

City of Albany  
**Publication**

# INFORMATION STATEMENT

## 2026

**Freedom of Information Act 1992**

(Published in accordance with section 96)

**AND**

## FOI APPLICATION FORM

Copies of the City of Albany's Information Statement can be source in:

**Hardcopy** from:

**City of Albany**  
**Administration Building**  
102 North Road  
YAKAMIA WA 6330

**Downloaded** from the City's website:

[www.albany.wa.gov.au](http://www.albany.wa.gov.au).

**Requested** via email:

[staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au)

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1.5	STL	Review and update	23/07/2024
1.6	Executive Officer Governance	Review and update	02/02/2026

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## Objective

The *Freedom of Information Act 1992* (FOI Act) prescribes that a document is required to be made which conveys information to the public about City of Albany (the City) operations, the kinds of documents it holds and the procedures for accessing them.

It is acknowledged that, even though the City's Annual Report provides descriptions of the City's activities and outcomes achieved, an information statement is required to provide additional insight into what the City does and how it does it.

In many cases, the City's internal manuals and guidelines provided to staff in undertaking its functions contain much of this information, and there is a separate requirement in part 5 of the FOI Act (section 97) for internal manuals to be made available for inspection or purchase by the public if required.

The City of Albany is required under the Freedom of Information Act 1992, Part 5, Section 96 (1), to publish annually a current Information Statement.

This document has been prepared to ensure that the City meets its prescribed obligations under the FOI Act.

## Scope

The City's Information Statement supports the intent of the FOI Act, to:

- Enable public access to information and documents;
- Ensure accountability of government agencies;
- Ensure an individual's right to apply to an agency for amendment of personal information, if the information is inaccurate, out of date or misleading; and
- Obligates agencies to make publicly available certain information regarding their operations.

While the FOI Act provides access to certain information and documents, it also recognises that some documents require protection.

Exemptions are listed in Schedule 1 of the Act and include:

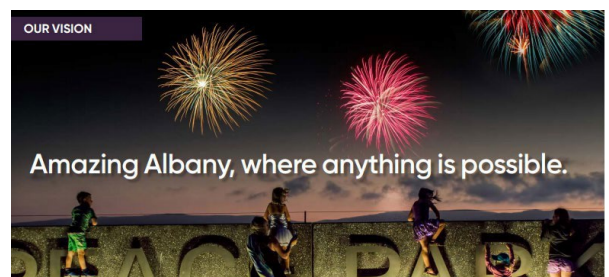
- Personal information;
- Information concerning trade secrets;
- Commercially valuable information; and
- Legal advice or other information concerning the business, professional, commercial or financial affairs of a third party who is not an applicant.

## Review Position and Date

The Document Owner is responsible for ensure this statement is reviewed annually.

## Associated Documents

- Attachment 1: Application for Access to Documents – Form



## Information Statements

### A: The City's Mission Statement

The City's Mission Statement is reviewed annually and articulated in the [City's Strategic Community Plan](#) (the Plan) and enabling documents such as the City's [Corporate Business Plan](#).

The Plan follows the Integrated Planning and Reporting Framework guidelines and satisfies a legislative requirement for all local governments to have a plan to shape the future.

This plan describes:

- A future vision for the City of Albany;
- How the City will achieve and resource its objectives; and
- How success will be measured and reported.



### B: The City's current structure and assigned functions

The City's Corporate Business Plan is enacted through the City's Directorates as at 19 August 2021.



Image 1 – Organisation Structure

## LEADERSHIP



A well governed city that uses resources wisely to meet local needs.

### Office of CEO:

The City's CEO is supported by the following team members:

Executive Assistant to the CEO, Personal Assistant to the Mayor and Councillors and an Administrative Assistant.

The People and Culture Team directly report to the CEO and provides cross organisational support.

## PLANET



We are leaders in sustainability with a shared commitment to climate action and protecting our beautiful, natural environment.

### Corporate and Commercial Services:

This directorate is made up of the following teams, which providing cross organisational administrative enabling services: Information Technology (IT), Information Management, Council Liaison, Finance and Procurement, Governance, Risk & Insurance Services, Payroll, Community Health and Public Safety (includes Emergency Management, Ranger Services, Volunteer Bush Fire Brigade Support), and the North Road Customer Service Team.

This directorate is also responsible for the operation of the Albany (Harry Riggs) Regional Airport, the Albany Visitors Centre (including booking services) and public building infrastructure through the City's Leasing Team.

## PLACE



A responsibly planned city that is attractive, vibrant and well connected.

## PEOPLE



A welcoming, healthy and inclusive community, with pride in our rich history and heritage.

### Community Services:

This directorate is made up of the following teams: Community Development (Seniors, Youth), Events Management, Media & Communications, Library, Arts, Culture and Heritage Services.

This directorate is also responsible for the following facilities: Albany Library, Town Hall, Albany Leisure & Aquatic Centre, National Anzac Centre & Heritage Precinct (Princess Royal Fortress), Albany Day Care, Vancouver Arts Centre.

### Infrastructure, Development and Environment:

This directorate is made up of the following teams: Planning, Building, Engineering Asset Management and Maintenance, Engineering Design, Waste Management and Sustainability, Major Projects and Natural and Developed Reserves.

This directorate is also responsible for the following facilities: Hanrahan Landfill and waste transfer facilities, Developed (Parks & Gardens) and Natural Reserves.

## PROSPERITY



A thriving city with an abundance of opportunities.

## C: Functions of the City of Albany

Under the *Local Government Act 1995* (the LG Act), the City has general, legislative and executive functions.

### General Functions

The City's general functions are listed at section 3.1 of the LG Act.

In summary:

*The general function of local government is to provide for the good government of people living and working within its district.*

### Legislative Functions

The legislative functions of the City are listed at section 3.5 of the LG Act.

A local government may make local laws that are necessary or convenient for it to perform any of its functions.

The City's local laws are published in the [government gazette](#) and can be viewed on the City's [website](#).

### Executive Functions

The City's executive functions are listed at section 3.18 of the LG Act.

A local government is to administer its laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions.

Executive functions are enabled through:

- Legislation (i.e. Act and Regulations)
- Local Laws;
- Council adopted Policy Positions; and
- Executive approved policies and guidelines.



#### Advocate

We are a voice for the local community, promoting local interests in relation to environmental management, climate action, health, education, safety, public transport and more.



#### Facilitate

We help to make it possible or easier to meet community needs.



#### Fund

We help fund organisations to deliver essential community services.



#### Partner

We form strategic alliances in the interests of the community.



#### Provide

We provide a range of services and facilities to meet community needs, including town planning services, parks and gardens, playgrounds, sport and recreation facilities, library services, CCTV lighting of streets and public places, ranger services, roads, paths and trails, environmental management, and much more.



#### Regulate

We regulate compliance with legislation and local laws related to town planning, animal management, public health, litter, noise, pollution, signage, parking, and much more.



## D: City of Albany Council (Mayor & Councillors)

Local Government elections are held every second year.

Councillors are elected for a four-year term, and the Mayor is popularly elected by residents and ratepayers for a four-year term.

## E: Council Committees

A Council Committee is a group of appointed representatives, consisting of elected members, City staff and/or other persons that provide advice to Council on matters pertaining to their area of expertise, and to make recommendations on matters of policy and practice.

Council committee minutes are published on the City's website and their Terms of Reference are listed in the Council's adopted Governance & Meeting Framework Policy.

Agendas and Minutes are published on the City's website page:

- <https://www.albany.wa.gov.au/council-meetings/>

Council Policy positions are published on the City's website page:

- <https://www.albany.wa.gov.au/documents/policies-council>

## F: Decision Making Functions

The general function of Council is to provide good governance to residents and ratepayers of the City of Albany.

The Chief Executive Officer (CEO) is the principle officer in charge of implementing administrative and operational functions of Council. The CEO has delegated authority under Section 5.24 of the LG Act to make decisions and implement actions on behalf of Council.

Reports and recommendations are presented to Council at the monthly Ordinary Council Meetings.

The public are welcome to attend Council and Committee meetings to make submissions and ask questions relating to Council decisions.

The City informs, engages and consults with residents on particular issues which may affect the community.

This includes advertising in local newspapers, holding public meetings and forums and seeking responses through surveys and questionnaires, including a community survey conducted every two years to gather information on how we can further improve our services.

All notices and information requiring public notice are also published on the City's website.

Public notices are published on the City's [website](#).



## G: Public Participation

Residents have a number of opportunities to participate in the development of the City's plans, policies and strategies as well as making comment on the performance of the City's functions.

### Council Meetings

Council meetings are held monthly and members of the public are welcome to attend.

### Elected Members

Members of the public are welcome to contact the City's elected members, including the Mayor, to discuss any matter relevant to Council. Contact details for all elected members can be found on the City's website [www.albany.wa.gov.au](http://www.albany.wa.gov.au)

### Notifications/Advertising

The City may advertise in local newspapers, social media or on our website, by written notification or on-site signage.

### Development Application Advertising

Where a development application does not comply with the provisions of the Local Planning Scheme or involves an unlisted land use, the City may give written notice of the proposal to owners and/or occupiers who may be impacted or affected by the proposal.

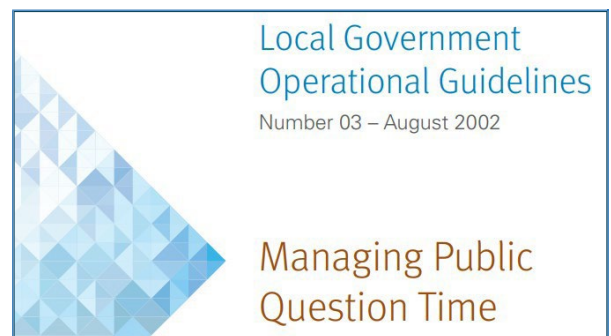
### Petitions

Any elector or group of electors may petition the Council regarding matters where the local government has jurisdiction.

Although anyone can sign a petition, only those who are City of Albany electors will be recorded in the official signature count.

### Public Question and Statement Time

Members of the public are welcome to attend Committee and Council Meetings, and to ask questions on any matter affecting the City in the time set aside for this purpose.



## H: Documents held by the City

Documents held by the City relate to the following functions:

Function	Description
Commercial Activities	Competing commercially or providing services on a fee for service basis.
Community Relations	Establishing rapport with the community and promoting Council's public image including its relationship with the media and public.
Community Services	Providing, operating or contracting services to assist residents and the community.
Corporate Management	Applying planning to define the corporate mission and determine methods of the City's operation.
Council Properties	Acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by Council.
Planning and Building	Regulating and approving building and development applications.
Economic Development	Improving the local economy through encouragement of industry, employment, tourism, regional development and trade.
Ranger and Emergency Services	Preventing and minimising threats to life, property and the natural environment from fire and other emergency situations. Creating a quality lifestyle for Albany residents and visitors with a high standard of municipal law enforcement.
Environmental Management	Managing and conserving environmentally sensitive areas such as remnant bushland and threatened species.
Financial Management	Managing the City's financial resources.
Governance and Compliance	Managing the election of Council representatives, ward boundaries and terms of office for elected members. Ensuring compliance with legislative and statutory requirements. Ensuring the City maintains appropriate risk and opportunity management documentation.
Grants and Subsidies	Assisting the City in diversifying its revenue base through grants, sponsorship and increasing revenue streams.
Human Resources	Managing the conditions of employment and development of Human Resource strategies for City personnel.
Information Management & Information Technology	Managing the City's integration of information technology and recordkeeping functions ensuring the effective delivery of information technology and information management services across the City.

### Council Minutes

In accordance with the LG Act, Council and Committee meeting minutes are available for inspection free of charge.

This information is available on the City's [website](#)

### Rates Record

The City's Rate Roll is available for inspection by the public by appointment.

An appointment must be made to view the Roll during business hours at the City's North Road Administration Building.

### Building and Planning Applications

The City is responsible for granting planning approval and issuing building licences.

Therefore, the City holds drawings and plans of buildings within the municipality.

The drawings and plans can include site plans, floor plans, elevations and detailed technical drawings.

Access to this information is available subject to the consent of the current owner of the property.

Information about the year of construction, builder details and cost of construction may also be obtained.

Charges apply for obtaining this information and the availability of plans in all instances cannot be assured.

### Municipal Heritage Inventory

Under the [Heritage of Western Australia Act 1990](#), the City is required to prepare a Municipal Heritage Inventory.

This is an inventory of all buildings within the municipality that are, or may become, of cultural heritage significance to the community. Details in the inventory include property address, ownership, description, historical information, architectural information, bibliography, listing status and images of each building.

This information is available on the City's [website](#) and a dedicated page has been created to access this information:

- <https://www.albany.wa.gov.au/services/building-planning/heritage.aspx>

## Library Services



The Albany Public Library offers a friendly and welcome access to a world of information and entertainment to enrich our community.

Albany Public Library has established unique partnerships with the University of Western Australia (UWA), the State Library of Western Australia (SLWA) and a collection of over 70,000 items to meet the information needs of the public.

The Albany Public Library also operates as the Regional Library for the Great Southern Region, providing support to smaller country libraries to ensure they are able to offer a high quality of service to their customers.

If you are interested in local history the Albany Public Library houses the Albany History Collection, where you can access historical archives of newspapers, photographs and oral histories to name a few.

More of the collection is being made available for access online and you can explore in more detail here:

- <https://library.albany.wa.gov.au/programs-collections/albany-history-collection/albany-history-collection.aspx>

The library is also equipped with computers to offer free internet access as well as printing and photocopying facilities that are open to the public with no membership required.

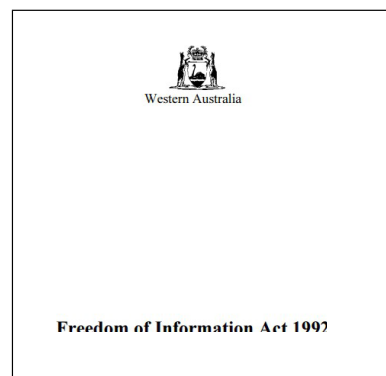
- <https://library.albany.wa.gov.au/about-us.aspx>

## I: Access to Council Documents

Availability of information is subject to provisions established in legislation, such as the Freedom of Information Act 1992 (FOI Act) and the Local Government Act 1995 (LG Act), 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 FOI Act or other relevant legislation such as PRIS.

Information is available through a range of mediums including public statements, media statements, the City's website, advertisements placed in local and state-wide newspapers, public notice boards, library services, information sheets and other publications, as well as individual correspondence, public and statutory documents and reports.



## J: Documents available outside the FOI Act

The following documents are available outside the FOI Act and can be sourced from the City's [website](#):

- Annual Budgets
- Annual Financial Statements
- Annual Reports
- Business Plans (prepared under Section 3.59 of the LG Act)
- Codes of Conduct
- Corporate Business Plan
- Documents released for public comment or submissions
- FOI Information Statement
- Local Laws
- Local Planning Schemes & Planning Policies
- Media Statements and Media Releases
- Minutes & Agendas of Council and Committee Meetings
- Schedule of Fees & Charges published as part of the annual budget
- Strategic Community Plan

## K: Privacy, Use of Information and updating personal information

### Acts & Regulations:

From 01 July 2026 the *Privacy and Responsible Information Sharing Act 2024* will apply to local government.

The City will take reasonable steps to retain confidentiality of any personal information by maintaining a secure system for storing of information, by the utilisation of appropriate technologies and will protect such information from unauthorised access, improper use, alteration, unlawful or accidental destruction or accidental loss.

### Use of information provided

The City of Albany will not sell, rent out or in any other way allow unauthorised users access to the information you provide on this website. In particular, we will not supply your information to businesses for promotional purposes.

Council officers are permitted to access your information only as required for the performance of their duties. Councillors may only access such information as appears on the Rate Roll or Electoral Roll.

Council may provide your information to appropriate authorities and other parties as required by law, regulation or court order.

Council may use your details to send you newsletters and other material, including by email.

If you have any queries regarding the privacy of your information, please the Freedom of Information Officer on **6820 3076** during office hours.

### Data Breach Response Policy & Procedure

As required by the *Privacy Amendment (Notifiable Data Breaches) Act 2017* and PRIS, the Data Breach Response Policy and Procedure outlines definitions, sets out the procedure and clear lines of authority for City of Albany staff in the event that the City of Albany experiences a data breach, or suspects that a data breach has occurred.

- <https://www.albany.wa.gov.au/documents/1459/data-breach-response-policy-and-procedure>





## **L: Procedure to amend personal information**

### **Legislation Administered by the City**

If you are concerned that the City holds information about you that is inaccurate, incomplete, out of date or misleading, you may request that the information is updated or amended.

Under section 46 of the FOI Act, an application for amendment of personal information must:

- be in writing;
- give enough details to enable the document that contains the information to be identified;
- give details of the matters in relation to which you believe the information is inaccurate, incomplete, out of date or misleading;
- give your reasons for holding that belief;
- give details of the amendment you wish to have made (specifying whether you wish the amendment to be made by altering, striking out or deleting the information or inserting a note in relation to information);
- give an Australian address to which notices can be sent; and
- be lodged at the office of the agency that holds the documents.

Your application for amendment should include some information or evidence to establish that the personal information you seek to have amended is inaccurate, incomplete, out of date or misleading as you claim.

There are no fees or charges associated with an application for amendment of personal information under the FOI Act.

The agency must give you a written notice of decision on your application for amendment within 30 days of receiving a valid application or within such time as agreed between you and the agency.

NOTE: The FOI Act does not allow an agency to obliterate or remove information or destroy a document without written certification from the Information Commissioner in accordance with [section 48\(3\)](#) of the FOI Act.

#### **Requests for a note disputing the accuracy of a document**

If the City refuses your application for amendment of information, you can request the agency to make a notation or attachment to the information under [section 50](#). The City has to comply with the request unless it considers that the requested notation or attachment is defamatory or voluminous. If the City decides not to comply with your request it has to give you a written notice of decision.

#### **Applications by a deceased person's closest relative**

The FOI Act also provides that a deceased person's closest relative has the right to apply for amendment of personal information about the deceased person ([section 45\(2\)](#)).



### **Review of an agency's decision**

If you are dissatisfied with the City's decision made under section 48 or section 50, you can apply to the City for an internal review. If you are dissatisfied with the City's internal review decision, you can apply to the Information Commissioner for external review.



## M: Legislation Administered by the City

The City was established under, and operates in accordance with, the LG Act.

Other legislation and regulations affecting the functions and operations of the City or administered by the City include:

### Acts & Regulations:

- Argentine Ant Act 1968
- Argentine Ant Regulations
- Builders Registration Act 1939
- Building Regulations 2012
- Bush Fires Act 1954
- Bush Fire (Infringements) Regulations 1978
- Bush Fire Regulations 1954
- Caravan Parks and Camping Grounds Act 1995
- Caravan Parks and Camping Grounds Regulations 1997
- Cat Act 2011
- Cemeteries Act 1986
- Control of Vehicles (Off-Road Areas Act 1978)
- COVID-19 Response and Economic Recovery Omnibus Act 2020
- Criminal Code Act Compilation Act 1913
- Disability Services Regulations 2004
- Dividing Fences Act 1961
- Dog Act 1976
- Dog (Restricted Breeds) Regulations (No 2) 2002
- Electronic Transactions Act 2011
- Emergency Management Act 2005
- Environmental Protection Act 1986
- Environmental Protection Act Regulations 1987
- Environmental Protection (DEPM-UPM) Regulations 2013
- Equal Employment Opportunity Act 1984
- Evidence Act 1906
- Fines, Penalties and Infringement Notice Enforcement Act 1994
- Fire and Emergency Services Authority of Western Australia Act 1998
- Food Act 2008
- Freedom of Information Act 1992
- Freedom of Information Regulations 1993
- Hairdressing Establishment Regulations 1972
- Health Act 1911
- Health (Air Handling and Water Systems) Regulations 1994
- Health (Aquatic Facilities) Regulations 2007
- Health (Asbestos) Regulations 1992
- Health (ANZ Food Standards Code Adoption) Regulations 2001
- Health (Cloth Materials) Regulations 1985
- Health (Garden Soil) Regulations 1998
- Health Act (Laundries and Bathrooms) Regulations
- Health (Meat Hygiene) Regulations 2001
- Health (Offensive Trade Fees) Regulations 1976
- Health (Pesticides) Regulations 1956
- Health (Pet Meat) Regulations 1990
- Health (Poultry Manure) Regulations 2001
- Health Act (Public Buildings) Regulations 1992
- Health (Section 112(2) Prohibition) Regulations 2006
- Health (Skin Penetration Procedure) Regulations 1998
- Health (Temporary Sanitary Conveniences) Regulations 1997
- Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974
- Health Act (Underground Water Supply) Regulations 1959

**(Acts & Regulations continued):**

- Health (Adoption of Food Standards Code) Regulations 1992
- Health (Food Standards(Administration)) Regulations 1986
- Heritage of Western Australia Act 1990
- Heritage of Western Australia Regulations 1991
- Industrial Relations Commission Regulations 2005
- Industrial Relations Act 1979 (WA)
- Interpretation Act 1984
- Land Administration Act 1997
- Land Valuation Tribunals Act 1978
- Library Board of Western Australia Act 1951
- Limitation Act 2005
- Litter Act 1979
- Litter Regulations 1981
- Liquor Licensing Act 1988
- Local Government (Administration) Regulations 1996
- Local Government Regulations 2006
- Local Government Act 1995
- Local Government (Audit) Regulations 1996
- Local Government (Constitution) Regulations 1998
- Local Government (Elections) Regulations 1997
- Local Government (Financial Management) Regulations 1996
- Local Government (Function and General) Regulations 1996
- Local Government (Miscellaneous Provisions) Act 1960
- Local Government Grants Act 1978
- Local Government (Parking for Disabled Persons) Regulations 1988
- Local Government (Uniform Local Provisions) Regulations 1996
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Planning and Development Act 2005
- Planning and Development (Local Government Planning Fees) Regulations 2000
- Privacy and Responsible Information Sharing
- Radiation Safety Act 1975
- Rates and Charges (Rebates and Deferments) Act 1992
- Retail Trading Hour Regulations 1988
- Road Traffic Act 1974
- Sewerage (Lighting, Ventilation and Construction) Regulations 1971
- Spear-guns Control Act 1955
- State Records Act 2000
- State Records Principles and Standards 2002
- Strata Titles Act 1985
- Strata Titles General Regulations 1996
- Tobacco Products Control Act 2006
- Tobacco Products Control Regulations 2006
- Town Planning Regulations 1967
- Town Planning and Development (Subdivisions) Regulations 2000
- Transfer of Land Act 1893
- Waste Avoidance and Resource Recovery Act 2007
- Western Australia Disability Services Act 1993
- Workers Compensation and Injury Management Act 1981
- Workers Compensation and Injury Management Regulations 1982

### Local Laws:

Additionally, the City administers the following City of Albany Local Laws:

- Activities in Thoroughfares and Public Places and Trading Local Law 2011
- Animals Local Law 2020
- Bush Fire Brigades Local Law 2020
- Dog Local Law 2009
- Extractive Industries Local Law 2009
- Fencing Local Law 2010
- Health Local Laws 2001
- Health (Food) Local Laws 2009
- Jetties, Bridges, Boat Pens and Swimming Structures Local Law 2020
- Keeping and Welfare of Cats Repeal Local Law 2014
- Local Government Property Local Law 2011 (As Amended)
- Local Law Relating to the Former Perth 2001
- Parking and Parking Facilities Local Law 2009 (As Amended)
  - Determination – Airport Parking
- Sand Drift Prevention and Abatement Local Law 2009
- Signs Local Law 2006 (As Amended)
- Standing Orders Local Law 2014
- Waste Local Law 2017
- Waste Amendment Local Law 2018
- Waste Local Law 2017 (As Amended) – Determinations:
  - Verge Collection for Commercial Purposes
  - Kerbside Bin Lid Colour Coding

### Attachments:

- Attachment 1: Application for Access to Documents – Form

## Attachment 1: Application for Access to Documents – Form

### APPLICATION FOR ACCESS TO DOCUMENTS – FORM

(Freedom of Information Act 1992)

#### Details of Applicant

Surname.....

Given Names.....

Australian Postal Address.....

..... Postcode: .....

Telephone Number(s): (.....)..... | (.....).....

#### If application is on behalf of an organisation

Name of Organisation/Business.....

#### Type of Information (Please tick)

Personal Information ☐ | Non Personal Information ☐

I am applying for access to documents concerning: .....

.....

.....

.....

.....

I require a copy of the document(s)      Yes ☐      No ☐

I wish to inspect the document(s)      Yes ☐      No ☐

I require access in another format\*      Yes ☐      No ☐

\*Other ☐ – Please Specify.....

#### Fees and Charges – Non Personal Information

Attached is payment of \$30.00 to cover the application fee. I understand that before I obtain access to documents that I may be required to pay processing charges in respect of this application and that I will be supplied with an estimate of charges where they will be more than \$25.00.

In certain cases, a reduction in processing charges may apply – see section of fees and charges on the next page of this form. If you consider you are entitled to a reduction, attach a copy of the documents which address the criteria.

If you are requesting a reduction in fees and charges, please tick the appropriate box: Yes ☐ No ☐

Applicants Signature: ..... Date: .....

## **Lodgement of Applications**

### **By post to:**

Chief Executive Officer | City of Albany

PO Box 484 | ALBANY WA 633

### **In person during business hours at:**

City of Albany Administration Building | 102 North Road, YAKAMIA WA 6330

## **Fees and Charges**

The following fees and charges apply to an FOI application for non-personal information:

1. An application fee of \$30.00. (There is no application fee for personal information about the applicant.)
2. Time dealing with the application - \$30.00 per hour or pro-rata staff time. "Dealing with" applications include consulting with third parties and the deliberative process required to arrive at a decision, but does not include searching, identifying and collating documents.
3. Supervised access - \$30.00 per hour or pro-rata of staff time plus the actual additional cost to the City of any special arrangements e.g. hire of facilities or equipment.
4. Additional photocopying - \$30.00 per hour or pro-rata of staff time plus 20 cents per copy.
5. Cost of transcribing the information from tape or other device - \$30.00 per hour or pro-rata of staff time.
6. Cost of duplication tape/film/computer information – actual costs.
7. Cost of delivery, package, postage – actual costs.
8. If the City estimates that the charges involved with dealing with an application will exceed \$25.00 (on top of the \$30.00 application fee) then a written estimate will be provided to the applicant who will be asked if they want to proceed.
9. The City may ask for payment in advance of up to 75% of the total estimated costs in certain circumstances.
10. A standard reduction of 25% is to be applied to charges payable by applicants who are the holder of a current Pension Health Benefits Card or Concession Card issued by the Commonwealth Government. An applicant who does not have the money to pay any estimated charges should advise the City and ask for the charges to be reconsidered.

### **(Office Use Only)**

FOI Reference Number: ..... FOI File Number: .....

Received: ..... Deadline for Response: .....

Acknowledgement sent on: .....

Proof of Identity Required: Yes ☐ No ☐

Sighted (What, When and How):

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