City of Stirling
City of Choice

Freedom of Information Statement

2026-2027



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Introduction

The *Freedom of Information Act 1992* (FOI Act) is designed to:

- enable the public to participate more effectively in governing the State; and
- make the persons and bodies that are responsible for State Government and local government more accountable to the public.

In furthering these objectives, Part 5 of the FOI Act requires each government agency to prepare and publish an Information Statement annually. The Information Statement must include the following information:

- The City's mission statement.
- Details of legislation administered.
- Details of the City's structure and functions.
- Details of decision-making functions within the City.
- Public participation in the formulation of policy and performance of the City's functions.
- Documents held by the City.
- The operation of FOI at the City.

This document is the City's Information Statement and is also available on the City's website. Further information on FOI or enquiries about this document may be made by contacting:

Corporate Governance
City of Stirling
25 Cedric Street
Stirling WA 6021
Tel: (08) 9205 8555

Email: corporate.governance@stirling.wa.gov.au

City of Stirling

City's profile

The City of Stirling (the City) is located 8km north of Perth's central business district and covers an area of around 100km². Spanning suburbs – from Scarborough in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south – the City is a thriving cosmopolitan, multicultural and economic hub.

The City sits on land known as Mooro Country, home to the Wadjak Nyoongar people for more than 40,000 years. Mooro Country covers a large area, extending from the Indian Ocean in the west to beyond the City's boundary in the east, and from the Swan River on the banks of Perth's CBD to the boundary of Perth's metropolitan northern border more than 50 km away. A coastal wetlands trail follows a chain of lakes from the Swan River heading north. This is regarded by the Nyoongar community as 'all the same water' and shares the ideal 'one water, many lakes'. Aboriginal heritage sites are registered at each of the lakes in this chain, including sacred sites at Lake Gwelup, Star Swamp and Herdsman Lake.

It is the largest local government area by population in Western Australia and the seventeenth largest in Australia. The City's estimated resident population is 254,000, with a median age of 38 years. Between 2016 and 2021, the annualised population growth rate was 0.41 per cent.

The City's population is incredibly diverse. Recent data from 2023 shows that around 39 per cent of the City's population was born overseas and about 29 per cent of the population spoke a language other than English at home. The population of Aboriginal and/or Torres Strait Islanders has remained stable at approximately one per cent of the City's population.

The City is mainly urban, with over 103,000 private dwellings that includes a diverse range of housing types. It also has 1,780ha of open space for reserves, parks, natural conservation areas and special purpose lands, including over 700ha of natural bushland, 26 wetland sites and 7km of coastal dunes and beaches.

The popular summer playgrounds and top surf spots of Scarborough and Trigg are just some of the City's major attractions. In 2023, the tourism industry contributed an estimated $794 million to the local economy while employing around 2,886 people.

With well-established business and retail centres, the City is the second-largest employment district in Western Australia, after the Perth central business district. Approximately 88,000 people work in the City of Stirling within key industries including construction, retail, health, professional, scientific and technical, education and training, manufacturing, hospitality, and real estate services. The total value of final goods and services generated by the City of Stirling economy in 2024 was estimated at $19.61 billion.

Table 1: City Statistical Snapshot

Residents born in Australia	57.7%
Residents who speak a non-English language at home	23.9%
Aboriginal and Torres Strait Island Peoples	1.1%

City's vision

A sustainable City with a local focus.

Our mission

To serve our community by delivering efficient, responsive and sustainable service.

Our values

The City of Stirling's core values are:



The City's vision is further described by five key result areas.

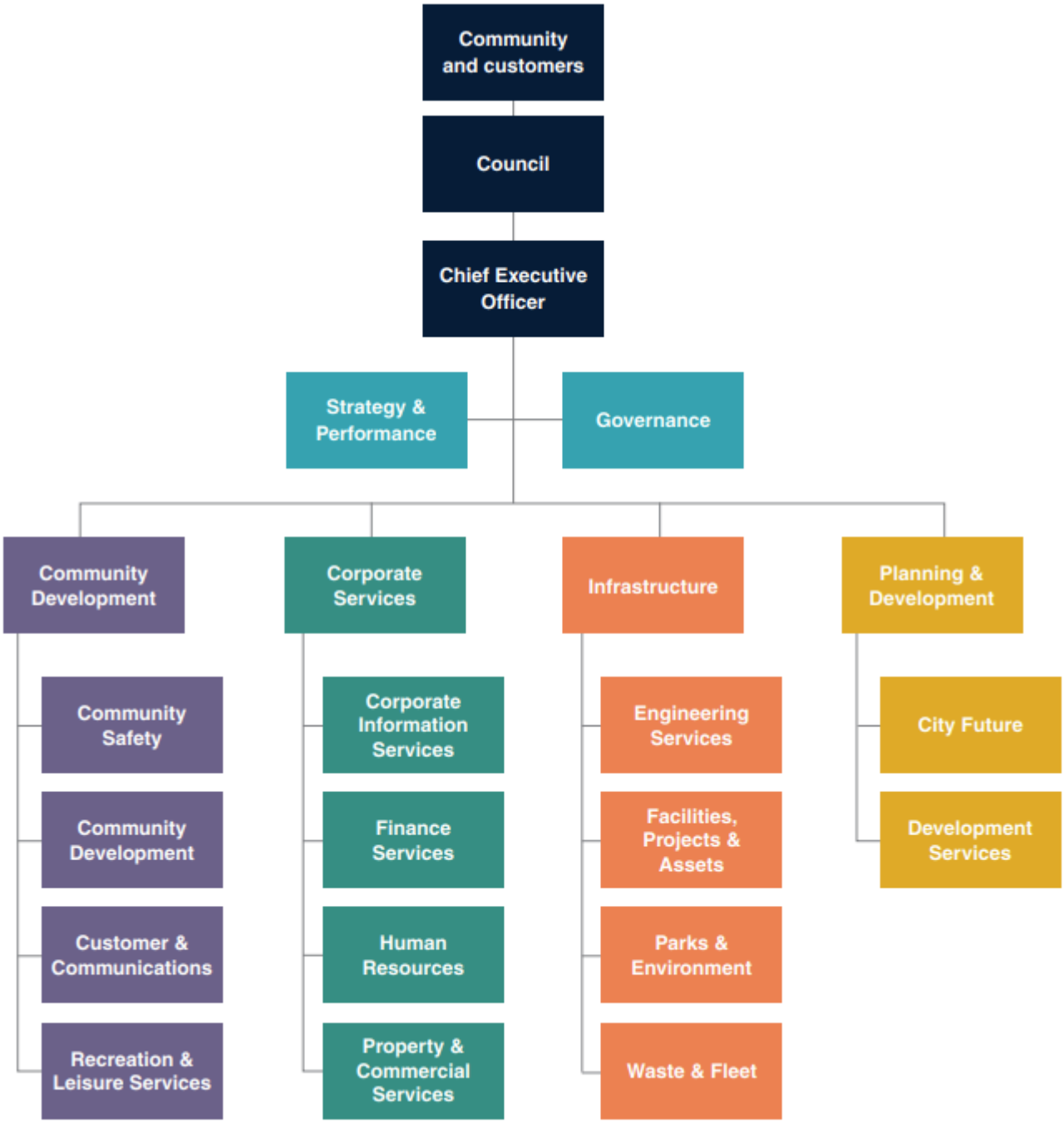
Our Community	Our Economy	Our Built Environment	Our Natural Environment	Our Leadership
An inclusive and harmonious City	A smart and prosperous City	A liveable City	An energy-smart City	A well-governed City
An active and healthy City	A local business City	An accessible and connected City	A biodiverse City	A customer-focused City
A safer City	A vibrant City	An attractive and well-maintained City	A water-wise City	A capable and efficient City
			A waste-wise City	

Organisational Structure

The City comprises four directorates: Community Development, Corporate Services, Infrastructure, and Planning & Development. These have been designed to deliver the vision and priorities outlined in the City's Strategic Community Plan *Sustainable Stirling 2026–2036*.

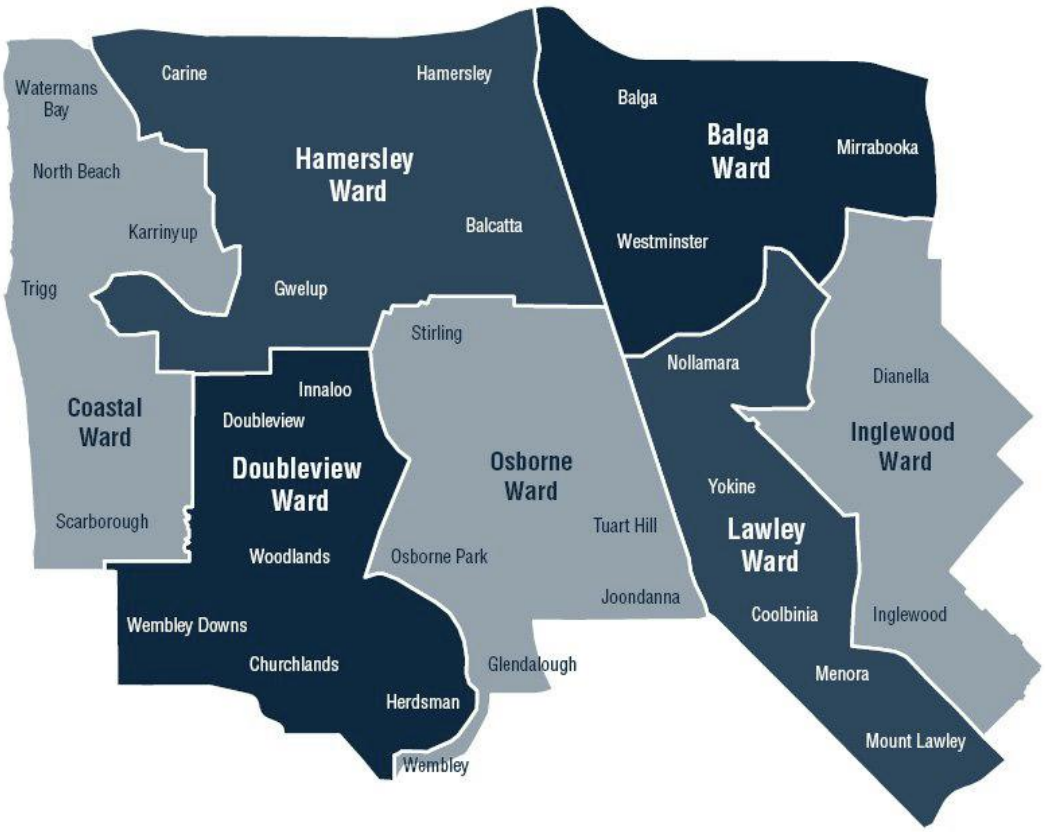
Each directorate is led by a director who reports to the Chief Executive Officer (CEO). Directorates are made up of a number of business units, each overseen by a business unit manager. The CEO also has two business units under their leadership.

The CEO is appointed by and directly accountable to the Council.



City District and Ward Map

The City district is split into seven wards, with two Councillors elected from electors within a particular ward. The Mayor is elected from electors across the entire district.



Elected Members of the City

The specific role of Elected Members is to:

- represent the interests of the electors, ratepayers and residents of the district and take account of the interests of other persons who work in, or visit, the district;
- participate in the deliberation and decision-making of the local government at council and committee meetings;
- facilitate communication with the community about council decisions;
- facilitate and maintain good working relationships with other councillors, the mayor or president and the CEO;
- maintain and develop the requisite skills to effectively perform their role.

An Elected Member must have regard to the following:

- The Council's governing role is separate from the CEO's executive role.
- Council's decision-making must be made on the basis of evidence, on the merits and in accordance with the law, and take into account the local government's finances and resources.
- The need to support an organisational culture for the City that promotes the respectful and fair treatment of the local government's employees.

Each Elected Member is elected for a four-year term, with the City holding elections every two years.



Mayor
Mark Irwin AM

Hamersley Ward	Balga Ward	Coastal Ward	Doubleview Ward	Inglewood Ward	Lawley Ward	Osborne Ward
						
Deputy Mayor Karlo Perkov	Councillor Andrea Creado	Councillor Rob Paparde	Councillor Elizabeth Re	Councillor Damien Giudici	Councillor Joe Ferrante	Councillor Lisa Thornton
						
Councillor Chris Hatton	Councillor Michael Dudek	Councillor Tony Krsticevic	Councillor Stephanie Proud JP	Councillor Daniela Ion	Councillor Suzanne Migdale	Councillor Teresa Olow

Decision making

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 all matters requiring decisions by the City at various levels of consideration. 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.

The City has also developed a range of plans that guide and direct its actions into the future. Copies of these plans are available from the City's Administration Centre or on the City's website.

Many of the issues that require a Council decision are subject to policy statements aimed at providing consistency in determinations, as well as indicating to the public the Council's position on a particular matter. A list of the City's policies is available on the City's website.

Ordinary Council meetings

Where Council is required to make decisions, it does so through regular Council meetings. The Council is the policy and decision-making body for the City with a focus on strategic direction. The CEO, directors and other employees also attend Council meetings to assist the Elected Members in making informed decisions.

Special Council meetings

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

Special Electors' meetings

A Special Electors' meeting occurs if a petition, signed by at least 300 eligible electors, is submitted to the Council requesting that a meeting be held on a particular matter.

Electors' General meetings

The Electors' General Meeting occurs once every financial year. Reports that are submitted include the Annual Report, Annual Financial Statements, Auditor's Report for the previous financial year, and other general business.

Committees

Council has established Committees to assist with its decision-making responsibilities. The Council is also represented on various statutory and non-statutory Boards and Committees.

The City has a number of Committees that meet on a regular basis to oversee operations and make recommendations to the Council in their specific areas of responsibility.

The two major Committees (the Community and Resources Committee and the Planning and Development Committee) are represented by eight members, including the Mayor and one Councillor from each ward. Each Committee member has an appointed deputy and second deputy to act in their place should they be absent. The relevant Directors and other employees from the City's administration attend the meeting according to the business that is to be considered.

Community and Resources Committee
The objective of this Committee is to advise Council on matters that pertain to waste management, engineering services, recreation and leisure, parks and environment, leisure and community facilities, arts and culture, community services, community safety, transport, facility management, project management, asset management, human resources, governance, finance and corporate projects, strategy and performance.

The Committee's recommendations are referred to Council for consideration.

Planning and Development Committee
The objective of this Committee is to advise Council on matters that pertain to development approvals, city planning, environmental health and compliance, economic development, and property and commercial services.

The Committee's recommendations are referred to Council for consideration.

Audit, Risk and Improvement Committee
The objective of this Committee is to advise Council in relation to internal and external audit, compliance and risk management matters, as well as the City of Stirling's financial statements. The Audit, Risk and Improvement Committee is responsible for advising Council on all matters relating to:

- external audit and internal audit functions and activities;
- financial management processes and controls;
- risk management activities;
- internal control effectiveness;
- compliance with legislative and statutory requirements; and
- ethical accountability and integrity.

The Committee's recommendations are referred to Council for consideration.

Chief Executive Officer Performance Review Committee
The purpose of this Committee is to review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's Employment Agreement.

The Committee has delegated authority to make decisions on behalf of Council as detailed in the City's *Delegated Authority Register.*

Further information on the City's Committee system can be found on the City's website.

Public participation

The numerous activities and services that local governments provide impact their communities at various levels, and consequently public participation in the decision-making process is an important aspect in providing good governance. An effective decision-making process increases the likelihood that the decisions themselves will be in the best interest of the community. Decisions are made by the Council through regularly held Council meetings and, where appropriate, some decisions have been delegated to the Chief Executive Officer and designated employees in the administration.

Attending Council and committee meetings

The procedures for conducting Council and Committee Meetings are governed by the City's *Meeting Procedures Local Law 2021*.

Members of the public are welcome to attend Council and Committee meetings. There is an opportunity at Council meetings for members of the public to ask questions (refer to 'Public Question Time') and an opportunity at Committee meetings for members of the public to make a deputation (refer to 'Deputations').

Public Question Time

In order to assist members of the public to participate, and to enhance relationships with its community, the Council allows for public questions to be asked at Council Meetings.

The allotted time for Public Question Time during a Council meeting is 15 minutes; this may be extended if circumstances require. A submission form must be completed by the speaker in advance, with sufficient time for complex questions to be researched and a response provided.

Any member of the public attending a Council meeting can ask up to three questions on any matter relating to the ordinary business of the City or the function of the Council regardless of whether or not the matter in question is on the agenda.

Deputations

Members of the public can make a four-minute deputation (a statement 'against' or 'for' an agenda item) at Planning and Development Committee meetings and at Community and Resources Committee meetings. Deputations may only be made in relation to an item on the agenda, and only one speaker 'against' and one speaker 'for' an item is permitted, unless determined otherwise by the Presiding Member. The Deputation Submission Form must be completed prior to the commencement of the meeting.

Elected Members

In their role, Elected Members make themselves available to the community to assist with matters regarding the function of Council.

Written requests

A member of the public can write to the City on the policy, activity, service or any issues within the City's jurisdiction.

Community consultation

The City is committed to ensuring the community is consulted on projects, plans and proposals by advertising in local papers, the City's website and on public notice boards, as well as organising public meetings, letters to the community and communication through the local ward Councillors.

The City's Planning Consultation Procedure provides a framework to ensure that our community and stakeholders are effectively consulted prior to decision making. The outcomes of community consultation are reported to Council and are recorded in the Council minutes.

Petitions

Petitions can be submitted in a hard copy format or as an ePetition via the City's website. Electors may petition the Council to take action on a matter, but certain conditions must be met to ensure authenticity. Any Elected Member or the CEO can present the petition at an Ordinary Council Meeting. The matter is then referred to the relevant business unit. Officers from that business unit are responsible for contacting the lead petitioner to deal with the matter.

A formal petition requires a minimum of two City of Stirling electors' signatures to be accepted. Only the signatures of electors of the City of Stirling will be recorded in the final, official signature count.

Legislative requirements

The principal legislation governing the operation of Western Australian local governments is the *Local Government Act 1995* and associated regulations. Although not exhaustive, the following list of legislation provides an overview of the legislation binding on the City:

Aboriginal Heritage Act 1972	*Environmental Protection Act 1986*	*Public Health Act 2016*
Age Discrimination Act 2004 (Cth)	*Emergency Services Levy Act 2002*	*Public Interest Disclosure Act 2003*
Agriculture and Related Resources Protection Act 1976	*Equal Opportunity Act 1984*	*Public Works Act 1902*
Animal Welfare Act 2002	*Evidence Act 1906*	*Privacy and Responsible Information Sharing Act 2024*
Aquatic Resources Management Act 2016	*Fair Work Act 2009*	*Professional Standards Act 1997*
Auditor General Act 2006	*Food Act 2008*	*Racial Discrimination Act 1975* (Cth)
Australian Human Rights Commission Act 1986 (Cth)	*Fines, Penalties and Infringement Notices Enforcement Act 1994*	*Rates and Charges (Rebates and Deferments) Act 1992*
Biodiversity Conservation Act 2016	*Freedom of Information Act 1992*	*State Planning Policy 7.3 Residential Design Codes Volume 1 and Volume 2 (Apartments)*
Biosecurity and Agriculture Management Act 2007	*Graffiti Vandalism Act 2016*	*Residential Tenancies Act 1987*
Botanic Gardens and Parks Authority Act 1998	*Health Act 1911*	*Retail Trading Hours Act 1987*
Building Act 2011	*Health (Miscellaneous Provisions) Act 1911*	*Road Safety Council Act 2002*
Building and Construction Industry Training Fund and Levy Collection Act 1990	*Heritage Act 2018*	*Road Traffic Act 1974*
Building Services (Complaint Resolution and Administration) Act 2011		*Road Traffic Code 2000*
Building Services (Registration) Act 2011		*Salaries and Allowances Act 1975*
Bush Fires Act 1954	*Human Rights (Sexual Conduct) Act 1994* (Cth)	*Sex Discrimination Act 1984* (Cth)
Caravan Parks and Camping Grounds Act 1995	*Housing Act 1980*	*State Administrative Tribunal Act 2004*
Cat Act 2011	*Industrial Relations Act 1979*	*State Records Act 2000*
Charitable Collections Act 1946	*Interpretation Act 1984*	*State Records (Consequential Provisions) Act 2000*
Children and Community Services Act 2004	*Land Administration Act 1997*	*State Records Principles and Standards 2016*
Commercial Tenancy (Retail Shops) Agreements Act 1985	*Legal Deposit Act 2012*	*Statistics Act 1907*

Conservation and Land Management Act 1984	*Library Board of Western Australia Act 1951*	*Strata Titles Act 1985*
Contaminated Sites Act 2003	*Litter Control Act 1988*	*Superannuation Act 2005* (Cth)
Control of Vehicles (Off-Road Areas) Act 1978	*Liquor Control Act 2008*	*Superannuation Guarantee Act 1992*
Corruption, Crime and Misconduct Act 2003	*Local Government Act 1995*	*Transfer of Land Act 1893*
Criminal Code 1913	*Local Government (Miscellaneous Provisions) Act 1960*	*Valuation of Land Act 1978*
Defamation Act 2005	*Local Government Grants Act 1978*	*Volunteers and Food and Other Donors (Protection from Liability) Act 2002*
Disability Discrimination Act 1992 (Cth)	*Main Roads Act 1930*	*Waste Avoidance and Resource Recovery Act 2007*
Disability Services Act 1993	*Mental Health Act 2014*	*Western Australian Land Authority Act 1992*
Dividing Fences Act 1961	*Minimum Conditions of Employment Act 1993*	
Dog Act 1976	*National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018*	*Work Health and Safety Act 2020*
Electoral Act 1907	*Oaths, Affidavits and Statutory Declarations Act 2005*	*Workers' Compensation and Injury Management Act 1981*
Electronic Transactions Act 2011	*Parliamentary Commissioner Act 1971*	*Working with Children (Criminal Record Checking) Act 2004*
Emergency Management Act 2005	*Planning and Development Act 2005*	

Local laws

Under the *Local Government Act 1995*, the City also has power to make local laws to regulate and manage activities throughout the City. These local laws are enforceable through the courts.

Below is a list of the local laws of the City.

Bee Keeping Local Law 2008	*Keeping and Control of Cats Local Law 1999*	*Pest Plant Local Law 2012*
Dogs Local Law 2008	*Local Government Property Local Law 2009*	*Prevention and Abatement of Dust and Liquid Waste Local Law 2002*
Fencing Local Law 2008	*Meeting Procedures Local Law 2021*	*Thoroughfares and Public Places Local Law 2009*
Health Local Law 2009	*Parking Local Law 2014*	*Waste Management Local Law 2010*

Copies of the City's local laws are available on the City's website.

Information held by the City

The City maintains comprehensive records of all its dealings including correspondence, memorandum, file notes, reports, plans, sketches, maps, diagrams, documents pertaining to the keeping of records, applications, approvals and notices.

Availability of information is subject to the provisions established in the FOI Act and the *Local Government Act 1995* and may be free or subject to the City's Schedule of Fees and Charges. The City will assist members of the public to obtain access to documents promptly, at the lowest reasonable cost and ensure that personal information contained in documents is accurate, complete, up-to-date and not misleading.

Information is made available through a range of mediums including public statements, news releases, the City's website, advertisements placed in local and state-wide newspapers, public notice boards, library services, information sheets, individual correspondence, public and statutory documents and reports. The list below provides a summary of key information held by the City.

Office of CEO

Executive Services

- CEO Performance documents
- Common Seal Register
- Executive Team meeting documents
- Freeman of the City Register

Governance

- Citizenship records
- City Policies and Management Practices
- Codes of Conduct
- Council and Committee agenda and minutes
- Delegated Authority Register
- Elected Member Complaints Register
- Elected Member And Employee Conference Attendance Register
- Elected Member And Employee Contributions To Travel Register
- Elected Member And Employee Gifts, Benefits And Hospitality Register
- Elected Member contact details
- Election Information and Electoral Rolls
- FOI Information Statement
- Local Laws
- Primary and Annual Returns Records
- Travel and Accommodation Register

Strategy and Performance

- Annual Reports
- Change Management Framework
- Community Grants Program Guidelines
- Corporate Business Plan
- Performance Evaluation Framework
- Risk Registers
- Service planning documents
- Strategic Community Plan
- Corporate Performance Reports

Planning and Development

Development Services

- Building applications
- Compliance infringements
- Crossovers and verge treatments
- Development applications
- Health breaches and infringements
- Health approvals
- Immunisation records Property and land locality information
- Pre-lodgement advice
- Subdivision applications
- Swimming pool requirements and inspections
- Verge bonds associated with building/development

Application details, infringements and breaches are held within the City's electronic databases for rateable properties.

City Future – Schemes, Policies and Heritage Team

- Compliance infringements
- Crossovers and verge treatments
- Development applications
- Pre-lodgement advice
- Heritage Grants applications

City Future – Economic Development

- Funding, grants and sponsorship information

Infrastructure

Engineering Services

- Engineering Services subdivision files
- Geotechnical reports (subdivisions)
- Laneway details and plans
- Metropolitan Regional Road Group funding submission reports
- Parking signage
- Paths and cycle ways details and plans
- Resurfacing and reconstruction details and plans
- Roads and drainage details and plans
- Streetscape details and plans
- Street lighting
- Traffic safety requirements
- Underground power

Construction and maintenance

- Car parks
- Dedicated laneways
- Drainage
- Roads
- Roadside furniture
- Surveying
- Path and cycleways
- Construction of subdivisions and works in the road reserve carried out by private contractors and public corporations

Maintenance

- General verge area
- Lighting for streets, car parks, dedicated laneways and public access ways
- Street signs, parking signs, direction signs and non-statutory road signs

Other

- Crossovers including subsidy requests
- Roadside infrastructure – bus shelters, underpass, overpass, seats, city signs, bollards, guard rails
- Roadworks traffic management and job safety analysis

Parks and Environment

- Conservation Reserve management plans
- Irrigation plans
- Local, Community and Major park upgrade plans
- Parks and environment asset databases
- Street tree and urban forest data

Waste and Fleet

- Fleet management
- Waste disposal information

Facilities, Projects and Assets

- City operated building maintenance records (when initiated by business units)
- City operated building plans
- Consultant reports (when initiated by business unit)
- Maintenance inspection records (when initiated by business units)

Records are held within the City's electronic databases and only held for locations within the City's boundaries.

Infrastructure administration

- Lease and licenses
- Pedestrian access way information
- Right of way information.

Community Development

- Disability Access and Inclusion Plan
- Book and collection catalogues
- General services information brochure
- Library membership details
- Community information database
- Local studies information and records
- Museum collection
- Art Collection inventory
- Public Art Masterplan
- Reconciliation Action Plan
- Child Safeguarding Improvement Plan

Community Safety

- Community safety information
- CCTV*, alarm and access control systems
- Dog and cat registration details
- Emergency management matters including Local Emergency Management Committee
- Infringement details
- Community safety team/ranger reports
- Community safety team/ranger investigations

** The City collects and retains CCTV Footage for the purpose of public safety. There are limitations to public access and may require an application to access under the FOI Act 1992.*

Where a WA Police Officer requests access to the City's CCTV footage, access will be provided:

- *Upon production of a written request on the WA Police letterhead or by email with the official WA Police signature.*
- *The request must be in regard to an investigation or enquiry and should include a relevant case reference number.*
- *Documents released under these circumstances are considered confidential and must not be divulged or released to any third parties without prior consent from the City.*

Recreation and Leisure Services

- Active Communities information
- Funding grants and sponsorship information
- Participation Information – Memberships, Learn to swim and Programs
- Hamersley Public Golf Course participation information
- Community Infrastructure Strategy
- Public Open Space Strategy
- Public Health Plan

Customer and Communications

- Advertising information
- Afterhours call details
- City events information
- Civic function records
- Community events
- Coordination and advertising of statutory notices
- Customer contact details, online enquiries and emails
- Customer Service Charter
- Funding, grants and sponsorship information
- Promotional materials and information
- Voice recordings received through the Contact Centre

Corporate Services

Finance

- Accounts
- Budget information
- Customer information
- Debtors
- Fees and charges
- Gross rental valuations
- Invoice information
- Property fees and charges
- Property rates
- Purchase orders
- Rating information
- Owners details

Corporate Information Services

- Enterprise Content Management and Corporate Records Systems
- Microsoft 365 Information and Collaboration Platforms (including SharePoint, Teams and OneDrive)
- Privacy and Responsible Information Sharing (PRIS) Information
- Data Governance and Information Classification Information
- Geospatial Mapping and Spatial Data
- The City's Recordkeeping Plan
- Software, Licensing and Technology Asset Information
- System Access, Security and Audit Logs
- Digital Information Archives and Back-up Records

As a requirement of the FOI Act, searches are performed on all the computer systems held within CIS. Correspondence is classified as per the State Records Act 2000 in accordance with the City's Recordkeeping Plan.

People

- Employment records
- Payroll data for each pay period
- Leave records including Long Service Leave
- Rates of pay during employment
- Superannuation records
- Information relating to employee's exit from the City

Documents available outside of FOI Act

Section 5.94 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, 25 Cedric Street, Stirling and request to view these documents.

Some of the documents are available on the City's website. Copies of documents can be provided upon payment of any relevant charges for production in accordance with the City's Fees and Charges Schedule.

Documents that are available for inspections are as follows:

- Access and Inclusion Plan
- Advertising Information
- Annual Financial Statements
- Annual Report
- Art Collection Inventory
- Book and Collection Catalogues
- Building and Residential Design Codes
- Building Licence Document*
- City of Stirling Planning Schemes
- Corporate Business Plan
- Codes of Conduct
- Clubs Forever Information
- Delegation of Authority Register
- Disaster and Recovery Plan
- Disability Services Plan
- Documents released for public comment
- Elected Member and Employee Conference Attendance Register
- Elected Member and Employee Contributions to Travel Register
- Elected Member And Employee Gifts, Benefits And Hospitality Register
- Elected Members contact details
- Funding grants and sponsorship information
- Historical information
- Information brochures
- Information statements
- Local laws
- Local studies information and records
- Minutes and agendas of Council/Committee meetings*
- Policies and Policy Manual
- Recordkeeping Plan
- Statutory notices
- Strategic Community Plan
- Structure plans and local development plans
- Tender Register.

**limitations apply*

Limitation to access applies to the inspections of the following documents:

- Building licence document/plan

  » Only the owner or mortgagee of a building, or their authorised representative, may inspect any plan or other document relating to that building

  » A non-owner may inspect or obtain a copy subject to the written approval by the owner.

- Minutes of Council/Committee meetings (includes agendas, reports and documents relating to the meeting)

  » A person's right to inspect information does not extend to the inspection of information where the agenda of the meeting is closed to members of the public or if it relates to any debt owed to the City

  Refer to the following section - Freedom of Information: Refusal of Access for additional information on access refusal.

Freedom of Information

What is Freedom of Information

The FOI Act gives the public a right to access documents held by the City, subject to some limitations. Documents accessible under the FOI Act include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form.

The objectives of the FOI Act are to:

- enable the public to participate more effectively in governing the State; and
- make the persons and bodies that are responsible for the State and local government more accountable to the public.

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

- assists the public to obtain access to documents;
- allows access to documents to be obtained promptly and at the lowest reasonable cost; and
- assists the public to ensure that personal information contained in documents is accurate, complete, up to date and not misleading.

The FOI process

Prior to lodging an FOI Application, the applicant is encouraged to check and ascertain if the information is available outside the FOI Act.

The City has various documents that are publicly available on the City's website or at the Administration Building, 25 Cedric Street, Stirling.

FOI application

FOI applications must be in writing with the FOI application form completed, provide sufficient information to identify the requested documents, have an Australian address to where notices can be sent and be submitted with a $30 application fee.

The completed application form together with the application fee can be delivered by:

Post
PO Box 1533, Stirling WA 6916

In person

25 Cedric Street, Stirling WA 6021

Online
Complete an online submission form via the City's website www.stirling.wa.gov.au.

Application forms are available from the City's Administrative Centre (25 Cedric Street, Stirling) or available via the City's website.

Upon receipt of a valid application and prescribed $30 application fee, a search will be conducted to identify the requested documents. If substantial documents are found the City will contact the applicant to discuss a reduction in scope.

Documents discovered will be reviewed against the exemptions set out under Schedule 1 of the FOI Act. If and where required, the City will consult with third parties.

The FOI Act provides a 45-day timeframe from the date a valid application is received to the City handing down its Notice of Decision.

The Notice of Decision 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.

CCTV and body worn camera footage requests

Any access requests for CCTV and body worn camera footage of City officers will be referred to an appropriately qualified external service provider for assessment and redaction. Applicants will be responsible for the associated costs and applicable charges will be advised before work commences.

Amendment of personal information

Under the FOI Act, a person can apply to the City for amendment of personal information if the person applying believes that the information is inaccurate, incomplete, out-of- date or misleading. An application must be lodged in writing, providing details, identification and, if necessary, documentation to support claims to amend personal information. There is no application fee or charge associated with an application for personal information about the applicant, or the amendment of personal records.

Notice of decision

A Notice of Decision will be issued by the City as soon as possible, within the statutory 45 days of receipt of a valid application. The Notice of Decision will include details such as:

- the date the decision was made;
- the name and the designation of the officer who made the decision;
- the reasons for claiming the document is exempt if access is refused; and
- information on the rights of review and the procedures to be followed to exercise those rights.

FOI charges

A scale of fees and charges are set out in the FOI Regulations and are as follows.

General

Personal information about the applicant	No fees and no charges
Application fee (for non-personal information)	$30.00
Charge for time dealing with the application (per hour, or pro rata)	$30.00
Access time supervised by staff (per hour, or pro rata)	$30.00
Photocopying staff time (per hour, or pro rata)	$30.00
Per photocopy	$0.20
Transcribing from tape, film or computer (per hour, or pro rata)	$30.00
Duplicating a tape, film or computer information	Actual Cost
Delivery, packaging and postage	Actual Cost

Deposits

An advance deposit may be required in respect of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%

Concessions

For impecunious applicants or applicants issued with a prescribed pensioner concession card, the charges payable are reduced by 25%. The reduction in fees does not apply to the application fee.

Refusal of access

While the FOI Act provides a general right of access to documents, it is subject to some limitations. Schedule 1 of the FOI Act recognises that some documents require a level of protection and are exempt.

The most commonly claimed exemptions are:

- Personal Information (Information that would reveal personal information about an individual (i.e. name, contact details).
- Business and Commercial Information (Information that would reveal trade secrets, information that has a commercial value or reveal the financial affairs of a person).
- Deliberative Process (Information that would reveal a decision made during a deliberative process closed to the public).
- Legal Professional Privilege (Information that would reveal legal advice).
- Confidential Communications (Information that would reveal details of a confidential nature obtained in confidence and could be expected to prejudice the future supply of information).

Further information regarding the exemptions that apply to documents, can be found at the Office of the Information Commissioner's website.

Internal review

Applicants who are dissatisfied with the City's decision are entitled to request an internal review. The internal review application should be made in writing within 30 calendar days after being provided with the City's Notice of Decision.

The outcome of the review will be provided to the applicant within 15 calendar days.

External review

The applicant can apply to the Information Commissioner for an external review in the event that the applicant disagrees with the result of the internal review.

The external review application should be made within 60 calendar days after being provided with the City's written Notice of the Internal Review Decision.

Applications requesting external review as a third party or following an application for amendment of personal information must be lodged within 30 calendar days after being provided with the written Notice of the Internal Review Decision.

Appeals to the Supreme Court

The Information Commissioner's decisions are final and binding on the City, subject to an appeal to the Supreme Court of a question of law arising out of the Commissioner's decision.

The timeframe and process for lodging an appeal is governed by the Rules of the Supreme Court 1971. An appeal must be lodged within 21 days after the date of the Commissioner's decision.

The procedures relating to appeals to the Supreme Court are established by the court. Further information on lodging an appeal can be obtained by contacting the Supreme Court.

Further information

Further information on FOI can be found on the Office of the Information Commissioner's website www.oic.wa.gov.au or by contacting the office:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
Perth WA 6000
Tel: (08) 6551 7888
Email: info@oic.wa.gov.au

Contact Details

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Administration Centre
25 Cedric Street
Stirling WA 6021

T: (08) 9205 8555
E: corporate.governance@stirling.wa.gov.au