


Information Statement

2010 / 2011

CITY OF  Armadale





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

Reviewed October 2010

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1 INTRODUCTION

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, including local governments, to prepare and publish an Information Statement annually. This Information Statement must set out:

- The Agency's Mission Statement;
- Details of legislation administered;
- Details of the agency structure;
- Details of decision making functions;
- Opportunities for public participation in the formulation of policy and performance of agency functions;
- Documents held by the agency;
- The operation of FOI in the agency.

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 web site www.armadale.wa.gov.au

Enquiries about this document may also be made by contacting the Freedom of Information Coordinator at the City of Armadale on (08) 9399 0111 Monday to Friday from 8.15am to 4.45pm, or by email at info@armadale.wa.gov.au

1.1 FOI Legislation

Should you wish to obtain a copy of the *Freedom of Information Act 1992* or associated regulations please visit the State Law Publisher Website at www.slp.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 Freedom of Information Commissioner's website www.foi.wa.gov.au

2 HISTORY AND LOCAL INFORMATION

2.1 About our Heritage

The first era of development for the Armadale Townsite began in 1893 when the railway line from Perth to Bunbury was officially opened and Armadale soon began to develop into a busy railway station, from which products of the region were freighted. Before this time Kelmscott, which was gazetted in 1830, was the major townsite of the district.

In 1894 the southern section of the Canning Road Board, an area of approximately 504 square kilometres, was formed and named the Kelmscott Road Board, after the most significant town in the area.

In 1905 Roleystone was opened to enable closer settlement by Peet and Co, whose advertising brochures promoted the virtues of living in an area of beautiful scenery and fertile valley soils. Throughout this period planting of orchards grew at an increasing rate at Roleystone and Karragullen.

The 1920s brought to the area an increase in motorised transport, the introduction of electricity and the beginning of construction of Churchman Brook Dam (the first of three major water storage projects to be carried out in the hills).

The 1930s started badly as the effect of the Great Depression began to take its toll, though it was fortunate that the economic setbacks to Armadale's development were more than compensated for when the State Government commenced construction of the Canning Dam in 1933. It opened in 1940.

The era 1934 to 1944 was one of growth, with rural enterprises generally making good returns. In 1942 the Munitions Depot was established at Byford, providing employment for over 100 people during the war years.

The decade after saw the arrival of migrants from war-devastated Eastern and Central Europe. Initial housing was provided in two Nissen hut camps on River Road (Roleystone Road) and Marmion Street in Kelmscott. Also arriving from 1948 onwards were large numbers of Dutch migrants.

By 1950 a minor housing boom occurred in the area as the State Housing Commission initiated a programme of building cheap but comfortable houses to counter the acute housing shortage that had developed. By 1951 the new State Brickworks situated just south of Armadale had been finished and the bricks produced were crucial to post-war recovery.

The population of the Road Board area was estimated at just over 6,000 in 1956, and the District still had the characteristics of a rural community, although this began to change as increasing prosperity was reflected in the development of new civic and social facilities. This included the opening in 1955 of Armadale Senior High School and in 1957, a swimming pool at Kelmscott, the first such pool to be constructed by a metropolitan municipal authority. Libraries were established at Armadale and Kelmscott in conjunction with the State Library Board (a first for any Local Government). However, it was not until the opening of the Armadale Kelmscott Memorial Hospital in 1964 that demonstrated the degree of progress the district was enjoying.

1964 to 1974 was an era of unprecedented population growth for the District. Whole new areas of housing appeared at Kingsley, Westfield Park and Clifton Hills, where many of the residents were British immigrants. By 1970 major urban development, too, was being undertaken on sections of the scarp slopes.

Community amenities and facilities matched the pace of growth with new railway stations, primary schools, shopping centres, sports grounds and playing fields. In 1971 the Armadale business centre was recognised as a sub-regional centre and in 1973 Kelmscott Senior High School was opened.

The population of the Shire increased five-fold from 7,000 in 1967 to 35,000 in 1979, the third-highest growth for any local government in the Perth metropolitan area. There was also rapid growth in services and facilities, including the opening of the Gwynne Park Recreation and Sporting Centre in 1979, the Armadale Aquatic Centre in 1980 and a third government high school, Cecil Andrews in West Armadale, also in 1980. Light industry was established and service industries increased in number and variety, with banks, service stations, building societies, accountancy firms, restaurants, fast food outlets, and tourism initiatives.

In 1985 Armadale was granted City status, coinciding with the opening of the City's Administration Centre. The Armadale business precinct underwent considerable change, with unprecedented building activity being carried out. At Kelmscott the commercial and business area along Albany Highway had also changed dramatically. Yet, despite these very obvious changes to the built environment, there was a growing consciousness of the need to appreciate and preserve the past. The name "Heritage Country" was registered and there was also increased focus on the natural environment, with one of the most significant

achievements being the preservation and rejuvenation of Araluen Botanic Park in Roleystone, which draws the appreciation of West Australians far beyond the boundary of Armadale.

In 2002 the State Government established the Armadale Redevelopment Authority (ARA) to partner with Armadale City Council to revitalise the City. It also undertook an Enquiry by Design Study to investigate ways to revitalise the Kelmscott town centre and plan for its future.

After a major redevelopment, the Armadale-Kelmscott District Memorial Hospital was opened in 2002 to provide a vital modern hospital facility for the entire community.

A new \$8.3 million railway station was officially opened in Armadale in November 2004. The station provides a first class entrance to the shopping and entertainment precinct that lies at the heart of the Armadale City centre.

In 2005 a new state-of-the-art, four-screen cinema opened within a brand new shopping complex, the Armadale Plaza. The Armadale Redevelopment Authority, supported by the City, later amended the existing planning scheme to enable the further expansion of the complex.

Joint infrastructure works undertaken by the ARA and the City in Armadale's CBD included road works improving access to the City centre, street lighting, furniture and pathways and landscaping designed to enhance the appearance of the streetscape.

The City's major shopping centre, Armadale Shopping City, commenced a major \$75 million extension and redevelopment to freshen up the centre and cater for a range of new major retailers. This project was finalised in 2007.

The Tonkin Highway extension to Thomas Road, south of Armadale, completed a vital link in the regional road network. It provides high-speed road access north-east and south-west and much-needed impetus for industrial development and residential growth west of the Armadale City centre.

The opening of the Champion Lakes Regatta Centre in April 2007 was a major event. The international-standard rowing course is a drawcard not just for the City, but for the entire State, as it is one of only two purpose-built rowing/canoeing facilities in Australia.

The City actively lobbied the Federal Government for the establishment of an Australian Technical College in the Armadale-Gosnells region and in September 2005 the City's bid

was successful. The College now has two campuses, one in Gosnells, which opened in February 2007, and the other in central Armadale, which opened in April 2007.

In 2008, the western portion of Brookdale was divided into two new suburbs, Haynes and Hilbert, named after prominent local families who operated dairy farms in the area for many years.

2008 also saw the completion of the first and second stages of Armadale Central Shopping Centre in Orchard Avenue, including a supermarket, discount department store, banks and specialty retailers.

After a number of years of planning, the development of new residential estates within the localities of Harrisdale and Piara Waters has seen the construction of high-quality homes for the rapidly growing City population and in 2009, an extension to the areas of future urban development in these suburbs.

Having out-grown its old site within the civic precinct, the new Armadale Library opened in January 2010 as part of the Armadale Central shopping centre's stage three development.

The Library, as it is known, is a modern, inspiring and welcoming community hub, with extensive IT facilities, an attractive circular reading room and a prime location in Armadale's retail heart.

The 330 hectare Forrestdale Business Park, located adjacent to Tonkin Highway, Armadale Road and Ranford Road, is taking shape, with main roads, drainage and sewer works complete and a number of landowners receiving approvals to develop their land. The park is set to become a major employment centre, generating up to 10,000 jobs.

2.2 Current Facts

Population	58,120
Number of Electors	34,896
Residential Dwellings	21,750
Area	560.4 square kilometres
Areas of Parks & Reserves	1,651 hectares
Localities & Suburbs	19
<i>Armadale, Ashendon, Bedfordale, Brookdale, Camillo, Champion Lakes, Forrestdale, Harrisdale, Haynes, Hilbert, Karragullen, Kelmscott, Lesley, Mt Nasura, Mt Richon, Piara Waters, Roleystone, Seville Grove & Wungong</i>	
Libraries	Three
Schools	22 primary schools and 8 secondary schools
Length of Sealed Roads	583.77 kilometres
Employees	320
Rate Revenue	\$35,151,300

3 STRATEGIC VISION AND OBJECTIVES

3.1 Our Mission

To provide the leadership, facilities and infrastructure that will serve the needs of our local and wider communities.

3.2 Our Values

Honesty, Professionalism, Respect and Accountability

3.3 Our future Directions

These have been built around the following four major goals;

Community Wellbeing

The Range and quality of community services offered within the area plays a key role in making Armadale a special place to live by fostering community pride and involvement.

Enhanced Natural and Built Environments

The way physical infrastructure is planned, provided and maintained, and the level of care afforded to our natural environment, has a major impact on quality of life for all citizens.

Economic Growth

A strong local economy improves local employment opportunities and provides a broader range of services, facilities and infrastructure to the benefit of both the business and residential sectors.

Good Governance and Management

High quality, professional governance and leadership, together with effective administration of Council resources, are essential to the success of the City.

The Armadale Council seeks to promote our City as a region of diverse opportunities and lifestyles capitalising on the national environmental advantages of the area, as well as building the benefits of a caring and tolerant community proud of its history and achievements.

The Council gives high priority to promoting the image of the City of Armadale as an attractive urban environment linked to rural and tourist attractions, with a strong focus on heritage and cultural festivals. We aim for residents and visitors to continue to view the City as a great place to live, work and enjoy recreation and leisure.

It has long been recognised that there is a need to increase the employment opportunities within the area for our residents, in order to give people the choice of not having to travel outside the City of Armadale for their daily work. To achieve this, Council strongly encourages retail businesses, commerce and light industry within the City.

The City is on the threshold of major change driven by economic, technological and urban development imperatives. The “wave” of change is being addressed by a series of strategies and programmes that will promote and channel that change into directions of best advantage for our community. These programmes include:

- Working with the Armadale Redevelopment Authority to undertake revitalisation of the Armadale Strategic Regional Centre and the Kelmscott District Centre;
- Working with the Armadale Redevelopment Authority to achieve the development of the International Rowing Course at Champion Lake;
- The establishment of the new Forrestdale Business Park;
- Planning for the phased development of a range of high quality new residential estates in the area now known as Harrisdale and Piara Waters (previously North Forrestdale);

- Working with the Armadale Redevelopment Authority on the Wungong Urban Water project to provide new planned estates west of Armadale;
- Planning for the upgrading of recreation facilities throughout the City by the rationalisation of the City's open space and other land assets;
- The revitalisation of some existing residential areas and the better use of existing infrastructure by the creation of infill housing opportunities.

The Council will be ensuring that the new surge of development is undertaken sustainably and has set in place guidelines that will protect our valuable environmental heritage.

Economic activity is also being stimulated by tourism, based primarily on the high scenic value of the hills areas coupled with the growth of a network of tourist attractions such as Araluen, Elizabethan Village, dams at Canning, Churchman's Brook and Wungong, Araluen Golf Club and many others. The tourist network also lends itself to expansion of the tourist accommodation market and to branch into specialist areas of eco-tourism based on the abundance and variety of natural landscape in the region.

The current modest level of commerce and industry in the area presently limits the rating base, and the Council has to rely mainly on domestic residents to fund local services and facilities. In addition, construction and maintenance costs for roads, drains and other infrastructure are relatively high within the City of Armadale, because of the topography and soil conditions in the area. Developers have been encouraged to raise their standards and to provide more facilities in the course of new development. The City also continues to seek Government funding for special projects, building on the successes of the past in gaining Government partnerships.

A high rate of growth is expected to continue and it is estimated that our population will increase from 58,120 this year to over 89,000 in the year 2020. Hence the provision of infrastructure and services (both local and regional) will continue to be a major focus of Council.

4 DECISION MAKING

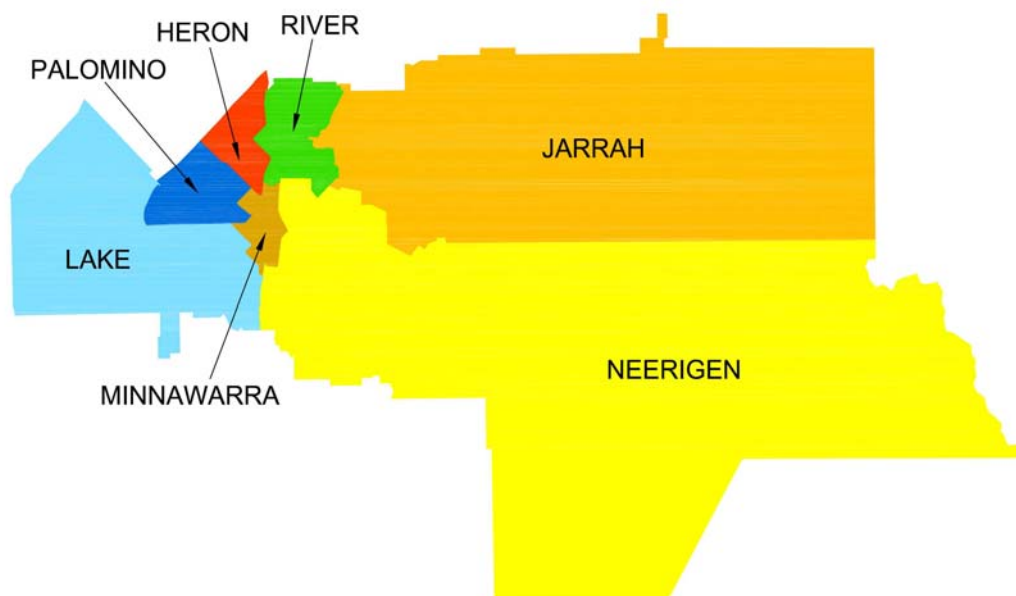
4.1 Council Structure

The City of Armadale is a local government authority constituted by the Local Government Act 1995 (The Act). This Act and associated regulations set out many of the rules that govern the operations of the City. In accordance with the Act, Council's role is to;

- Direct and control the local governments affairs;
- Be responsible for the performance of the local governments functions;
- Oversee the allocation of finances and resources;
- Determine policy.

The Council itself is an elected body comprising fourteen (14) elected members (Councillors) each elected for a four year term and representing one of seven wards. The Mayor, who is also one of the 14 Councillors, is elected by the Council for a two year term after each election.

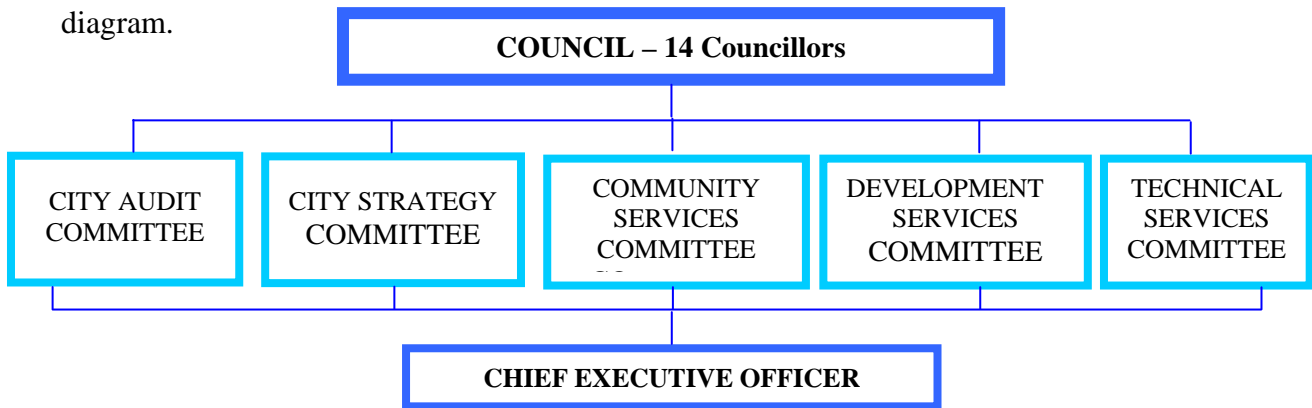
Armadale's seven wards are depicted in the following diagram.



The 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 Policy Manual, which is available from the Council Administration Centre or at its website www.armadale.wa.gov.au

4.2 Council / Committee Structure

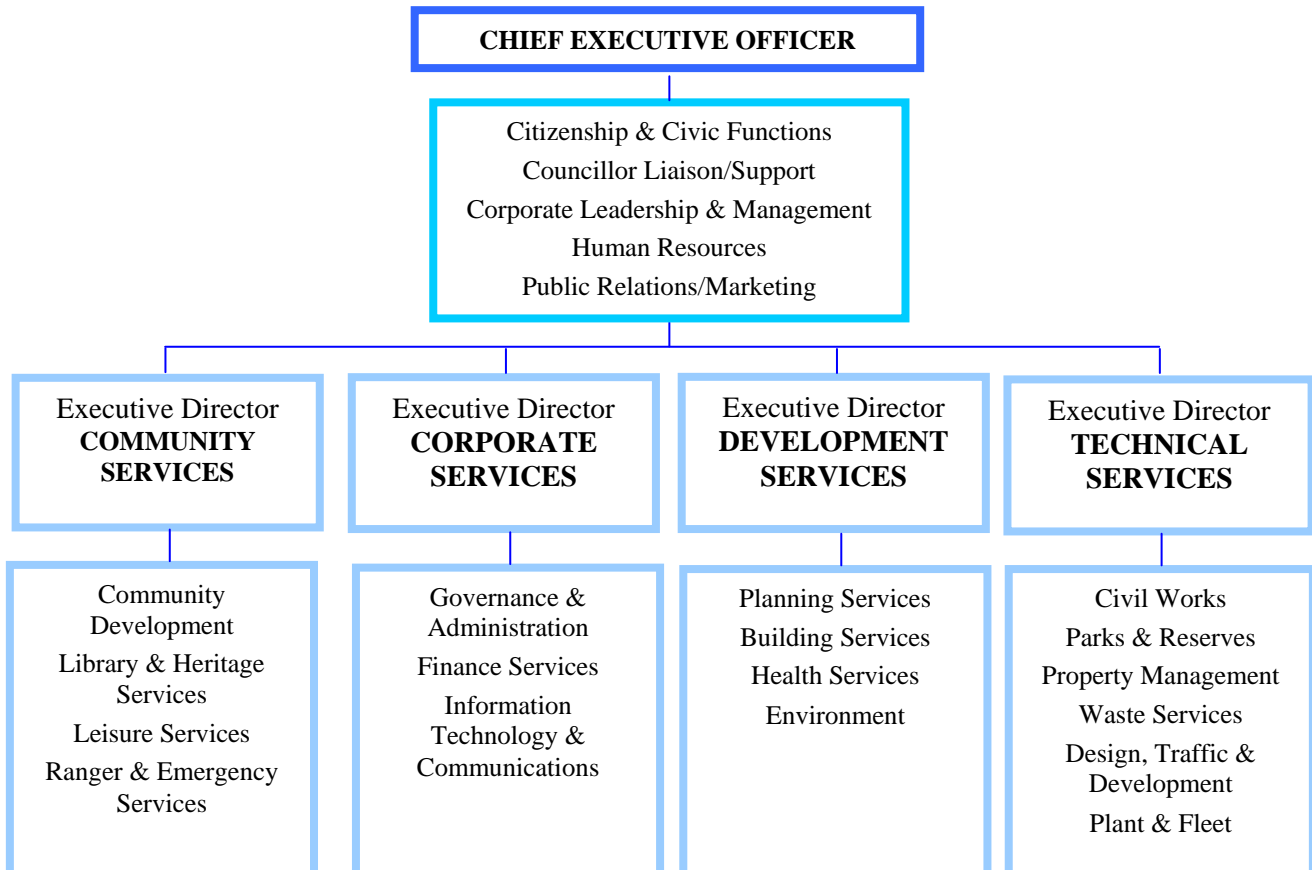
Council has appointed five Committees to assist in streamlining the decision making process. These five committees regularly report to Council and are reviewed every two years to review their effectiveness. Council's committee structure is detailed in the following diagram.



4.3 Management Structure

The Chief Executive Officer reports directly to Council and advises on matters related to the functions of the Act and any other written law. The CEO also ensures current and relevant information is available to Council to assist them to make informed decisions. In liaison with the Mayor the CEO may speak on behalf of Council to the community.

The CEO is also responsible for managing the day to day operations of the local government with four Executive Directors to assist with the following broad areas of responsibility;



4.4 Directorate Areas of Responsibility

CHIEF EXECUTIVE OFFICER'S OFFICE	
Civic Functions	
Corporate Leadership & Management	Human Resources Management
Councillor Liaison	Public Relations/Marketing
CORPORATE SERVICES DIRECTORATE	
Financial/Accounting	Governance & Administration
Accounting & Audit Services	Cashiering
Accounts Payable & Receivable	Corporate Administration
Budget Preparation & Review	Corporate Governance
Financial Reporting	Council Elections
Financial Planning	Insurance
Rating	Land Acquisitions/Sales
	Local Laws
	Office equipment (Copiers, Scanners etc)
Information Technology & Communication	Property Leasing
Information Technology Systems	Reception Customer Service
Communications Infrastructure	Records Management
Telecommunications	Street Stalls/Permits
	Telephone Switchboard
COMMUNITY SERVICES DIRECTORATE	
Community Development	Leisure Services
Access & Inclusion Services	Leisure Services Administration
Art & Culture & Events	Armadale Arena
Children & Families	Armadale Aquatic Centre
Community Development Administration	Club Development
Community Grants, Donations & Contributions	Hiring of Council Buildings and Facilities
Community & Recreation Planning	Outdoor Recreation Activities
Community Safety	
Community Partnerships	Ranger & Emergency Services
Indigenous Services – Champion Centre	Ranger & Emergency Services Administration
Seniors	Abandoned Vehicles & Shopping Trolleys & Impounded Signs
Volunteer Referral Services	
Youth Engagement	Animal Control
	Control of Vehicles (Off Road Areas)
Library & Heritage Services	Fire Control
Libraries (Armadale/Seville Grove/Kelmscott)	Litter Control
Library Administration	Local Emergency Management
Museum & Heritage Services	Local Emergency Management Committee
Visitor Services	Parking Control

Directorate Areas of Responsibility (Continued)

DEVELOPMENT SERVICES DIRECTORATE	
Planning	Environmental Health
Administration of Planning Responsibilities	Pollution and Nuisance Management
Closure of PAWs and Rationalization of Reserves	Food and water safety and quality
Land Use Planning & Strategy	Immunisation and other Disease control strategies
Nomenclature - Suburbs & Streets	Public Housing and Accommodation
Sign Control	Waste Treatment and Disposal
Developer Contribution Schemes	Chronic Disease Prevention
Development Approvals	Sediment and erosion project
Environmental	Urban waterway renewal projects
Community Landcare	Clearing environmental development approval conditions
Subdivision	
Natural Area Management	Building
Regional Energy Group	Building Administration and Control
Structure Planning	Building Approvals/Demolitions
Town Planning Scheme	Unauthorised Building Works
	Strata Titles
	Subdivision Clearances
	private swimming pool/spa inspections
	Residential Design Code Variations
	Minor Development Approvals
	Building Compliance
	Archival Plan Searches
TECHNICAL SERVICES DIRECTORATE	
Administration Services	Property Management
CCTV	Access Control Systems
Crossovers	Asset Renewal/Refurbishment of Council Buildings
Easements/Land Acquisition	Breakdown Maintenance for Council Buildings
Events on Roads	Design and Construction for Council Buildings
Extractive Industries Licences	Emergency and Fire Control Systems
Financial Planning	Graffiti and Vandalism Prevention, Removal and Remedial Works
Graffiti	
Street Lighting	Maintenance and Operation of Council Buildings
Verge Management/Obstruction	Maintenance and Provision of Accessibility to Council Buildings
City Projects (Next Five Years)	Mechanical, Hydraulic and Electrical Services
Abbey Road/Railway Avenue Link	Security Services to Council Buildings and Facilities
Aquatic Centre Upgrade	
Armadale Youth Activity Area	Upgrades and Refurbishment
Bakers House Refurbishment	
Frye Park Redevelopment (Stage 2)	Support Services
Piara Waters (North) Community and Sporting Facility	Depot Control
	Plant, Equip and Vehicle Purchase Management

Directorate Areas of Responsibility (Continued)

TECHNICAL SERVICES DIRECTORATE	
Civil Works	Engineering Management
Bridge Maintenance	Asset Management
Drainage Investigation/maintenance & Construction	Road Inventory, Road Data and other stats
	Street and Traffic Signs
Footpath Construction and Maintenance	Supervision of Technical Aspects of Subdivision
Private Works	Temporary Road Closures and Obstructions
Public Utility Reinstatements	Traffic Management
Road Construction and Maintenance	
Street Furniture including Bus Shelters on Road Reserves	Parks & Gardening Facilities
	Parks and Streetscape Asset Management
	Planning and Recreation Areas
Waste Management	Reserves – Construction and Development
Collection/Disposal of Refuse	Street Tree Management
Recycling	Vegetation Control in Public Access Ways and road Reserves
Waste Education	

5 PUBLIC PARTICIPATION

5.1 Council Meetings

In 2010 and 2011 Council meetings will generally be held on the 2nd and 4th Monday of every month and commence at 7:00pm sharp. These meetings are held on the first floor of the Administration Centre. For up to date information about the date and time of meetings please contact the Administration centre on (08) 9399 0111.

5.2 Presenting Issues to Council

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.

Public Question Time

Members of the public are able to ask questions at Council and Committee meetings however it is preferable for these questions to be presented to the Chairperson in writing and prior to the start of the meeting. Questions can be on any matter affecting the City.

Written Requests

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

Petitions

Written petitions can be presented to Council through the Chief Executive Officer or Councillors on any issue within Council's jurisdiction.

Deputations

Where a member of the Community has an interest in an item listed for discussion at a Council or Committee meeting, upon prior written application to the Chief Executive Officer they are entitled to give a deputation.

Such deputations shall consist of no more than five (5) persons with only two (2) who may address the meeting for a period not exceeding 15 minutes.

5.3 Public Notices and Advertising

The Local Government Act 1995 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 within the “West Australian”, “Examiner” and “Comment” newspapers.

5.4 Community Consultation

The Council consults with its residents on a range of matters that affect their neighbourhood by way of advertising in the local papers, calling public meetings, seeking responses to surveys and questionnaires and attendance at local ward meetings.

In this regard the City has in place a Community Consultation Policy which provides the framework and principles for undertaking community consultation and encouraging participation. This policy is available on the City’s website.

5.5 Council Advisory and Management Committees and Groups

To assist Council in its decision making, Committees and Groups are formed from time to time by Council. Membership on these groups and committees is generally a mix of community representatives, Councillors and Council staff.

5.6 Electors Meetings

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 November at the City of Armadale’s function room, second floor of the Administration Centre.

6 ADMINISTRATION

6.1 Legislation binding on the City of Armadale

As a government body, Councils functions, financial management, day to day operations and conduct of its officers are subject to a wide variety of legislation.

Although not exhaustive, the following list of legislation provides a general overview of the areas Council and its Officers are required to enforce and adhere to;

6.1.1 Acts of Parliament

- Building and Construction Industry Training Fund and Levy Collection Act 1990
- Bush Fires Act 1954
- Caravan Parks and Camping Grounds Act 1995
- Control of Vehicles (Off Road Areas) Act 1978
- Disability Services Act 1993
- Dog Act 1976
- Environmental Protection Act 1986
- Equal Opportunity Act 1984
- Freedom of Information Act 1992
- Health Act 1911
- Heritage of Western Australia Act 1990
- Land Administration Act 1997
- Library Board of Western Australia Act 1951
- Litter Act 1979 and Associated Regulations
- Local Government Act 1995 and Local Government (Miscellaneous Provisions) Act 1960
- Local Government Grants Act 1978
- Occupational Safety and Health Act 1984 and Associated Regulations
- Parliamentary Commissioner Act 1971
- Planning and Development Act 2005

- Public Interest Disclosure Act 2003
- Rates and Charges (Rebates and Deferments) Act 1992
- State Records Act 2000
- Strata Titles Act 1985
- Workers Compensation and Injury Management Act 1981

6.2 Local Laws

The City of Armadale also has the power under the *Local Government Act 1995* (and other legislation) to make local laws. The City currently has local laws relating to the following activities:

- Activities and Trading in Thoroughfares and Public Places
- Bush Fire Control
- Dogs
- Environment, Animals and Nuisance
- Extractive Industries
- Fencing
- Health
- Numbering of Houses and Buildings
- Parking
- Property
- Removal of Refuse, Rubbish and disused Materials
- Signs
- Standing Orders

Copies of these local laws are available at www.armadale.wa.gov.au or from Council's Administration Centre.

6.3 Publications

Section 5.94 and 5.95 of the *Local Government Act 1995* 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. Types of documents that are generally available for inspection is as follows;

- Annual Budget;
- Annual Report;
- Armadale Alive;
- Business plan (prepared under section 3.59);
- Code of Conduct;
- Confirmed and unconfirmed minutes of Council and committee meetings;
- Delegations Register;
- Electoral Gift Register;
- Local Laws and proposed local laws
- Minutes of Electors meetings;
- Notifiable gift Register;
- Plan for the future 2008-2023;
- Policy Manual
- Rates records (Privacy restrictions apply);
- Register of Financial Interests;
- Register of owners and occupiers and electoral rolls;
- Report of a review of a local law;
- Schedule of Fees and Charges;
- Strategic Plan 2010-2014
- Tender Register;
- 15 Year Financial Plan 2008-2023.

The City also maintains comprehensive records of all of its dealings including correspondence, memoranda, file notes, reports, plans, sketches, maps, diagrams, documents pertaining to the keeping of records, applications, approvals and notices however many of these documents are subject to the *Freedom of Information Act 1992*.

The City also maintains historical documents as part of the Local Studies Collection and is available for viewing at Birtwistle Local Studies Library in Jull St, Armadale.

7 FREEDOM OF INFORMATION

7.1 What is Freedom of Information?

The [*Freedom of Information Act 1992*](#) (The FOI Act) is an Act to provide for public access to documents, and to enable the public to ensure that personal information in documents held by the City is accurate.

The City endeavours to ensure the public have a general right of access to documents and to also ensure that information held about them is accurate.

There are certain circumstances however such as personal information, deliberative processes, public safety and property security to name a few, where a general right to access information may not be appropriate.

If you believe we hold personal information about you that is inaccurate or out of date, then simply write to us detailing where you have seen this information together with the correction/s required (Charges do not apply).

7.2 The FOI Process?

Upon receipt of a written Application together with payment of the prescribed \$30 application fee the City's Freedom of Information Coordinator 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.

** Schedule 1 of the FOI Act*

7.3 How do you 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 are very beneficial (click [here](#) for an Application form).

You also need to provide enough information to identify the requested documents. The more specific an application is, the quicker is the process. Requests of a general nature, like 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 Coordinator when completing your Application for assistance in reducing the scope of your request as this may also prevent the likelihood of the City refusing to deal with your application due to its size.

Your completed Application form together with the prescribed \$30 fee can be delivered in person to 7 Orchard Avenue Armadale WA or posted (payment by Cheque) to the Freedom of Information Coordinator C/- City of Armadale, Locked Bag No 2 Armadale WA 6992 clearly marked *Freedom of Information application*.

7.4 Reason for the Information

Your right to make application is not affected by any reason you require the documents or our belief as to why. However such information can often assist the Freedom of Information Coordinator to process your application more quickly.

7.5 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.

7.6 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.

7.7 Further Information

Should you have any questions about the Freedom of Information process or the Information Statement, please contact the Freedom of Information Coordinator on (08) 9399 0111 between the hours of 8:15am and 4:45pm or alternatively by email at info@armadale.wa.gov.au

Additional information can also be obtained from the Office of the Information Commissioner’s website www.foi.wa.gov.au or by phone on (618) 9220 7888 (Country callers WA only 1800 621 244).

7.8 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 (Mandatory)	\$30.00
Application fee for personal information	No fee
Charges (GST Applicable)	
Charge for staff dealing with application and photocopying	\$30.00/hr
Supervised access to records for inspection only	\$30.00/hr
Transcribing information from tape, film or computer	\$30.00/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).

7.9 Internal Review (s.39-40 and 54)

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 a Minister or the Principal Officer of the City (Usually the Chief Executive Officer).

7.10 External Review by the Information Commissioner (s.65-66)

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; and
- Must include an address in Australia to which notices can be sent.

If you are seeking access to documents or amendment of personal information, your complaint must be lodged within 60 days after being given written notice of the decision. 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.

7.11 Appeals to the Supreme Court (s.85)

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, Level 12, St Martin's Tower, 44 St George's Terrace, Perth 9220 7888.

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