cost of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

### Lodgement of Applications

Applications may be lodged by post or in person at:-

Shire of Boddington  
PO Box 4  
BODDINGTON WA 6390

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### (Office Use Only)

FOI Reference Number:

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

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

Proof of Identity (if applicable)

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

\_\_\_\_\_

Figure 1 - Organisational Structure February 2019

