

Freedom of Information Statement

2026 - 2027



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Introduction

The *Freedom of Information Act 1992* provides members of the public with a right to access documents held by State and local government agencies, subject to certain exemptions necessary for the protection of essential public and private interests.

The Act also provides individuals with the right to apply for the amendment of personal information held by an agency if the information is inaccurate, incomplete, out of date or misleading.

This Information Statement has been prepared in accordance with Part 5 of the *Freedom of Information Act 1992*, which requires the Shire to publish an Information Statement describing:

- the agency's structure and functions
- the kinds of documents held
- how members of the public can participate in decision making
- how documents can be accessed
- how applications for amendment of personal information may be made.

The Shire of Boddington is committed to making information available wherever possible outside the formal FOI process, promoting transparency, accountability and open government.

The Shire of Boddington is committed to providing access to information in accordance with the *Freedom of Information Act 1992* and managing personal information responsibly in accordance with the *Privacy and Responsible Information Sharing Act 2024*.

This document is available on the Shire of Boddington website, for inspection at the Shire Administration Office during normal business hours, and in alternative formats upon request, where practicable.

About the Shire of Boddington

The Shire of Boddington is located within the Peel Region of Western Australia, approximately 120 kilometres south-east of Perth and approximately 90 kilometres south-east of Mandurah.

The district covers approximately 1,900 square kilometres and includes the townsite of Boddington together with surrounding rural and mining communities.

The Shire is governed by seven elected Councillors representing the district as a whole, with no wards.

Our Vision, Values and Strategic Direction

Boddington is well known for being a vibrant, and connected community with excellent lifestyle, and employment opportunities, in a beautiful initial environment, just 90 minutes from Perth.

Values

The Shire conducts its activities in accordance with community values of Proactivity, Dedication, Honesty, Transparency, Respect and Cohesiveness.

Aspirations

The five core performance aspirations are:

- **People** – fostering a connected, inclusive and engaged community.
- **Planet** – protecting and enhancing the natural environment.
- **Place** – creating a safe, attractive and well-maintained community.
- **Prosperity** – supporting sustainable economic growth and opportunities.
- **Performance** – delivering effective, transparent and financially responsible local government services.

Strategic Direction

The Council Plan guides planning, service delivery and resource allocation. The document is available on the Shire's website at:

https://www.boddington.wa.gov.au/profiles/boddington/assets/clientdata/documents/boddington_council_plan_2025.pdf

Legislation Administered

The principal legislation governing the operation of Western Australian local governments is the *Local Government Act 1995*. The Shire is also responsible for administering a number of state and Commonwealth Acts and regulations. Some significant pieces of legislation include, but are not limited to:

- *Local Government Act 1995;*
- *Local Government (Functions and General) Regulations;*
- *Local Government (Administration) Regulations;*
- *Freedom of Information Act 1992;*
- *Privacy and Responsible Information Sharing Act 2024;*
- *State Records Act 2000;*
- *Building Act 2011;*
- *Planning and Development Act 2005;*
- *Public Health Act 2016;*
- *Food Act 2008;*
- *Dog Act 1976;*
- *Cat Act 2011;*
- *Bush Fires Act 1954;*
- *Environmental Protection Act 1986;*
- *Work Health and Safety Act 2020;*
- *Caravan Parks and Camping Grounds Act 1995;*
- *Heritage Act 2018;* and
- all other legislation relevant to local government functions.

Structure and Functions

The Shire of Boddington is a body corporate, constituted under Section 2.5 of the *Local Government Act 1995*. Its general function is to provide for the 'good government of persons in its district'.

The Council comprises of seven Councillors including the Shire President. Councillors are elected for a four-year term, and both the President and Deputy President are elected by Council following each ordinary Local Government election.

The day-to-day operations are the responsibility of the Chief Executive Officer (CEO) who, with the Executive Leadership Team and staff, act on Council's decisions to develop and put into practice Council policies and decisions.

Council and Administration

Council

Council is the governing body of the Shire of Boddington and is responsible for providing strategic leadership and making decisions in the best interests of the district.

Council sets the overall direction through strategic planning, policy development, financial oversight and decision-making:

- providing strategic leadership and setting the long-term direction for the district;
- determining Council policies to guide decision-making and service delivery;
- adopting the annual budget and overseeing the allocation of financial resources;
- making, reviewing and enforcing local laws within its legislative authority; and
- considering and determining planning matters where required under planning legislation and the Shire's decision-making framework.

Chief Executive Officer

The Chief Executive Officer is appointed by Council and is responsible for managing the Shire's administration and operations. Under the *Local Government Act 1995*, the Chief Executive Officer is responsible for implementing Council decisions, managing the delivery of services and facilities, establishing systems and procedures to give effect to Council policies, managing employees, ensuring records are properly kept, and providing advice and information to Council to support informed and timely decision-making.

Administration

The administration is organised to support Council decision-making, deliver services to the community, and carry out the statutory and operational functions of local government.

Directorate	Functions
Corporate Services	Finance, governance, human resources, records, information and communications technology, and customer service.
Development and Community Services	Planning, building, environmental health, ranger services, emergency management and community development.
Infrastructure Services	Roads, parks, waste services, buildings and asset management.
Office of the CEO	Executive services, communications and strategic projects.

How the Shire's Functions Affect the Public

The Shire provides a wide range of services, facilities and regulatory functions that affect the daily lives of residents, businesses, visitors and community groups. Decisions made by Council and the administration influence the planning, development, safety, amenity and sustainability of the district.

These functions are undertaken in accordance with the *Local Government Act 1995* and other relevant legislation. Council decisions are made through formal meetings, policies, delegated authority arrangements and community consultation processes where appropriate.

Planning and Development

The Shire is responsible for administering local planning functions, including the assessment of planning applications, land use planning, development approvals and strategic planning matters. Planning decisions can affect landowners, residents, businesses and developers by influencing how land may be used, developed and managed within the district. It also participates in the preparation and review of planning schemes, policies and strategic planning documents.

Roads

The Shire is responsible for the management, maintenance and improvement of local roads, footpaths, drainage infrastructure and associated road assets. Decisions regarding road construction, maintenance priorities, traffic management and infrastructure investment directly affect residents, businesses, transport operators and visitors through improved accessibility, safety and connectivity.

Waste Services

The Shire provides waste management services including household waste collection, recycling services and management of waste facilities. Decisions relating to waste services, recycling initiatives, waste facilities and environmental sustainability programs affect residents, businesses and the broader community by supporting public health, environmental protection and community amenity.

Environmental Health

The Shire undertakes environmental health functions to protect public health and wellbeing. These functions include food safety regulation, public health assessments, inspections, approvals and investigations relating to matters such as sanitation, environmental hazards and public health risks. These decisions may affect businesses, property owners and community members.

Community Facilities

The Shire manages and maintains a range of community facilities, including public buildings, halls, recreation facilities and other community assets. Decisions relating to the provision, maintenance and use of these facilities influence community access, social connection, events and the delivery of local services.

Recreation

The Shire supports community recreation through the management of parks, reserves, sporting facilities and community programs. Council decisions regarding recreation services, facilities and activities contribute to community wellbeing, lifestyle opportunities and the attraction of visitors to the district.

Emergency Management

The Shire has responsibilities under emergency management legislation to support the prevention, preparedness, response and recovery arrangements for emergencies within the district. Emergency management decisions affect community safety through coordination with emergency services, local organisations and government agencies.

Building Services

The Shire administers building approvals, inspections and compliance functions in accordance with relevant building legislation. Building decisions affect property owners, builders, developers and residents by ensuring buildings meet required safety, structural and regulatory standards.

Economic Development

The Shire supports initiatives that encourage economic growth, investment, tourism and employment opportunities within the district. Economic development decisions may affect local businesses, investors, community organisations and residents by supporting a sustainable and vibrant local economy.

Policies and Decision-Making

Many decisions made are guided by Council policies, strategic plans and legislative requirements. These documents provide transparency and consistency in the way decisions are made and services are delivered. Members of the public may participate in decision-making processes through Council meetings, public consultation opportunities, submissions, petitions and other engagement activities outlined in this Information Statement. [Council's Policies](https://www.boddington.wa.gov.au/council/governance/council-policies.aspx) are available on the Shire's website at: <https://www.boddington.wa.gov.au/council/governance/council-policies.aspx>

Delegated Authority

Council may delegate certain powers and duties to the Chief Executive Officer and authorised officers in accordance with the *Local Government Act 1995*.

Delegations allow appropriately qualified officers to make decisions and undertake administrative functions on behalf of Council, enabling efficient and timely service delivery while maintaining accountability and transparency.

Delegated decisions may include, but are not limited to:

- processing and determining applications where authority has been delegated;
- administering approvals, licences and permits;
- managing operational matters and service delivery;
- implementing Council policies and resolutions; and
- undertaking regulatory and compliance functions.

All delegated authority arrangements are recorded in the Shire's Register of Delegations, which identifies the powers delegated, the authorised officers and any conditions or limitations that apply.

The [Register of Delegations](https://www.boddington.wa.gov.au/Profiles/boddington/Assets/ClientData/Register_of_Delegations_2025.pdf) is reviewed regularly by Council and is available on the website at: https://www.boddington.wa.gov.au/Profiles/boddington/Assets/ClientData/Register_of_Delegations_2025.pdf for public inspection in accordance with the requirements of the *Local Government Act 1995*.

Community Participation

The numerous activities and services that local governments provide impact their communities at various levels, and consequently public participation in the decision-making process is an important part in providing good governance. Where Council is required to make decisions, it does so through regular Council meetings. In some cases, Council has established Committees to assist with its decision-making responsibilities.

Members of the public can participate in the development of plans, policies and strategies as well as comment on the Shire's performance through the following:

- **Attending Council Meetings** – Members of the public are welcome to attend Council meetings.
 - **Public Question Time** – Any member of the public attending a Council meeting can ask questions on any matter relating to the ordinary business of the Shire or the function of the Council regardless of whether or not the matter in question is on the agenda.
 - **Presentations and Deputations** – Parties with a demonstrable interest in any item listed on a Council Meeting agenda for discussion may seek to present to Council at the time during the meeting allocated for this purpose. Any person or group wishing to be received as a deputation by Council may apply before the meeting to the CEO for approval.
 - **Petitions** – Written petitions may be presented to Council on any issue within Council's jurisdiction.
- **Annual Electors Meeting** – Section 5.27 of the *Local Government Act 1995* has a requirement to hold an annual general meeting of electors. Such meetings afford members of the public the opportunity to ask Councillors and staff questions about Shire matters.
- **Elected Members** – In their role, Elected Members make themselves available to the community to assist with matters regarding the function of Council.
- **In writing** – A member of the public can write to the Shire regarding any policy, activity, service, or issue within the Shire's jurisdiction. Written requests can be made via:
 - **Email:** shire@boddington.wa.gov.au
 - **Website:** [Contact us » Shire of Boddington](#)
 - **Mail:** PO Box 4, Boddington, WA 6390
 - **Telephone:** (08) 9883 4999
- **Community Consultation** – The Shire is committed to ensuring that the community is consulted on projects, plans, and proposals by advertising in local papers, its Facebook page and website, and on public notice boards, as well as organising public meetings and letters to the community.

Information Available Outside the FOI Process

The Shire of Boddington is committed to providing open and transparent access to information. Wherever possible, information will be made available to members of the public outside the formal Freedom of Information process.

Members of the public are encouraged to first check whether the information they require is available through the website, public registers, publications, or by contacting the Shire directly.

Information that is routinely available may include:

- Council agendas and minutes;
- Annual Reports;
- Strategic Community Plans;
- Corporate Business Plans;
- Long Term Financial Plans;
- Annual Budgets and Financial Reports;
- Council policies and procedures;
- Local Laws;
- Planning documents and applications;
- Public notices;
- Community consultation documents;
- Registers required to be made available under legislation; and
- Other documents made available under the *Local Government Act 1995*.

Some information may require payment of a fee or charge for copying, printing, reproduction or administrative costs in accordance with the Shire's adopted Fees and Charges.

Where information is not publicly available or cannot be provided through normal administrative processes, members of the public may submit a Freedom of Information application.

Applicants are encouraged to contact the Shire before lodging an FOI application to determine whether the information can be provided through another access pathway.

Documents Held by the Shire

The Shire of Boddington maintains records relating to its functions, operations, decisions, services and activities in accordance with the requirements of the *State Records Act 2000* and other relevant legislation.

Documents held may include, but are not limited to:

- Council and committee agendas, minutes and reports;
- policies, procedures and guidelines;
- strategic planning documents;
- corporate and operational plans;
- financial records and reports;
- contracts and agreements;
- planning and development records;
- building and environmental health records;
- correspondence and administrative files;
- maps, plans and drawings;
- registers and licences;
- community consultation records; and
- records relating to the delivery of Shire services.

Access to documents is subject to the requirements of the *Freedom of Information Act 1992*, the *Local Government Act 1995* and other relevant legislation.

Certain documents may be restricted where legislation requires confidentiality, privacy protection or other exemptions to apply.

Members of the public may inspect documents available for public access at the Shire Administration Office or access documents electronically where available through the [Shire's website](https://www.boddington.wa.gov.au) at: <https://www.boddington.wa.gov.au>

Freedom of Information (FOI)

The *Freedom of Information Act 1992* provides members of the public with a right to access documents held by government agencies, including local governments, subject to certain exemptions and limitations.

The FOI Act also provides individuals with the right to request amendment of personal information held by an agency where the information is inaccurate, incomplete, out of date or misleading.

The objectives of the *FOI ACT* are to:

- enable the public to participate more effectively in the governing of the State;
- make government agencies more accountable to the public; and
- provide access to information held by government agencies while recognising the need to protect certain information.

The Shire of Boddington is committed to the principles of openness and transparency and aims to make information available promptly and at the lowest reasonable cost.

Before making a formal FOI application, applicants are encouraged to contact the Shire to determine whether the information can be provided through normal administrative access arrangements.

Where information cannot be provided outside the FOI process, a formal application may be made under the *Freedom of Information Act 1992*.

Documents Exempt from Access

While the FOI Act provides a general right of access to documents, some information may be exempt from release where disclosure would harm important public or private interests.

Examples of information that may be exempt include:

- Personal information – information that would reveal personal details about an individual;
- Commercial information – information relating to business, financial or commercial affairs;
- Deliberative processes – information relating to confidential decision-making processes;
- Legal professional privilege – confidential legal advice or legal communications; and
- Confidential communications – information provided in confidence where disclosure may affect future information supply.

Each FOI application is assessed on its individual circumstances and in accordance with the requirements of the FOI Act.

Making an FOI Application

Before lodging a Freedom of Information (FOI) application, applicants are encouraged to contact the Shire of Boddington to determine whether the information requested can be provided through normal administrative access arrangements.

The Shire aims to provide access to information promptly, efficiently and at the lowest reasonable cost. Where documents are not routinely available, an application may be made under the requirements of the *Freedom of Information Act 1992 (WA)*.

Requirements for an FOI Application

An FOI application must:

- be made in writing;
- provide sufficient information to enable the requested documents to be identified;
- provide an Australian address for notices to be sent; and
- include the application fee where the request is for non-personal information.

Applicants should clearly describe the documents being requested and provide any relevant details, such as dates, locations, reference numbers or subject matter, to assist in identifying the information.

Lodging an FOI Application

FOI applications and enquiries can be submitted by:

Email: shire@boddington.wa.gov.au
Mail: PO Box 4, Boddington WA 6390
In Person: Shire Administration Office, 39 Bannister Road, Boddington WA 6390

FOI applications should be addressed to the Freedom of Information Coordinator.

Processing an FOI Application

The Shire will acknowledge receipt of an FOI application and assess the request in accordance with the requirements of the *Freedom of Information Act 1992 (WA)*.

The Shire is required to provide a written Notice of Decision within 45 days of receiving a valid application, unless an extension of time has been agreed to or authorised under the FOI Act.

A Notice of Decision will include:

- the date the decision was made;
- the name and position of the decision-maker;
- the reasons for the decision;
- details of any documents refused or edited;
- information regarding access arrangements; and
- advice regarding review rights.

FOI Application Forms

An FOI application form is available from the Shire Administration Office and the website.

Applicants may use the form to ensure all required information is provided, however a written application containing the required details may also be accepted.

FOI Fees and Charges

The following fees and charges apply to Freedom of Information applications in accordance with the Shire's adopted 2026/27 Fees and Charges and the *Freedom of Information Regulations 1993*. Applications for access to personal information about the applicant do not attract an application fee.

Fee or Charge	Basis	Amount	GST
Application fee for non-personal information	WA FOI Act 1992	\$30.00	No
Application fee for personal information	Nil	No charge	No
FOI photocopying	Per A4 copy	\$0.20	No
Staff time for search and discovery of documents	Per hour	\$30.00	No

Amendment of Personal Information

The *Freedom of Information Act 1992* provides individuals with the right to apply for amendment of their personal information held by the Shire of Boddington where they believe the information is inaccurate, incomplete, out of date or misleading.

An application to amend personal information must:

- be made in writing;
- provide sufficient information to identify the record containing the information;
- identify the information the applicant believes requires amendment; and
- explain why the information is considered inaccurate, incomplete, out of date or misleading.

Where access to documents has been approved, access will be provided in the manner most appropriate for the applicant and the documents available.

Access may be provided by:

- inspection of documents at the Administration Office;
- providing a copy of a document;
- providing access to an electronic copy of a document;
- providing a copy of an audio or visual recording;
- providing a transcript of a document from which words can be reproduced; or
- another method agreed between the applicant and the Shire.

Where access is provided by inspection, arrangements will be made with the applicant regarding a suitable time and location.

Access may be subject to the payment of any applicable charges in accordance with the *Freedom of Information Act 1992* and associated regulations.

Review Rights

Applicants who are dissatisfied with a decision made by the Shire of Boddington in relation to an FOI application may seek a review of that decision under the *Freedom of Information Act* 1992.

Internal Review

An applicant may apply for an internal review of the decision. The application must:

- be made in writing;
- be lodged within 30 days after receiving the Notice of Decision; and
- identify the decision being reviewed.

There is no charge for an internal review application.

The internal review will be undertaken by a person who is not the person who made the original decision, where practicable. The applicant will be notified of the outcome of the internal review within the timeframe required under the FOI Act.

External Review

If an applicant remains dissatisfied after an internal review, they may apply to the Information Commissioner for an external review.

An application for external review must generally be made in writing within 60 days after receiving notice of the internal review decision.

Third parties and applicants seeking review of decisions relating to amendment of personal information may have different review timeframes as prescribed by the FOI Act.

Further information about review rights is available from the Office of the Information Commissioner.

Contact Information

Any or further information regarding Freedom of Information applications, access to documents, or amendment of personal information, please contact the Shire of Boddington.

Chief Executive Officer
Shire of Boddington

Email: shire@boddington.wa.gov.au
Mail: PO Box 4, Boddington WA 6390
Telephone: (08) 9883 4999
Website: Shire of Boddington website

Further information about Freedom of Information legislation, processes and review rights is available from the Office of the [Office of the Information Commissioner](https://www.wa.gov.au/organisation/office-of-the-information-commissioner) Western Australia at: <https://www.wa.gov.au/organisation/office-of-the-information-commissioner>

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