

Information Statement

February 2026



City of
Melville

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Introduction

The *Freedom of Information Act 1992* (**FOI Act**) provides for public access to documents held by government authorities, and to ensure personal information held is accurate, complete, up to date and not misleading.

Part 5 of the FOI Act requires an information statement to be prepared and published. The information statement is to be reviewed every twelve months.

As per section 94 of the FOI Act, the information statement must include:

- a statement of the structure and functions of the agency;
- a description of the ways the functions of the agency affect members of the public;
- a description of ways in which the public can participate in the decision-making process of the agency;
- a description of the kinds of documents held by the agency, including which kinds of documents can be inspected, purchased, or obtained free of charge;
- a description of the agency's arrangements for giving members of the public access to documents.'
- a description of the agency's procedures for freedom of information applications; and
- a description of the agency's procedures for amending personal information in the document of an agency.

The City of Melville (**City**) publish the information statement on their website.

This document can be provided in alternative formats on request.

The FOI & Privacy Coordinator can be contacted for further information via:

Phone: (08) 9364 0666 or 1300 635 845

Email: foi@melville.wa.gov.au

Structure of the City

The City is governed by Council, being the elected body, with the day to day running of the organisation conducted by the Chief Executive Officer (**CEO**) and staff.

Council Structure

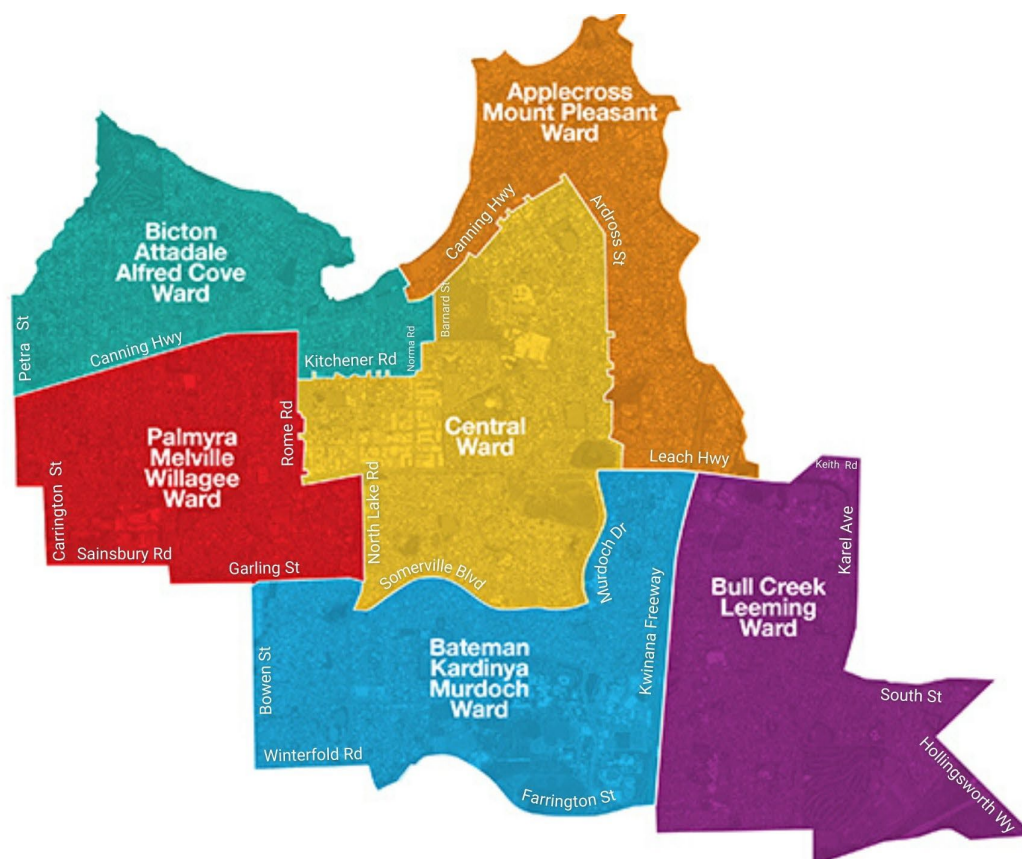
The Council are the main decision-making body of the City, and the *Local Government Act 1995* outlines their role.

Section 2.7 states

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

The council is an elected body comprising of one Mayor and 12 Councillors. The Mayor and Councillors are elected for a four-year term. The City is split into six wards, and each ward has two Councillors representing them.

The wards are shown below.



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 for election. The Mayoral election happens every four years.

Council meetings are held monthly. Meeting dates, times, agendas, minutes, and the online attendance process are available via the City's website.

Organisational Structure

The CEO is responsible for managing the day-to-day operations of the City. The City is divided into four main operational areas, being, Community Development, Corporate Services, Legal Governance and Risk, Environment and Infrastructure, and Planning, along with Management Services.

Each operational area has a director and supporting management team.



Services

The City engages in and provides the following services to its residents.

Community Development	
Community and Stakeholder Engagement	Annual Report
	Brand Management
	Civic Communications (Mayor)
	Community Engagement
	Corporate Strategy
	Corporate Website
	Digital Branding
	Media
	Publications
	Social Media
	Speeches
	Strategic Communications

	Videography / Photography
Cultural Services	Arts and Culture
	Creative Melville
	Arts Culture and Events
	First Nations Engagement
	Library Services
	Museums and Cultural Precincts
	Visual Arts / Public Art
Customer Experience	Customer First
	Customer Relations
Healthy Melville	Access and Inclusion
	Capacity Building – Local Not For Profits and Community Groups
	Child Safety
	Club Development
	Community Centres
	Financial Counselling and Emergency Relief
	Health Promotion
	LeisureFit Booragoon
	LeisureFit Melville
	Reserve Bookings
	Seniors
	Sport and Recreation Facilities Planning
	Volunteering
	Youth
MelSafe	Animal Management
	Community Safety and Patrols
	Community Safety Education
	Emergency and Incident Support
	Emergency Management
	Fire Compliance
	Local law enforcement
	Parking Enforcement
	Verge Compliance
Corporate Services	
Financial Services	Accounting
	Accounts Payable
	Leases
	Procurement
	Rates
	Revenue
Information Communication & Technology (ICT)	Business Systems
	Digital Strategy
	Freedom of Information
	Geographic Information Systems and Mapping
	Information Management
	Service Desk Support
	Technology Infrastructure
People and Culture	Learning and Development
	Organisational Development

	Payroll
	Recruitment
	Workplace Health and Safety
Strategic Property	Implementation of the Land Assets Management Plan (LAMP)
	Land Administration Services
	Legal Advice Contracts and Leasing
	Major Projects Property & Financial Advice
	Property Disposals and Acquisition Services
	Property Redevelopment Advice and Implementation
Sustainability and Performance	Business Performance
	Climate Action
	EcoHub
	Sustainability
Environment and Infrastructure	
City Buildings and Projects	Building Renewals
	Facilities Maintenance
	Project Management
Engineering	Asset Management
	Civil Asset Maintenance
	Civil Construction
	Drainage Maintenance
	Engineering Design
	Engineering Works (Construction)
	Road Safety and Transport
	Road Resurfacing
	Sign Shop
	TravelSmart
Natural Areas and Parks	Irrigation
	Natural Area Maintenance
	Park Maintenance
	Streetscapes and Arboriculture
	Urban Forrest
Resource Recovery and Waste	Commercial Waste
	Fleet
	Residential Waste
	Stores
	Verge Pickups
	Waste Education
Legal Governance and Risk	
Governance	Authorisations and Delegations
	Citizenships
	Civic Facilities
	Council Meetings
	Elected Member Support
	Elections
	Local Laws
	Registers
Legal	Internal Legal services
Risk	Risk and Insurance
Management Services	
CEO Office	Elected Member Assistance

Planning	
Environmental Health and Compliance	Alfresco Permits
	Building Compliance
	Building Orders
	Construction Noise Management Plans
	Food Safety Complaints
	Food Safety and Quality
	Infringements / Prosecutions
	Liquor Licencing
	Mosquitos
	Noise Complaints
	Planning Compliance (investigations/ prosecutions and complaints)
	Public Event Permits
	Public Health Matters
	Public Water Ways Testing
	Trader Permits
	Waste Water Inspection and Permits
Statutory Planning and Building	Building Advice
	Building Application Permits
	Building Plans
	Development Applications
	Development Application Panel Applications
	Street renumbering
	Subdivision Assessments and Referrals
Strategic Planning	Land Administration
	Local Heritage
	Local Planning Policies
	Local Planning Scheme and Amendments
	Strategic Land Use Planning
	Strategic Planning Projects
	Structure Plan/Precinct Plans
	Technical Planning Advice

How decisions affect the community

The decisions of the City impact on the everyday life of its residents in many ways, due to the wide-ranging responsibilities and activities placed on local governments. 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 Local Government Act 1995. These delegations are reviewed annually and detailed in the City's Delegation Register which is available on the City's website.

The most far-reaching effect the City has on the public is its control over planning matters. It has responsibility to oversee protection of the City's natural environment and heritage, while maintaining pace with a fast rate of urban development. Whilst responsibility for some development decisions has been delegated to City employees (detailed in the annual Register of Delegated Authority), Council determines applications and prescribes standards for subdivision and development throughout the City. Council is also required under the Planning and Development Act 2005 to initially determine applications for the rezoning of land (such as town planning schemes and regional scheme amendments). Land and property usage is also often subject to a Council decision, for example, the operation of home businesses. Council decisions also aim to ensure that buildings within the City are constructed to the required standard. The design, construction and maintenance of City owned buildings provide the City's customers with quality facilities in the most efficient and economical way. The City has also developed a range of plans that guide and direct its actions into the future. Copies of these plans are 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 resource and assist officers and Council to make equitable, transparent, and consistent decisions. Each policy has been developed in order to address specific matters. Our policies can be found on the City's website at melvillecity.com.au/publications-and-forms.

Public Participation

The functions and services provided by local government impact the greater community and public participation is a vital process for effective governance. The City offers a number of ways for the public to participate in the development of plans, policies, and strategies, along with the opportunity to make comments on the performance of the City's functions.

Agenda Briefing Forums and Council Meetings

The City's Council Meetings and Agenda Briefing Forums are open to the public, who can attend either in person or watch the live stream.

Agenda Briefing Forums are held on the second Tuesday of the month, commencing at 6.30pm.

Council meetings are held on the third Tuesday of the month, commencing at 6.30pm.

Council Meetings and Agenda Briefing Forums have the following order of business:

- Management Services; Corporate Services;
- Community Development;
- Environment & Infrastructure; and
- Urban Planning,

Further information can be found at melvillecity.com.au/CouncilMeetings

Public Question Time

In accordance with section 6 of the City's Local Government (Meeting Procedures) Local Law 2022 and Council Policy CP-014 Public Question Time at Council or Committee Meetings Policy, the public are given an opportunity to ask questions at Agenda Briefing Forums and Council Meetings.

To give an equal and fair opportunity to each member of the public that wishes to ask questions, each questioner will be limited to one question, with one supplementary question and shall have two minutes to ask their questions. Questions with multiple parts will be considered separate questions.

Questions at Agenda Briefing Forums or Special Meetings of Council must relate to matters on the agenda.

Questions at Ordinary Meetings of Council can be about other topics but must be regarding issues related to or affecting the City.

The public question time form available on our website at melvillecity.com.au/CouncilMeetings

Deputations

In accordance with section 6 of the City's Local Government (Meeting Procedures) Local Law 2022 and Council Policy CP-108 Deputation to the Council Policy, the public are given an opportunity to request a deputation.

A deputation is a verbal presentation by one or more members of the public. The presentation is not to be longer than 10 minutes and Elected Members are able to ask questions following the conclusion of the deputation. If PowerPoint slides are used during

the presentation these will be included in the meeting minutes as it is considered a public record.

Deputations for items to be considered at Council will be received at the relevant Agenda Briefing Forum, usually held one week prior to the Ordinary Meeting of Council. If the matter is a late item, an application to make a deputation at the Ordinary Meeting of Council can be submitted.

Applications can be made online at melvillecity.com.au/CouncilMeetings.

Written Submissions

A written submission may be made instead of a deputation.

Written submissions are to be no longer than four pages in length, including attachments. Written submissions are included as an attachment to the minutes of the meeting as they are considered a public record, meaning any information included will be published. This will include your name and suburb.

Written submissions will be circulated to the Elected Members for their consideration prior to the relevant Agenda Briefing Forum on Ordinary Meeting of Council.

As with deputations, written submissions for items to be considered at Council will be received at the relevant Agenda Briefing Forum, usually held one week prior to the Ordinary Meeting of Council. If the matter is a late item, an application to make a deputation at the Ordinary Meeting of Council can be submitted.

Applications can be made online at melvillecity.com.au/CouncilMeetings

Annual General Meeting of Electors

The *Local Government Act 1995* requires the City hold a yearly annual meeting of electors.

An elector is a person who owns or occupies rateable property within the City and is eligible to vote in local and state government elections.

The matters discussed at the meeting are the annual report for the previous financial year and then any other general business raised by electors of the City.

The public can attend the Annual General Meeting of Electors in person, provided they register their attendance. The AGME can also be streamed online.

Registration to attend the AGME can be made online at melvillecity.com.au/CouncilMeetings

Petitions

Residents can submit a petition on any issue within the jurisdiction of the Council. Petitions can be presented at an Ordinary Meeting of Council or provided to the City by email or in hard copy.

Clause 6.11 of the City's Meeting Procedures Local Law 2017 sets out the requirements for a petition and outlines the process once a petition is received by Council.

Guidance on submitting a petition and a copy of the petition form can be found online at melvillecity.com.au/CouncilMeetings

Melville Talks

Melville Talks is the City's online engagement hub where members of the public can participate, share ideas and be involved in decisions that impact their lives.

Community engagement on a range of items is conducted through Melville Talks. Engagement can include consulting on specific proposals, strategies, development and planning applications and policies.

Further information and subscription details can be found at melvillecity.com.au/MelvilleTalks

Elected Members

Residents can contact the Mayor or any Elected Member to discuss issues relevant to council.

The contact details and ward breakdown of the Elected Members can be found at melvillecity.com.au/ElectedMembers

Written Requests

Members of the public can write to the City on any issue within Council's jurisdiction.

Correspondence can be provided in the following ways:

Email: melinfo@melville.wa.gov.au

Post: Locked Bag 1, Booragoon WA 6954

In Person: 10 Almondbury Road, Booragoon WA 6154

Documents held by the City

The City maintains records in relation to the relevant functions it undertakes.

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

Directorate	Information Held
Community Development	Animal Pound Register
	Annual Reports
	Aquatic and Fitness programs
	Art Collection
	Cat Registrations
	Dangerous Dog Register
	Dog Registrations
	Facility Booking Records
	Firebreak Inspections
	Grants Register
	Infringements Register
	Leisure Activities Program Information
	Leisure Centre Patron Details
	Library book and collection catalogues
	Local History Information
	Media Releases / Speeches
	Membership Records
	Museum collections
	Signs Impound Register
	Social media records
	Sporting Clubs Database
	Swim school information
	Vehicle Impound Register
	Venue Hire information
Corporate Services	Budget Records
	Climate Action Plans
	Contract and Tender Information
	Creditors Records
	Debtors Records
	Employee Records
	Occupational Health and Safety Records
	Rates Information
	Recruitment Information
	Record Keeping Plan
	Sustainability Action plans
	Training Records
	Workers Compensation Records
Environment and Infrastructure	Agreements for Waste Disposal
	Arboriculture Reports
	Asbestos Register
	Bike Plan
	Design Plans and Drawings
	Foreshore Maintenance Plans
	Friends Group Manuals

	Maintenance Plans
	Natural Area Management Plans
	Project Management Documentation
	Stores Inventory
	Sustainability Action Plans
	Traffic Management Plans
	Tree Database
	Waste Calendar and Tokens
Legal Governance and Risk	Citizenship Records
	Council Agendas and Minutes
	Elected Member Registers
	Elections
	Insurance policies
	Legal Advice
	Local Laws
	Primary and Annual Return
Management Services/ CEO	Risk Registers
	CEO / Mayor Agendas and Minutes
	Elected Member Engagement Session Agendas and Minutes
	Executive Leadership Team Agendas and Minutes
	Mayor's Diary and Correspondence
Planning	Building Application Permits
	Building Orders
	Development Application Approvals
	Event Permits
	Food Sample Results
	House Plans
	Local Planning Policies
	Pool/Spa Barrier Complaint Reports
	Pool/Spa Barrier Work Orders
	Trader Permits
	Water Sample Results

Access to documents outside of FOI

The City holds a large number of documents relating to the services it provides to the local community. A number of these documents are available to the public outside of the FOI process.

Access: Documents Published on City's website

The following documents are available for viewing on the City's website. Please note this is not a complete list, but a comprehensive overview to demonstrate the types of documents publicly available.

City Documents

- Annual Reports
- Aquatic and Fitness Programs
- Code of Conduct for Employees
- Community Information Directory
- Community Wellbeing Report
- Customer First Charter and Standards
- Customer Service Charter for Our Contractors
- Fact Sheets and Checklists
- FOI Information Statement
- Local Heritage Survey
- Local Planning Schemes
- Management Responses to Significant Audit Matters
- Media Releases
- Mosaic Issues
- Sites of Aboriginal Cultural Significance
- Venue Hire Information
- Waste Calendar

Council Documents

- Agenda Briefing Forum Notes and Recordings – from 2012
- Code of Conduct for Council Members, Committee Members and Candidates
- Council Agenda and Minutes – from June 2011
- Local Laws

Financial Information

- Budget
- Fees and Charges
- Waste Fees and Charges

Forms

- Application Forms
- Building and Development Application Forms

Guidelines

- Bushfire Management Guidelines
- Busking Guidelines
- Community Grant Guidelines
- Disease and Pathogen Guidelines
- Funding Program Guidelines
- Murdoch Health and Knowledge Precinct Design Guidelines

Path Guidelines and Specifications

Weed Management Guidelines

Plans

Age Friendly Melville Plan
At Canning Bridge – Community Development and Place Activation Plan
Attadale Alfred Cove Foreshore Master Plan
Beeliar Regional Park Management Plan
Bike Plan
Blue Gum Management Plan
Booragoon Lake Management Plan
Brentwood Living Stream Concept Plan
Building Asset Management Plan
Bull Creek Catchment Management Plan
Bushfire Rise Management Plan
Canning Bridge Activity Centre Plan
Canning Bridge Masterplan
Carnaby's Cockatoo Habitat Restoration Plan
City of Melville Corporate Business Plan
City of Melville Governance Framework
City of Melville Governance Improvement Plan
Corporate Climate Action Plan
Creative Melville – Cultural Plan for City of Melville
Deep Water Point Parking Management Plan
Eastern Reserves Management Plan
Fraud and Corruption Control Plan
Healthy Melville Plan
Heathcote Management Plan
Heathcote Vision and Place Plan
Infrastructure Management Plan
Local Development Plans
Long Term Financial Plans
Melville City Centre Structure Plan
Modified Reserves (Karrakatta Soils) Strategic Management Plan
Modified Reserves (Bassendean Soils) Strategic Management Plan
Murdoch Mixed Use Precinct Activity Centre Structure Plans
Natural Area Asset Management Plan
Piney Lakes Management Plan
Public Art Strategy and Masterplan
Quenda Wetland Management Plan
Reserves Management Plans
Riseley and Canning Bridge Activity Centres – Parking Management Plans
Riseley Centre Mater Plan
Riseley Centre Structure Plans
Riseley Placemaking Action Plan
Strategic Community Plan for the City of Melville 2020-2030
Willagee Structure Plan
Wireless Hill Management Plan

Policies

Council Policies
Local Planning Policies
Operational Policies

Registers

Building Approval Register
Gift Register
Local Heritage List
Register of Complaints (Minor Breaches)
Register of Elected Member Allowances and Expenses
Register of Elected Member Declarations of Interest
Register of Elected Member Meeting Attendance
Register of Elected Members Professional Development
Register of Elected Member Travel
Register of Staff Remuneration
Register of Senior Employees
Register of Senior Employee Travel
Request for Tenders

Strategies

Canning Bridge Integrated Transport Strategy
Canning Bridge Local Water Management Strategy
Car Parking Strategy
Cultural Infrastructure Strategy
Foreshore Restoration Strategy Review and Final Report
Local Commercial and Activities Centres Strategy
Local Housing Strategy
Local Planning Strategy
Public Spaces Strategy
Tennis Strategy
Youth Strategy

Access: Subscription Service – Melville Matters

Residents can subscribe to the City's eNews to be kept up to date on City wide news, and/or nominate topics of interest to receive updates on these topics.

Subscription information can be found at melvillecity.com.au/Enews

Access: Social Media

The City shares information and updates on the following social media platforms:

- Facebook – City of Melville
- Facebook – City of Melville LeisureFit
- Facebook – City of Melville Libraries and Museums
- Instagram – Melville City
- Instagram – Melville City Arts and Events
- Twitter – City of Melville
- You Tube – City of Melville
- You Tube – City of Melville Council Meetings
- LinkedIn – City of Melville

Access: Documents available in hard copy

The City makes certain documents available in hard copy for residents to inspect. These documents are available at the following locations:

- AH Bracks Library and Creative Space, corner Stock Road, and Canning Highway Melville

- Bull Creek Library, 24 Leichhardt Street Bull Creek
- Canning Bridge Express Library, 2 Kintail Road Applecross
- Civic Square Library, Almondbury Road (entry off Davy Street) Booragoon
- Willagee Library, corner Winnacott Street and Archibald Street Willagee

Documents available include:

- Council Policy – Environmental Policy
- Council Policy – Quality
- Current Budget
- Operational Policy – Occupational Safety Health & Wellbeing
- Project documentation on display for life of the project
- Strategies, reports out for public consultation for the period of consultation.

At our Libraries, copies of council minutes are printed on request, please speak to a staff member to make a request.

To view the council minute book before June 2011 please contact the City to request the minute book for the meeting you wish to access. A time will be arranged for you to come into the Civic Centre and view the minute book. A printed or scanned version can be made available on request. Please note it may take 2-3 days to arrange as older minute books are held at offsite storage. The City holds council minute books till 1989. Minute books prior to 1989 are held by the State Records Office.

Access: Documents for Inspection

Section 5.94 and 5.95 of the *Local Government Act 1995* outline the documents which the City must make available for inspection and those where restrictions apply.

A member of the public may attend the City's Civic Centre at 10 Almondbury Road Booragoon and request to view these documents.

Documents available for inspection include:

- Register of financial interests
- Register of owners and occupiers under section 4.32(6) and electoral rolls
- Rate records
- Annual and primary returns
- Library book and collection catalogue
- Museum catalogue
- Local history information

To inspect rate records, you may be required to provide identification and complete a statutory declaration outlining your reasoning for accessing the rate records. Requests for historical rate records may take up to 10 working days to process.

Access: Costed Service

Under the *Building Act 2011* property owners and authorised persons can request the following:

- Residential building plans
- Commercial building plans
- Historic building plans (pre-2000)
- Building permit/licence (associated to the requested plans)

Fees	
Copies of Permits, Building Approval Certificates	\$33
Copies of Residential and Commercial Building Plans	\$110
Retrieval fee for building plans stored offsite	\$25

Applications are made online via the City's website or in person at the Civic Centre.

Further information can be found at melvillecity.com.au/RequestBuildingPlans or you can contact the City and ask to speak to our Planning Administration team to find out if plans are available.

Documents held at the State Records Office

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.

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

Melville Roads Board – 1901 to 1962

Rates book.
Council minutes

Town of Melville – 1962 to 1968

Rates book.
Council minutes

City of Melville – 1968 to 1988/1989

Council minutes – 1968-1989

Access to Documents via FOI

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 or Local Government area.
- Making the persons and bodies that are responsible for State and Local Government more accountable to the public.

The City 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.

The Application Process

Section 12 of the FOI Act states that applications must be lodged in writing, include an Australian address, and give enough information to identify the documents being requested.

A \$30 application fee is applicable for non-personal information requests.

Applications can be lodged online via the City's website or by completing our application form which is available on our website or in hard copy at our Civic Centre.

Payment of the application fee can be made via the City's website as part of the online application process or in person at our Civic Centre.

Online FOI lodgement can be made at melvillecity.com.au/freedom-of-information

Fees and Charges

In addition to the \$30 application fee the Freedom of Information Regulations 1993 provide for charges which may be imposed by the agency in relation to the processing and preparation of your application.

Fees	
Application fee for non-personal information	\$30
Application fee for personal information	No fee
Charges	
Charge for time taken by staff dealing with the application	\$30 per hour
Charge for access time supervised by staff	\$30 per hour
Photocopying	\$0.20 per page
Photocopying – staff time	\$30 per hour

Charge for time taken by staff transcribing information from a tape or other device	\$30 per hour
Charge for duplicating a tape, film, or computer information	Actual cost
Charge for delivery, packaging, and postage	Actual cost
Deposits	
Advance deposit which may be required by an agency under section 18(1) of the Act, expressed as a percentage of the estimated charges	25%
Further advance deposit which may be required by an agency under section 18(4) of the Act, expressed as a percentage of the estimated charges	75%

The FOI Act requires that a cost estimate be provided to applicants as soon as possible. This allows the applicant to either progress with the application or hold discussions with the agency to possibly reduce or amend the scope to bring the incurred costs down.

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).

Time Limits

Section 13(1) of the FOI Act states that an agency is required to deal with an application as soon as practicable, but in any event, within the permitted period. Section 13(3) of the FOI Act states that the permitted period is 45 days.

If the City determines that it will take longer than the permitted period to deal with the application, then they will consult with the applicant and negotiate an extension of time.

An applicant then has 30 days in which they can lodge an application for internal review if they are dissatisfied with the decision of the City. The City must respond within 15 days.

An applicant has 60 days in which they can lodge an application for external review if they are dissatisfied with the City's internal review decision.

Please note all time limits are in calendar days and whereby the due date falls on a weekend or public holiday the next working day is considered as the due date.

Exemption Clauses

The FOI Act provides a general right of access to documents. It also recognises that some documents require a level of protection. Schedule 1 of the FOI Act cites relevant exemption clauses.

The most regularly applied exemptions are:

Personal Information

Information that would reveal personal information about an individual (e.g. their name, contact details, signature) may be exempt under Schedule 1, Clause 3 of the FOI Act .

Business and 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. Information that could reasonably be expected to have a substantial adverse effect on the financial or property affairs of the State or an agency (e.g. income from a certain source) may be exempt under Schedule 1 Clause 10 of the FOI Act.

Deliberative Process of Government

Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential item at Council meeting) may be exempt under Schedule 1 Clause 6 of the FOI Act.

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, an appointment will need to be made with the FOI Team, and the City retains the right to charge for the supervision of the inspection of the records as per the fees and charges outlined above.

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

Right to Review

The FOI Act provides for a review and appeal process.

You may seek an internal review or if you are still not satisfied, a review by the Information Commissioner, and still further you can appeal to the Supreme Court.

Internal Review

If you are dissatisfied by a decision that we make concerning your application then you can apply to the City for an internal review of this decision.

To apply for an internal review, you must put your request in writing and lodge it with the City within 30 days of being notified of the original decision.

There is no charge for an internal review.

The City will respond to you within 15 days of your internal review application.

External Review

If you are still dissatisfied after the internal review has been completed, you may seek a review by the Information Commissioner.

The request must be made in writing within 60 days of the original decision giving details of the decision to which your complaint relates.

Note: if you are requesting external review as a third party or following an application for amendment of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the internal review decision.

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.

Amending Personal Information

The FOI Act gives a person the right to apply for amendment of personal information, which is inaccurate, incomplete, and out of date or misleading. The agency may make the amendment by altering, striking out, or deleting, inserting information, or inserting a note in relation to the information. The agency is not to make the amendment by obliterating or removing information or destroying a document.

Such applications must be approved by the Information Commissioner.

Further information can be found on the Office of the Information Commissioner website at www.oic.wa.gov.au.