



# Freedom of Information Statement Including Application Form

2025-26



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### ACKNOWLEDGEMENT OF COUNTRY

*The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.*



## 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](mailto: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 is 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 seek to achieve.

The plan, along with other key informing strategies and plans to align projects and services that effectively and sustainably deliver community outcomes, are 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 & Community, Director Infrastructure, and Director Planning, Place & Urban Development.



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

- **Office of the Chief Executive Officer**
  - Business Improvement
  - 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 and Learning
- **Infrastructure**
  - Building Facilities & Sustainable Services
  - Infrastructure Engineering
  - Parks and Landscape
  - Waste and Fleet
- **Planning, Place & Urban Development**
  - Development Approvals
  - Field Services
  - Strategic Planning and City Design

## 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; and
- f. providing strategic direction to the CEO.

The Council is responsible for setting the strategic direction, informed by community aspirations, which the City's administration then implements. All Council and Committee meetings are conducted in accordance with the *Local Government Act 1995*. Meeting dates, times, agendas and minutes are published on the City's website.

A local government may make local laws that are necessary or convenient for it to perform any of its functions. A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or relating to, performing its functions.

Elected members, including the Mayor, are elected for four-year terms, with half of the Councillors' terms concluding at each ordinary election.







## **Mayor**

The City of Fremantle Mayor is popularly elected by the electors of the district. The Mayor's duties include providing leadership and guidance to the community, carrying out civic and ceremonial duties, speaking on behalf of the Council, liaising with the CEO on the Council's affairs and performance, and presiding at meetings.

## **Councillors**

Councillors represent the interests of electors, ratepayers and residents. Councillors are elected to wards but are required to consider the interests of the entire community in their decision making.

They also facilitate communication between the community and the Council, provide leadership and guidance to the community, and participate in decision making at Council and Committee meetings.

Elected members, including the Mayor, are elected for four-year terms, with half of the Councillors' terms concluding at each ordinary election.

## **Council Meetings**

The Council meets on the second and fourth Wednesday of each month in the council chambers at Walyalup Koort. Council meetings are open to the public, with opportunity for the public to ask questions and make statements. The public may be asked to leave the chamber at times if Councillors need to discuss confidential items.

Agendas are published on the Wednesday evening before the meeting. The City is required to publish unconfirmed minutes within 14 days following the council meeting and 7 days following committee meetings.

## **Committee Meetings and Working Groups**

The Council has established committees in accordance with the *Local Government Act 1995*, including the Audit and Risk Management Committee and the CEO Performance Review Committee.

Working Groups are also established by Council, for the purpose of working collaboratively to develop a strategy, plan, or to develop a specific project.

Terms of reference, committee membership, and a description of the functions of the committees and working groups can be found 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 a number of opportunities to put forward their views on particular issues before Council, including:

1. Deputations - With the permission of the Mayor or Presiding Member, a member of the public can address a Committee or Council personally or on behalf of a resident or group of residents. More information about deputations is available on the City's website.
2. Public Question Time - Members of the public are permitted to speak and ask questions on an item during public question time.
3. Petitions - Written petitions can be addressed to Council on any issue within the Council's jurisdiction. Procedure requires the petition to be presented through a Councillor (Ward representative) at a Council meeting.
4. Residents are notified of some Development Applications by advertising in the local newspaper, written notification or sign on-site requiring the approval of Council. A number of applications are exempt from public notification. When an application is publicly notified, residents have the opportunity both to write to Council expressing their views of the application and to subsequently personally address the Council before a decision is made.
5. Written requests - A member of the public can write to Council on any Council policy, activity or service.
6. Elected Members - Members of the public can contact the Elected Members to discuss any issue relevant to Council, with their emails available on the City's website.

### Community Engagement/Consultation

The City of Fremantle consults with its residents on particular issues that affect their community by way of advertising in the local papers, calling public meetings, attending local Ward meetings, questionnaires, and providing for comment on submissions.

MySay Fremantle is the City's online community engagement platform where you can review and contribute feedback on projects open for consultation.

## Complaints and Feedback

Any complaints or feedback/suggestion regarding any aspect of the Council, its operations, staff or policies will be accepted and dealt with under the Complaints Management System or Customer Service Charter, as appropriate. Further information can be obtained from the Service & Information Centre on 1300 693 736, in person at the Walyalup Civic Centre, or on the City's website.



## Documents Available for Inspection

The following documents are available for public inspection at the Walyalup Civic Centre free of charge. Members of the public may obtain copies of these documents at a standard photocopying charge, via email, or via 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:

[About Fremantle Library - City of Fremantle](#)



## 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 any applicable fee

Address all FOI applications and enquiries to:

***Freedom of Information Decision Maker***

*City of Fremantle*

*PO Box 807*

*Fremantle WA 6959*

Telephone: **1300 693 736**

Facsimile: (08) 9430 4634

Email [FOI@fremantle.wa.gov.au](mailto:FOI@fremantle.wa.gov.au)

FOI Application forms, if an applicant wishes to use one, are available on the City's website, at the Walyalup Civic Centre (151 High Street, Fremantle), or can be emailed or posted out free of charge upon request.

Applications will be acknowledged in writing and responded to as soon as possible, but within 45 days of receipt, together with any appropriate application and administrative fees.

### FOI Charges

Listed below is a schedule of fees and charges set under the FOI Act Regulations. Apart from the application fee for non-personal information, all charges are discretionary. The charges are as follows:

- |   |             |
|---|-------------|
| • Personal information about the applicant                      | No fees     |
| • Application Fee (for non-personal information)                | \$30.00     |
| • Charge for time dealing with application (per hour, pro rata) | \$30.00     |
| • Access time supervised by staff (per hour, pro rata)          | \$30.00     |
| • Photocopying staff time (per hour, pro rata)                  | \$30.00     |
| • Per Photocopy   | 20 cents    |
| • Transcribing form tape, film or computer (per hour, pro rata) | \$40.00     |
| • Duplicating a tape, film or computer information              | Actual Cost |
| • Delivery, packaging 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%**
- For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable can be reduced by - **25%**

### 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

As soon as possible, but in any case within 45 days, you will be provided with a notice of decision which will include details such as:

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

### Refusal of Access

Applicants who are dissatisfied with a decision of the City of Fremantle are entitled to request an internal review. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified in writing of the outcome of the review within 15 days. If you disagree with the result you can then apply to the Information Commissioner for an external review, and the details would be advised to the applicant when the internal review decision is issued.

### Amend Personal Information

Members of the public can apply to have personal information in documents amended through an FOI application. The City can also update personal details when informed via phone, email, or a general written request.



**CITY OF FREMANTLE  
APPLICATION FOR ACCESS TO  
DOCUMENTS**

*(under Freedom of Information Act 1992, S.12)*

**DETAILS OF APPLICANT**

Surname: .....

Given Names: .....

Australian Postal Address: .....

.....

.....Post Code: .....

Telephone Number(s): .....

Email.....

**DETAILS OF REQUEST**    ☐ Personal Documents    ☐ Non-Personal Documents  
*(Please tick)*

I am applying for access to documents(s) concerning:

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## FORM OF ACCESS

I wish to inspect the documents(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require a copy of the document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require access in another form	<input type="checkbox"/> Yes (specify)	<input type="checkbox"/> No

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## FEES AND CHARGES

Attached is a cheque/cash to the amount of \$.....  
to cover the application fee (non personal information ONLY). 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 also available via the front counter  
at the City of Fremantle Office or by ringing the cashier on 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 SIGNATURES .....

DATE\_...../...../.....



*(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.

The City of Fremantle may request proof of your identity.

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.

Further information can be obtained from the FOI Coordinator. 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**

\$30.00 application fee (non-personal information ONLY).

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 Deferments) 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

No reduction is applicable to the application fee.

## **Lodgement of Applications**

Applications may be lodged –

By email: [FOI@fremantle.wa.gov.au](mailto:FOI@fremantle.wa.gov.au)

By post addressed to - FOI Business Unit  
City of Fremantle  
PO Box 807  
FREMANTLE WA 6959

In person at - Walyalup Civic Centre  
151 High Steet  
FREMANTLE WA 6160



**CITY OF FREMANTLE  
APPLICATION FOR INTERNAL  
REVIEW OF A DECISION**

(under *Freedom of Information Act 1992*, S.40 or 54)

**DETAILS OF APPLICANT**

Surname: .....

Given Names: .....

Australian Postal Address: .....

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.....Post Code: .....

Telephone Number(s): .....

Email.....

FOI Ref No .....

I am unhappy with a decision made by your agency and therefore seek a review of this decision because:

- ☐ I have submitted an application for access to documents in accordance with the *Freedom of Information Act 1992*, and:
- ☐ I have been given access to an edited copy
  - ☐ The agency has refused to deal with my access application
  - ☐ I have been refused access to a document
  - ☐ I have been given access to a document but access has been deferred
  - ☐ I have been given access via a suitably qualified person under S.28 or access has been withheld by that person
  - ☐ I consider that I have been charged too much

or

- ☐ I am a third party specified in the documents and:
- ☐ I have not been consulted about giving access and disagree with the decision to give access to the documents
  - ☐ I have been consulted but I disagree with the decision to give access to the documents

or

- ☐ I have submitted an application for amendment of personal information and:
- ☐ The agency has refused to make the requested amendment
  - ☐ The agency has refused to make a notation or attachment to the information



## Comments

You may include any additional comments you wish to be considered in the review of the decision (include additional pages if necessary).

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APPLICANT'S SIGNATURES .....

DATE\_...../...../.....

## Advise of Decision

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 Applications

Applications may be lodged –

By email: [FOI@fremantle.wa.gov.au](mailto:FOI@fremantle.wa.gov.au)

By post addressed to - FOI Business Unit  
City of Fremantle  
PO Box 807  
FREMANTLE WA 6959

In person at - Walyalup Civic Centre  
151 High Steet  
FREMANTLE WA 6160