

## Fees and Charges

### 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%

## Our Mission

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

## Our Values

Honesty	Respect
Professionalism	Accountability

## Our Future Directions

These have been built around the following four major goals:

- Community Wellbeing
- Enhanced Natural and Built Environments
- Economic Growth
- Good Governance and Management.

## Our Service Standards

To provide and promote effective and responsive customer services and to implement a program of continuous improvement.

# Freedom of Information



## What is Freedom of Information?

The Freedom of Information Act 1992 (FOI Act) provides the public access to City of Armadale documents, and ensures that personal information held by the City is accurate, complete and up to date.

The City allows the public to have a general right of access to documents, but there are certain circumstances where this may not be appropriate. In these instances the FOI Act provides a right to formally apply for access to documents held by the City by lodging a Freedom of Information Application (charges apply).

If you believe the City holds personal information about you that is inaccurate or out of date then simply write to us detailing where you have seen this information, together with the correction/s required (charges do not apply).

## The FOI Process

Once the City receives a written application, together with payment of the prescribed \$30 application fee, a search will begin to identify the documents requested. These documents will then be reviewed to determine if any exemptions\* apply. If no exemptions apply, access to the documents is provided within the shortest possible time (within 45 days) at the lowest reasonable cost.

(\*Schedule 1 of the FOI Act)

## How do you apply?

Freedom of Information applications must be in writing, and include an Australian address where notices can be sent. Include contact details such as your full name, telephone number and email address, and enough information to easily identify the requested documents.

The more specific an application is, the quicker the process. General requests, such as documents about a subject for an unspecified period of time, can be time consuming and costly.

You can contact the City when completing your application for assistance in reducing the scope of your request. The City may refuse to deal with your application if the scope is too large.

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



### By Post

Freedom of Information Coordinator  
C/- City of Armadale  
Locked Bag No 2, Armadale WA 6992



### In Person

City of Armadale Administration Building  
7 Orchard Avenue, Armadale WA 6112



### By email

info@armadale.wa.gov.au

Application forms can be collected from the City's Administration Building or are available on the website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au).

## What type of information can you apply for?

The FOI Act makes it possible for you to apply for any record of information and includes any paper or material on which there is writing, e.g. maps, plans and diagrams. It also includes information recorded either mechanically, magnetically or electronically.

## What happens once your application has been processed?

Once all information and/or 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, any information that is withheld (due to exemptions) and your options should you be dissatisfied with the decision.

## Further information

Visit the City's website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au) or contact the Freedom of Information Coordinator on 9394 5000 or email [info@armadale.wa.gov.au](mailto:info@armadale.wa.gov.au).

Additional information is also available from the Office of the Information Commissioner's website [www.foi.wa.gov.au](http://www.foi.wa.gov.au) and the State Law Publisher [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

