



Freedom of Information Statement

(In accordance with the
Freedom of Information Act
1992)

May 2015

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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 government.

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 that are 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 that is to be updated annually. The City of Gosnells' (the City) Freedom of Information Statement serves as that information statement.

The City's Freedom of Information Statement 2015 includes information on:

- The structure and functions of the City
- Decision-making functions
- Community participation in the formulation of the City's policy and performance of the City's functions
- Description of the kinds of documents generated and held by the City and which documents may be viewed, purchased or obtained free of charge
- How to access documents and personal information held by the City
- How to amend personal information in documents held by the City.

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 WA 6110

Telephone: (08) 9397 3000
Fax: (08) 9397 3333
Email: council@gosnells.wa.gov.au
Website: www.gosnells.wa.gov.au

Belinda Cahill
Information Management Services Coordinator

Our Mission

Making the City of Gosnells a great place.

Our Vision

We will be a vibrant City with a strong community identity; a great place to live, work, raise children, visit and invest; a place that encourages a range of lifestyles and opportunities; and where the natural environment, cultural diversity and heritage of the City is respected and protected for the enjoyment of current and future generations.

Our Values

Leadership

We are innovative and creative in our quest to be one of the most progressive, proactive and visionary local governments.

Sustainability

We aim for the best lifestyle for our community, without compromising opportunities for existing and future generations.

Natural and Built Environment

We value a natural and built environment, which improves the community's quality of life.

Councillors, Staff and Volunteers

As a team, we value our Councillors, staff and volunteers and endeavour to provide a safe and equitable work environment. We trust and respect each other.

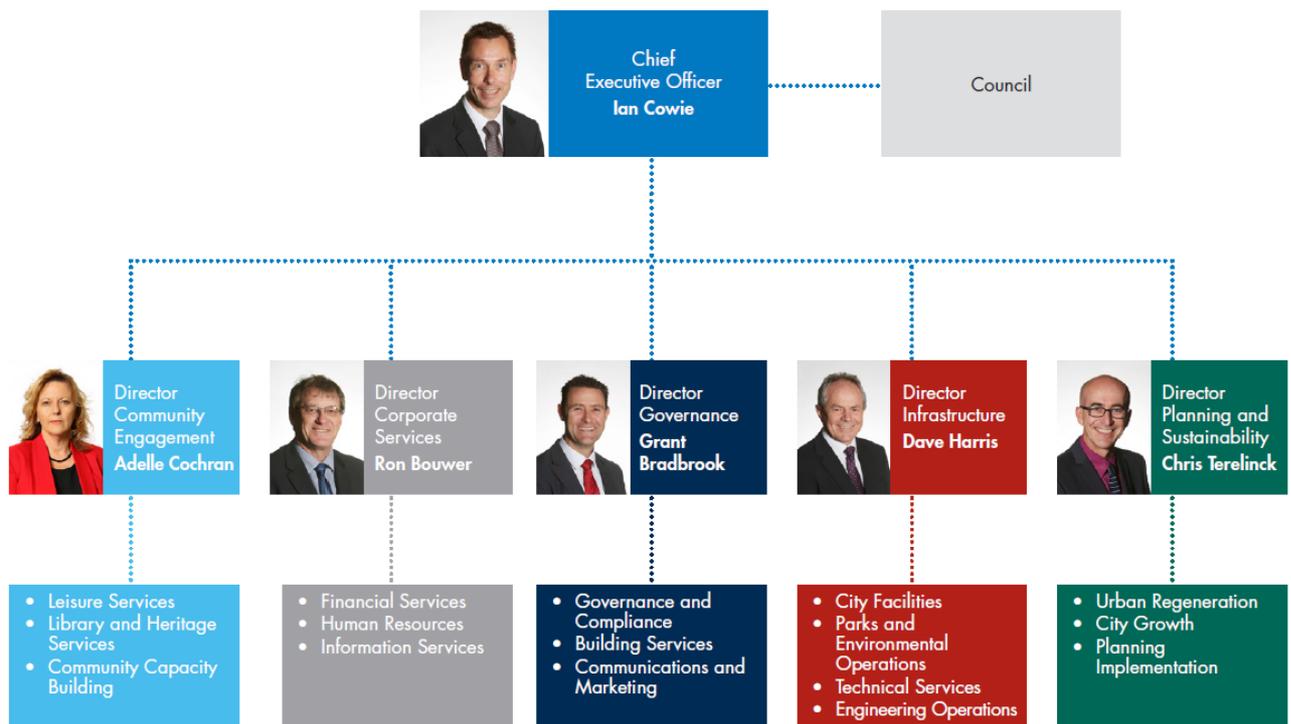
Performance

We will work together to deliver the City's strategic goals.

Style

We are open, ethical, honest and responsible in our dealings. We aim to work in harmony with our diverse range of stakeholders.

Organisational Structure and Functions



The City is managed by the Chief Executive Officer (CEO), who is supported by five Directors. The role of the CEO is to ensure financial and operational efficiency and effectiveness in the achievement of the City's objectives, and to ensure the regulatory compliance of the organisation.

The City consists of five Directorates:

- Community Engagement
- Corporate Services
- Governance
- Infrastructure
- Planning and Sustainability

The functions of the Directorates are:

COMMUNITY ENGAGEMENT	
Leisure Services	Designing, implementing and delivering the City's community programs which address social, cultural arts and leisure issues in accordance with the City of Gosnells 10 Year Community Plan. These services include those delivered as one off events or a fixed term program. Services provided by this branch include: Leisure World Aquatic and Fitness Centre, Don Russell Performing Arts Centre and Leisure Programs.
Library and Heritage Services	Designing, implementing and delivering the City's Library and Heritage Services and ensuring there is a dynamic learning and knowledge service for the community within the City of Gosnells in accordance with the City of Gosnells 10 Year Community Plan. Services provided by this branch include: Library Services, Museum, Heritage Services, Learning and Knowledge Programs.
Community Capacity Building	Designing, implementing and delivering services and programs which aim to develop the community's skill, knowledge, and abilities in accordance with the City of Gosnells 10 year Community Plan. This service area works directly with and alongside individual community members and not-for-profit groups to build their capacity to attain their goals and aspirations. Services provided by this branch include: Community Safety, Community Development, Senior Services, Disability Services, Youth Services and Children's Services.
CORPORATE SERVICES	
Financial Services	Managing and reporting on the City's financial resources, including regulating and setting and collection of income through the valuation of rateable land and other charges. Ensuring rigorous procurement processes are implemented and adhered to. Preparing general purpose financial reports such as the Annual Financial Statements and the City's Annual Budget.
Human Resources	Managing all matters pertaining to Human Resources, including industrial relations, recruitment and selection, occupational health and safety and payroll.
Information Services	Acquires, implements and manages information and communications technology to support the operations of the City. Constantly reviews and evaluates system. Manages all strategies and activities associated with records capture, processing, storage and disposal.

GOVERNANCE	
Governance	<p>Governance</p> <p>Manages the administration of Council and the processes through which Council conducts its decision making and fulfills its responsibilities under the <i>Local Government Act 1995</i>. Provides support to elected members. Coordinates activities across the City to ensure good governance practices and compliance with legislation.</p> <p>Compliance</p> <p>Investigates complaints regarding breaches of local laws, planning, health and swimming pool legislation within the district. Takes appropriate action to enforce relevant laws and regulations. Conducts regular inspections throughout the district to ensure compliance.</p> <p>Health Services</p> <p>Manages, monitors and regulates activities to protect the community in accordance with health and environmental legislation, standards and guidelines. Promotes and provides a progressive and effective environmental health service, which efficiently addresses public, environmental and community health needs.</p> <p>Ranger Services</p> <p>Administers and enforces various laws and regulations regarding animal control, fire hazard reduction, parking, litter and off-road and abandoned vehicles. This includes investigating complaints, providing public education and awareness, issuing infringements and commencing prosecutions where appropriate.</p> <p>Risk and Emergency Management</p> <p>Ensures local emergency management arrangements are prepared for the district. Develops and implements strategies to enhance the community's resilience and preparedness for emergencies through education, prevention, mitigation, preparedness, response and recovery activities. Develops, implements and coordinates the City's Strategic Risk Management approaches.</p>
Building Services	<p>Reviewing and approving building and development applications to ensure compliance with the relevant building codes and statutes.</p>
Communications and Marketing	<p>Communications and Marketing</p> <p>Plans and delivers all aspects of the City's communications and marketing activities including developing advertisements, promotional campaigns, sponsorship, publications and liaises with the media, to positively promote the services and activities of the City to the community.</p> <p>Customer Service</p> <p>Providing the highest level of customer service to the community.</p>

INFRASTRUCTURE	
City Facilities	Planning, acquiring, constructing, designing, developing, disposing of, managing, booking and maintaining facilities and premises owned, leased or otherwise occupied by the City.
Parks and Environmental Operations	Acquiring, managing, designing, constructing and maintaining parks, reserves and natural areas (biodiversity assets), either owned or controlled and managed by City of Gosnells.
Technical Services	Investigation, planning, design and ongoing management of infrastructure assets with key activities being road and drainage design, road safety and traffic management, transport planning, asset management, street lighting, subdivisional development and the safe movement of all road users, pedestrians and cyclists.
Engineering Operations	<ul style="list-style-type: none"> • Engineering activities such as road construction and maintenance, drainage construction and maintenance, street sweeping, path construction and maintenance and civil infrastructure asset condition inspection audits. Administers applications and subsidies for crossovers and storm water connections. • Provides for the acquisition, management, maintenance and replacement of vehicles, plant and equipment. • Manages waste collection services in the City by providing weekly domestic waste collections as well as two green waste and one general junk bulk waste collection service each year. Oversees the fortnightly domestic recycling service.
PLANNING AND SUSTAINABILITY	
Urban Regeneration	<ul style="list-style-type: none"> • Ensuring the built form is attractive, safe and vibrant, coordinating projects aimed at revitalising local areas, reducing the negative impacts of development on the environment, protection of areas of environmental significance and making contributions towards addressing major regional and global environmental issues. • Fostering economic development opportunities for the benefit of the local area.
City Growth	<ul style="list-style-type: none"> • Facilitating sustainable growth within the City through best practice research, the formulation of planning strategies, frameworks and policies and undertaking planning projects and initiatives.
Planning Implementation	<ul style="list-style-type: none"> • Ensuring a leading standard of planning and development in the City of Gosnells, in accordance with legislation and policy and consistent with best planning practice. • Fostering a prosperous, sustainable and diverse economic base for the future of the City.

Decision Making Functions

The Council

The *Local Government Act 1995* prescribes that each local government is to have an elected body known as the 'Council' as its governing body. The offices of the Council of the City of Gosnells consist of 12 elected members (Councillors) including a Mayor and Deputy Mayor.

The *Local Government Act 1995* states that the role of Council is to:

- Govern 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 *Local Government Act 1995* also states that the role of a Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district
- Provide leadership and guidance to the community in the district
- Facilitate communication between the community and the Council
- Participate in the local government's decision-making processes at council and committee meetings
- Perform such other functions as are given to a Councillor by this Act or any other written law.

Elected Members (Councillors)

Councillor details are available on the City's website www.gosnells.wa.gov.au.

Public Participation in the formulation of Policy and Performance of Agency Functions

Policy Development - Its Role

Policies are principles that guide decision-making.

Their purpose is to enable the effective and efficient management of the City's resources and to assist staff and Council to make equitable, transparent and consistent decisions.

Each policy of the City has been developed in order to address specific matters. They relate to objectives of the City as described in the City of Gosnells 10 Year Community Plan and in some instances as required by legislation.

From time to time Council may propose a policy requiring input from the local community. The method of consultation will be dependent upon the issue and may include mechanisms such as public advertisements in local newspapers and City libraries, individual letters, surveys etc., all of which will provide information to assist in the policy development.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. All policies are risk rated and reviewed every 12, 24 or 36 months dependent on their ranking, or as required.

Policies can be viewed on the City's website www.gosnells.wa.gov.au.

Meetings

The *Local Government Act 1995* requires certain meetings to be held by the local government. To facilitate public participation and awareness of Council or Committee meetings the City, at the commencement of each year, advertises the dates, times and location of meetings which are open to members of the public. The advertisement is placed in the local community newspapers and on the notice boards of the Civic Centre and City libraries.

The Standing Orders Local Law relates to the Procedure and Conduct of Meetings. Standing Orders govern the proceedings of the Council and Committee meetings. In governing the proceedings of a meeting, the local law specifically details issues such as the order of business at Council meetings, conduct of the meetings with regard to determinations by the Chairperson, rules of debate, voting and amendments and various miscellaneous matters.

Ordinary Council Meetings

Each local government must hold Ordinary Council Meetings at which the ordinary business of the Council is to be discussed and decisions made.

The City conducts Ordinary Council meetings on the second and fourth Tuesday in the months of February to November, and on the third Tuesday in the month of December. Council is in recess for the month of January. Meetings commence at 7.30pm and members of the public are welcome to attend.

Council meetings are held in the Council Chambers, City of Gosnells Civic Centre, 2120 Albany Highway, Gosnells.

Special Meetings of Council

A special meeting of Council can be convened to consider an urgent matter or a matter which otherwise involves special circumstances. Special meetings of Council may be convened at short notice should the circumstances warrant it.

Annual General Meeting of Electors

Section 5.27 of the *Local Government Act 1995* requires the City to hold an Annual General Meeting of Electors. Such meetings afford members of the public the opportunity to ask Councillors and staff questions about City matters. Resolutions from an Annual General Meeting of Electors must be considered at a subsequent Ordinary Council Meeting.

Special Meeting of Electors

Special meetings of electors can be convened by residents and/or ratepayers of the municipality. A minimum of 100 electors is required in order to hold such a meeting. Notice of such meetings must be advertised in the local newspapers. Electors can put forward and vote on resolutions at Special Meetings of Electors. However, motions from a Special Meeting of Electors are in no way binding upon the Council.

Agendas

Agendas relating to any Council, Committee or Electors Meeting are made available for inspection by members of the public in the foyer of the City of Gosnells Civic Centre, City libraries and the City's website on the Friday prior to each meeting (http://www.gosnells.wa.gov.au/About_us/Council/Agenda_and_minutes).

Minutes

Unconfirmed Minutes of Council, Committee or Electors Meetings are available for inspection by members of the public on the Friday following each meeting at the aforementioned locations.

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 in accordance with 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* or *FOI Act*, or other relevant legislation.

Below is a summary of documents held by each Directorate relating to the various services provided by the City:

Chief Executive Office	
Executive Services	<ul style="list-style-type: none"> • Common Seal Register
Community Engagement	
Leisure Programs	<ul style="list-style-type: none"> • Funding and Sponsorship information • City's Art Collection inventory • Leisure programs enrolment information • Major community events information • Community program booklets • Club development newsletters and guides • Eco walks and talks brochures • Leisure strategic planning information • Art Exhibition and Awards applications • Cultural planning information
Don Russell Performing Arts Centre (DRPAC)	<ul style="list-style-type: none"> • Theatre shows and events information • Venue and equipment hire information
Leisure World	<ul style="list-style-type: none"> • Aquatic and Fitness programs • Membership details • Merchandise information • Swim School information • Venue and equipment hire information
Library Services	<ul style="list-style-type: none"> • Book and collection catalogues - AMLIB • Library Clubs and Program flyers • Membership details • Online collections • Room hire information

Community Engagement continued	
Heritage Services	<ul style="list-style-type: none"> • Booking arrangements (Museum programs) • Historic photographic collection • Kenwick Cemetery burial register • Local History information • Museum collection • Property Heritage Inventory
Community Capacity Building	<ul style="list-style-type: none"> • Children's enrolments • Youth registrations • Stallholder expression of interest information • Youth Services brochures/activity flyers • Children's Services workshop/activity flyers • Community development workshop/event /training flyers • Meals on Wheels applications • Community Safety information • Disability program flyers • Seniors program flyers • Seniors registrations
Corporate Services	
Financial Services	<ul style="list-style-type: none"> • Financial information including payments, receipts and general purpose financial reports • Purchasing information including tender information • Rating information including valuation and ownership details
Human Resources	<ul style="list-style-type: none"> • Equal Opportunity information and records • Establishments records • Industrial Relations information • Learning and development records • Leave entitlements • Occupational Health and Safety information and Policies • Payroll records • Performance management documents • Public Interest Disclosure Policy • Recruitment information • Workers Compensation and Rehabilitation records
Information Services	<ul style="list-style-type: none"> • Information Services Strategic Plan • Corporate records • GIS - City's Geospatial information • Information Statement • Recordkeeping Plan

Governance	
Governance	<ul style="list-style-type: none"> • Council Agendas and Minutes • Council Committees Agendas and Minutes • Delegation of Authority register • Financial Interest register • Declaration of Interest register • Code of Conduct • Elected Member details • Gifts register • Local Laws • Council Policies
Compliance	<ul style="list-style-type: none"> • Infringements for breaches of local laws, planning, health and swimming pool legislation • Prosecution records • Swimming pool inspections • Impounded signs
Health Services	<ul style="list-style-type: none"> • Annual Risk Assessments / Inspections • Food businesses (Food Act 2008) • Health breaches and infringements • Immunisation records • Mobile food business inspections • Noise complaints • Public swimming pool requirements and inspections
Ranger Services	<ul style="list-style-type: none"> • Dog kennel licences • Fire inspections • Impounded dogs register • Impounded vehicles register • Lost and found animals register • Off road vehicles records
Risk and Emergency Management	<ul style="list-style-type: none"> • Bush Fire Brigade volunteers' membership, training and service records • Coordination of City's Risk Framework
Building Services	<ul style="list-style-type: none"> • Building Applications • Development Applications
Communications and Marketing	<ul style="list-style-type: none"> • Advertising information • Annual reports and publications • Community events information • Coordination and advertising of statutory notices • Customer Service Charter • Promotional materials and information
Customer Service	<ul style="list-style-type: none"> • Information sheets and brochures

Infrastructure	
City Facilities	<ul style="list-style-type: none"> • CCTV, alarm and access control systems • Facility Hire - bookings and agreements • Facility maintenance • Inspection records • Lease and Licences
Parks and Environmental Operations	<ul style="list-style-type: none"> • Technical specifications • Playground inspections • Parks maintenance inspections • Parks Landscape development plans • Irrigation plans • Visual Tree Assessment Reports
Technical Services	<ul style="list-style-type: none"> • Asset Management Policy, Strategy, Models and plans • Bridge details and plans • Drainage details and plans, including testing and monitoring details (limited locations only) • Engineering Subdivision drawings and associated documents • Geotechnical Reports (Subdivisions and Developments) • Grant funding submissions (BlackSpot, Metropolitan Regional Road Group, etc.) • Infrastructure policies, procedures, guidelines and standards, including standard drawings • Paths and cycle ways details and plans • Resurfacing and reconstruction details and plans • Road and traffic signage (Local Government signage only) • Road Safety information (Audit Reports, Traffic Classifier Reports. RoadWise Information Reports) • Road side furniture (Illuminated signs, bins and bus shelters only and where under lease agreement) • Road details and plans, including public carparks • Street lighting (location and type only) • Underground power (Project Management Information only)
Engineering Operations	<ul style="list-style-type: none"> • Drainage information • Fleet management records • Paths and cycle ways information • Road information • Waste Services information • Applications for crossover and storm water drainage connections
Planning and Sustainability	
Urban Regeneration	<ul style="list-style-type: none"> • Redevelopment plans (Urban Regeneration) • Design guidelines • Economic Development documents • Business data documents • Environmental Management plans • Environmental Compliance information • Economic Profile records
City Growth	<ul style="list-style-type: none"> • Strategic Land Use plans

Planning and Sustainability continued

Planning Implementation	<ul style="list-style-type: none">• Development Applications• Land information• Subdivision Applications• Zoning information• Town Planning Scheme No. 6 (Text)• Detailed Area Plans• Guided Town Planning Schemes• Outline Development Plans• Scheme Amendments
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Documents available to the public

The following documents are available for public inspection and are also located on the City's website www.gosnells.wa.gov.au

- 10 Year Community Plan
- Advertising Information
- Annual Financial Reports
- Annual Reports
- Budgets
- City Update (quarterly feature)
- Community Reports
- Community Safety and Crime Prevention Plan 2014 - 2017
- Community Survey Research Report 2008
- Council Meeting Minutes and Agendas
- Council Policies
- Cultural Plan 2014 to 2016
- Customer Service Charter
- Customer Survey 2010
- Disability Access and Inclusion Plan 2014 - 2018
- Economic Profile September 2013
- Emergency Risk Management Project Report 2008
- Environmental Management Plans
- Foothills Rural Strategy 2004
- Forms and Guidelines
- Freedom of Information Statement
- Guided Scheme Maps and Texts
- History and Heritage Information
- History and Heritage Strategy
- Information Sheets and Brochures
- Leisure Strategy 2011 - 2015
- Library and History Collections Catalogues
- Local Government Reform and Boundary Map
- Local Housing Strategy
- Local Laws
- Local Planning Policies
- Local Planning Strategies
- Maddington Kenwick Sustainable Community Partnership Prospectus
- Maddington Town Centre Development Policy
- Municipal Heritage Inventory
- Outline Development Plans
- Public Notices for Comment
- Safe City Urban Design Strategy
- Schedule of Fees & Charges
- Town Planning Matters
- Town Planning Scheme Text and Maps
- Urban Waterways Renewal Project 2010

Libraries

Amherst Village Library
2 Holmes Street
Southern River WA 6110
Telephone: 9498 9498

Knowledge Centre
2232 Albany Highway
Gosnells WA 6110
Telephone: 9391 6000

Kenwick Library
80 Kenwick Road
Kenwick WA 6107
Telephone: 9397 3099

Thornlie Library
1 Culross Avenue
Thornlie WA 6108
Telephone: 9251 8750

More information about the City's Libraries including opening times can be found at www.gosnells.wa.gov.au

Freedom of Information Procedures and Access Arrangements

This Information Statement has been published by the City of Gosnells in accordance with the requirements of Part 5 of the Act.

The City of Gosnells aims to provide information promptly and at minimum cost. The Act also enables the public to ensure that personal information in documents held by this agency is accurate, complete, up to date and not misleading.

How to lodge an application under Freedom of Information:

All applications must:

- Be in writing
- Give enough information so that the documents are 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 application and enquiries should be addressed to:

Freedom of Information Coordinator City of
Gosnells
2120 Albany Highway
GOSNELLS WA 6110

Mail to:
PO BOX 662
GOSNELLS WA 6990

Telephone: (08) 9397 3000
Facsimile: (08) 9397 3333
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.

Access Arrangements

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

Refusal of access

Some documents are exempt. Schedule 1 of the Act is designed to protect essential public and private interests. However, exemptions may not be claimed unless there are good reasons to deny access to requested information. Exempt information may be personal information or commercial information to illustrate a few examples.

Notice of Decision

As soon as possible, but within 45 calendar days, the applicant will be provided with a notice of decision, which will include:

- The date the decision was made
- The name and the designation of the officer who made the decision
- If any documents are exempt documents, the reasons for classifying the matter exempt; or the fact that access is given to an edited document
- Information on the right to review and the procedures to be followed to exercise those rights.

Internal Review Rights

Should an applicant not be satisfied with an access decision, they have the right to apply for an internal review.

An application for internal review must be lodged with this agency within 30 calendar days after being given this written notice of decision, and must:

- Be in writing
- Give particulars of the decision to be reviewed
- Provide an Australian address to which notices can be sent.

There is no lodgment fee for an application for internal review and there are no charges for dealing with an internal review request.

If an application for internal review is received, it will not be dealt with by the person who made the initial decision, or by any person who is subordinate to the original decision maker. The outcome for an application for internal review may result in a confirmation, variation or reversal of the initial decision under review. Applicants will be advised of the outcome within 15 calendar days.

The address for lodgment of an Internal Review is:

Director Corporate Services
City of Gosnells
2120 Albany Highway
GOSNELLS WA 6110

Mail to:
PO Box 662
GOSNELLS WA 6990

Facsimile: 08 9397 3333
E-mail: council@gosnells.wa.gov.au

External Review Rights

Should an applicant not be satisfied with the decision of the Internal Review, they then have the right to lodge a complaint with the Information Commissioner seeking an external review of that decision. The applicant is required to lodge their complaint with the Information Commissioner's office within 60 calendar days of receiving this notice.

A complaint to the Information Commissioner must:

- Be in writing
- Have attached to it a copy of this decision
- Give an address in Australia to which notices can be sent.

There is no charge for lodging a complaint with the Information Commissioner's office.

The office and postal address of the Information Commissioner is:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Telephone: 6551 7888
Facsimile: 6551 7889
E-mail: info@foi.wa.gov.au
Website: www.foi.wa.gov.au

Should the applicant have any further queries or require any further information about their rights at this stage, the applicant is to contact the Office of the Information Commissioner.

Application for amendment of Personal Information

An individual has the right to apply to the City for the amendment of personal information about the individual contained in a document of the City if the information is inaccurate, incomplete, out of date or misleading. There is no fee for making an application to amend personal details.

All applications must:

- Be in writing
- Give enough information to enable the document that contains the information to be identified
- Give details of the matters in relation to which the person believes the information is inaccurate, incomplete, out of date or misleading
- Give the reasons for holding that belief
- Give details of the amendments that the person wishes to have made;
- Provide an address in Australia to which notices under the Act can be sent; and
- Be lodged at the City.

FOI Fees and Charges

The following fees and charges have been set under the FOI Act Regulations.

Details	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, or pro rata)	\$30
Access time supervised by staff (per hour, or pro rata)	\$30
Photocopying staff time - (per hour, or pro rata)	\$30
Per photocopy	20 cents
Transcribing from tape, film or computer (per hour, or pro rata)	\$30
Duplicating a tape, film or computer information (per hour, or pro rata)	Actual cost
Delivery, packaging and postage	Actual cost
For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable may be reduced by	25%