



CITY OF GOSNELLS

Freedom of Information Statement

(In accordance with the *Freedom of Information Act 1992*)

July 2023

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Introduction

The *Freedom of Information Act 1992* (the Act), which came into effect in 1993, created a general right of access to documents held by State and local governments.

The objects and intent of the Act are to:

- Enable the public to participate more effectively in governing the State
- Make the persons and bodies responsible for State and local government more accountable to the public.

To meet these objectives, the Act requires local government agencies to publish an information statement to be updated annually. The City of Gosnells' (the City) Freedom of Information Statement serves as that information statement.

Copies of this document can be obtained by accessing the City's website, or by visiting the City of Gosnells Civic Centre.

City of Gosnells
2120 Albany Highway
GOSNELLS W A 6110
Telephone: (08) 9397 3000

Email: council@gosnells.wa.gov.au

Website: <https://www.gosnells.wa.gov.au>

Kevin Barnett
Coordinator Information Management Services

Administrative Policy - AP 4.2.3 Release of Information

This policy defines the circumstances in which the City will release information without requiring a person to make formal application in accordance with the *Freedom of Information Act 1992*.

How to lodge an application under Freedom of Information:

All applications must:

- Be in writing.
- Give enough information so that the documents requested can be readily identified.
- Provide an Australian address to which information may be sent.
- Be lodged at the City with any applicable fee payable.

Please note that photocopying and processing fees may apply.

FOI applications and enquiries should be addressed to:

Coordinator Information Management Services
City of Gosnells
2120 Albany Highway
GOSNELLS W A 6110

Mail to:
PO BOX 662
GOSNELLS WA 6990

Telephone: (08) 9397 3000
Email: council@gosnells.wa.gov.au

Applications will be acknowledged in writing within 10 calendar days. Full processing of the application will be assessed and completed as soon as possible but within 45 calendar days.

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any amounts payable are reduced by 25%.

Deposits

- An advance deposit of 25% of the estimated charges may be required.
- The remaining 75% may be required in advance to meet the costs of dealing with the application.

Notice of Decision

Within 45 days, you will be provided with a Notice of Decision which will include details such as -

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

Access Arrangements

Access to documents can be granted by way of inspection; a copy of a document; a copy of an audio or video tape; a computer disk; or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Refusal of Access

Applicants dissatisfied with the agency's decision are entitled to ask for an **internal review** by the agency. The internal review application should be made in writing within 30 calendar days after being given the agency's Notice of Decision. You will be notified of the review's outcome within 15 calendar days.

If you disagree with the result, you can apply to the Information Commissioner for an **external review**. The external review application should be made within 60 calendar days after being given the agency's written notice of the internal review decision.

Note: if you request external review following an application for amendment of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the internal review decision.

Office of the Information Commissioner

Phone: (08) 6551 7888

Free call (WA country): 1800 621 244

Fax: (08) 6551 7889

Email: info@foi.wa.gov.au

Web: www.oic.wa.gov.au

Address: Albert Facey House, 469 Wellington Street, Perth WA 6000

Fees and Charges

Personal information about the applicant	No charge
Application fee (for non-personal information)	\$30
Charge for time dealing with application per hour pro rata	\$40
Access time supervised by staff per hour pro rata.	\$40
Photocopying staff time - per hour pro rata	\$40
Per photocopy	\$0.20
Transcribing per hour pro rata	\$40
Delivery, packaging, and postage	Actual cost
Impecunious and Pensioners (Rates and Charges Deferment Act)	25% discount on above fees

Documents Held by the City of Gosnells

The City creates and properly stores records of the City's functions. Information and documents are held in the City's electronic and hardcopy systems and are managed according to the City's Recordkeeping Plan and legislative requirements.

Availability of information is subject to provisions established in legislation, such as the *Freedom of Information Act 1992* and the *Local Government Act 1995*, and may be free or subject to fees and charges. The City will, in all instances, seek to provide access to information upon request except where there may be issues under the *Privacy Act 1998*, *Freedom of Information Act 1992*, or other relevant legislation.

Below is a summary of documents held by the City:

- Statutory registers, reports and publications;
- Information related to City projects and programs;
- Financial information and records;
- Plans and information about the City's infrastructure;
- Information about Town Planning and Development Control;
- Information about private properties; and
- Information about residents; ratepayers; customers and contractors.