



Freedom of Information Statement

2026-27



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Introduction

The *Freedom of Information Act 1992* (WA) (FOI Act) provides for public access to documents, and for the public to ensure that personal information in documents is accurate, complete, up to date, and not misleading.

Part 5, section 94 of the FOI Act requires the City of Fremantle (the City) to prepare and publish an annual Information Statement. The Information Statement must contain:

- A statement of the structure and functions of the City;
- A description of the ways in which the functions of the City affect members of the public;
- A description of how members of the public may participate in the formulation of City policy, and the performance of the City's functions;
- A description of the kinds of documents that are usually held by the City, including which can be inspected, purchased, and obtain free of charge by members of the public;
- A description of the City's arrangements for giving members of the public access to documents, including the City's library facilities;
- A description of the City's procedures for giving members of the public access to documents, in accordance with Part 2 of the FOI Act; and
- A description of the City's procedures for amending personal information in documents, in accordance with Part 3 of the FOI Act.

This information statement is published by the City of Fremantle in accordance with the requirements of the *Freedom of Information Act 1992*.

This document can be provided in alternative formats upon request. Further information can be provided, between Mondays and Fridays, by contacting the FOI Coordinator via (phone) 1300 693 736 or (email) info@fremantle.wa.gov.au.



Our Vision for Fremantle

A liveable city that is vibrant, socially connected and desirable

A thriving city with a prosperous and innovative economy

A creative city that is inspiring, diverse and dares to be different

A resilient city that plans for the future and is empowered to take action

An inclusive city that welcomes, celebrates and cares for all people, cultures and abilities

Our Mission

We are for the community

Services and projects are delivered through a commitment to our organisational vision and values which guide the City's purpose and how we operate as an organisation to deliver on Council's vision for the community. As an organisation we are committed to achieving our vision of developing a strong reputation and a stronger future and we will do this through our mission of being for the community.

Our Values

Our vision and mission are underpinned by a set of values that guides our decision making to ensure accountability in all that we do;

Collaboration: We are stronger and better working together.

Integrity: By doing it right and doing it well, we are accountable and deliver on the trust placed in us.

Inclusive: We value and welcome everyone to a culture which is fulfilling and brings us a sense of enjoyment.

Making a difference: We adapt, learn, and grow through curious thinking and courageous action.

Key Focus Areas

The City of Fremantle Strategic Community Plan 2024-2034 outlines the key areas of focus and the core outcomes the City seeks to achieve.

The plan, together with other key informing strategies and plans that guide the alignment of projects and services to effectively and sustainably deliver community outcomes, is available on the City's website.

City Structure

The role of the City's administration is implementing council decisions and carry out the functions of a local government. The local government's Chief Executive Officer (CEO) is responsible for managing the local government's administration and operations. The role of the Chief Executive Officer (CEO) is described in section 5.41 of the *Local Government Act 1995*.

The City of Fremantle's Executive Leadership Team consists of the Chief Executive Officer, Director City Business, Director Creative Arts and Community, Director Infrastructure, and Director Planning, Place and Urban Development.



The Executive Leadership Team is responsible for their respective areas, consisting of:

- Office of the Chief Executive Officer
 - Governance
 - People and Culture
 - Strategic Communications and Stakeholder Relations
- City Business
 - Commercial Services
 - Economic Development and Events
 - Financial Services
 - Information Technology Systems and Strategy
- Creative Arts & Community
 - Arts
 - Community Development
 - Customer Experience
 - Library



- Infrastructure
 - Infrastructure Project Management and Facilities
 - Infrastructure Engineering
 - Parks and Landscape
 - Waste and Fleet
- Planning, Place & Urban Development
 - City Planning
 - City Design
 - Regulatory Services

City Functions and Services

The City of Fremantle provide a range of services to the community, including:

- Animal Control and Pet Registration
- City Facilities
- Community Support
- Community Safety
- Compliance
- Environmental Health
- Festivals and Events
- Fremantle Arts Centre
- Fremantle Community Legal Centre
- Fremantle Leisure Centre
- Fremantle Library
- Fremantle Recycling Centre
- Fremantle Visitors Centre
- Parking and Transport
- Parks and Landscapes
- Planning and Building
- Residential and Commercial Waste
- Roads and Footpaths

Council Functions and Structure

The role of Council is to govern the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions. The role of Council is described in section 2.7 of the *Local Government Act 1995*.

Local Government Act 1995

Section 2.7(2)

The council's governing role includes the following:

- a. overseeing the allocation of the local government's finances and resources
- b. determining the local government's policies
- c. planning strategically for the future of the district
- d. determining the services and facilities to be provided by the local government
- e. selecting the CEO and reviewing the CEO's performance
- f. providing strategic direction to the CEO.

Local government plays a vital role in shaping everyday life in our community. From maintaining local infrastructure and services to planning for the future of the city, it is the level of government closest to the people it serves.

At the heart of local government is the Council. The City of Fremantle Council is made up of nine elected members: the Mayor and eight Councillors, who are elected by the community for four-year terms. Together, they provide leadership, make decisions in the public interest, and set the strategic direction for the City.

Elected Members bring community perspectives into decision-making. As residents and ratepayers themselves, they play an important role in listening to the community and considering local needs, ideas and priorities.





Mayor

The Mayor of Fremantle is elected by the local community and provides leadership on behalf of the City. The Mayor represents the district, presides over Council meetings, carries out civic and ceremonial duties, and acts as the principal spokesperson for Council.

Councillors

Councillors are elected by the community to represent the interests of residents and ratepayers and to act in the best interests of the City as a whole. Working collectively as Council, Councillors make decisions, set priorities and policies, and contribute to shaping the long-term direction of Fremantle.

Council Meetings

Council meets regularly throughout the year to make decisions on behalf of the community. Meetings are open to the public and members of the community can ask questions or make statements on issues that are important to them, or to contribute to items on the agenda.

Council meetings are livestreamed and available to view after the meeting. Meeting dates, agendas and minutes are published on the City's website to support transparency and community access.

Committee Meetings and Working Groups

Council has established formal committees in accordance with the Local Government Act 1995, including the Audit and Risk Management Committee, Planning Framework Committee and the CEO Performance Review Committee. These committees support Council by providing oversight, advice and recommendations in specific areas.

Council may also establish working groups to assist with the development of strategies, plans or specific projects. Working groups are generally advisory in nature and support collaborative engagement on key initiatives.

Details about committee and working group membership, terms of reference and functions are available on the City's website.

Delegated Authority

The Chief Executive Officer and relevant officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Council Delegated Authority Register, available on the City's website, and are reviewed annually by Council.



Community Participation

Council Meetings

Members of the public have several opportunities to participate in the Council decision-making process and express their views on matters before Council, including:

1. Deputations - With the permission of the Mayor or Presiding Member, a member of the public may address a Committee or Council meeting either personally or on behalf of another resident or a group of residents. Further information about deputations is available on the City's website.
2. Public Question Time - Members of the public may ask questions and make statements during public question time in accordance with meeting procedures.
3. Petitions - Written petitions relating to matters within the Council's jurisdiction may be submitted to Council. Petitions must be presented by an Elected Member (Ward representative) at a Council meeting.
4. Development Applications - Certain development applications are advertised through local media, or on-site signage where Council approval is required. While some applications are exempt from public notification, residents are invited to provide written submissions on publicly advertised applications and may also address Council before a decision is made.
5. Written requests - Members of the public may write to Council regarding any policy, activity, service or matter within the City's responsibilities.
6. Contacting Elected Members - Community members can contact Elected Members to discuss issues relevant to Council. Contact details, including email addresses, are available on the City's website.

Community Engagement/Consultation

The City of Fremantle engages with the community matters that may affect their community through a range of consultation methods, including public notices, community meetings, ward meetings, surveys, questionnaires, and opportunities to comment on proposals and submissions.

MySay Fremantle is the City's online community engagement platform, providing residents with opportunities to learn about projects and initiatives and contribute feedback on matters open for consultation.

Complaints and Feedback

The City welcomes complaints, feedback, and suggestions regarding its services, operations, staff, policies and decision-making processes. Matters raised will be managed in accordance with the City's Complaints Management System or Customer Service Charter as appropriate. Further information is available by calling 1300 693 736, visiting the Walyalup Civic Centre, or accessing the City's website.



Documents Available for Inspection

The following documents are available for public inspection at the Walyalup Civic Centre. Members of the public may obtain copies of these documents via email, or by accessing the [City of Fremantle website](#).

- Annual Reports
- Annual Budgets
- Annual Financial Statements
- Business Plans (section 3.59 of the *Local Government Act 1995*)
- Council and Committee Meeting Agendas and Minutes
- Code of Conduct
- Council Policies
- City Planning Schemes and Policy
- Delegated Authority Register
- Disability Access and Inclusion Plan
- District Map
- Electors Meeting Agendas and Minutes
- Fees and Charges
- Strategic Community Plan
- Corporate Plan
- Local Laws (proposed and adopted, and determinations)
- Long Term Financial Plan
- Public Notices
- Register of Complaints (section 5.121 of the *Local Government Act 1995*)
- Register of Financial Interests
- Register of Gifts
- Rate Records
- Register of Owners and Occupiers and Electoral Rolls
- Reports on a Supplementary Audit
- Schedule of Meetings
- Tender Register
- Other information required by the *Local Government Act 1995*

Section 5.95 of the *Local Government Act 1995* lists further provisions relating to the right to inspect local government information, including where a person's right to inspect information does not extend to.

Fremantle Library

Located within Walyalup Civic Centre, the Fremantle Library offers innovative services, programs and collections. A place to discover your next favourite read, to inspire your work, to think creatively, to learn through play, to connect, and to simply enjoy. Read more on the City's [website](#).



Freedom of Information (FOI)

It is the aim of the City of Fremantle to make information available promptly and at the least possible cost, and whenever possible, documents will be provided outside of the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

FOI Applications

Access applications must:

- be in writing,
- give enough information so that the documents requested can be identified,
- give an Australian address to which notices can be sent, and
- be lodged with the agency (local government) with the application fee

Address all FOI applications and enquiries to:

Freedom of Information Coordinator

City of Fremantle

PO Box 807

Fremantle WA 6959

Telephone: **1300 693 736**

Facsimile: (08) 9430 4634

Email FOI@fremantle.wa.gov.au

FOI application forms are available on the City's website, at the Walyalup Civic Centre (151 High Street, Fremantle), or can be provided via email upon request.

The City will acknowledge applications in writing and make every effort to process requests as promptly as possible. In accordance with the *Freedom of Information Act 1992 (WA)*, applicants will be advised of the outcome within 45 days of receiving a valid application. Applicable application and processing fees may apply.

FOI Charges

A schedule of fees and charges prescribed under the *Freedom of Information Regulations* is set out below. Apart from the application fee for access to non-personal information, all fees and charges are applied at the discretion of the City.

- | | |
|---|-------------|
| • Personal information about the applicant | No fees |
| • Application Fee (for non-personal information) | \$30.00 |
| • Time spent by staff dealing with application (per hour, pro rata) | \$30.00 |
| • Supervised access to documents (per hour, pro rata) | \$30.00 |
| • Photocopying staff time (per hour, pro rata) | \$30.00 |
| • Photocopy (per page) | 20 cents |
| • Transcribing information from tape or other device (per hour, pro rata) | \$30.00 |
| • Duplication of tape, film or electronic information | Actual Cost |
| • Delivery, packing and postage | Actual Cost |



Deposits

- Advance deposit may be required of the estimated charges - **25%**
- Further advance deposit may be required to meet the charges for dealing with the application - **75%**

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 USB, a transcript of a recording, shorthand or encoded document from which words can be produced.

Notice of Decision

The City will provide a Notice of Decision as soon as practicable and, in any event within 45 days of receiving a valid application. The Notice of Decision will include:

- the date the decision was made
- the name and position of the decision maker
- where access is refused or restricted, the reasons for the exemption, or details of any information that has been removed from an edited copy of the document
- information about the review rights and the process for seeking an internal or external review of the decision.

Refusal of Access

Applicants who are dissatisfied with a decision made by the City of Fremantle may apply for an internal review. Requests for internal review must be submitted in writing within 30 days of receiving the Notice of Decision.

The City will advise the applicant in writing of the outcome of the internal review within 15 days of receiving the review request. If the applicant remains dissatisfied with the outcome, they may apply to the Information Commissions for an external review. Information about the external review process will be provided with the internal review decision.

Amend Personal Information

Members of the public may apply to amend inaccurate, incomplete, out of date or misleading personal information contained in City records by applying under the *Freedom of Information Act 1992 (WA)*.



Application for Access to Documents
Freedom of Information Act 1992

Details of Applicant

Surname:Given Names:

Australian Postal Address:Post Code:

Contact Number(s):Email:

Details of Request *(Please tick)*

- Personal Documents
- Non-Personal Documents

Describe clearly the documents you wish access to (include dates, location, subject matter or any other information which would help identify the document).

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Form of Access

- I wish to inspect the documents(s) Yes No
- I require a copy of the document(s) Yes No
- I require access in another form Yes (specify) No



Fees and Charges – Non-Personal applications

Attached is a cheque/cash to the amount of \$..... to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

Payment by credit card (0.5% surcharge) is available at the City of Fremantle Office or by phoning 1300 693 736. Please record the receipt number upon payment.

In certain cases a reduction in search fees and charges may apply - see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in search fees and charges Yes No

Applicant's signature.....Date:

The City of Fremantle collects the personal information you provide for the purpose of responding to your enquiry or request, and to carry out related local government functions. Your information may be shared with authorised City officers or contractors where necessary to process your request, but will not otherwise be disclosed unless required or authorised by law.

By contacting the City you agree to the collection of this information in accordance with the Council Privacy Policy.

For more information, including the option to de-identify, please see our [Privacy Statement and Policy](#) or contact us at governance@fremantle.wa.gov.au.



(Office Use only)

FOI Reference Number

Received on/...../.....

Deadline for response/...../.....

Acknowledgment sent on/...../.....

Proof of Identity (if applicable)

Type

Signed

Note(s)

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.....



FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- Applications to access or amend personal information of an applicant must be accompanied by proof of identification.
- If you are seeking access to a document(s) on behalf of another person, the City of Fremantle will require authorisation in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth. Telephone: (08) 9222 8216.

Forms of Access

You can request access to documents 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 document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the City of Fremantle is unable to grant access in the form requested, access may be given in a different form.

Fees and Charges

- No fees applicable for applications for access to or amendments of personal information
- An application fee of \$30.00 is applicable for all access applications relating to non-personal information
- No fees applicable for internal or external review submissions
- A fee of \$30 per hour of staff time may be applied for dealing with a non-personal application.
- Photocopies may be charged at the rate of 20 cents per copy for non-personal applications.
- Actual cost to the agency charged for postage, special arrangements for access and for specialized access such as reproductions and the like may be imposed for non-personal applications.
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferrals) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application. The concession does not refer to \$30 application fee

Lodgement of Applications

Applications may be lodged –

- By email: FOI@fremantle.wa.gov.au
- By post addressed to: FOI
City of Fremantle
PO Box 807
FREMANTLE WA 6959
- In person: Walyalup Civic Centre
151 High Steet
FREMANTLE WA 6160



Application for Internal Review of a Decision

Freedom of Information Act 1992

Details of Applicant

Surname:Given Names:

Australian Postal Address:Post Code:

Contact Number(s):Email:

FOI Ref No

I wish to apply for an Internal Review to the decision made by on/...../.....
(*date of decision*) for the following reason/s:

- I have been refused access to a document
- I have been refused access to all the requested documents
- I have been refused access to a part of a document
- I have been refused a request to amend a personal record
- I have been given access to a document, but access has been deferred
- I am a third party that has been consulted but disagree with the decision to release the documents
- Other

Please list the document/s in dispute (refer to document schedule number)

.....
.....

Comments

You may include any additional comments to support your application. Note: Your application and any comments provided will be reviewed in accordance to the *Freedom of Information Act 1992*.

.....
.....
.....



Applicant's signature.....Date/...../.....

The City of Fremantle collects the personal information you provide for the purpose of responding to your enquiry or request, and to carry out related local government functions. Your information may be shared with authorised City officers or contractors where necessary to process your request, but will not otherwise be disclosed unless required or authorised by law.

By contacting the City you agree to the collection of this information in accordance with the Council Privacy Policy.

For more information, including the option to de-identify, please see our [Privacy Statement and Policy](#) or contact us at governance@fremantle.wa.gov.au.

Additional information

The City of Fremantle will undertake an internal review and advise you of its decision within 15 days of receipt of this application.

Lodgement of Application

Applications may be lodged –

- By email: FOI@fremantle.wa.gov.au
- By post addressed to: FOI
City of Fremantle
PO Box 807
FREMANTLE WA 6959
- In person: Walyalup Civic Centre
151 High Steet
FREMANTLE WA 6160