



Information Statement 2018/19

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

Reviewed January 2019

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This document is available in alternative formats upon request.



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 website 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) 9394 5000** Monday to Friday from 8.15am to 4.45pm, or by email at info@armadale.wa.gov.au.

1.1 Freedom of Information 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 (FOI) can also be found on the Freedom of Information Commissioner's website www.oic.wa.gov.au.





2 History and Local Information

2.1 Heritage

The original inhabitants of the Armadale region were the Noongar people and a significant Indigenous community remains today.

European settlers gazetted the first local township of Kelmscott in 1830, while in the 1950s, convict labour built a road from Perth to Albany, passing through Armadale.

The first era of development for the Armadale and Kelmscott area was the early colonial period from 1830 to 1850, this period saw the development of agriculture and early mineral exploration and mining. In the later colonial period, construction of the Perth to Albany Road took place and in 1893 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.

In 1894 the southern section of the Canning Road Board, an area of approximately 504 square kilometres, was formed and named the Kelmscott Roads 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 in Roleystone and Karragullen. In 1910 the Kelmscott Road Board became the Armadale-Kelmscott Roads Board.

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 following decade 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 program 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 of a swimming pool at Kelmscott in 1957, the first such pool to be constructed by a metropolitan municipal authority. In the same year Armadale High School was also opened. Libraries were established at Armadale and Kelmscott in conjunction with the State Library Board (a first for any Local Government).

The Armadale-Kelmscott Shire Council was formed on 1 July 1961. However, it was 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 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 Kelmescott 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. 1 January this year, also saw the formation of the Armadale Town Council. 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.

On the 16 November 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. In Kelmescott, 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 Kelmescott town centre and plan for its future.

The new Armadale-Kelmescott District Memorial Hospital was opened in 2002 and provided 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 December 2003 the ARA took control of 150 hectares of low quality land development area and to support a rapidly growing population, a local planning strategy began. The subsequent urbanisation design framework and a commitment of \$250million from the ARA saw the

first lot creation in 2010 which will eventually see some 18,000 residences.

In 2005 a new state-of-the-art four-screen cinema opened within 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.

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 City and the ARA contributed significant funding to undertake joint infrastructure and streetscape projects within the City centre. The City completed road works in Commerce Avenue, Third Road and Jull Street that improved access to the City centre. In addition, new street furniture and lighting were installed; new footpaths constructed and selected areas were landscaped to enhance the appearance of the City centre.

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 (located at the intersection of Tonkin Highway with Ranford Road and Armadale Road – the 197 hectare Forrestdale Business Park).

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 the first of its kind in Australia. The maiden regatta drew a big crowd of spectators who watched 500 rowing, canoeing and dragon boat demonstrations.

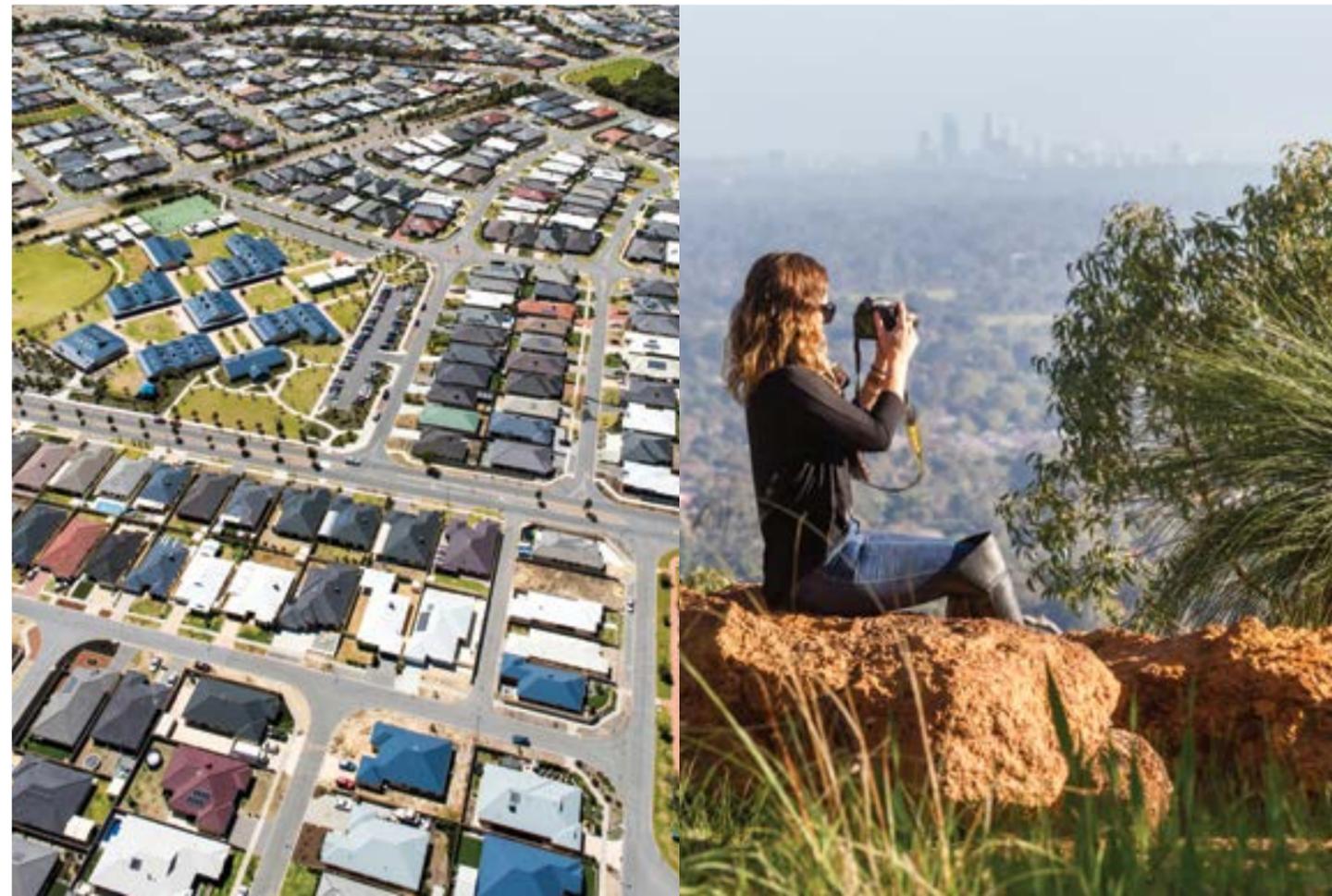
The City actively lobbied the Federal Government for the establishment of an Australian Technical College in the Armadale-Gosnells region and in September 2005 the City's bid was successful. The College operated from April 2007 and closed during 2013 before a new service provider reopened the facility in January 2016.

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, 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.

The City of Armadale is one of WA's fastest growing local government areas, with its population forecast to reach 141,805 by 2036. The newer western suburbs are the focus of intense residential and infrastructure development, with new libraries, schools, shopping and recreation facilities planned.

Strategically located at the gateway arterial routes of Armadale Road, South Western Highway and Albany Highway, the Armadale CBD is a modern urban hub quickly establishing itself as a major metropolitan shopping, commercial and service centre. The development of the City centre into a hive of local activity has proven a welcome addition for families and for City businesses, with more and more people calling the City of Armadale home each year.



2.2 Current Facts

Distance from Perth	28 kilometres
Area	560.4 square kilometres
Length of Sealed Roads	780.1 kilometres
Length of Unsealed Roads	7.2 kilometres
Estimated Population	92,668
Number of Electors	51,517
Number of Dwellings	35,188
Total Rates Levied	\$65,129,000
Total Revenue	\$117,281,000
Number of Employees	401
Parks and Reserves	1791 hectares
Libraries	3
Schools	26 primary schools and 12 secondary schools
Localities and Suburbs	19

Armadale, Ashendon, Bedforddale, Brookdale, Camillo, Champion Lakes, Forrestdale, Harrisdale, Haynes, Hilbert, Karragullen, Kelmescott, Lesley, Mt Nasura, Mt Richon, Piara Waters, Roleystone, Seville Grove and Wungong



3 Strategic Vision and Objectives

3.1 Community Vision

“A liveable city that is responsive to community values, appreciative of our natural environment, and provides a choice of lifestyle and work.”

3.2 Our Mission

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

3.3 Our Values

Honesty

We are honest, consistent, open and transparent in our dealings with our stakeholders and are committed to building mutual trust and respect.

Accountability

We set high performance expectations and hold ourselves accountable for the quality of our work and the results we achieve as individuals, as team members and as an organisation.

Respect

We are sincere, fair and forthright, treating others with dignity and respecting their individual differences, feelings and contributions.

Professionalism

We show pride, enthusiasm and dedication in everything that we do. We are committed to delivering high quality service and advice.

3.4 Future Directions

These have been built around the following four major goals:

Community

The range and quality of services offered within this area play a key role in making Armadale a preferred special place to live by fostering community pride, safety and healthy lifestyles.

Environment

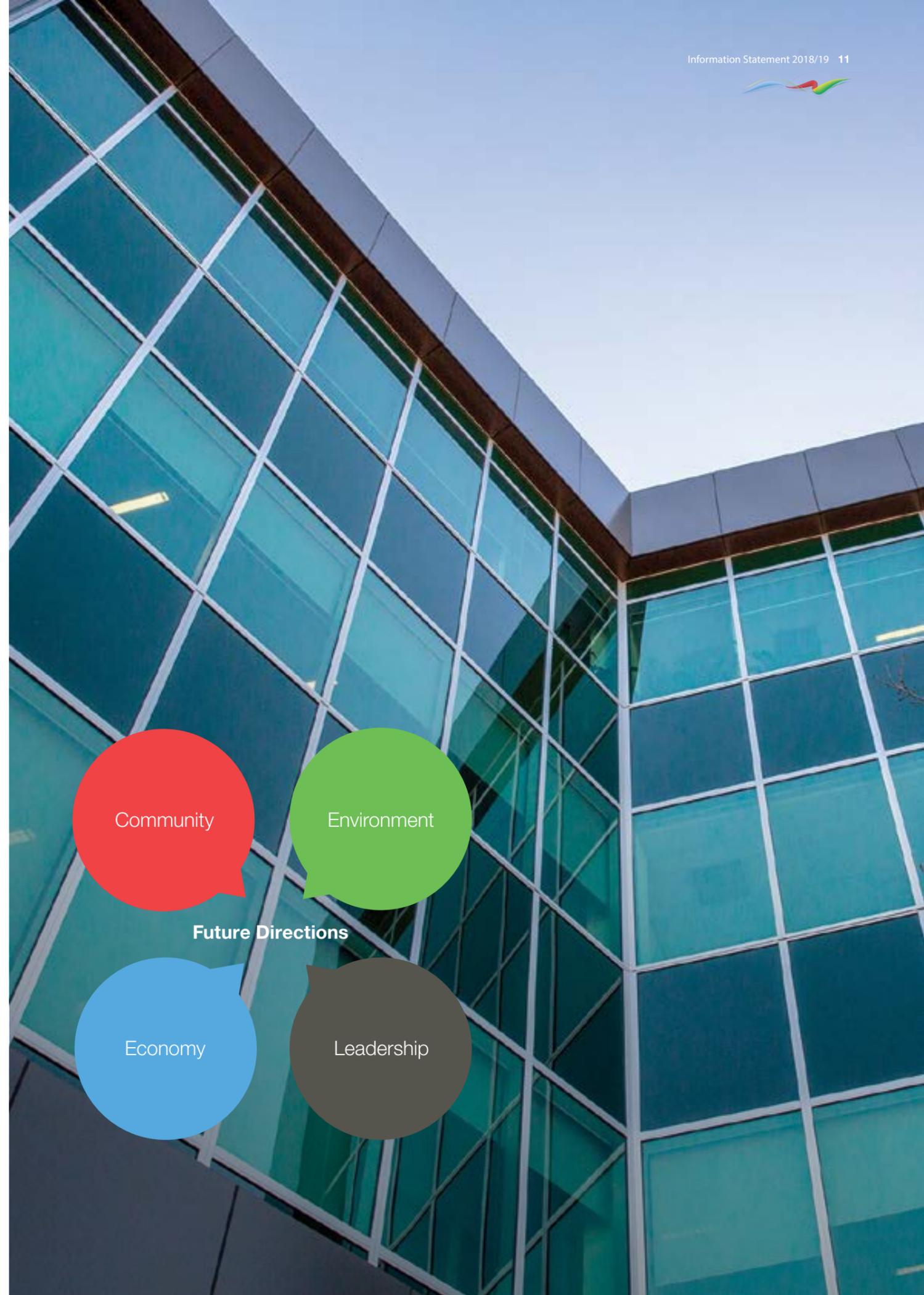
The level of care afforded to our natural environment and the way land and physical infrastructure is planned, provided and maintained.

Economy

A strong economy improves employment opportunities and also provides regional services, facilities and infrastructure.

Leadership

Effective leadership and professional governance, together with efficient administration of Council resources.





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 and responsibilities of the City. In accordance with the Act, Council's role is to:

- Manage and control the City's affairs
- Take responsibility for the performance of the City's functions
- Oversee the allocation of the City's finances and resources
- Determine the City's policies.

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 Delegations Register, which is available from the Council Administration Centre or on the City's website www.armadale.wa.gov.au.

The council itself is an elected body comprising of 14 elected members (Councillors). Each councillor is elected for a four year term and represents one of seven wards (depicted below). The Mayor, who is also one of the 14 councillors, is elected by the Council for a 2 year term.

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.

Council meetings are held twice monthly and four Committees meet monthly. Meeting dates, times, agendas and minutes are listed on the City's website www.armadale.wa.gov.au

All committee and Council meetings are open to the public.

There are three levels of government in Australia – federal, state and local. The City of Armadale is one of 142 local governments (also known as City, Town or Shire Councils) in Western Australia.

The Armadale City Council meets regularly to make decisions on behalf of residents. There are four primary committees of Council, each concentrating on different areas of operation.

1 City Strategy Committee

Considers strategic direction and matters referred by the Chief Executive's Office, and Corporate Services Directorate. These may include organisational and financial matters and items.

2 Community Services Committee

Deals with matters related to Infrastructure Planning, Recreation, Libraries, Heritage, Cultural and Community Development as well as Rangers and Emergency Management.

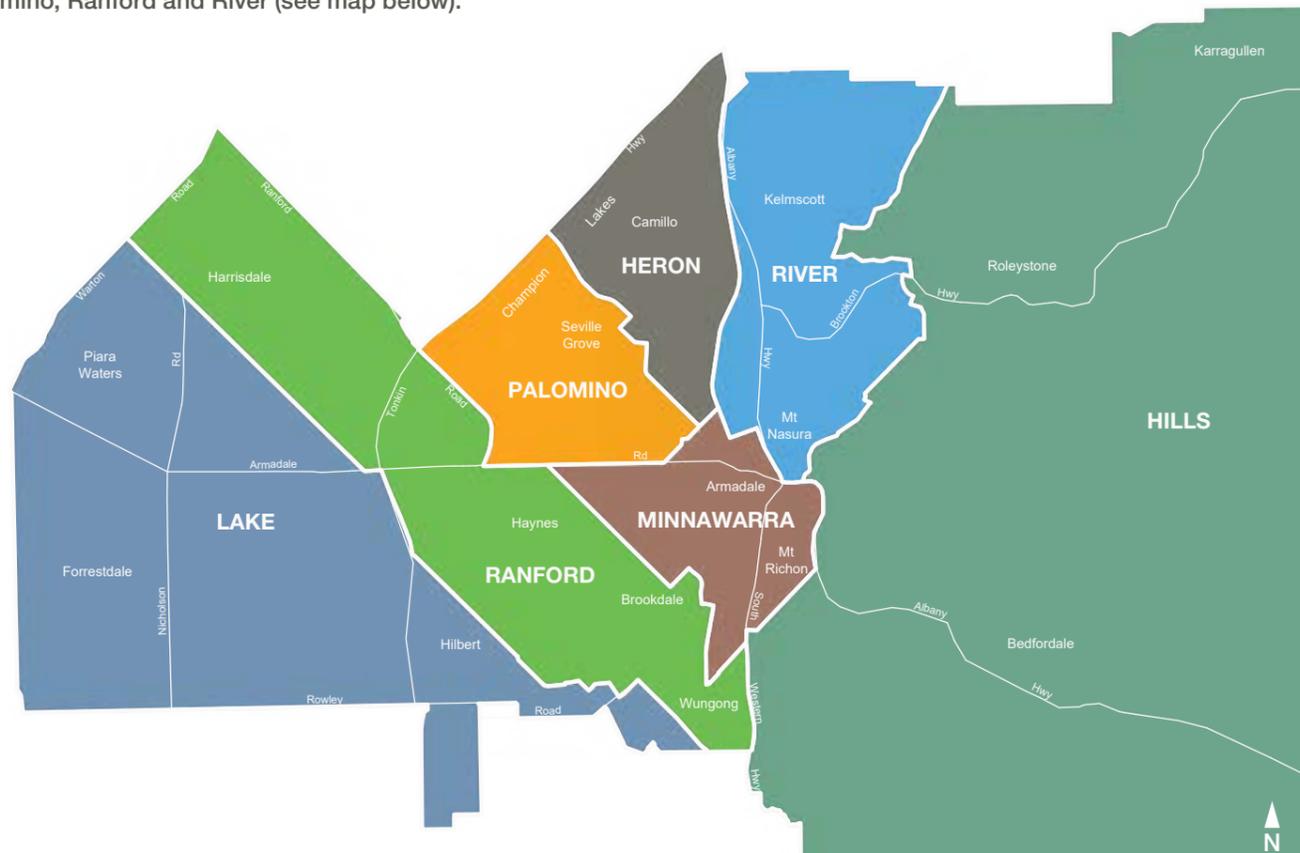
3 Development Services Committee

Considers strategic land use planning, development proposals, subdivisions, general land use matters, building applications, building safety, health services, food handling and disease control.

4 Technical Services Committee

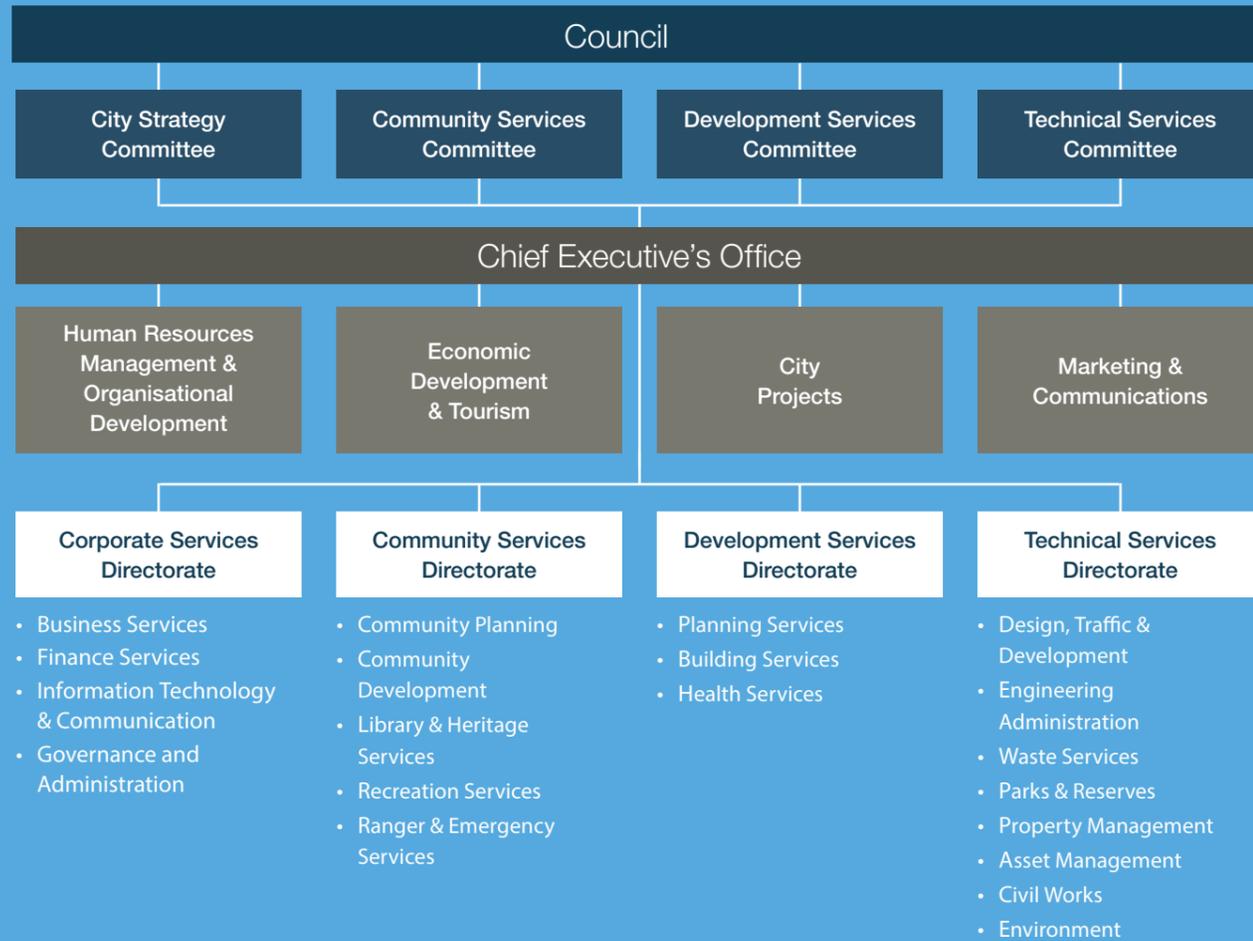
Responsible for the construction, maintenance and management of roads, footpaths, parks, reserves and Council buildings, plant and fleet management, environment and the collection and disposal of waste, including recycling.

The City of Armadale is divided into the seven wards of Heron, Hills, Lake, Minnowarra, Palomino, Ranford and River (see map below).





4.2 Organisational Structure



City of Armadale Key Staff



Ray Tame Chief Executive Officer
Jason Lyon Executive Director Corporate Services
Yvonne Loveland Executive Director Community Services
Paul Sanders Executive Director Development Services
Kevin Ketterer Executive Director Technical Services

4.3 Directorate Areas of Responsibility

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.

Chief Executive's Office

Communications and Marketing

- Marketing
- Media
- Communications
- Public Relations
- Social Media
- Crisis communication planning and management

City Projects (Next Five Years)

- Armadale Aquatic Centre Redevelopment
- Armadale District Hall
- Civic Precinct
- Harrisdale (North) Community & Sporting Facility
- Hilbert (West) Community Facility
- Piara Waters (South) Shared Community & Piara Waters (South East) Sporting Facility
- Short Stay Accommodation Project
- Wungong Regional Recreational Facility

Economic Development and Tourism

- Advocacy
- Encourage Infrastructure and Investment
- Promote and Market Armadale
- Support Businesses
- Tourism Development
- Visitor Services

Human Resources

- Employee Relations
- Equal Employment Opportunity
- Industrial Relations
- Payroll
- Organisational Development
- Occupational, Health & Safety
- Recruitment

Development Services Directorate

Planning

- Geographic Information Systems
- Land Administration
- Planning Compliance
- Statutory Planning Applications
- Strategic Land Use Planning
- Town Planning Scheme

Building

- Building Advice
- Building Applications
- Building Compliance
- Building Records
- Outside Jurisdiction Certification Services
- Private Swimming Pool Inspection Service
- Residential Design Code and Fencing Local Law Variations

Health

- Asbestos / land contamination
- Chronic Disease Prevention
- Food Safety & Quality
- Immunisation and other Disease Control Strategies
- Pollution and Nuisance Management
- Public Health Impact Assessment
- Public Housing and Accommodation
- Waste Treatment and Disposal
- Water Safety & Quality

Development Services Administration

- Committee/Council Administration
- Coordination and Administration of Developer Contribution
- Schemes Development Services
- Elected Members
- JDAP Administration
- Leadership & Strategic Planning (Directorate)
- Special Projects



Corporate Services Directorate

Financial/Accounting

Accounting, Audit & Tax Services
Accounts Payable & Receivable
Financial Reporting & Acquisitions
Financial Planning & Investments
Rating Services
LTFP & Budgets

Information Technology & Communication

ICT Strategy & Governance
ICT Infrastructure & Technology
Business Systems & Applications
ICT User Service & Support
Data, Information & Knowledge Services
ICT Advisory Services & Innovation
ICT Project Management

Governance & Administration

Administration Services
Compliance Services
Customer Service
Elections
Freedom of Information
Governance Services
Insurance
Legal Services
Local Laws
Print Services
Procurement Services
Property Leasing
Records Services

Community Services Directorate

Community Development

Access and Inclusion
Armadale Volunteer Services
Arts and Culture
Children and Families
Community Development – coordination
Community Partnerships (including Financial Assistance)
Community Safety
Indigenous Development
Major Events and Arts
Positive Ageing
Youth

Recreation Services

Armadale Arena
Armadale Aquatic Centre
Club Development
Hiring of Council Buildings, Facilities and Reserves
Recreation Activities and Programs
Recreation Facilities Administration
Recreation Facility Leases and Agreements

Library & Heritage Services

Corporate Library
Library & Heritage Administration
Local Studies Library (Birtwistle)
Museums
Public Libraries (Armadale / Kelmscott / Seville Grove)

Ranger & Emergency Services

Animal Control
Emergency Services
Law Compliance – Parking, Off Road Vehicles, Fire, Litter

Community Planning

Implementation of Community Infrastructure Plan (CIP)
Community Infrastructure Planning
Community Fund Submissions
Social Planning
Community Engagement

Technical Services Directorate

Administration Services

Closed Circuit Television
Easements/Land Acquisition
Financial & HR Planning
Graffiti
License and Permit Approvals
Road Closures for Events
Technical Services Committee/Council Administration

Parks & Reserves

Landscape Design & Assessment
Natural Areas Management
Parks and Streetscape asset management
Planning of Recreation Areas
Reserves – Construction and Development
Street Tree Management
Vegetation Control

Civil Works

Construction:
- Roads
- Stormwater Drainage
- Pathways (footpaths & shared)
- Verge treatment
Maintenance:
- Roads
- Stormwater Drainage
- Pathways (footpaths & shared)
- Bridges
- Bus Shelters
- Street lighting
- Verge treatment
Administration and Compliance
Workshop, Plant & Equipment Management

Asset Management

Asset Condition Monitoring
Asset Accounting
Asset Data Management
Asset Management Planning
Asset Procurement

Property Services

Access Control Systems
Building construction, upgrades, refurbishment
Building Maintenance
Building Security
Emergency and Fire Control Systems
Office Furniture and Equipment

Engineering Design

Detailed & Concept Civil Design
Drainage Infrastructure Planning
Infrastructure Delivery Project Management
Traffic & Transport Infrastructure Planning

Waste Management

General Waste - Collection
General Waste - Disposal
Recycling
Waste Education

Environmental Services

Armadale Gosnells Landcare Group
Community Landcare Support
Development Application Assessments
Environmental Compliance - City Works
Environmental Projects
Natural Area Management
Switch Your Thinking Project

Subdivisions

Civil Application Assessments
Inspection of Subdivisional Civil Works
Planning Application Assessments
Subdivision Administration & Financial Administration
Technical Support Advice
Water Management Application Assessments



5 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.

5.1 Council Meetings

In 2017 and 2018 Council meetings will generally be held on the second and fourth Monday at 7pm 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) 9394 5000.

5.2 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.

Public Question Time

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.

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. Questions may 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 on any issue within Council's jurisdiction can be submitted to Councillors for presentation at a Council meeting.

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.

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 The West Australian, Examiner Newspapers and Comment News newspapers.

5.4 Community Engagement

The City regularly engages with its residents and key stakeholders on a variety of matters that have an impact on peoples everyday lives. Council has adopted a Community Engagement Strategy that is underpinned by its Community Engagement Policy, both of which are 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 December at the City of Armadale's function room, second floor of the Administration Centre.





6

Administration

6.1 Legislation

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.

The principal legislation governing the operations of all Western Australian Local Government is the *Local Government Act 1995* and associated regulations.

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 Act 2011
- 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
- Cat Act 2011
- Disability Services Act 1993
- Dividing Fences Act 1961
- Dog Act 1976
- Environmental Protection Act 1986
- Equal Opportunity Act 1984
- Food Act 2008
- 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
- Local Government Act 1995 & Local Government (Miscellaneous Provisions) Act 1960
- Local Government Grants Act 1978
- Occupational Safety and Health Act 1984
- 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 which are used to establish and maintain community expectations.

The City currently has local laws relating to the following:

- Activities and Trading in Thoroughfares and Public Places
- Bush Fire Control
- Dogs
- Environment, Animals and Nuisance
- Extractive Industries
- Fencing
- Health
- Livestock
- Parking
- Pest Plant
- Property
- Removal of Refuse, Rubbish and Disused Materials
- Standing Orders
- Street Numbering.

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 in accordance with the City's fees and charges schedule.

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

- Annual Budget
- Annual Report
- Customer Service Charter
- Council and committee meeting minutes
- Gift Registers
- Local Laws and proposed local laws
- Major Land Transaction Business Plan
- Minutes of Electors meetings
- Primary & Annual Returns;
- Rates records (Privacy restrictions apply)
- Register of Financial Interests
- Register of owners and occupiers and electoral rolls
- Strategic Community Plan 2016 - 2031
- Tender Register.

The following is a list of publications and policies that are available on the City of Armadale website:

<https://www.armadale.wa.gov.au/public-documents>

Documents

- Code of Conduct
- Community Perceptions 2014
- Corporate Business Plan
- Disability Access and Inclusion Plan
- Library Strategic and Development Plan 2012
- Library Strategic and Development Plan Review and Update 2016

- Museum Interpretation Plan and Style Guide 2008
- Positive Ageing Strategy
- Public Interest Disclosure
- Strategic Community Plan
- Urban Forest Strategy Final Report
- Volunteer Strategy 2010 - 2013
- Ward Map
- Youth Strategy 2010 - 2012

Policy Documents

- Delegations Register
- Local Planning Policy
- Policy Manual

The City maintains comprehensive records of all of its dealings in its electronic document management system (CM9) including; correspondence, memoranda, file notes, reports, plans, sketches, maps, diagrams, documents pertaining to the keeping of records, applications, approvals notices etc.

These records are retained for varying periods, depending on their administrative and historical value, and are disposed of in accordance with the standards and practices approved by the State Records Act and General Disposal Authority for Local Government Records.

Many of these documents are available for purchase from the City of Armadale. The associated fees and charges are listed in the City of Armadale's Annual Budget which is available from the City of Armadale Website:

www.armadale.wa.gov.au/sites/default/files/assets/documents/council/AnnualBudget17-18.pdf

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) 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 and up to date.

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.

7.2 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. 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 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.

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 Coordinator. 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.

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 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 Coordinator 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

C/City of Armadale,
Locked Bag No2 Armadale WA 6992

In Person

7 Orchard Ave Armadale WA 6112

By Email

info@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.

Your right to apply is not affected by any reasons you have for wishing to access the documents, of the City's belief as to what the reason is for applying. However, such information can often assist the Freedom of Information Coordinator to process your application more quickly.

7.4 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

7.5 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.

7.6 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 (Mandatory)	\$30
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).



7.7 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.

7.8 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.

7.9 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.

7.10 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.

These Include:

- Personal information about other individuals.
- Commercially valuable information or information concerning trade secrets.
- Legal advice.
- Information that would reveal a decision made during a deliberative process closed to the public.
- Confidential communications.
- Law enforcement, Public Safety and Property Security.

However, exemptions may not be claimed unless there are good reasons to deny access to requested information. The City of Armadale is required to give full reasons for denying access to documents detailed in their Notice of Decision.

7.11 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).

7.12 External Review by the Information Commissioner

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 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.

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



armadale.wa.gov.au

