



# Freedom of Information

## 2024 Information Statement

*Prepared as a stand-alone document pursuant to s.94 of the FOI Act 1992*

Copies of the Shire of Toodyay's Information Statement can be sourced:

In Hardcopy from: Shire of Toodyay Administration Offices  
15 Fiennes Street, Toodyay WA 6566  
Monday to Friday from 8.30am to 4.30pm.

On the Shire website: <https://www.toodyay.wa.gov.au/documents/freedom-of-information>

Or requested via email: [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

This document can be provided in alternative formats upon request, by contacting the FOI Coordinator on (08) 9574 9300 or via the link below:

<https://www.toodyay.wa.gov.au/documents/freedom-of-information>

## Authorised for Distribution

Tabitha Bateman – Acting Chief Executive Officer

18.7.24

Date

## Information Statements

Agencies (local governments) are required to ensure that an up-to-date Information Statement is published (s.96).

The intent of the Information Statement is to inform the public of the:

- structure and functions of the agency (s.94);
- ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public (s.94(b))
- opportunities for members of the public to participate (s.94(c))
- documents held by the agency (s.94(d)) and how these documents may be accessed by the public.
- Freedom of Information Procedures and Access Arrangements (s.94(i))

The Shire will periodically review what information is available to the public outside the FOI process as part of the annual review of the Information Statement.

The Shire will provide a copy of this statement to the Information Commissioner as soon as practicable after the statement is published or a new edition produced (s.97).

### The Shire's website

The Shire's website contains all necessary information for the public. The site map link is available here: <https://www.toodyay.wa.gov.au/sitemap.aspx>

## Further Information

If you have any questions about the Freedom of Information Statement, please contact the Freedom of Information Coordinator on (08) 9574 9300 during office hours (8.30am to 4.30pm) or via email at [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

The Office of the Information Commissioner publishes how members of the public may access documents held by government, amend personal information and apply for review of agency decisions. Contact them via the means provided below:

Phone: (08) 6551-7888 or Free call (WA country landline only) 1800 621 244

On-Line: <https://www.oic.wa.gov.au/en-au/ThePublic>



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## Structure and functions of the agency(s.94(a))

The Shire of Toodyay (the Shire) is a local government organisation (agency) that provides a variety of services to the local community. Local Government revenue comes from three main sources:

1. Rates;
2. Goods and Services, and
3. Grants from Federal and State/Territory Governments.

## Refer to the [Role of Local Government](#)

The role of a Council is pursuant to Section 2.7 of the *Local Government Act 1995* (the Act). Councillors are elected by the community to participate as members of Council, pursuant to the Act and its subsidiary legislation. The role of a Councillor is pursuant to Section 2.10 of the Act.

## Executive Office

Council appoints and employs a Chief Executive Officer (CEO), responsible for the overall management and strategic direction of the Shire pursuant to s.5.2 of the Act.

The CEO's functions are contained in s.5.41 of the Act.

The day to day running of the Shire is the responsibility of the CEO, who, along with Executive Managers and staff, act on the Council's decisions by developing and putting into practice Council policies and resolutions.

The CEO manages Councillor liaison, major projects, strategic planning and management, Risk Management, Governance, Communications and PR, Advocacy and Executive Services.

## Divisions/Departments

Each division is headed by an Executive Manager, focusing on specific operational areas of responsibility as follows:

### **Division 1: Corporate and Community Services (Executive Manager Corporate & Community Services)**

- Finance; Customer Service; Records and systems; Human Resources; Information Technology; and
- Libraries; Museums; the Community Resource Centre; the Toodyay Recreation Centre; and
- Economic Development; Community development; and
- Tourism and events.

### **Division 2: Development and Regulation (Executive Manager Development and Regulation)**

- Statutory and strategic planning;
- Development and Regulatory Compliance;
- Building approvals and Cultural Heritage;

- Sustainability, Environmental Health; and
- Ranger Services.

**Division 3: Infrastructure, Assets and Services. (Executive Manager Infrastructure, Assets & Services)**

- Construction and maintenance: roads, drainage, and footpaths (including engineering and infrastructure planning);
- Bridge maintenance and upgrades;
- Reserves Management;
- Street Cleaning;
- Parks and Gardens maintenance;
- Fire mitigation activities including weed spraying;
- Depot Management;
- Fleet Management and maintenance;
- Asset Management and Asset Management Planning;
- Waste Management (Waste Transfer Station);
- Building Maintenance; and
- Emergency Services.

## Functions

There are more than 250 pieces of legislation that affect local government.

**General Functions:** *Section 3.1 of the Local Government Act 1995.*

The general function of a local government is to provide for the good government of people living and working within its district.

**Legislative Functions:** *Section 3.5 of the Local Government Act 1995.*

A local government may make local laws that are necessary or convenient for it to perform any of its functions.

**Executive Functions:** *Section 3.18 of the Local Government Act 1995*

A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions.

## Plan for the Future (s.5.56 of the Local Government Act 1995)

The Council Plan 2023-2033 is available on the Council's website under "Shire Projects" at the following link: <https://www.toodyay.wa.gov.au/council/shire-projects/plan-for-the-future-2023-2033.aspx>

This plan describes the vision, purpose and values of the Shire in its response to community objectives contained in the plan.

## Shire of Toodyay Information Statement 2024-2025

The plan details the supporting strategies that will be used to deliver on the actions and objectives contained in the plan, some of which are on the website as follows:

<a href="#">Risk Management Framework</a>	<a href="#">Disability Access &amp; Inclusion Plan</a>
<a href="#">Bush Fire Preparedness and Resilience Strategies</a>	<a href="#">Bush Fire Risk Management Plan</a>
<a href="#">Economic Development Plan</a>	<a href="#">Heritage Strategy</a>
<a href="#">Local Emergency Management Arrangements</a>	<a href="#">Local Planning Scheme</a>
<a href="#">Governance Framework</a>	<a href="#">Local Planning Strategy</a>
Municipal Inventory ( <i>under review in 2024</i> )	<a href="#">Reconciliation Action Plan</a>
<a href="#">Environmental Management Strategy</a>	<a href="#">Bush Fire Operating Procedures</a>



## Ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public (s.94(b))

### Impact on the Public

The agency's functions, particularly decision-making and governance processes, impact members of the public in various ways:

- **Policy Implementation:** Directly affects the daily lives and activities of the community.
- **Regulatory Decisions:** Impose obligations or provide benefits to individuals and businesses.
- **Service Provision:** Delivers essential services that cater to public needs such as the library services mentioned below.

### Library Facilities available for use by members of the public (s.94(e))

The Shire's Public Library Service is part of a state-wide network that operates between local government authorities and the Library Information Service of Western Australia.

Detail about the Shire's Library System is on the Shire's website here: <https://www.toodyay.wa.gov.au/community-visitors/libraries>



Opening hours are available on the Shire's website: <https://www.toodyay.wa.gov.au/contact-the-shire.aspx>

### Morangup Community Library

Morangup Community Library is Toodyay Public Library's part-time branch. If you live outside Toodyay and don't want to take a trip into town, you can head over to the Morangup Community Centre which stocks over a thousand items to browse and borrow. Regular Toodyay patrons may also borrow, return or renew items at Morangup.



## Council Meetings

The intent of Council Meetings is to provide a means for Council to make decisions that will affect the community as a whole, or individual members of the community dependent upon the type of decision being made.

The nature of Council's interest in making a decision will be one of the following:

- Advocacy:** when Council advocates on its own behalf or on behalf of its community to another level of government body/agency;
- Executive:** the substantial direction setting and oversight role of Council (e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets);
- Legislative:** adopting local laws, local planning schemes and policies;
- Review:** Council reviews decisions made by officers; or
- Quasi-Judicial:** when Council determines an application/matter directly affecting a person's right and interests. The judicial character arises from the obligation to abide by principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

**Ordinary Council Meetings** are held February to December, commencing at 1.00pm.

**Agenda Briefings** are held one week prior to an Ordinary Council Meeting, commencing at 3.00pm

**Special Council Meetings** are called from time to time by the Shire President to consider matters which arise.

The Shire President presides at Council Meetings pursuant to the Act, and the *Local Government (Administration) Regulations 1996*. The CEO and the Executive Managers attend Council meetings to provide advice or any other information Councillors may seek but cannot vote or participate in debate.

Agendas are available for public inspection, at least 72 hours prior to the commencement of the meeting, from the Shire's Administration Offices (between 8.30am and 4.30pm). Please contact our office on (08) 9574 9300 if you require a copy as there are limited copies that are provided for the public gallery on the day of the meeting.

The [Schedule of Council and Committee Meetings for 2024](#) was adopted by Council on 22 November 2023.

## **Council Meeting Minutes**

Minutes are available 14 days after Council Meetings, and 7 days after Committee Meetings pursuant to r.13 of the *Local Government (Administration) Regulations 1996*. Minutes are 'unconfirmed' until the next meeting where they are 'confirmed' subject to any amendments made by Council or Committee (as the case may be). The confirmed minutes, including relevant attachments, are made available once signed by the Presiding Person.



## Opportunities for members of the public to participate (s.94(c))

A member of the public can write to the Council on any policy, activity, function or service of the Council on-line using the link on the Shire's website: <http://www.toodyay.wa.gov.au/Council/Have-your-say>

Or they can write to the CEO (and Council) using the address details provided on the Shire's website at the following link:

<http://www.toodyay.wa.gov.au/Contact-the-Shire#section-3>

Address: Shire's Administration Office, 15 Fiennes Street, Toodyay WA 6566

Postal Address: PO Box 96, Toodyay WA 6566

Email: [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

Telephone: (08) 9574 9300

Members of the public can also participate in the agency's policy formulation and performance through:

## Public Consultations

Public comment periods are a common consultation method employed by the Shire on a range of Council proposals and functions. A public comment period ensures that those affected by a Council decision have a genuine opportunity to be informed of, and provide input into, the decision-making process.

Public comment periods are undertaken in accordance with [Council's Community Consultation and Engagement Policy](#).

## Effective Public Comment(s) should:

- Clearly state an opinion and reasons for or against the proposal or sections thereof;
- Propose how concerns might be addressed by outlining suggestions for resolving a problem or issue (if possible);
- List any references or provide evidence, relevant material, or specific examples to help demonstrate views or suggestions,
- Include the section, recommendation and page number of the proposal to which comments refer (if relevant),
- Be concise, whilst also numbering issues to be addressed, where there is more than one.

Public submission guides are available on the Shire website: <https://www.toodyay.wa.gov.au/council/council-meetings-committees/submissions-deputations-and-public-questions.aspx>

## **Council Meeting Attendance – Question time, Submissions and Deputations.**

Standing Orders provide for the safe custody and use of the common seal and for the orderly conduct of Council and Committee meeting (and debating) procedures, as well as prescribing ways in which members of the public can contribute to the meeting.

Council meetings afford members of the public the opportunity to ask questions and receive responses from either the Elected Members or the Shire Officers through public question time pursuant to the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the Shire's Meeting Procedures.

### **Submissions**

Items out for public comment are advertised in the Toodyay Herald. Notices are also displayed on the notice board at the Toodyay Library, Administration Centre and on the [Shire of Toodyay's website](http://www.toodyay.wa.gov.au) at [www.toodyay.wa.gov.au](http://www.toodyay.wa.gov.au).

Council will stipulate a closing date for receipt of submissions in the advert. Submitters must submit their comments by the advertised closing date, so that their comments can be considered.

### **Consideration of Submissions**

All submissions received are summarised in a schedule of submissions for consideration by Council. This consideration may result in the proposal being modified to address the issues; approved without modification; or refused.

Submissions received may be included in Council's Agenda and made available to the general public. Public access to the submissions will also be permitted under the *Local Government Act 1995* or the *Freedom of Information Act 1992*.

Once a decision has been made on the relevant matter the responsible officer will write to all submitters advising of the outcome.

### **Petitions**

The Shire's meeting procedures prescribe the manner in which formal petitions are to be accepted by Council from members of the Community.

Petitions to Council are to:

- be addressed to the Shire President and Councillors;
- be made by electors of the district;
- contain a concise statement of facts and the action sought on the front page of the petition;
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed; and
- state the name and address of the person who arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

A Councillor will present and read out the petition and, if necessary, request that it be referred for an Officer's report.

If a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the CEO may, at their discretion, forward the petition to Council accompanied by an officer report.

### Other kinds of submissions to Council

A person or group wishing to be received by Council or Committee as a deputation must submit a deputation application to the CEO for approval 5 working days before a meeting. The deputation must include information to be raised by a deputation in concise terms, but in sufficient detail to provide a general understanding of the deputation's purpose.

A deputation submission, when invited to attend a Council or Committee meeting:

- is not to exceed three persons;
- may address the meeting for 5-10 minutes if only one person speaks, unless the time is extended by the Council or Committee; and
- May also respond to questions from Members.

For the purpose of determining who may address the Council or Committee on an issue, all those people either in favour of or opposed to an item for consideration are deemed to comprise a single deputation. The Shire's meeting procedures provide for the procedure of how these kinds of submissions are managed.

Any matter which is the subject of a deputation to the Council or Committee is not to be decided by the Council or Committee until the deputation has completed its presentation.

### Community Meetings

Where the Shire requires buy-in from the community in regard to its projects, and in accordance with the Shire policy on Community Consultation and engagement, Shire Officers may schedule forums and community meetings when stakeholder consultation is required.

### Advisory Committees:

The Shire recognises the value of community input and is continually looking for ways to engage more deeply with the community, including ensuring that community representatives are appointed by Council onto Advisory Committees.

The Shire's Committee Book provides detail of each committee and the representation of Councillors on external committees. This book is available online: <https://www.toodyay.wa.gov.au/documents/337/committee-book>

## Surveys and Feedback Mechanisms:

From time to time, the Shire will develop community surveys and deliver them out to the general public for a period of time to gauge sentiment in the community in regard to various matters.

## Notifications / Advertising

Residents may be notified of issues by advertising through the Public Comment section of the Shire's website, or in the Toodyay Herald newspaper, or in writing to ratepayer's addresses. Residents and ratepayers have the opportunity to write to the Shire expressing their views.

## Works Requests and Feedback Forms

The community can use the [Contact Us](#) link on the Shire's website to contact the Shire in order to:

- Request works by lodging a works request, or report an issue; or
- Changing your details;
- Provide feedback to the Shire; or
- Update details in the community directory.

## Procedure for amending personal information (s.94(g))

Where members of the public wish to amend personal information contained in the documents of the agency they are instructed to make these amendments through submitting a "Change your Details" form which is attached.

The form can be completed and provided to the Records Management Officer of the Shire using the methods detailed below:

Mail: PO Box 96 Toodyay WA 6566

E-Mail: [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

In Person: 'Old Courthouse Building,' 15 Fiennes Street, Toodyay

**Note:** Changes can also be completed on-line using the link below:

<https://www.toodyay.wa.gov.au/resident-services/contact-us/change-your-details.aspx>

When submitting the change of details on-line certified copies of documentation confirming these changes (i.e. Marriage Certificate) are required to be submitted with the application to change personal details prior to them being processed. If not provided the applicant will be contacted by the Records Management Officer.

The Records Management Officer will record all the "Change your Details" forms as they come in. The details are then changed on the system and provided to the relevant officers of whichever departments that the change will affect.

## Documents held by the agency (s.94(d))

The Shire is required to have available certain types of documents pursuant to Section 5.94 of the *Local Government Act 1995*. Section 5.96A also regulates the type of information that the Shire is required to have on-line.

If a person attends the Shire Office during office hours they can inspect, free of charge the documents in the form or medium in which it is held by the local government, whether it is or is not current at the time of inspection, unless it would be contrary to section 5.95.

The types of documents that are able to be obtained free of charge are the documents that are published on-line which are detailed in the table below. If these on-line documents are provided as a hardcopy they will incur a printing cost as per the Shire's "Schedule of Fees and Charges" document.

Availability		Document Type
On-Line	Hard copy inspection	
✓	✓	<a href="#">Annual budget</a> (s.5.96)
✓	✓	<a href="#">Annual Report</a> (s.5.96)
✓	✓	<a href="#">Council Member Returns Register</a> (s.5.96)
✓	✓	<a href="#">Employee Primary Returns Register</a>
✓	✓	<a href="#">Code of Conduct</a> for Employees (s.5.96)
✓	✓	<a href="#">Code of Conduct</a> for Council Members (s.5.96)
✓	✓	<p><a href="#">Shire Planning Scheme and Local Planning Policies</a></p> <p>LPS No 5 is on the website here: <a href="https://www.toodyay.wa.gov.au/documents/440/local-planning-scheme-no-5">https://www.toodyay.wa.gov.au/documents/440/local-planning-scheme-no-5</a></p> <p>LPS No 4, approved by the WAPC is here: <a href="https://www.toodyay.wa.gov.au/documents/295/local-planning-scheme-no-4">https://www.toodyay.wa.gov.au/documents/295/local-planning-scheme-no-4</a></p> <p>The Local Planning Strategy is here: <a href="https://www.toodyay.wa.gov.au/documents/445/local-planning-strategy-2018">https://www.toodyay.wa.gov.au/documents/445/local-planning-strategy-2018</a></p> <p>Minutes including the endorsed report on the review of the local planning scheme are on the website here: <a href="https://www.toodyay.wa.gov.au/council-meetings/special-council-meetings/special-council-meeting/567">https://www.toodyay.wa.gov.au/council-meetings/special-council-meetings/special-council-meeting/567</a></p>

Availability		Document Type
On-Line	Hard copy inspection	
		Local Planning Policies are available here: <a href="https://www.toodyay.wa.gov.au/council/shire-documents/policies.aspx">https://www.toodyay.wa.gov.au/council/shire-documents/policies.aspx</a>
✓	✓	<a href="#"><u>Complaints of Minor Breach referred to in section 5.121</u></a>
✓	✓	<a href="#"><u>Any register of financial interests</u></a>
✓	✓	<a href="#"><u>Council Plan</u></a> (i.e. any plan for the future of the district made in accordance with section 5.56).
✓	✓	Corporate Asset Management Plans <a href="https://www.toodyay.wa.gov.au/documents/6/asset-management-plan-plant-and-equipment">https://www.toodyay.wa.gov.au/documents/6/asset-management-plan-plant-and-equipment</a> <a href="https://www.toodyay.wa.gov.au/documents/3/asset-management-plan-infrastructure">https://www.toodyay.wa.gov.au/documents/3/asset-management-plan-infrastructure</a> <a href="https://www.toodyay.wa.gov.au/documents/4/asset-management-plan-land-and-buildings">https://www.toodyay.wa.gov.au/documents/4/asset-management-plan-land-and-buildings</a>
✓	✓	FOI Information Statement
✓	✓	<a href="#"><u>Gift Register – Electoral</u></a>
✓	✓	<a href="#"><u>Gift Register – Employees, CEO and Members</u></a>
✓	✓	<a href="#"><u>Local Laws</u></a> (including <a href="#"><u>reports</u></a> or proposals relating to Local Laws)  <b>Limitation:</b> any reports or proposals relating to local laws will need to be researched and provided separately through finding out where they exist in a bound minute book.
✓	✓	<a href="#"><u>A map of the district</u></a> showing the district boundaries and, if the district is divided into wards, the ward boundaries.  The map of the district is also found in the community directory.
✓	✓	When meetings are held in respect to council, committee meetings or advisory group meetings <b>Agendas and Minutes</b> are available via the link: <a href="http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes">http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes</a>



Availability		Document Type
On-Line	Hard copy inspection	
		<b>Limitation:</b> Any minutes that are considered confidential in accordance with Section 5.23 (2) of the <i>Local Government Act 1995</i> will not be able to be viewed on-line nor in person. This is because while agendas and minutes are generally available to the public, there is a specific exemption for those papers relating to committee meetings or those parts of Council meetings that are not open to the public. (r.14 (2) and r.29 of the <i>Local Government (Administration) Regulations 1996</i> ).
✓	✓	<p><b>A document produced by the local government or a committee for presentation at a council or committee meeting and which have been presented at the meeting;</b></p> <p><b>Note:</b> these documents are attached to minutes of a meeting and would be available online (Refer to limitation above with respect to Minutes).</p>
✓	✓	<b>Municipal Inventory Heritage</b>
s.5.96(4) prohibits online publication	✓	<p><b>Register of owners and occupiers and Electoral Rolls (s.5.96)</b></p> <p>Inspection does not permit photographs being taken nor photocopying of the information.</p>
s.5.96(4) prohibits online publication	✓	<p><b>Rate Records</b></p> <p>Inspection does not permit photographs being taken nor photocopying of the information.</p> <p>If individual ratepayers wish to have a copy of their own rates they can submit requests to the Rates Officer who will provide that information.</p>
	✓	<p><b>Inspection/copies of building permits, approval certificates and orders in register [Building Act 2011]</b></p> <p>Inspection does not permit photographs being taken.</p> <p>Copies of a permit, certificate or order, may be made on payment of a fee in accordance with the <i>Shire's Schedule of Fees and Charges</i>.</p> <p><b>Limitation:</b> Some application information, although available, may be exempt information under the FOI</p>

## Shire of Toodyay Information Statement 2024-2025

Availability		Document Type
On-Line	Hard copy inspection	
		Act. Therefore each request will be gauged on the nature of the request and the information being sought.
✓	✓	<b>Schedule of Fees and Charges (s.6.16)</b>

## Freedom of Information Procedures and Access Arrangements

The Shire's aim is to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

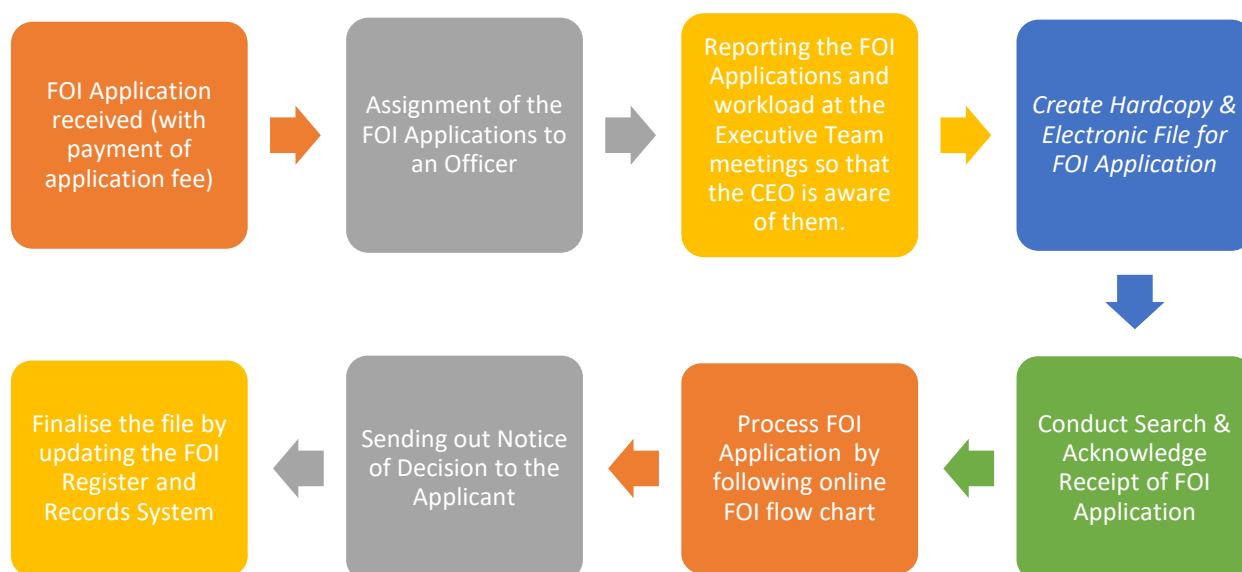
When a person requests information that is not contained in the table above and is not readily available pursuant to s.5.94 of the *Local Government Act 1995*, then access to documents other than those listed as accessible is outside the FOI Act and must be made via a Freedom of Information Application.

In these instances, a Shire Officer will provide a Freedom of Information Application (which complies with the requirement of Section 12 of the *FOI Act 1992*) to the person making the request with the advice that their request for documentation requires that an FOI Application be made as the documentation is not accessible outside of the *FOI Act 1992*.

### The process followed by the Agency (s.94(i))

When an FOI Application is made it is recorded by the Records Management Officer and given an identification record number that can be referred to and used for any further related correspondence.

The following process is followed by the Agency:



### Process FOI Application by following online FOI flow chart

Link for on-line chart here: <https://www.oic.wa.gov.au/en-au/FA001>

### FOI Applications have to

- be in writing;
- give enough information so that the documents 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.

## Access to documents

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 documents is accurate, complete, up-to-date and not misleading.

If an Officer of the Agency can provide the documents they will either be sent electronically via email; or printed and put into the post; or handed to a person making the request; whichever is the preferred option of the customer making the request.

## Fees and charges

A scale of fees and charges have been set under Schedule 1 of the *Freedom of Information Regulations 1993*. The Shire's Schedule of Fees and Charges contains information about those charges.

Documents provided in hardcopy may be subject to a fee for photocopying/printing in accordance with the Shire's Schedule of Fees and Charges.

**Note:** *Dependent upon the type of document being requested this information will be contained in the Shire's Schedule of Fees and Charges which is contained within the Shire's Annual Budget.*

## Address where FOI Access Applications are lodged

Mail: PO Box 96 Toodyay WA 6566

E-Mail: [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

In Person: 'Old Courthouse Building/Administration Centre,  
15 Fiennes Street, Toodyay WA 6566

**Note:** where FOI Access Applications are not made in person, and a fee has not been supplied in the first instance, the process followed by the Agency includes that the relevant FOI Officer is to chase up payment.

## Notice of decision

The Shire will give applicants a written reason if applications are refused or applicants are only given partial access. Rights of review will be advised in the notice of decision.

The notice of decision should issue within 45 days of the date of lodgement of the FOI access application. The notice of decision 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; and
- information on the right of review and the procedures to be followed to exercise those rights.

### **Appealing the decision**

Rights of Review may be accessed by going on to the FOI WA Website at the following link: <https://www.oic.wa.gov.au/en-au/FTP014>



## Freedom of Information Application form

Freedom of Information Act 1992

### APPLICANT DETAILS

Full Name: \_\_\_\_\_  
(include Title, initials and surname of the person making this request)

Main Address: \_\_\_\_\_  
(Residential / Premises Address including Suburb and Postcode)

Postal Address: \_\_\_\_\_  
(if different from above)

Phone (H): \_\_\_\_\_ (M): \_\_\_\_\_ (W): \_\_\_\_\_

Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ ABN: \_\_\_\_\_  
(include if application is on behalf of organisation)

### DETAILS OF REQUEST

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

☐ Personal

☐ Non-Personal

These document(s) are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FORM OF ACCESS

(Tick whichever is appropriate)

I wish to inspect the document: ☐ Yes ☐ No

I require a copy of the document(s): ☐ Yes ☐ No

I require access in another form: ☐ Yes ☐ No

Specify format required: \_\_\_\_\_

### FEES AND CHARGES

A fee of \$30.00 must be paid to cover the application fee. In certain cases a reduction in fees and charges may apply. If you believe you are entitled to a reduction, tick the box below and attach copies of supporting documentation to substantiate your claim for a reduction in fees and charges.

I am requesting a reduction in fees and charges: ☐ Yes ☐ No

I understand that before I obtain access to documents I may be required to pay additional charges in respect of this application, in accordance with the FOI regulations, and such charges will be provided to me on a statement, where appropriate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant(s) Signature



**Administration Centre**  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566

**T** (08) 9574 9300  
**F** (08) 9574 2158  
**E** records@toodyay.wa.gov.au  
**W** www.toodyay.wa.gov.au



### Notes

#### FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Toodyay may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the Shire of Toodyay will require authorisation in writing.
- Your application will be dealt with as soon as practicable, within 45 days after it is received.
- The Freedom of Information Act 1992 is available on-line through the [wa.gov.au](http://www.wa.gov.au/statutes) website link at [www.wa.gov.au/statutes](http://www.wa.gov.au/statutes)
- Further information can be obtained from the FOI Coordinator.

#### 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 words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

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

#### FEES AND CHARGES

- \$30.00 application fee (non-personal information ONLY).
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the Rates and Charges (Rebates and Deferments) Act 1992 may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.

#### OFFICE USE ONLY

RMS Ref No: \_\_\_\_\_ Received on: \_\_\_\_\_ Response Deadline: \_\_\_\_\_

Acknowledged on: \_\_\_\_\_ Assigned to: \_\_\_\_\_

**Proof of Identity:**  
(if applicable) Type: \_\_\_\_\_ No. Ref: \_\_\_\_\_ Signed: \_\_\_\_\_

## Shire of Toodyay Information Statement 2024-2025



### Change of Details

If you have any queries regarding this form please contact the Shire's Receptionist on **(08) 9574 9300**

#### NEW DETAILS

Please attach certified copies of documentation confirming changes i.e.. Marriage Certificate

Full Name: \_\_\_\_\_  
(include Title, initials and surname of the person making this request)

Maiden/other names: \_\_\_\_\_

Main Address: \_\_\_\_\_  
(Residential / Premises Address including Suburb and Postcode)

Postal Address: \_\_\_\_\_  
(if different from above)

Phone (H): \_\_\_\_\_ (M): \_\_\_\_\_ (W): \_\_\_\_\_

Email: \_\_\_\_\_

#### PREVIOUS DETAILS

Only details that have been changed need to be completed

Full Name: \_\_\_\_\_  
(include Title, initials and surname)

Maiden/other names: \_\_\_\_\_

Main Address: \_\_\_\_\_  
(Residential / Premises Address including Suburb and Postcode)

Postal Address: \_\_\_\_\_  
(if different from above)

Phone (H): \_\_\_\_\_ (M): \_\_\_\_\_ (W): \_\_\_\_\_

Email: \_\_\_\_\_

I understand that in completing and signing this form that any previous details held by the Shire of Toodyay will be replaced by the new details on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_ By whom: \_\_\_\_\_

RMS Ref. No: \_\_\_\_\_



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## Change of Details