

Information Statement 2025/26



Acknowledgement:

The City of Armadale acknowledge the Traditional Owners and the Custodians of the land upon which we stand, work and play.

We acknowledge the Aboriginal people as the First nation People and their connection to the lands and the waters, as they are part of them spiritually and culturally.

We acknowledge their ancestors, the Elders past and present, who have led the way for us to follow in their footsteps and the emerging leaders of today and tomorrow.

This Information Statement is published by the City of Armadale in accordance with the requirements of the *Freedom of Information Act 1992*.

Reviewed January 2026

Disclaimer:

The information contained within this publication is considered to be correct at the time of printing. The information has been compiled with care, but no warranty, expressed or implied, is given to the accuracy, correctness or completeness of the information, or for any advice given, or omissions.

Readers relying on the content of this document do so entirely at their own risk and should seek their own independent advice and undertake such investigations as they see fit to enable them to come to their own conclusions.

This document is available in alternative formats upon request.

Table of Contents

1	Introduction	4	6	Freedom of Information	16
1.1	Freedom of Information Legislation	4	6.1	What is Freedom of Information?	16
2	Structure and Functions of the City	6	6.2	The FOI Process	16
2.1	Council Structure	6	6.3	How do you Apply?	16
2.2	Organisational Structure	7	6.4	What type of Information can you Apply for?	17
3	Decision Making	8	6.5	Reason for the Information	17
3.1	Council Meetings	8	6.6	Freedom of Information Charges	17
3.2	Electors Meetings	9	6.7	Forms of Access	18
3.2	Standing Committees	9	6.8	What Happens once your Application has been Processed?	18
3.4	How Decisions Affect the Community	9	6.9	Notice of Decision	18
4	Public Participation	10	6.10	Refusal of Access	18
4.1	Presenting Issues to Council	10	6.11	Internal Review	19
4.2	Public Notices and Advertising	10	6.12	External Review	19
4.3	Community Consultation and Engagement	11	6.13	Appeals to the Supreme Court	19
4.4	Council Advisory Groups	11	6.14	Summary of Time Limits	20
4.5	Customer Feedback	11	7	Appendices	22
5	Information Held By the City	12	7.1	Freedom of information processing flowchart	22
5.1	Information Held	12	7.2	Freedom of Information Application	23
5.2	Library Facilities	12	7.3	Freedom of information application for internal review	26
5.3	Documents held by the State Records Office of Western Australia	13	7.4	Information Held	28
5.4	Retention and Disposal of Records	13			
5.5	How to Access Documents Held by the City	13			
5.6	Publications	14			
5.7	Documents for Inspection	14			
5.8	Documents for Purchase	14			

1 Introduction

Section 96 of the *Freedom of Information Act 1992* (FOI Act) requires each government agency, including local governments, to prepare and publish an Information Statement annually. In accordance with section 94, the Information Statement must:

- State the structure and functions of the City;
- Describe the ways in which functions of the City affect members of the public;
- Describe arrangements that exist to allow members of the public to participate in the formulation of the City's policy and performance of the City's functions;
- Describe the type of documents usually held by the City including which kinds of documents can be inspected, purchased or obtained free of charge;
- Describe the arrangements for giving members of the public access to documents;
- Describe the arrangements for amending personal information.

This document therefore constitutes the City of Armadale's Information Statement, copies of which are available from the City of Armadale Administration Centre 7 Orchard Avenue Armadale Western Australia or from the City of Armadale website www.armadale.wa.gov.au.

Enquiries about this document may also be made by contacting the Freedom of Information Officer on **(08) 9394 5000** or by email at foi@armadale.wa.gov.au.

1.1 Freedom of Information Legislation

Should you wish to obtain a copy of the FOI Act or associated regulations please visit the Western Australian Legislation website at www.legislation.wa.gov.au where a full copy of all State legislation is available.

Further information about Freedom of Information can also be found on the Office of the Information Commissioner's website www.wa.gov.au/organisation/office-of-the-information-commissioner.



2

Structure and Functions of the City

Armadale is one of 139 local governments (also known as City, Town or Shire Councils) in Western Australia.

2.1 Local Government Structure

The City of Armadale is a local government authority constituted by the *Local Government Act 1995* (LG Act). This legislation governs the operations and responsibilities of the City.

The Act prescribes that the general function of a local government is to provide for the good government of people in its district. A local government has a legislative function to make local laws and an executive function to administer its local laws and to provide services and facilities. The City's local laws are published in the government gazette and can be viewed on the City's website: my.armadale.wa.gov.au/service/about-council/publications-and-governance/local-laws.

In carrying out its functions, the City is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

In accordance with the LG Act, the council's governing role includes the following:

- (a) overseeing the allocation of the local government's finances and resources;
- (b) determining the local government's policies;
- (c) planning strategically for the future of the district;
- (d) determining the services and facilities to be provided by the local government in the district;
- (e) selecting the CEO and reviewing the CEO's performance;
- (f) providing strategic direction to the CEO.

The LG Act also grants Council the authority to delegate certain decision making functions to Committees or to the Chief Executive Officer. These delegations are listed in the City's Delegations Register, which is available on the City's

website: my.armadale.wa.gov.au/service/about-council/publications-and-governance/delegations-and-council-policies.

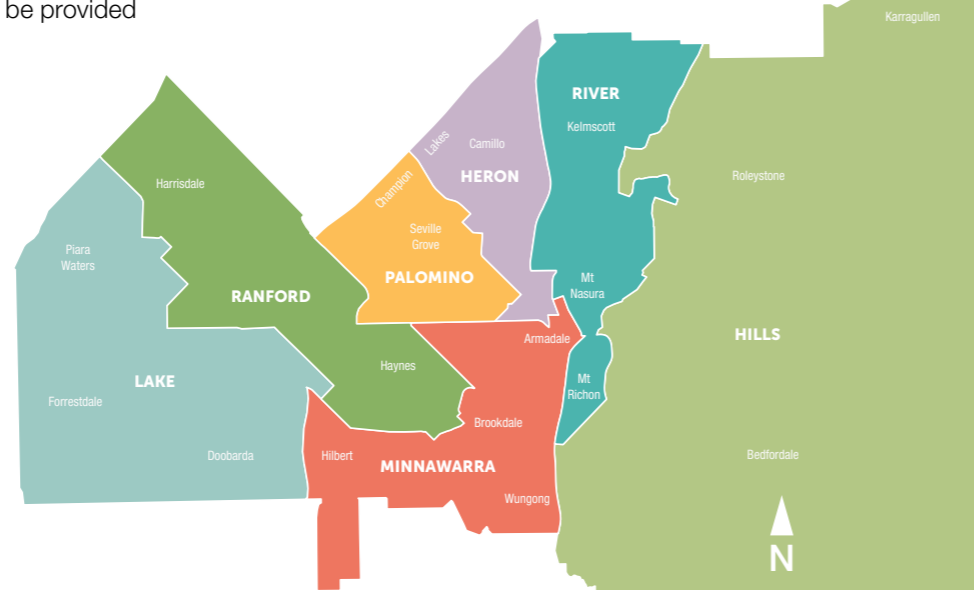
The council itself is an elected body comprising of 15 council members, including a Mayor. Each councillor is elected for a four year term and represents one of seven wards (depicted below). Following changes to the LG Act by the state government in 2023, the Mayor is elected by electors for a four-year term and represents the entire district.

Ordinary Local Government elections are held every two-years on the third Saturday in October when half the positions on council (one in each ward) are offered up for election.

Committee Meetings are held on a monthly basis while Council meetings are held fortnightly. Meeting dates, times, agendas and minutes are listed on the City's website: my.armadale.wa.gov.au/service/about-council/council-and-committee-meetings.

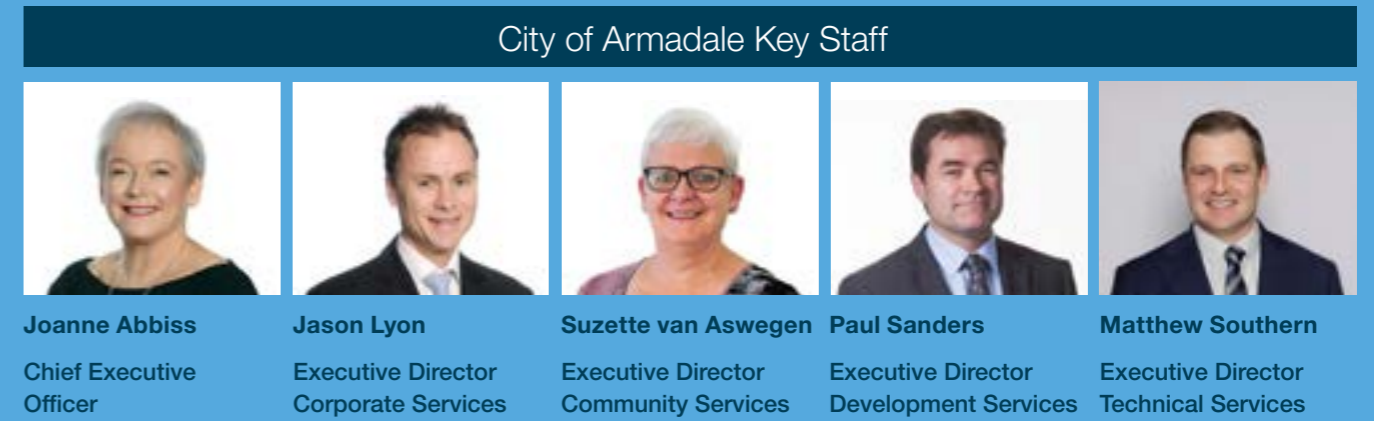
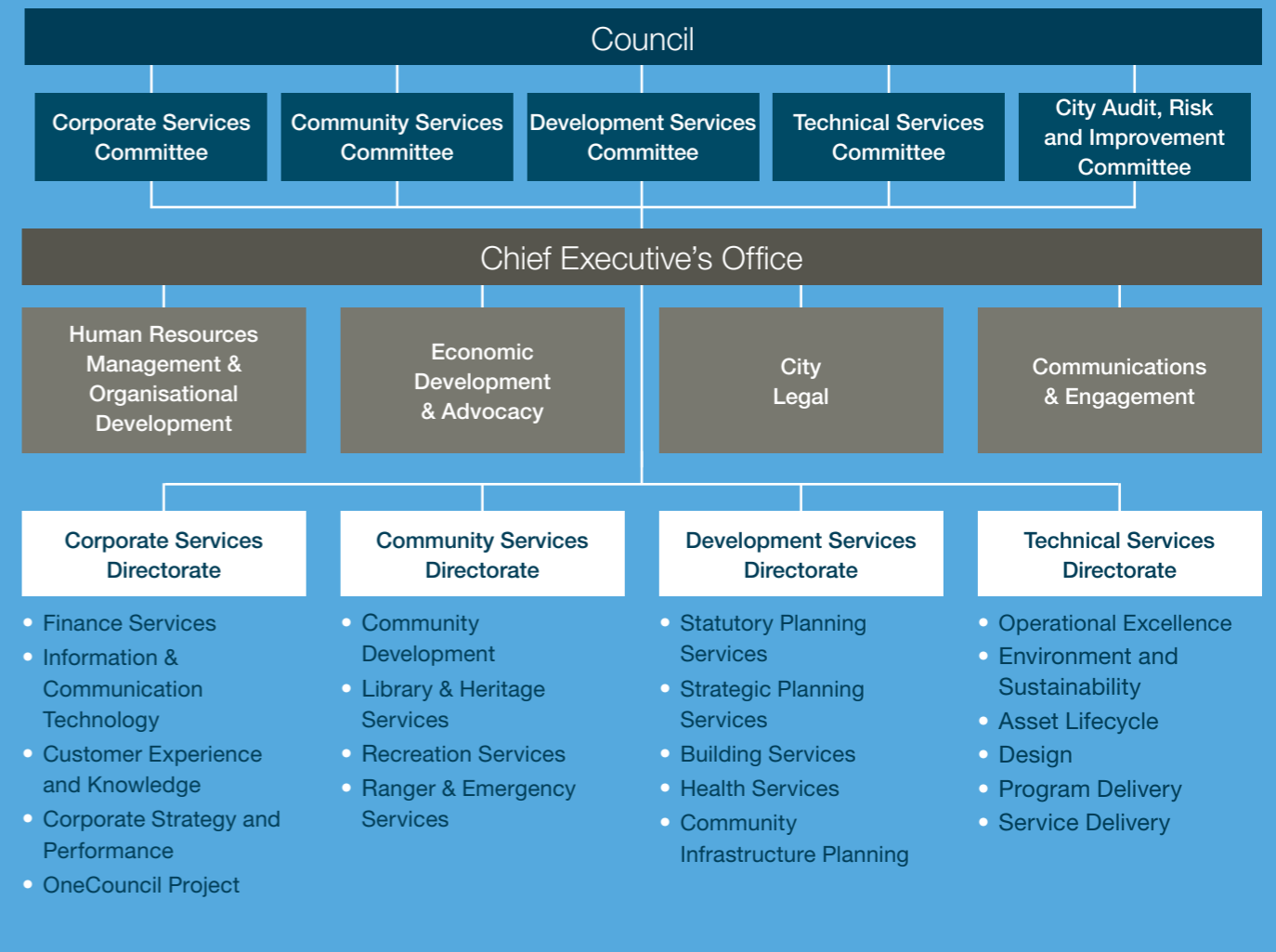
Unless otherwise stated, all Council and committee meetings are open to the public.

Council meetings are also accessible online via live streaming. To access live streaming visit: my.armadale.wa.gov.au/service/council-meeting-live-streams.



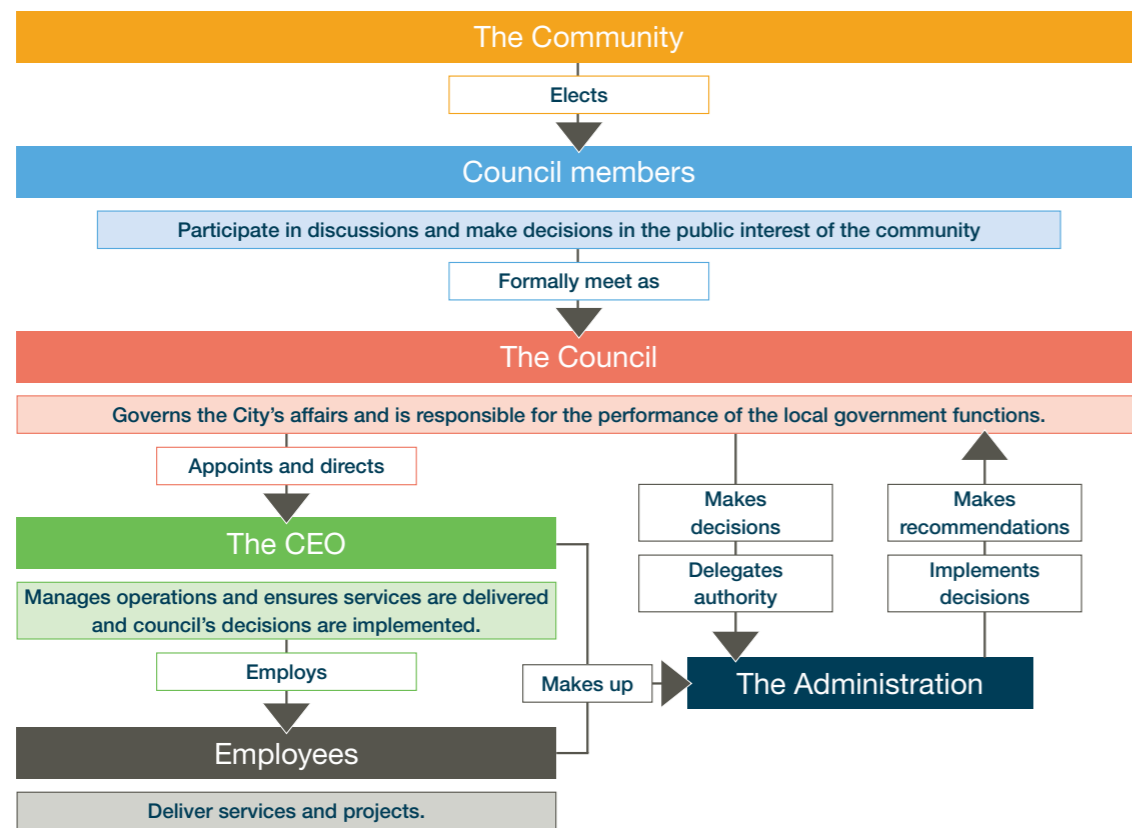
2.2 Organisational Structure

The CEO is responsible for managing the day to day operations of the City, who, along with an Executive Leadership Team and staff, act on the Council's decisions by developing and putting into practice Council policies and resolutions.



3 Decision Making

The Council of the City of Armadale is the decision-making body which makes decisions on behalf of the community through a formal meeting process.



3.1 Council Meetings

The LG Act requires certain meetings to be held by the City. To facilitate public participation and awareness of Council meetings, the City advertises the dates, times and location of meetings which are open to members of the public. The Standing Orders Local Law relates to the procedure and conduct of meetings by which Council and Committee Meetings are run and is available on the City's website.

Ordinary Council Meeting

Where the Council is required to make decisions, it does so through ordinary Council meetings. Council meetings are held every second and fourth Monday of each month

in the Council Chambers at 7.00pm, unless otherwise specified.

These meetings are held on the first floor of the City's Administration Centre, 7 Orchard Avenue, Armadale.

For up to date information about the date and time of meetings please contact the Administration centre on (08) 9394 5000 or visit my.armadale.wa.gov.au/service/council-meeting-calendar.

Closed Council Meetings

Sometimes it is necessary for a Council meeting (or part of a meeting) to be closed to the public. This must be done in accordance with the provisions of the LG Act. The minutes of the meeting record the circumstances in which

the meeting was closed. That part of the agenda and the minutes relating to the closed meeting (or part of the meeting) may not be publicly available.

Special Council Meeting

Special meetings are convened to consider an urgent matter or a matter that involves special circumstances. Special meetings are conducted in a similar way as the Ordinary Council meetings.

3.2 Electors Meetings

Annual Electors' Meeting

Each year the City must hold a General Elector's meeting at which the City's Annual Report is presented. The matters discussed at this meeting are, firstly the contents of the annual report for the previous financial year and then any other general business. These meetings are generally held during December at the City of Armadale's function room, second floor of the Administration Centre.

Special Electors Meeting

A Special Electors' meeting occurs if a petition, signed by at least 100 eligible electors, is submitted to the Council requesting that meeting be held on a particular matter.

In addition to the Council meetings, the Armadale City has four permanent standing committees of Council, each given responsibility over certain aspects of the City's operations, as outlined below.

3.3 Standing Committees

Armadale City Council has four permanent standing committees that report directly to it. Each Committee is given responsibility over certain aspects of the City's operations, as outlined below.

Corporate Services Committee

The Corporate Services Committee considers corporate matters, reviews the City's strategic and financial position and matters that cross the boundaries of other committees.

Community Services Committee

The Community Services Committee deals with all recreation, aquatic, library and cultural matters. The Committee also deals with community development issues and ranger services.

Development Services Committee

The Development Services Committee considers development proposals, subdivisions, land-use matters, swimming pools, building applications, building safety, immunisation, food handling and disease control.

Technical Services Committee

The Technical Services Committee is responsible for roads, footpaths, parks, reserves, the construction and

maintenance of Council buildings and the collection and disposal of waste, including recycling.

Each committee comprises seven Councillors. One Councillor is elected as the chairperson for a two-year term.

To ensure that all issues are thoroughly examined, each issue is discussed by one of the four committees before being considered by a full meeting of Council.

To check committee meeting dates please view the Council meeting calendar.

There are a further two statutory committees that operate in accordance with LG Act.

This includes the City Audit, Risk and Improvement Committee and Chief Executive Officer Performance Review Committee.

City Audit, Risk and Improvement Committee

The City Audit, Risk and Improvement Committee is responsible for supporting council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability, as set out in the Act and associated regulations.

3.4 How Decisions Affect the Community

The City has been entrusted with the responsibility to oversee the development and progression of the community. The decisions of the City can impact the everyday life of its residents.

The provision of roads and footpaths, drainage, parks, recreation and leisure facilities, libraries, welfare services, refuse collection and disposal facilities, cultural services, and environmental health control activities are just some of the matters requiring decisions by Council at various levels of consideration. Where appropriate decisions are delegated to the Chief Executive Officer and designated employees in the administration in accordance with the LG Act. These delegations are reviewed annually and detailed in the City's Delegation Register which is available on the City's website.

Many of the issues that require a Council decision are subject to policy aimed at providing consistency in determinations, as well as indicating to the public the Council's position on a particular matter. Policy enables the effective and efficient management of the City's resources and assist officers and Council to make equitable, transparent and consistent decisions. Each policy has been developed in order to address specific matters.

A list of the City's policies and delegations are on the City's website my.armadale.wa.gov.au/service/about-council/publications-and-governance/delegations-and-council-policies.

4 Public Participation

Many functions and services that local government provides impact the greater community and consequently, public participation is a vital process for effective governance. The City offers a number of opportunities to participate in the development of the City's plans, policies and strategies as well as opportunity to make comments on the performance of the City's functions.

4.1 Presenting Issues to Council

In order to assist the public to participate and enhance community relationships, there are a number of options available for residents to present issues to Council for consideration. These options include the following:

Councillors

Residents can contact Councillors to discuss any issue relevant to Council. Contact details of each ward Councillor are available here: my.armadale.wa.gov.au/service/about-council/mayor-councillors-and-wards.

Public Question Time

Members of the public may ask questions at the beginning of each Council or Committee meeting. To provide a fair and equitable opportunity for all members of the public who wish to ask a question at a council or committee meeting, and receive a response within the allotted fifteen (15) minutes, only two (2) questions per person will initially be considered with a limit of two (2) minutes per person. All questions:

- Must be put clearly
- Should be addressed to the chairperson
- Should be relevant to the businesses of local government.

It is preferable for these questions to be presented to the chairperson in writing and prior to the start of the meeting. If at the end of public question time persons still have outstanding questions, those questions may be submitted in writing to the Chief Executive Officer and will be dealt with administratively. If a resident has a detailed question

they may submit it a day or so before the meeting so that if possible, an answer may be prepared.

For more information about public question time please view the Public question time procedure available here: my.armadale.wa.gov.au/service/about-council/council-and-committee-meetings.

Written Requests

A member of the public can write to the City on any issue within Council's jurisdiction. Written questions should be submitted in writing to the Chief Executive Officer.

Petitions

Petitions inform the Council, in a public way, of the views of a section of the community and serve as one means of placing community concerns before Council.

Written petitions on any issue within Council's jurisdiction can be submitted to Councillors for presentation at a Council meeting. Care must be taken in the wording of petitions as the City requires certain information and content to be included to be a valid petition. A template is available on the City's website: my.armadale.wa.gov.au/service/about-council/council-and-committee-meetings.

Deputations

Where a member of the Community has an interest in an item listed for discussion at a Committee meeting, upon prior written application to the Chief Executive Officer will be invited to give a deputation.

Such deputations shall consist of no more than five persons with only two who may address the meeting for a period not exceeding 15 minutes.

4.2 Public Notices and Advertising

The LG Act and other legislation may require the City to provide notice of its intention to take a particular course of action or decision. The City may also advertise certain proposed courses of action or decisions in order to provide the community with an opportunity to make submissions. These notices and advertisements generally appear in the Examiner Newspapers and, when required, The West Australian.

4.3 Community Consultation and Engagement

The City of Armadale is committed to encouraging community engagement. Council has adopted a Community Engagement Strategy which is available on the City's website. The City regularly engages with its residents and key stakeholders on a variety of matters that have an impact on people's everyday lives.

At times the whole community may be asked to comment on a particular issue, whilst in other circumstances only the people directly affected by an issue will be consulted.

Differing levels of engagement are used depending on legislative requirements and the impact, complexity and level of interest in an issue. Some of the more commonly used methods of consultation are:

- Public Meetings
- Expressions of Interest
- Leaflet Drops
- Community Surveys
- Notices/Signs On Site
- Consultative Committees
- Workshops
- Advertisements in Local Newspapers
- Direct Mail Out
- Social Media Posts

The above public consultation processes allow for active public involvement in the City's decision-making processes.

4.4 Council Advisory Groups

To assist Council in its decision making, groups consisting of community members, Councillors and/or Council staff are formed to operate as advisory bodies to the City. Whilst they have no delegated authority, they provide advice on issues specific to that group. These issues may originate from the City's administration or the Council and be referred to the group for advice. Alternatively, the issue may originate from within the group and be referred to the City for consideration.

4.5 Customer Feedback

The City's Customer Feedback Protocol has been established to monitor the level of service provided to our community. It outlines how we manage and respond to feedback, including timeframes, escalation processes, and your rights when making a complaint.

The City welcomes compliments, suggestions or complaints relating to our products, services, staff or the handling of a complaint as an opportunity to learn, and to improve our services.

The feedback protocol aims to resolve complaints; identify complaint causes; reduce the number of future complaints and increase public satisfaction and support for the City. Complaints can be made:

Email: info@armadale.wa.gov.au

Website: www.armadale.wa.gov.au

Write to: Chief Executive Officer
City of Armadale
Locked Bag No 2
Armadale WA 6992

Telephone: (08) 9394 5000

In person: Administration Centre
7 Orchard Avenue
Armadale
WA 6112



5

Information Held By the City

5.1 Information Held

The City maintains comprehensive records of all of its dealings in its electronic document management system including; correspondence, memoranda, file notes, reports, plans, sketches, maps, diagrams, documents pertaining to the keeping of records, applications, approvals notices etc.

Examples of the types and location of documents held by the City are detailed below. In addition, a table has been provided in the appendix listing the types of documents held within each City directorate.

Minutes and Agendas

Council and Committee agendas and minutes are available for inspection at the City's Administration Centre. Minutes and Agendas dated after 2001 are available on the City's website: my.armadale.wa.gov.au/service/agendas-and-minutes.

For access to Council and Committee meeting minutes and agendas from 17 March 1986 to 31 December 2001, please contact the City directly at info@armadale.wa.gov.au. Electronic copies will be provided at no cost.

Agendas and minutes prior to 1986 are available from the State Records Office of Western Australia.

Municipal Heritage Inventory

The *Heritage Act 2018* requires all local governments in Western Australia to compile, periodically update and review a Local Heritage Survey (formerly known as a Municipal Heritage Inventory). The Local Heritage Survey is to include a detailed list of all properties considered of significant heritage value and includes the property address, physical description, and historical information, statement of significance and images of each building. This information is available on the City's website: my.armadale.wa.gov.au/service/planning-and-building/planning/local-planning-tps-strategy-policy-and-plans/local-heritage-survey-and-heritage-list.

Internal Manuals

Section 97 of the Freedom of Information Act 1992 requires that agencies make their internal manuals available for inspection and purchase by members of the

public. Charges for supervised access, photocopying and any other related costs are prescribed by the *Freedom of Information Regulations 1993* (Regulations).

Internal manuals can take the form of an instructions or operations manuals, booklets, handbooks, rules, procedures or guidelines for internal operations. Their primary purpose is to provide advice to officers in the exercise of their duties.

The regulations also allow for exempt matter to be deleted where appropriate.

5.2 Library Facilities

The City of Armadale currently has 4 library facilities and are open to all members of the public.

Library membership is free, with children under the age of 18 needing a parents/guardian's signature to become a member.

Library Locations

Armadale

Shop 64/10 Orchard Avenue ARMADALE
Phone (08) 9394 5125

Kelmscott

2784 Albany Highway KELMSCOTT
Phone (08) 9394 5810

Piara Waters Library

352 Wright Road PIARA WATERS
Phone (08) 9394 5910

Seville Grove

78 Champion Drive SEVILLE GROVE
Phone (08) 9394 5800

The City also maintains historical materials which relate to the history and development of the City of Armadale municipal area:

Bert Tyler Vintage Machinery Museum

Perth Hills Armadale Visitor Centre, 40 Jull Street
ARMADALE
Phone (08) 9394 5410

Birtwistle Local Studies Library

Inside the Armadale Library - Shop 64/10 Orchard Avenue
ARMADALE
Phone (08) 9394 5641

History House Museum

Minnawarra Historic Precinct, 7 Orchard Avenue
ARMADALE
Phone (08) 9394 5670

5.3 Documents held by the State Records Office of Western Australia

Established under the *State Records Act 2000*, the State Records Office (SRO) is the Western Australian official repository for all State archives. The SRO is responsible for managing, preserving and providing access to non-current government public records created by state and local government authorities such as the City of Armadale.

Up until 2014, the City of Armadale deposited records of administrative, fiscal, evidential and historical value to the SRO's State archival collection. However, many State archives were also retained by the City of Armadale as official custodians.

The State archives collection include the following historical record creating entities (now proclaimed the City of Armadale) and associated records:

Kelmscott Road Board - 14 December 1894 to 23 March 1910

- Rates Books - 1 January 1910 to 30 June 1961
- Council Minutes
- Ledger of Disbursements & Income

Armadale-Kelmscott Road Board – 24 March 1910 to 1 July 1961

- Burials Register - 1 January 1911 to 1 January 1937
- Rates Books - 1 January 1910 to 30 June 1961
- Council Minutes
- Pound Register
- Committee Minutes

Shire of Armadale Kelmscott – 1 July 1961 to 1 January 1979

- Town Planning Scheme No 1 Amendments - 1 February 1973 to 31 December 1978
- Council Minutes
- Pound Register
- Committee Minutes

Town of Armadale – 1 January 1979 to 15 November 1985

- Council Minutes
- Committee Minutes

For access to the above records, contact the State Records Office for more information:

Address:
25 Francis Street
PERTH WA 6000
Telephone:
+61 8 9427 3600
Email: sro@sro.wa.gov.au

5.4 Retention and Disposal of Records

Records are retained for varying periods depending on their administrative and historical value and disposed of in accordance with the standards and practices approved by the *State Records Act 2000* and General Retention and Disposal Authority (GRDALG). The City of Armadale has determined that some records will not be disposed of.

5.5 How to Access Documents Held by the City

Documents that are readily available, either for purchase or free of charge can be obtained / viewed via the City's website or from the relevant City Business Unit.

Enquiries should be directed to the Business Unit or the Freedom of Information Officer by telephoning **9394 5000** or emailing foi@armadale.wa.gov.au.

Information readily available is for inspection only unless otherwise stated.

5.6 Publications

Documents the City has published (physically or digitally) are available for access outside of the FOI process free of charge. The following is a list of publications that are available on the City of Armadale website.

- Annual Budget
- Annual Report
- City Planning Schemes
- Codes of Conduct
- District Maps
- Fees & Charges
- Future Plans
- Gifts Register
- Local Laws
- Policy
- Register of delegations
- Elected members training report
- Register of lodged Primary and Annual Returns
- Fees and allowances paid to elected members
- Register of complaints - minor breach findings

5.7 Documents for Inspection

Section 5.94 and 5.95 of the LG Act details the type of documents that a local government must make available for inspection and those where restrictions apply. Any member of the public may attend the City's Administration Centre and request to view these documents. Copies can also be provided upon payment of any relevant charges for production in accordance with the City's fees and charges schedule.

Types of documents that are generally available for inspection are as follows:

- Council and Committee Meeting Minutes and Agendas
- Corporate Asset Management Plan
- Corporate Business Plan
- Delegated Authority Register
- Electoral Roll (Owner and Occupiers or Consolidated Roll) (limitations apply)
- Long Term Financial Plan
- Policy Manual
- Rates Records
- Public Notices
- Strategic Community Plan
- Tenders Register
- Register of Financial Interests

5.8 Documents for Purchase

The City of Armadale has documents available for purchase according to the schedule of fees and charges set by Council. A copy of the City's full schedule of fees and charges is available on the City's website.

The following are examples of documents which may incur a charge.

Building Records

Building records can be accessed for a fee. There are three types of record searches available:

- Specific plan: such as a floor plan or site plan
- Specific set of building records: building permit for a specific structure
- Building approval enquiry: an archival search of all building records.

Access to this information is available subject to the consent of the current owner of the property. The availability of plans in all instances cannot be assured.

Further information can be found on the City of Armadale website.

Rates Records

A statement of reprint of rates notice or rate book confirmation letter is available for a fee.

Further information can be found on the City of Armadale website.

Planning Records

Copies of Development approvals or written planning advice are available for a fee. Please note owner approval is required.

Further information can be found on the City of Armadale website.



Freedom of Information

6.1 What is Freedom of Information?

The FOI Act provides a general right of access to documents held by the City. It also enables the public to ensure that personal information held by the City is accurate, complete, up to date and not misleading.

The FOI Act is designed to make State and Local Government agencies more open and accountable by:

- Enabling the public to participate more effectively in governing the State.
- Making the persons and bodies that are responsible for State and Local Government more accountable to the public.

The City of Armadale gives effect to the FOI Act in a way that:

- Creates a general right to access to documents held by the City (subject to the sensitivities of the document – i.e. exemptions).
- Allows access to documents promptly and at the lowest reasonable cost.
- Assists the public to ensure that personal information held by the City is accurate, complete, up to date and not misleading.
- Ensures certain documents concerning government operations are made available to the public. Whenever possible, documents will be provided outside of the Freedom of Information process.

6.2 The FOI Process

Before you start

Before lodging a Freedom of Information application with the City of Armadale, you should check to see if the information is available outside the Act.

There are various documents available for public inspection at the Administration Building, 7 Orchard Avenue, Armadale, free of charge and on our website. Members of the public may purchase copies of these and other documents.

Submitting your request

Upon receipt of a written application together with payment of the prescribed \$30 application fee the City's Freedom of Information officer will begin to identify the documents requested. These documents will then be reviewed to determine if any exemptions* apply. The requested documents will be provided within the shortest possible time (within 45 days) at the lowest reasonable cost.

Amendment of personal information

If the City holds personal information about you which you believe is incorrect, incomplete, out of date or misleading, you can apply for this to be amended. Applications must be made in writing and submitted to the FOI Officer. There is no application fee or charges associated with an application for personal information about the applicant, or the amendment of personal records.

*Schedule 1 of the FOI Act.

6.3 How to Apply?

Freedom of Information applications must be in writing and include an Australian address to where notices can be sent. Ideally contact details like your full name, telephone number and email address will be beneficial in assisting with your application.

You also need to provide enough information to assist us to identify the requested documents and process your request. The more specific an application is, the quicker the process. Requests of a general nature, such as all documents about a subject for an unspecified period of time, can be time consuming and costly.

You may wish to contact the Freedom of Information Officer when completing your application for assistance in reducing the scope of your request.

This can also prevent the likelihood of the City refusing to deal with your application due to the scope being too large.

Your completed Application form together with the prescribed \$30 fee can be sent:

By Post

Freedom of Information Officer
City of Armadale,
Locked Bag No2 Armadale WA 6992

In Person

7 Orchard Ave Armadale WA 6112

By Email

foi@armadale.wa.gov.au

(Alternative payment will need to be arranged)

Application forms can be collected from the City's Administration Building or available on the City's website www.armadale.wa.gov.au. If you are requesting personal information, please include evidence of your identity.

Applicants will receive a response from the City as soon as possible within the statutory forty-five (45) days of the City receiving the request with the appropriate application fee attached.

6.4 What Type of Information Can You Apply for?

The FOI Act makes it possible for you to apply for any "record of information" held by the City.

This may include, but is not restricted to:

- paper files
- computer records
- maps
- plans
- photographs
- tape recordings
- films / video tapes
- electronically stored information

6.5 Reason for the Information

Your right to apply is not affected by any reasons you have for wishing to access the documents or our belief as to why. However such information can often assist the Freedom of Information Officer to process your application more quickly.

6.6 Freedom of Information Charges

No fees or charges apply for personal information or amendment of personal information about yourself (e.g. your medical records; details of employment etc) however applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged.

Fees (GST Exempt)

Application fee for non-personal information \$30 (Mandatory)

Application fee for personal information No fee

Charges (GST Applicable)

Charge for staff dealing with application and photocopying \$30/hr

Supervised access to records for inspection only \$30/hr

Transcribing information from tape, film or computer \$30/hr

Photocopying \$0.20/page

Duplicating a tape, CD, DVD or computer information Actual cost

Delivery, packing and postage Actual cost

Deposits

An advance deposit may be required 25%

An additional advance deposit may be required for large applications 75%

NOTE: There is a 25% cost reduction of charges for financially disadvantaged applicants or those in receipt of pension or health benefits (Proof may be required).

6.7 Forms of Access

Access to documents can be by way of:

- Inspection
- A photocopy of the document
- A copy of an audio or video recording.

Where access to documents is sought by way of inspection, it is a condition of the City of Armadale to provide supervision by staff and a fee will be charged (see Fees and Charges).

Where the City of Armadale is unable to grant access in the form requested, access may be provided in a different form.

6.8 What Happens once your Application has been Processed?

Once all information/records have been assessed, you will be provided with a "Final Notice of Decision". This notice will detail the process undertaken with your application, the documents identified as falling within the scope of your application, what if any information is to be withheld (due to exemptions) and the options you have available should you be dissatisfied with the decision. Copies of the released documents may also be included with the decision or will be provided shortly thereafter.

Personal Information	Information that would reveal personal information about an individual (e.g. their name, contact details, signature etc.) may be exempt under Schedule 1 Clause 3 of the FOI Act 1992 and s5.95 (8) of the LG Act.
Commercial Information	Information that would reveal trade secrets, information of a commercial value (e.g. documents containing technical designs that, if released, would harm the company), or the financial affairs of a person (e.g. debts owed to the City) may be exempt under Schedule 1 Clause 4 of the FOI Act.
Law enforcement, Public Safety and Property Security	Information that may endanger the physical safety of an individual, or the security of a property may be exempt under Schedule Clause 5 of the FOI Act.
Deliberative Processes	Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential Council meeting) may be exempt under Schedule 1 Clause 6 of the FOI Act and s5.23 of the LG Act.
Legal Professional Privilege	Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the FOI Act.
Confidential Communications	Information that would be a breach of confidence for which a legal remedy could be obtained may be exempt under Schedule 1 Clause 8 of the FOI Act.

Please refer to the FOI Act for further reasons why the City may limit access to information. The City of Armadale is required to detail full reasoning for denying access to documents in their Notice of Decision.

6.9 Notice of Decision

A notice of Decision will be issued to you by the City of Armadale as soon as practicable – within the legislated 45 days of receipt of the application (in the case of an extensive or complex FOI request, an extension to the 45 day limit may be negotiated with the applicant).

A Notice of Decision will include details such as:

- The date which the decision was made.
- The name and position of the officer who has made the decision.
- If any documents are exempt, and the reasons for classifying them as exempt or editing them.
- Information on the right of review.

6.10 Refusal of Access

While the FOI Act provides a general right of access to documents, Schedule 1 of the Freedom of Information Act recognises that some documents require a level of protection.

The most frequent reasons for limiting access to information are:



6.11 Internal Review

If you are dissatisfied or aggrieved by certain decisions of the City regarding access to documents or amendments of personal information, you can apply to the City for an internal review of our decision. To apply for an internal review:

- You must submit a letter, or fill in an "internal review application form" and lodge it with the City within 30 days after being given notice of the decision
- The lodgement must give details of the decision you wish to have reviewed and give an address in Australia to which notices can be sent
- The City will then conduct a review within 15 calendar days.

NOTE: There is no right to an internal review of a decision made by the Principal Officer of the City (Usually the Chief Executive Officer).

6.12 External Review

If, after an internal review has been completed, you are still dissatisfied with the City's decision, you can make a complaint to the Information Commissioner.

The Information Commissioner may allow a complaint to be made even though an internal review has not been sought or has not been completed if you can show that there are good reasons why you should not apply for an internal review or why an internal review should not be completed.

A complaint must be:

- Lodged to the Information Commissioner in writing
- Must give details of the decision to which the complaint relates
- Must include an address in Australia to which notices can be sent.

If you are a third party to an application for access to personal or commercial or business information concerning yourself, your complaint must be lodged within 30 days after being given written notice of the decision.

As a general rule, each party to a complaint pays his/her own costs however, the Information Commissioner may order a person to pay the costs of another party to a complaint in certain circumstances.

6.13 Appeals to the Supreme Court

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.

The procedures relating to appeals to the Supreme Court are established by the Court.

Information on these procedures can be obtained from the Office of the Information Commissioner,
Albert Facey House
469 Wellington Street
Perth WA 6000

6.14 Summary of Time Limits

Below is a summary of time limits permitted under the FOI Act.

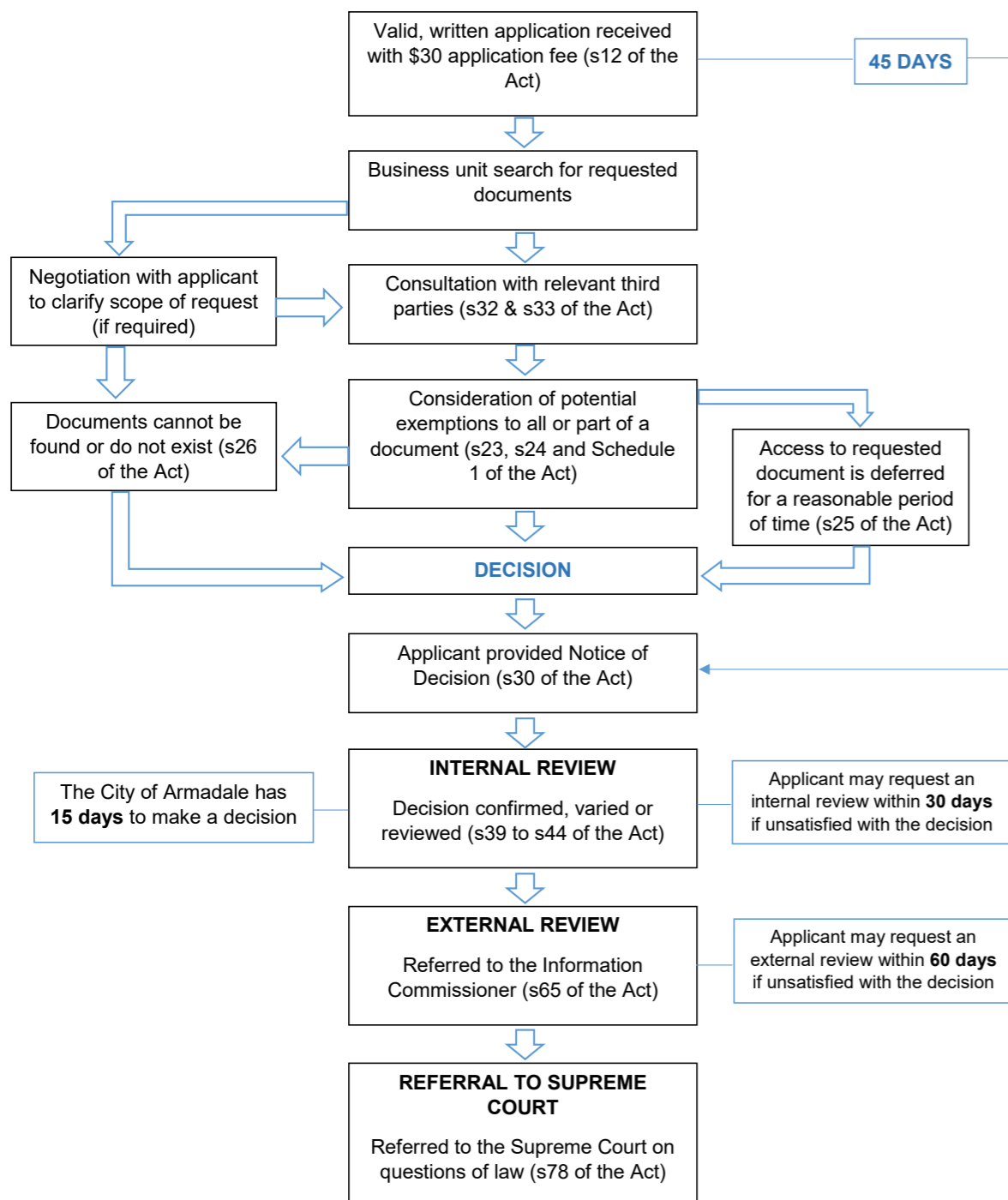
NOTE: All time limits are in calendar days.

City of Armadale	Process application as soon as practicable (but in any event within 45 days) 15 calendar days to conduct internal review 30 calendar days to process application for amendment of personal information
Applicant	30 days to respond to estimate of charges or to pay a deposit 30 days to lodge internal review 60 days to lodge external review
Third Party	30 days to lodge internal review 30 days to lodge external review
Information Commissioner	30 days to make a decision on a complaint unless Commissioner considers it impractical
Supreme Court	Party may lodge an appeal on a point of law only within 21 days, subject to the Rules of the Supreme Court



7 Appendices

7.1 Freedom of Information Processing Flowchart



Freedom of Information Application

Pursuant to the *Freedom of Information Act 1992 (WA)* you have the right to access documents held by the City of Armadale subject to some limitations.

Applicant Details			
Organisation / Business Name: (if applicable)			
Given Name/s:			
Surname:			
Street Address or PO Box:			
Suburb:		Postcode:	
Phone:		Email:	
Client Details (if applicable)			
If you are applying on behalf of another person or are a company representing a business / individual to whom the information you seek relates, please provide details below. Please note that a signed authority from the individual / client (or business) is required.			
Organisation / Business Name:			
OR			
Given Name/s:		Surname:	
Request Details			
Please select one (1) of the below options:			
<input type="checkbox"/>	Request for documents containing personal information only <i>(A request for personal information can include your name, identifying details, contact information, personal images or other identifying matter. Proof of identity may be required.)</i>		
<input type="checkbox"/>	Request for non-personal documents that contain information relating to third parties <i>(Incurs \$30 application fee and additional charges may apply).</i>		

Date Range: If applicable, please indicate date range of requested document/s:

Start Date:	/ /	End Date:	/ /
--------------------	-----	------------------	-----

Document Description:

Please describe the documents you are requesting (include names, dates, location, subject matter or any other information that would assist with identifying the documents).

If more space is required please attach a separate sheet with this FOI request titled *document description*.

Reason for Request (optional):

Please provide a reason for this request as this may assist in the accurate identification of documents.

If more space is required please attach a separate sheet with this FOI request titled *reason for request*.

Access Method

Please indicate how you would like to access the documents by selecting one of the below options.

Where the City of Armadale is unable to grant access in the form requested, access may be given in a different form. This includes, by way of inspection, a copy of a document or audio/video tape, a computer disk or a written transcript.

Email
 Post
 Collection

Other, please specify:

Authorisation and Consent

Please note: If you select any of the boxes below, the City of Armadale may not need to consult third parties, which means your application may be dealt with quicker and incur lower charges.

I consent to all 'personal information' of third parties being deleted from the requested document/s
(This includes: names, contact details, signatures and identifying information of third parties that are not state and local government officers)

I consent to all 'personal information' and 'prescribed details' of WA state and local government officers being deleted from the requested document/s
(This includes: names, position titles, contact details and signatures of WA state and local government officers, including the City of Armadale)

I consent to my name being disclosed to a third party consulted by the City of Armadale in relation to this application
(Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known)

Additional Information

- Your application will be dealt with as soon as practicable (or at the latest, **within 45 days**) after it is received.
- Payment for non-personal applications is required before the request is processed.
- You may be required to pay processing charges in respect of your application. An estimate of charges will be provided in advance should these charges exceed \$25.
- The *Freedom of Information Act 1992 (WA)* is available to download for free from Western Australia Legislation <https://www.legislation.wa.gov.au/>
- Further information can be obtained from the City of Armadale Freedom of Information Officer or the Office of the Information Commissioner WA (<https://www.oic.wa.gov.au/>).

Freedom of Information – Internal Review

Application for Internal Review

Pursuant to Section 39 of the *Freedom of Information Act 1992* (WA)

Applicant Details

Surname:				Given Name:			
Address:							
Postcode:							
Contact No:	(H)	(W)		(M)			
Email:							

If Application is on behalf of an Organisation:

Name of Organisation/Business:			
Agent/Representatives Name:			

Details of Request

I wish to apply for an Internal Review of the decision made by _____ on the

_____/_____/_____ (Date of Decision) for the following reason/s:

- I have been refused access to a document.
- I have been refused access to a part of a document.
- I have been refused a request to amend a personal record.
- I have been granted access to a document but access has been deferred.
- I am a third party specified in the document but have not been consulted about giving access to another person.
- I am a third party that has been consulted but disagree with the decision to release the documents.
- Other: _____

Comments

You may wish to include any additional comments to be considered in the review of the determination

Additional Information

- This application **MUST** be lodged within 30 days of receiving the written notice of decision.
- You may be required to prove your identity.
- Your application will be dealt within 15 days.
- There is no fee associated with an internal review.
- Internal review is not available if the decision maker is the principal officer of the agency. If the decision was made by the principal officer, apply immediately for external review by the Information Commissioner.
- The Freedom of Information Act is available to download for free from <https://www.legislation.wa.gov.au/>
- Further information can be obtained from Council's Freedom of Information Officer.

Application Lodgement

By Post to: FOI Coordinator City of Armadale Locked Bag No. 2 ARMADALE WA 6992	In Person to: FOI Coordinator City of Armadale 7 Orchard Avenue ARMADALE WA 6112	By Email to: info@armadale.wa.gov.au
---	---	---

7.4 Information Held

The table below lists the types of documents held by each directorate. This list is not to be taken as comprehensive.

Directorate	Information Held	
CEOs Office	Common Seal Register	
	Citizenship Records	
	Civic Functions Details	
	Code of Conduct	
	Contract and Tender Details	
	Council Committee Agendas and Minutes	
	Council Agendas and Minutes	
	Declarations of Interest Register	
	Delegation Register	
	Employee Personal Files	
	Gift Registers	
	Insurance Records	
	Legal Action Information	
	Local Laws	
	Media Releases/Speeches	
	Payroll Records	
	Primary and Annual Returns Register	
	Workers Compensation and Rehabilitation Records	
	Training Records	
	Recruitment information	
	Advertising Information	
	Annual Reports	
	Authorised Officer Register	
	Lease and Licence Register	
	Corporate Services	Banking Information
		Creditors Records
		Debtors Records
		Electoral Records
		General Financial Records
		Rates Incentive Scheme Information
		Rates Records
		Trust and Municipal Fund Details
		Valuation Advice
Customer Service Charter		
Corporate Records		
Recordkeeping Plan		

Directorate	Information Held	
Development Services	Building applications / approvals with associated plans and documentation	
	Planning applications / approvals with associated plans and documentation	
	Mapping Information	
	Swimming Pool Inspections	
	Town Planning Studies	
	Municipal Heritage Inventory	
	GIS (Geospatial Information)	
	Planning, Building and Health prosecutions	
	Food businesses	
	Annual Risk Inspections / Assessments	
	Noise Complaints	
	Breaches and Infringements	
	Zoning Information	
	Detailed Area Plans	
	Town Planning Scheme Amendments	
	Technical Services	Graffiti Incident Register
		Material Testing Records / Data
		Bore and Pump Licence Details for Parks/Reserves
		Fleet management records
		Waste management information
Crossover Applications		
Council Operated Buildings Maintenance Records		
Diversion from Landfill Statistics		
Independent Arboriculture / Tree Assessments		
Independent Playground Operational Audits		
Rainfall Data		
Roads Design Plans		
Subdivision and Drainage Plans		
Traffic Surveys		
Assets		
Irrigation Plans		
Playground Inspections		
Park Maintenance Inspections		
Park Landscape Development plans		

Directorate	Information Held
Community Services	Animal Pound Register
	Cat Registrations
	Dog Kennel Licenses
	Firebreak Inspections
	Swim school information
	Aquatic and Fitness programs
	Membership Records
	Dog Registrations
	Facility Booking Records
	Infringements Register
	Grants Register
	Leisure Activities Program Information
	Leisure Centre Patron Details (held at the centre concerned)
	Signs Impound Register
	Sporting Clubs Database
	Vehicle Impound Register
	Art exhibition and award details
	Venue hire information
	Library book and collection catalogues
	Museum collections
Local History Information	





armadale.wa.gov.au