

# Information Statement 2025 – 2026



# Contents

<b>1. Introduction</b>	<b>3</b>
<b>2. The City of Belmont Crest and Logo</b>	<b>3</b>
2.1. Achievement of Arms	3
2.2. Corporate Logo	4
<b>3. Our Strategic Vision and Values</b>	<b>4</b>
3.1. Vision Statement	4
3.2. Our Values	4
3.3. Strategic Community Plan	4
<b>4. Functions of the City of Belmont</b>	<b>4</b>
4.1. General Functions	5
4.2. Legislative Functions	5
4.3. Executive Functions	5
<b>5. Organisational Structure and Functions</b>	<b>5</b>
5.1. City of Belmont Structure	5
5.2. Decision-Making Functions	6
5.3. The Framework	7
5.4. Meetings	7
<b>6. Community Participation</b>	<b>9</b>
6.1. Community Engagement	9
6.2. Public Meetings	9
6.3. Elected Members	10
6.4. Written Requests	10
<b>7. Access to Documents</b>	<b>10</b>
7.1. Documents available under the LG Act	10
7.2. Publications and Corporate Documents	11
7.3. Public Registers	11
7.4. Documents held at the State Library of WA	12
7.5. Statutory Notices	12
7.6. Land Information	12
7.7. Heritage Inventory	12
7.8. Building and Development Applications	12
7.9. Local Laws	13
7.10. Access to CCTV Footage	13
7.11. Police Access	13
7.12. Registration of Correspondence	13
7.13. Privacy	13

**8. Freedom of Information Access .....14**

**8.1. Amendment of Personal Information .....14**

**8.2. Lodging an Application for Access .....14**

**8.3. Time Limits .....14**

**8.4. Fees and Charges.....15**

**8.5. Deposits.....15**

**8.6. Exemptions .....15**

**8.7. Notice of Decision.....16**

**8.8. Access Arrangements.....16**

**8.9. Review Process.....16**

**8.10. Flowchart of FOI Process.....18**

# 1. Introduction

The City of Belmont is required under Part 5 of the [Freedom of Information Act 1992 \(WA\)](#) (the FOI Act), to prepare and publish an annual Information Statement. This document has been produced to comply with that requirement and is correct as of July 2025.

This Information Statement includes information on:

- The structure and functions of the City of Belmont
- The functions, including the decision-making functions of the City of Belmont affecting members of the public.
- Arrangements enabling members of the public to participate in the formulation of policy and performance of functions.
- The kinds of documents held by the City of Belmont and which documents may be viewed, purchased, or obtained free of charge.
- How documents held by the City of Belmont can be accessed and the procedures for giving access.
- Amending personal information in documents held by the City of Belmont.
- Process for incoming correspondence

This document is available in alternative formats upon request and can be accessed via the City's website: <http://www.belmont.wa.gov.au>

Further information can be provided by contacting the Freedom of Information Officer during business hours Monday to Friday via:

**Telephone:** (08) 9477 7222

**Email:** [Belmont@Belmont.wa.gov.au](mailto:Belmont@Belmont.wa.gov.au)

**In person:** 215 Wright St, Cloverdale WA 6105

**Post:** PO Box 379, Cloverdale WA 6985

## 2. The City of Belmont Crest and Logo

### 2.1. Achievement of Arms

The Crest is used in official documents of Council.

The images on the shield are symbolic to the City of Belmont.

Kiln, stack and cog represent our early industry.

Two wings represent Perth Airport.

A horse represents horse racing at Ascot.

The green is symbolic of our public open spaces, the silver symbolises the sky and blue represents the waters of the Swan River.

At the top is a masoned crown symbolising the municipality and a black swan with a ducal coronet, showing our relationship to the State of Western Australia.



## 2.2. Corporate Logo

The 'City of Opportunity' logo was first created in 1996 and has been developed over time. The latest iteration was launched in 2024 with a focus on ensuring the logo was both modern and accessible.

It symbolises Council's enthusiasm for the City and its future.

The central joyful figure embraces the opportunities the City offers symbolised by the sun, moon, and star.



## 3. Our Strategic Vision and Values

### 3.1. Vision Statement

#### City of Belmont – City of Opportunity

***Our Vision is to be home to a diverse and harmonious Community, thriving from the opportunities of our unique, riverside City.***

The City of Belmont's vision is ambitious, realistic, credible, and desirable. It seeks to build on our character and strengths as we continue to grow and evolve.

### 3.2. Our Values

Our Objective: In everything we do, we will keep to a set of values that guide our attitudes and behaviours:

<b>Teamwork</b>	People building relationships to work together to achieve common goals.
<b>Leadership</b>	To focus and inspire people to achieve.
<b>Integrity</b>	To act in an honest, professional, open, and accountable manner.
<b>Innovation</b>	To create new, innovative, and alternative ways of working.
<b>People Focus</b>	To work safely. To communicate and consult in order to understand people's needs.

### 3.3. Strategic Community Plan

The City of Belmont Strategic Community Plan (the Plan), developed in consultation with our community, sets the direction that Council and the City's Executive Leadership Team will follow for the City of Belmont.

The Plan outlines our community's shared vision and aspirations for the future planning of our City. It encompasses the long-term goals and supporting strategies that will be employed to help achieve our community vision.

The [Strategic Community Plan 2024-2034](#) can be accessed by visiting the City of Belmont Civic Centre or the website [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au).

## 4. Functions of the City of Belmont

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

## 4.1. General Functions

Section 3.1 of the LG Act

The general function of a local government is to provide for the good government of persons in its district.

## 4.2. Legislative Functions

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.

## 4.3. Executive Functions

Section 3.18 of the LG Act

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 in connection with, performing its functions.

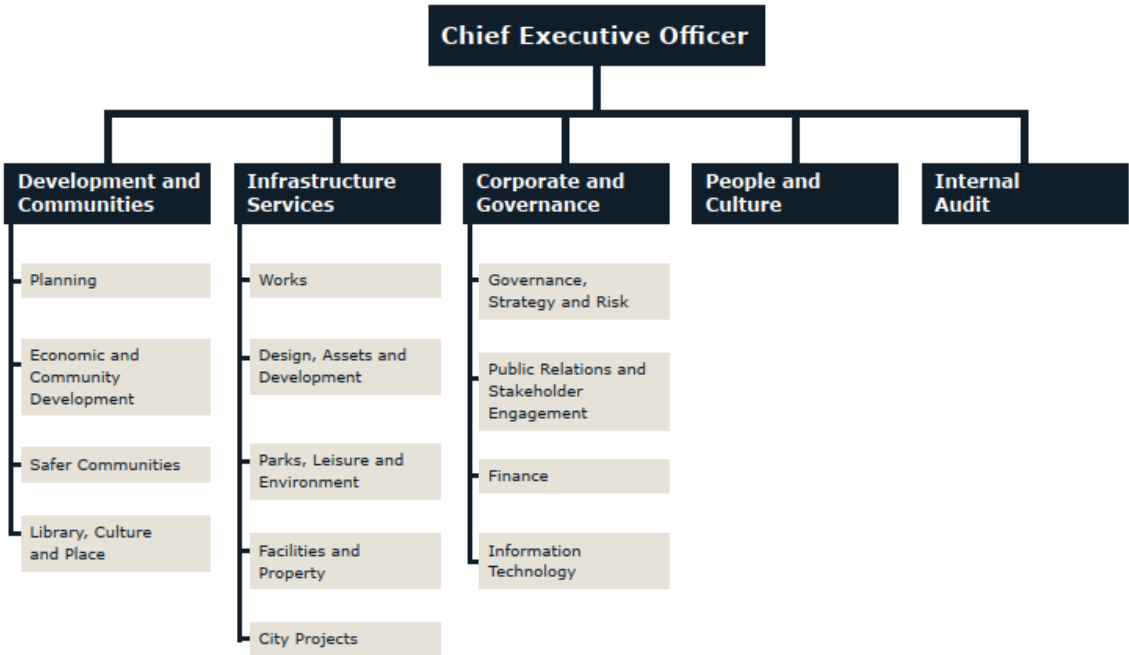
# 5. Organisational Structure and Functions

## 5.1. City of Belmont Structure

The City is managed by the Chief Executive Officer (CEO), who is supported by the Director Corporate and Governance, Director Development and Communities, Director Infrastructure Services and the Executive Manager People & Culture.

The CEO is responsible to Council to implement Council policies, to ensure financial and operational efficiency and effectiveness in achieving City objectives, and to ensure the regulatory compliance of the organisation.

The CEO provides overall strategic direction and leadership acting as a conduit between Council and City staff. The CEO ensures accurate and timely advice is delivered to Council and that City administration is efficient and effective.



## 5.2. Decision-Making Functions

The Council of the City of Belmont is the body which makes decisions on behalf of the City for the community.

The district of the City of Belmont is divided into four wards: Central, East, South and West. Each ward is represented by two Elected Members. The Mayor is directly elected by ratepayers for a four-year term (first elected in 2023).

Local government elections take place on the third Saturday in October every second year. The residents, landowners, and owners/occupiers of business premises in the City of Belmont vote for Elected Members and the Mayor for a four-year term.

Although voting is not compulsory, electors are encouraged to exercise their right to vote. The Deputy Mayor is elected by the Elected Members for a period of two years.

The Elected Members form the Council that makes decisions on behalf of the City of Belmont and its community through a formal meeting process. Elected Members do not have the authority to act or make decisions as individuals.

### **The LG Act states that the role of Council is to:**

- govern the local government's affairs,
- take responsibility for the performance of the local government's functions,
- oversee the allocation of the local government's finances and resources,
- determine the local government's policies,
- plan strategically for the future of the district,
- determine the services and facilities to be provided by the local government in the district,
- select the CEO and review the CEO's performance, and
- provide strategic direction to the CEO.

### **The LG Act states that the role of Mayor is to:**

- provide leadership and guidance to the council and council members, including guidance as to the roles of the council and council members,
- act as the principal spokesperson for the local government and carries out civic and ceremonial duties on behalf of the local government, at all times acting consistently with council decisions,
- preside at meetings of the council, ensuring that meetings are orderly and held in accordance with the LG Act,
- promote, facilitate and support positive and constructive working relationships among council members, and
- liaise with the CEO on the local government's affairs and the performance of its functions.

### **The LG Act states that the role of a Councillor is to:**

- represent the interest of electors, ratepayers, and residents of the district and to take account of the interests of other persons who work in, or visit, the district,
- participate in the deliberation and decision-making of the local government at Council and Committee meetings,
- facilitate and maintain good working relationships with other councillors, the mayor or president and the CEO,
- act consistently with section 2.7(3) to (5) of the LG Act, and
- maintain and develop the requisite skills to effectively perform their role.

## 5.3. The Framework

The LG Act sets out the functions of local government, the conduct of elections, and a framework for the administration and financial management of local governments and the scrutiny of their affairs.

## 5.4. Meetings

The LG Act requires certain meetings to be held by the local government. To facilitate public participation and awareness of Council meetings, at the beginning of each year, the City advertises the dates, times and location of meetings which are open to members of the public. The advertisement is placed in the local community newspaper, on the City of Belmont website [Meeting Schedule](#) and on the notice boards of the Civic Centre and Belmont Hub.

The City's [Standing Orders Local Law 2017](#) deals with the procedures and conduct of Council and Committee Meetings and is available on the City of Belmont website.

Public meetings are held on the third and fourth Tuesday evenings of each month from February through to December. The monthly public meeting cycle comprises of the Agenda Briefing Forum on the third Tuesday and the Ordinary Council Meeting on the fourth Tuesday of the month.

Information Forums (IFs) are closed sessions for Elected Members, and held on the first two Tuesdays of the month. Additional IFs are called as required. The Audit, Risk and Improvement Committee (with effect from 1 July 2025) supports the council meeting cycle.

Figure One below shows the meeting cycle:

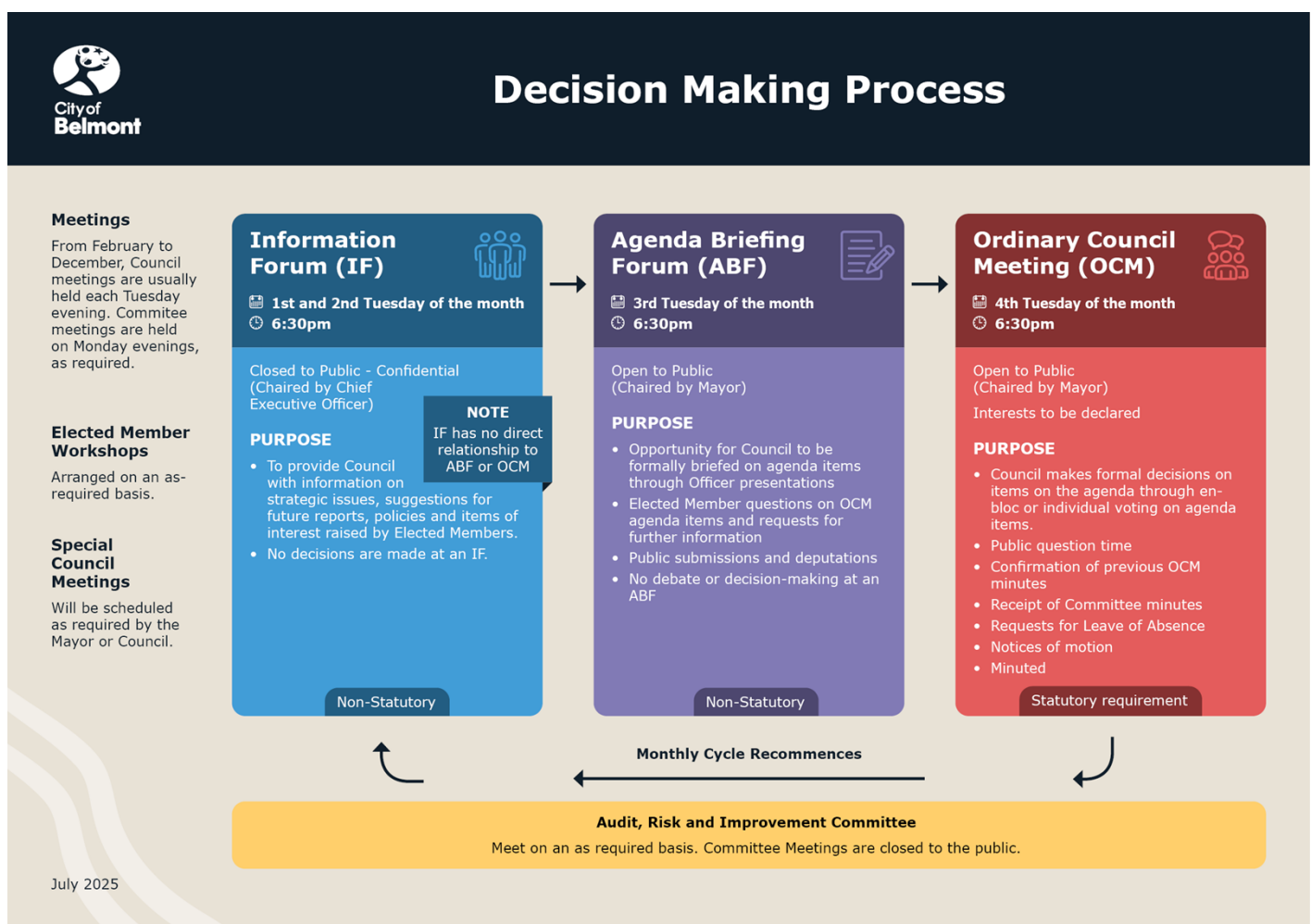


Figure One: Decision-making process



- **Information Forum**

The Information Forum (IF) is chaired by the Chief Executive Officer and is not a decision-making meeting nor is it open for members of the public to attend. Notes are taken at the meeting and used for guidance by Council and the administration and are not available to the public. The purpose of this forum is to provide an opportunity for the Chief Executive Officer to inform and advise Elected Members of significant and strategic matters or projects being progressed by the City and to enable Elected Members to identify matters for future consideration by Council. To enable a free flow of communication, the Standing Orders are not applied. However, the Code of Conduct for Council Members, Committee Members and Candidates (City's Code of Conduct) does apply.

- **Agenda Briefing Forum**

The Agenda Briefing Forum (ABF) is chaired by the Mayor. The agenda for the forthcoming Ordinary Council Meeting is presented at the ABF to provide Elected Members the opportunity to ask questions and seek clarification on the items to be considered at the Ordinary Council Meeting. It is not a decision-making forum, nor is it open for debate on matters. Members of the public who are directly affected by a matter on the Council agenda are able to make submissions or deputations at an ABF prior to matters being formally considered and decided at the next Ordinary Council Meeting.

- **Ordinary Council Meeting**

The Ordinary Council Meeting (OCM) is chaired by the Mayor. At this meeting, the Council formally debates issues and decides on matters on the agenda. These meetings are held according to the LG Act and the City's *Standing Orders Local Law 2017*. The OCM is open to the public. Agendas and Minutes are prepared as required under the LG Act, and Elected Members and Officers must declare interests as per the LG Act and regulations and the City's Code of Conduct for Elected Members, Committee Members and Candidates, and Staff.

- **Special Meetings of Council**

A special meeting of Council can be convened at short notice to consider an urgent matter or a matter which otherwise involves special circumstances. Special Council Meetings are conducted in much the same way as Ordinary Meetings of the Council. Members of the public can attend and ask questions only in relation to the purpose of the Special Council Meeting.

- **Annual Electors' Meeting**

Section 5.27 of the LG Act requires an Annual Electors' Meeting to be held within 56 days of Council's acceptance of the Annual Report for the previous financial year. An Annual Electors' Meeting provides the electors of the City the opportunity to raise any matter within the Annual Report as well as General Business.

The agenda for the Annual Electors' Meeting is available from 4:00pm on the Friday of the week before the meeting. Minutes are available from 4:00pm on the Friday of the week following the meeting.

A report is prepared for Council to confirm the minutes of the Annual Electors' Meeting and provide the outcomes. This report is considered at the following Ordinary Council Meeting.

- **Committees**

With effect from 1 July 2025, the City has one Committee which meets as needed throughout the year. This meeting is not currently open to members of the public. The meeting will be made public when the amendment to section 5.23 of the LG Act is proclaimed (section 44 of the *Local Government Amendment Act 2024 (WA)*). The minutes of Committee meetings are

published on the City of Belmont website from 4:00pm on the Friday immediately following the meeting. The Committee is:

- **Audit, Risk and Improvement Committee**

This Committee is responsible for helping Council meet its financial and risk obligations, including the obligations related to reporting financial information, applying accounting policies and managing the financial affairs of the City as set out in the LG Act and associated regulations.

## **6. Community Participation**

The City provides a number of opportunities for ratepayers and residents to participate in developing the City's plans, policies, and strategies as well as commenting on the performance of the City's functions.

### **6.1. Community Engagement**

The whole community may be asked to comment on a particular issue, while in other instances only the community members directly affected by an issue will be consulted. The engagement process can take many forms and some of the more commonly used methods are:

- Surveys and other online or in person engagement tools
- Information sessions, workshops or co-design groups,
- Expressions of interest,
- Consultative committees or advisory groups,
- Informational communications including advertisements, social media and publications.

### **6.2. Public Meetings**

- **Agenda Briefing Forum – Submissions or Deputations**

At these meetings members of the public can register to make a submission or deputation on a matter on the Ordinary Council Meeting Agenda.

Submissions are a presentation of up to three minutes, which can be made as an individual directly affected by a matter on the agenda.

Deputations are a presentation of up to fifteen minutes, which can be made as an individual or a group of up to five people directly affected by a matter on the agenda.

An [online form](#) is to be completed or a [Public Submission Time and Deputation Proforma](#) can be submitted prior to the Agenda Briefing Forum by emailing the form to [Belmont@belmont.wa.gov.au](mailto:Belmont@belmont.wa.gov.au)

- **Ordinary and Special Council Meetings - Public Question Time**

In accordance with the *Local Government (Administration) Regulations 1996 (WA)*, 30 minutes of Public Question Time is allocated at each Ordinary Council Meeting. During Public Question Time, members of the public can ask Council a question about an item on the agenda, something happening in the area they live in, or a question related to a concern which could benefit the community.

All members of the public who wish to ask a question can provide their question in writing prior to the meeting. An [online form](#) or a [Public Question Time Form](#) can be submitted before the meeting. The form is to be emailed to [Belmont@belmont.wa.gov.au](mailto:Belmont@belmont.wa.gov.au) during business hours

before or on the day of the Ordinary Council Meeting. Alternatively, the completed form can be handed to a City Officer present in the Council Chamber prior to the meeting.

If an answer is unable to be provided at the meeting, the question will be taken on notice and a response provided in writing to the person raising the question. The responses to questions taken on notice are also included in the agenda for the following Ordinary Council Meeting.

Further information regarding Public Question Time and Submissions and Deputations can be obtained from the [Council and Committees](#) section of the City's website.

### **6.3. Elected Members**

Your Elected Members have been elected to work for the community and provide an avenue for public participation and input on important decisions which affect the way you live. More information relating to your Elected Members can be found on the City's website [Meet your Mayor and Councillors](#).

### **6.4. Written Requests**

Members of the public can write to the City regarding any Council policy, activity, or service of the Council. A response will be provided within reasonable business timeframes in accordance with the Customer Service Charter.

## **7. Access to Documents**

The City maintains comprehensive records of its dealings and operations. These documents may include correspondence, memoranda, files notes, reports, plans, sketches, maps, and diagrams, documents pertaining to the keeping of records, applications, approvals, and notices. The City ensures that accurate records are centrally and securely maintained.

Access to information is subject to legislation such as the *Building Act 2011 (WA)*, the *Freedom of Information Act 1992 (WA)* (FOI Act) and the LG Act and may be available without charge, or subject to fees and charges.

Where possible and upon request, the City may be able to provide access to information outside the Freedom of Information process, except where there may be legislative limitation.

Information is made available through a range of media including public statements, news releases, 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.

### **7.1. Documents available under the LG Act**

The following documents are examples of documents available for public inspection under Section 5.94 of the LG Act. Please note limitations apply to some documents arising out of section 5.95 of the LG Act which generally relate to confidentiality and currency.

- Any Code of Conduct\*
- Any register of complaints referred to in section 5.121\* of the LG Act
- Any register of financial interests\*
- Any register of gifts\*
- Any Annual report\*
- Any Annual budget\*
- Any list of fees and charges imposed under section 6.16 of the LG Act \*
- Any plan for the future of the district made in accordance with section 5.56 of the LG Act
- Any proposed local law of which the City of Belmont has given local public notice under section 3.12(3) of the LG Act

- Any local law made by the local government in accordance with Section 3.12 of the LG Act\*
- Any regulations made by the Governor under Section 9.60 of the LG Act that operate as if it were a local law of the City of Belmont
- Any text that –
  - Is adopted (whether directly or indirectly) by a local law of the City of Belmont or by a regulation that is to operate as if it were a local law of the City of Belmont; or
  - Would be adopted by a proposed local law of which the City of Belmont has given local public notice under section 3.12(3) of the LG Act
- Any subsidiary legislation made or adopted by the City of Belmont under any written law other than under the LG Act
- Any written law having a provision in respect of which the City of Belmont has a power or duty to enforce
- Any rate record
- Any Confirmed minutes of council or committee meetings not otherwise subject to confidentiality under the LG Act.
- Any Minutes of electors' meetings\*
- Any notice, papers and agenda relating to any council or committee meeting and reports and other documents that have been tabled at a council or committee meeting; or produced by the City of Belmont or a committee for presentation at a council meeting and which have been presented at the meeting
- Any report of a review of a local law prepared under Section 3.16(3) of the LG Act
- Any business plan prepared under Section 3.59 of the LG Act\*
- A register of owners and occupiers under Section 4.32(6) of the LG Act and electoral rolls
- A report on a supplementary audit prepared under section 7.12AH(1) of the LG Act
- Such other information relating to the City of Belmont required by a provision of the LG Act or as may be prescribed.

\*Available on the City of Belmont website

## 7.2. Publications and Corporate Documents

The City produces a range of Publications and Corporate Documents to keep residents, businesses and the wider community informed about Council activities and provide up to date information about particular areas of the City's activities.

These vary from those for statutory reporting purposes such as the City's Budget, to the Freedom of Information Statement, Ward and Suburb Boundary Map, Media Releases, Fact Sheets, e-Newsletters, and Belmont Bulletins. They are available at the City of Belmont Civic Centre, and many can also be accessed through the City's [website](#).

## 7.3. Public Registers

As required by the LG Act and/or Council Policy the City of Belmont maintains and makes available to the public several registers. The following [Public Registers](#) are available on the City's website.

- Contribution to Travel Register
- Gift Register Elected Members and CEO
- Staff Notifiable Gift Register
- Elected Members Conference and Training Register
- Elected Members Contact Details and Memberships Register
- Elected Members Disclosure of Interest Register

- Elected Members Fees, Allowances and Expenses
- Elected Members Functions and Events Attendance Register
- Elected Members Mandatory Training Register
- Elected Members Meeting Attendance Register
- Electoral Gift Register
- Register of Complaints – Minor Breaches
- Register of Primary and Annual Returns

## **7.4. Documents held at the State Library of WA**

The State Library of WA (SLWA) holds the City's Minute books of various Committee and Council meetings from 1899 to 1990. Rates books and Microfilm from as early as 1899 through to 1966 can also be accessed through the SLWA. Various publications from the City have been submitted to the SLWA under provisions of the Legal Deposit Act and can be accessed there also.

## **7.5. Statutory Notices**

The City of Belmont may be required to publish Statutory Notices on various matters. These matters may affect the community in respect to road closures, meetings, tenders and much more, are placed on Public Notice Boards, in local newspapers and on the [Public Notices](#) section of the City's website. The Public Notice boards are located at the City of Belmont's Civic Centre and Belmont Hub.

## **7.6. Land Information**

The City is responsible for keeping records of road information, private developments, subdivisions, building licences, storm water drainage facilities, and other similar types of work. Requests for information relating to land ownership should be directed to Landgate.

Landgate can be contacted by emailing [customerservice@landgate.wa.gov.au](mailto:customerservice@landgate.wa.gov.au) or by phoning (08) 9273 7373.

## **7.7. Heritage Inventory**

This is an inventory of all buildings and sites within the City of Belmont boundaries 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 a digital photo of each building. Access can be obtained via the City of Belmont website [City of Belmont Heritage Inventory](#).

## **7.8. Building and Development Applications**

The City of Belmont has substantial records of drawings and building plans within the City area. The drawings and plans can include site plans, floor plans, elevations, sections, and detailed technical drawings (such as mechanical, hydraulic, structural, and architectural drawings). Information about the year of construction, builder details and cost of construction can also be obtained.

Information relating to an approval (or refusal) for development under the City of Belmont Local Planning Scheme No.15 is available under a [Building Archive Request](#) for owners of the property in question or with their permission. If the applicant is not the owner or one of their representatives access could be requested under the *Freedom of Information Act 1992 (WA)*.

The availability of plans in all instances cannot be assured and access to this information is available subject to the consent of the current owner of the property.

Charges apply for obtaining the above information; please refer to the [Fees and Charges](#) information within the Annual Budget.

## **7.9. Local Laws**

The City of Belmont's Local Laws are created to address a wide range of issues and activities such as how the Council will conduct its meetings, how people can utilise parks and reserves, and car parking to name a few. The [Local Laws](#) are available via the City's website.

## **7.10. Access to CCTV Footage**

The City collects and retains CCTV Footage for the purpose of public safety. Access to footage may be possible under the FOI Act however public access is subject to limitations.

## **7.11. Police Access**

Where a WA Police Officer requests access to City of Belmont documents including CCTV footage, access will be provided:

- Upon production of a written request on WA Police letterhead or by email with the official WA Police signature; and
- The request must be in regard to an investigation or enquiry and should include a relevant case reference number.

Documents released under these circumstances are considered confidential and the agency must not divulge or release the documents to any third parties without prior consent of the City of Belmont.

## **7.12. Registration of Correspondence**

Correspondence to the City should be directed via its main portals:

Email [Belmont@Belmont.wa.gov.au](mailto:Belmont@Belmont.wa.gov.au) or

Post: PO Box 379 Cloverdale WA 6985.

Incoming correspondence via these portals is reviewed for registration into the City's recordkeeping system. Incoming correspondence to the City which requires an action, or a response is registered into the Electronic Records and Document Management System (EDRMS) and tasked to the relevant officer for completion. Any information placed in the City's EDRMS is protected by security classifications to ensure only the appropriate officers have access. Timeframes for the disposal of this information is determined according to the context of the information as classified by the State Records Office Local Government General Retention and Disposal Authority.

## **7.13. Privacy**

The City acknowledges and respects the reasonable expectation in relation to privacy of personal information that external correspondents and stakeholders share with the City. Any collection of personal information is done only for a specific purpose and is retained securely within the City's systems.

# **8. Freedom of Information Access**

The FOI Act gives the public a legally enforceable right to apply for access to documents held by the City of Belmont.



An applicant's right to seek access cannot be affected by their reasons for wishing to obtain access and there is no requirement to demonstrate such reasons.

Any document that is publicly available or available for a fee, does not fall within the bounds of an FOI application and must be sourced via the alternative method.

The City is required to:

- assist the applicant to make the application,
- assist the applicant to obtain access to documents at a reasonable cost, and
- ensure that any personal information captured in documents is accurate, complete, up-to-date, and not misleading.

While the FOI Act provides a general right of access to documents, it also exempts certain types of information from being released and these are given statutory protection under the FOI Act. The exemption criteria are set out in Schedule 1 of the FOI Act.

## **8.1. Amendment of Personal Information**

Under the FOI Act any person can apply to have personal information corrected if they believe it is incorrect, inaccurate, incomplete, and out of date or misleading. An application must be lodged in writing, providing details, identification and if necessary, documentation to support claims to amend personal information. The City may make the amendment by altering, striking out or deleting or inserting information or inserting a note in relation to the information. An application fee is not required access to personal information.

## **8.2. Lodging an Application for Access**

FOI Application forms are available from:

- The City of Belmont Civic Centre, 215 Wright St Cloverdale or
- via our website, [Application for Access to Documents](#)

The use of this form is optional, however an application must,

- be in writing,
- give enough information to enable the requested information to be identified,
- provide an Australian address to which correspondence can be directed; and
- be lodged at the City with any applicable fee payable.

Proof of identity may be required, and if access to documents is sought on behalf of another person the City of Belmont will require written authorisation.

Applications may be lodged at the City by:

Mail to: Freedom of Information Officer  
City of Belmont  
PO Box 379, Cloverdale WA 6985

Email: [Belmont@belmont.wa.gov.au](mailto:Belmont@belmont.wa.gov.au)

In person: City of Belmont Civic Centre  
215 Wright St, Cloverdale WA 6105

The [Freedom of Information](#) page on the City's website has information which may assist in obtaining documents held by the City of Belmont.

## **8.3. Time Limits**

- The City will consider the application valid when the application requirements above have been satisfied and both parties agree on a manageable scope.
- A Notice of Decision must be issued within 45 days from when the application became valid. The City aims to respond as soon as practicable to any application and will negotiate

with the Applicant on an extension to the 45-day limit should the application be unusually large or require consultation with a significant number of Third Parties.

- The Applicant has 30 days after receiving the Notice of Decision in which to lodge an application for an Internal Review if dissatisfied with the City's response. The City must respond within 15 days to the request for an internal review.
- The Applicant has 60 days in which to lodge an application for an External Review if dissatisfied with the City's Internal Review decision. The Information Commissioner must respond to the applicant within 30 days.

**Note:** All time limits are in calendar days

## 8.4. Fees and Charges

Listed below is a scale of fees and charges as set under the Freedom of Information Regulations. Apart from the application fee, all charges are discretionary.

As outlined in s16 of the FOI Act charges may be waived or reduced if the applicant is impecunious and can provide evidence of this.

### Fees

Application fee for Personal information	No fee
Application fee for non-personal information	\$30

### Charges

Staff time dealing with application (per hour, pro rata)	\$30
Access time supervised by staff (per hour, pro rata)	\$30
Photocopying – staff time (per hour, pro rata)	\$30
Photocopy charges (per copy)	\$0.20
Transcribing tape, film, or computer information	Actual cost
Duplicating tape, film, or computer information	Actual cost
Delivery, packaging, and postage	Actual cost

Under s17 of the FOI Act, the City is required to provide the applicant with an estimated cost should the charges for dealing with the application exceed \$25.00.

**NOTE:** No fee is charged if the time for dealing with application is less than an hour.

## 8.5. Deposits

An advance deposit of 25% of the Estimate Cost may be required as a sign of good faith that full payment will be provided once the Notice of Decision is issued.

## 8.6. Exemptions

The most frequent exemptions applied to documents or reasons for refusal to provide access to information are:

- **Personal Information**

Information that would reveal personal information about an individual (e.g. their name, contact details, signature etc.) may be exempt under Schedule 1 Clause 3 of the FOI Act and s5.95 (8) of the LG Act.

- **Commercial Information**



Information that would reveal trade secrets, information of a commercial value (e.g. documents containing technical designs that, if released, would harm the company), or the financial affairs of a person (e.g. debts owed to the City) may be exempt under Schedule 1 Clause 4 of the FOI Act.

- **Deliberative Process**

Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential Council meeting) may be exempt under Schedule 1 Clause 6 of the FOI Act and s5.23 of the LG Act.

- **Legal Professional Privilege**

Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the FOI Act.

## **8.7. Notice of Decision**

A Notice of Decision is a written notice and will include details such as:

- the date on which the decision was made,
- the name and the designation of the officer who made the decision,
- the reason why a document is considered exempt, or the fact that access is given to an edited document,
- If access is refused, the reason for claiming the document is exempt, and
- Information on the rights of review and the procedures to be followed to exercise those rights.

## **8.8. Access Arrangements**

Access to documents can be by way of:

- Inspection,
- a copy of a document,
- a copy of an audio or video tape, or computer disk,
- a transcript of a recorded document or of words recorded in shorthand or encoded form, or
- a written document in case of a document where words can be reproduced in written form.

It should be noted that the City is not obligated to provide the information in a format that is not held in at the time of the application or would not be practicable to provide.

## **8.9. Review Process**

The FOI Act provides for a review and appeal process, as follows:

- **Internal Review**

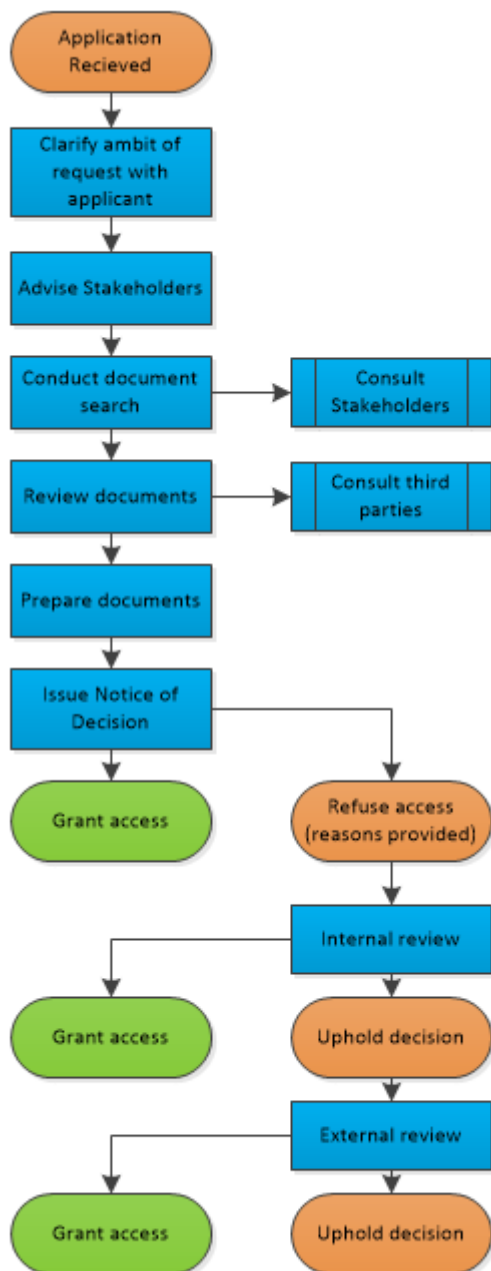
Applicants who are dissatisfied with the initial decision of the City can apply for an internal review. This must be made within 30 days of being notified of the original decision. The internal review will be carried out by the City's "Reviewer," who has 15 days to confirm, vary or reverse the decision under review. There is no charge for an internal review. Please note the reviewer is an officer who is not subordinate to the initial decision-maker.

- **External Review**

If after the internal review has been completed the applicant is dissatisfied with the City's Internal Review Decision, applicants have the right to lodge a complaint with the Information Commissioner seeking an External Review. The complaint is required to be lodged in writing within 60 days of being notified of the original decision and must give

details of the decision to which the complaint relates. There is no charge for an external review.

## 8.10. Flowchart of FOI Process



To obtain a copy of the *Freedom of Information Act 1992 (WA)* or associated regulations, please visit the Western Australian Legislation [website](#) where a full copy of the Legislation is available.

Further information related to accessing information under the *Freedom of Information Act 1992 (WA)* can be obtained by visiting the Information Commissioners Officer website at [www.oic.wa.gov.au](http://www.oic.wa.gov.au).