

city of swan

## INFORMATION STATEMENT

*This Statement is published by the City of Swan in compliance with the requirements of the Freedom of Information Act 1992*

**2009-2010**

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## INTRODUCTION

Under Part 5 of the *Freedom of Information Act 1992* (“*FOI Act*”), the City of Swan is required to prepare and publish an annual Information Statement.

This document has been created to comply with that requirement, and is correct as of August 2009.

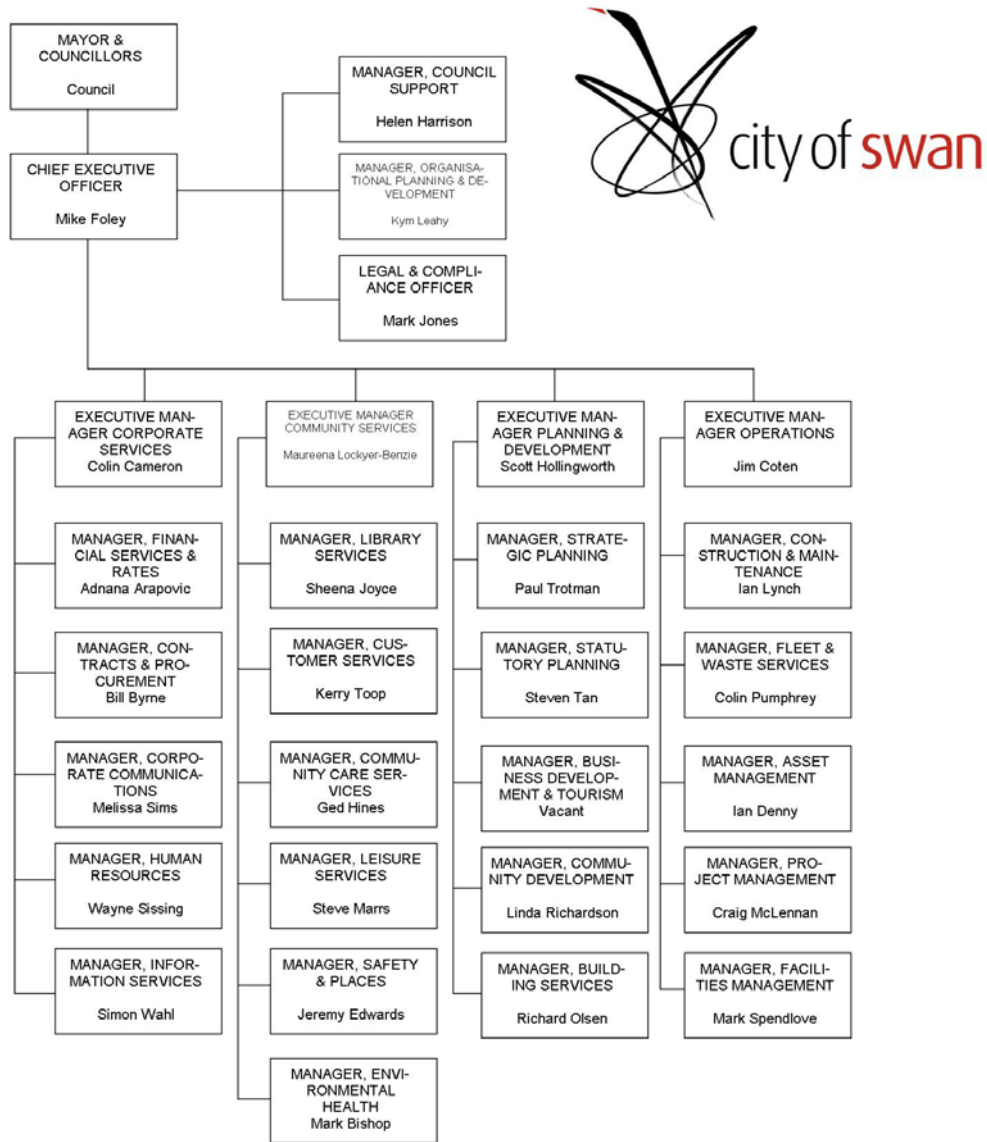
This document can be provided in alternative formats upon request. A copy of the Statement can be accessed via the City’s website at <http://www.cityofswan.com>

Further information can be provided, between Monday to Friday (8am – 5pm), by contacting:

### **Records Manager & FOI Co-ordinator**

City of Swan  
PO Box 196  
MIDLAND WA 6936  
Telephone: (08) 9267-9267  
Fax: (08) 9267-9444  
Email: [swan@swan.wa.gov.au](mailto:swan@swan.wa.gov.au)

## 2. STRUCTURE OF THE CITY



### 3. FUNCTIONS OF THE CITY

#### The Council

Council is responsible for setting our strategic direction, which the City's administration then implements. In fulfilling its role, Council oversees the City of Swan's finance and resources, determines its policies, and ensures that the City's statutory and community responsibilities are performed effectively and efficiently.

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

- Direct and control the City's affairs
- Take responsibility for the performance of the City's functions
- Oversee the allocation of the City's finances and resources; and
- Determine the City's policies

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

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

#### Elected Members

##### Altone Ward

Cr David Fardig  
Cr Mick Wainwright

##### Guildford Ward

Ted Williams

##### Ballajura Ward

Cr John McNamara  
Cr Maria Haynes JP

##### Midland Ward

Cr Joe Marino  
Cr Jon Holmes  
Cr Sandra Gregorini

##### Ellenbrook Ward

Cr Todd Jones  
Cr Natasha Cheung

##### North Ward

Cr Kevin Bailey

##### Gidgegannup Ward / Swan Valley Ward

Cr Charlie Zannino  
Cr Darryl Trease

The current mayor is Cr Charlie Zannino  
The current Deputy Mayor is Cr Mick Wainwright

## **City Business Units**

The following outlines the role and key functions of each business unit within each Division.

### **Division: Chief Executive Officer**

#### **Business Unit: Executive & Council Support**

Service

- CEO & Executive Support.
- Council Support.
- Governance.
- Civic Events & Functions.

#### **Business Unit: Organisational Planning & Development**

Service

- Business Planning.
- Performance Reporting.
- Business Improvement.
- Risk Management.

#### **Business Unit: Legal & Compliance**

Service

- Legal Support.
- Statutory Compliance.

### **Division: Planning & Development**

#### **Business Unit: Community Development**

Service

- Independence & Self Reliance.
- Active & Inclusive Communities.
- Social Services Planning & Development.
- Arts & Culture.

- Swan Community Funding Scheme.

### **Business Unit: Strategic Planning**

#### Service

- Place Planning.
- Strategic Planning.
- Community Facilities Planning.
- Strategic Projects.
- Research & Information.

### **Business Unit: Business Development & Tourism**

#### Service

- Business & Tourism Development.
- Visitor Services.

### **Business Unit: Building Services**

#### Service

- Building Licence Approvals.
- Demolition Licences.
- Built Strata Approvals.

### **Business Unit: Statutory Planning**

#### Service

- Development Approvals.
- Subdivision referral advice.
- LPS Amendments.
- Compliance.

### **Division: Operations**

#### **Business Unit: Asset Management**

#### Service

- Asset Management – Land, Buildings, Parks and Landscaping & Engineering Assets.
- Traffic Management.
- Development Applications & Subdivisions.

- Natural Area Management.

### **Business Unit: Fleet & Waste Services**

#### Service

- Waste Management.
- Plant, Equipment and Fleet Management.
- Depot & Stores Management.

### **Business Unit: Facilities Management**

#### Service

- Building Facility Services.
- Building Security Services.
- Building Property Services.
- Building Infrastructure Maintenance.
- Building Mechanical Services.

### **Business Unit: Construction & Maintenance**

#### Service

- Engineering Construction (including survey).
- Engineering Maintenance.
- Parks & Reserve Land Maintenance.

### **Business Unit: Project Management**

#### Service

- Civil Engineering.
- Architecture.
- Landscape Architecture.

### **Division: Community Services**

#### **Business Unit: Safety & Places**

#### Service

- Community Safety
- Place Management.

## **Business Unit: Community Care Services**

### Service

- Natural Respite for Carers Program.
- Swan Community Care Services.
- Swan Community Transport.
- Community Aged Care Packages.

## **Business Unit: Customer Services**

### Service

- Cashiering.
- Reception
- Complaints Management
- Contact Centre

## **Business Unit: Leisure Services**

### Service

- Booking Service.
- Community & Sporting Group Liaison and Support.
- Leisure Centre Management (including Midland Sports Complex).
- Ellenbrook Water Playground.

## **Business Unit: Library Services**

### Service

- Library Services.

## **Business Unit: Environmental Health**

### Service

- Approvals & Licensing.
- Public Health

## **Division: Corporate Services**

### **Business Unit: Contracts & Procurement**

#### Service

- Procurement.
- Contract Management & Administration.
- Grants Compliance Management.

### **Business Unit: Financial Services & Rates**

#### Service

- Financial Systems.
- Financial Accounting.
- Management Accounting.
- Rating Services.

### **Business Unit: Human Resources**

#### Service

- Human Resources Information Systems.
- Payroll.
- Learning & Development.
- Occupational Health & Safety.
- People Management.
- Industrial Relations.

### **Business Unit: Information Services**

#### Service

- Computing Help / Desktop Support.
- IT Systems Administration / User Group.
- Records Management.
- Geographical Information Systems.
- Training Development.
- Core System Sustainability.
- Functionality Reviews.
- Web Development.

## **Business Unit: Corporate Communications**

### Service

- Strategic Marketing Management.
- Media and Public Relations.
- Design and Print Management.
- Corporate Website.
- Events Management.
- Advertising.

## **4. PUBLIC PARTICIPATION**

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

### **Ordinary Meetings**

Full Council meetings are held every three weeks on a Wednesday at the Midland Town Hall Council Chambers. Meetings commence at 5.30pm and members of the public are welcome to attend. A period of fifteen minutes is allocated at each meeting for "public question time". Time allowed can be extended by resolution of the Council.

All meetings must be held and function in accordance with the *Local Government Act 1995* and associated regulations and the City of Swan's Standing Orders Local Law.

### **Special Meetings of Council**

A "special" meeting of Council can be convened to consider an urgent matter or a matter which otherwise involves special circumstances. Special meetings can be convened at short notice should the circumstances warrant. If necessary, notice by electronic means or by telephone is acceptable.

Special meetings of the Council are conducted in much the same way as ordinary meetings of the Council. Members of the public can ask questions at public question time and a deputation can be entertained. Details can be found in Subdivision 4 of Division 2 Part 5 of the *Local Government Act 1995*.

### **Annual General Meeting of Electors**

Section 5.27 of the *Local Government Act 1995* has a requirement to hold an annual general meeting of electors. Such meetings afford members of the public the opportunity to ask Councillors and staff questions about City matters generally. Resolutions from an annual general meeting of electors must be considered at a subsequent ordinary council meeting. However, such resolutions are in no way binding upon the Council.

### **Advisory & Occasional Committees**

Council has established a number of committees and Councillor representation on these committees and other organisations may be a reflection of the allocated Members Portfolios' or Ward representation. The City has a number of Advisory and Occasional Committees and is also represented on a number of "outside" organisations.

### **Special Meeting of Electors**

Special meetings of electors can be convened by residents and/or ratepayers of the municipality (refer s5.28 of the *Local Government Act 1995*). A minimum of 100 electors (or 10% of the electorate, whichever is the lesser number) is required in order to requisition such a meeting. Notice of such meetings must again be advertised in the local press. Electors can put forward and vote on resolutions at special meetings. Meeting minutes must be tabled at the next ordinary

council meeting for information and if the Council desires it may adopt and express a position or initiate action in respect of particular resolutions emanating from the meeting. However, resolutions from a special meeting of electors are again in no way binding upon the Council.

## **Deputation**

With the permission of the Mayor, a member of the public can address the Council personally or on behalf of a resident or group of residents. A deputation may relate to an item on a Council meeting agenda, or a matter concerning the affairs of the City generally. Each deputation is normally allotted a period of ten to fifteen minutes, although again this period may be extended. Requests for a deputation should be in writing addressed to:

ATTN: The Mayor  
C/- The Chief Executive Officer  
PO Box 196  
MIDLAND WA 6936

## **Public Question Time**

Members of the public are welcome to ask questions at a Council meeting subject to adopted procedures. If a question relates to a complex matter that requires investigation and a response is required at the Council meeting, it is appropriate to put such a question in writing for presentation to the Mayor. Further information is in the *Local Government (Administration) Regulations 1996*.

## **Petitions**

Written petitions can be addressed to Council on any issue within the Council's jurisdiction. Petitions are tabled at the next available Council meeting and referred to the CEO for consideration and reporting. Refer s3.4 Standing Orders.

## **Written requests**

A member of the public can write to the City on any Council policy, activity, function or service.

## **Elected Members**

Members of the public can contact the Elected Members (of their Ward) of Council to discuss any issue relevant to the City.

## **Notification**

Residents may be notified of issues by advertising in the local newspaper, written notification or an on-site sign. Residents then have the opportunity both to write to Council expressing their views on the issue and to subsequently personally address the Council before a decision is made.

## Community Consultation

Consultation with the community can be either formal or informal.

- **FORMAL:** There is a requirement to consult with the community when legislation prescribes that it must happen, e.g. amending local laws.
- **INFORMAL:** The City elects to consult with the community when it considers that it is necessary to hear the views of the community or it is simply in the interest of the community that it be consulted.

The City consults with its residents on particular issues that affect their neighbourhood in a number of ways including by way of advertising in local papers, calling public meetings, attending Community Advisory Committee meetings, questionnaires, conducting surveys.

## Complaint Management System

A complaint management system has been established to meet the essential elements in *Australian Standard Complaints Handling AS 4269 (1995)*. The City welcomes complaints relating to such things as officer behaviour; attitudes; service standards; condition of facilities etc as an opportunity to learn, and to improve our services. The complaint management system aims to solve customer's problems; correct the cause of the problem; reduce the number of future complaints and increase public satisfaction and support for the City.

Complaints can be made in writing and/or by completing a Customer feedback form and addressed to:

Complaints Coordinator  
PO Box 196  
MIDLAND WA 6936

## 5. ACCESS TO COUNCIL DOCUMENTS

The City of Swan is the keeper of information under legislation established by the State Government and its own Local Laws, policy instruments and management documents.

Availability of information is subject to provisions established in legislation such as the *Freedom of Information Act 1992* and the *Local Government Act 1995* and may be free, or subject to fees and charges. The City will, in all instances, seek to provide access to information upon request except where there may be issues under the *Privacy Act 1998* or *Freedom of Information Act 1992*, or other relevant legislation.

Information is made available through a range of mediums including public statements, news releases, the City's internet 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 & statutory documents and reports.

Under s5.95 of the *Local Government Act 1995*, the CEO or the Council may determine that certain information is confidential.

### Limitations to Access

The most frequent 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 <i>FOI Act 1992</i> and s5.95 (8) of the <i>LG Act 1995</i>
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 <i>FOI Act 1992</i>
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 <i>FOI Act 1992</i> and s5.23 of the <i>LG Act 1995</i>
Legal Professional Privilege	Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the <i>FOI Act 1992</i>

## Documents available outside the *FOI Act 1992*

The following documents are available for public inspection at the Council Administrative Officers. Please note the limitations that apply to some documents (as per the table below).

- Annual Budget
- Annual Financial Statements
- Annual Report
- Building Licence document
- Business Plan (prepared under s3.59 of *Local Government Act 1995*)
- City of Swan Town Planning Schemes
- Contracts for the CEO and senior employees
- Councillors' Code of Conduct
- Development Applications (MRS From One)
- Documents released for public comment
- Employee's Code of Conduct
- Freedom of Information Statement
- Local LAWS (including reports or proposals relating to Local LAWS)
- Minutes of Committee Meetings and Council Meetings (including Agendas, Reports etc that relate to the meeting)
- Minutes of Elector's Meetings
- Policy Manual
- Principal Activities Plan
- Rates records
- Regional Price Preference Policy
- Register of Debentures
- Register of Delegations (and decisions made under Delegation)
- Register of Financial Interests
- Register of Owners & Occupiers of land
- Register of Tenders
- Register of Token Gifts
- Schedule of Fees & Charges
- Statutory Notices
- Strategic Plan

<b>DOCUMENT</b>	<b>LIMITATIONS</b>
Building Licence document	<p>Only the owner or mortgagee of a building, or their authorised representative, may inspect any plan or other document relating to that building</p> <p>A non-owner may inspect or obtain a copy SUBJECT to written approval by the Owner</p>
Contracts for the CEO and senior employees	<p>Access to the CEO's or senior staff employment contracts is limited. Only those parts of a contract specifically relating to salary or other remuneration or benefits payable under the contract may be revealed</p>
Development Applications	<p>Information relating to an approval (or refusal) for development approval under the City of Swan Town Planning Scheme No.9 is available without the requirement to access documents under the <i>FOI Act 1992</i>.</p> <p>This applies to decisions made by the Council or any officer acting under Delegated Authority.</p>
Documents released for public comment	<p>These can generally be accessed at the Main Office or any of the City's Libraries</p>
Minutes of Committee Meetings and Council Meetings (including Agendas, Reports etc that relate to the meeting)	<p>A person's right to inspect information does not extend to the inspection of information where a meeting of Council or Committee, or a part of such a meeting, to which the information refers, is likely to be closed to members of the public</p> <p>A person's right to inspect information does not extend where it relates to any debt owed to the City</p>
Statutory Notices	<p>Statutory notices are placed on Public Notice Boards located at public libraries and City offices</p>

## **Access to information by police officers**

Where a WA Police Officer requests access to City of Swan documents, access will be provided:

- Upon production of the Certificate of Authority (Warrant Card) of the Police Officer concerned; and/or
- With the signature of the Police Officer concerned on a statement identifying the document(s) requested and verifying that they are required for a bona fide police enquiry or investigation.

Documents released under these circumstances are considered confidential and must not be divulged or released to any third parties without prior consent of the City of Swan.

## Land Information

The City is responsible for keeping records of road details, private developments, subdivisions, building licences, storm water drainage facilities, and other similar types of work. Applications for information relating to land ownership should be directed to the Western Australian Land Information Authority (Landgate) through:

Email: [onlinesupport@landgate.wa.gov.au](mailto:onlinesupport@landgate.wa.gov.au)

Phone: (08) 9273 7373

Fax: (08) 9250 3187

### Postal Address:

Landgate  
P.O. Box 2222  
Midland 6936

### Office Address:

Landgate  
1 Midland Square  
Morrison Rd (cnr Gt Northern Hwy),  
Midland

## Documents available under *FOI Act 1992*

Access to documents other than those listed above must be via a Freedom of Information Application.

## 6. FOI PROCEDURES & ACCESS ARRANGEMENTS

### Right to Access Documents

The Western Australian *Freedom of Information Act 1992 (FOI Act 1992)* gives applicants the right to apply for access to documents held by the City of Swan. An applicant's right to seek access cannot be affected by their reasons for wishing to obtain access, and there is no need to demonstrate such.

The City is required:

- to assist in making an application;
- to assist in obtaining access to documents at a reasonable cost; and,
- to ensure that personal information captured in documents is accurate, complete, up-to-date, and not misleading.

While the Act provides general right of access to documents it also recognises some documents require a level of protection, specifically those documents that meet the exemption criteria in Schedule 1 of the *FOI Act 1992*, which includes (but is not limited to):

- Personal information that identifies a third party
- Information concerning trade secrets
- Information of commercial value.

## Lodging Applications

FOI Applications are available:

- From the City's front counter (Administration Centre, 2 Midland Square Midland).
- Via the Internet.
- From the FOI Coordinator.

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 City with any applicable fee payable.

FOI applications can be lodged by:

**Mail:** Freedom of Information Co-ordinator  
City of Swan  
PO Box 196  
Midland WA 6936

**Fax:** (08) 9267 9444

**E-mail:** [swan@swan.wa.gov.au](mailto:swan@swan.wa.gov.au)

## Time Limits

Once the City has received a valid application, it is required to provide a *Notice of Decision* within 45 calendar days. 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.

Should the applicant not be satisfied with the decision provided in the Notice, they have 30 days in which to lodge an *Internal Review* application. Once the Internal Review application has been received, the City has 15 days in which to respond.

Should the applicant still not be satisfied with the outcome of the Internal Review, there is a 60 day period in which to lodge an *External Review* application with the Freedom of Information Commissioner. The Commissioner will then undertake the review and forward a response within 30 days.

## Charges

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

## Regulatory Charges

- Application fee for personal information (about the applicant) No fees
- Application Fee for non personal information \$30.00

## Council Charges

- Processing the 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 (per page) \$ 0.20
- Transcribing form tape, film or computer (per hour, pro rata) \$30.00
- Duplicating a tape, film or computer information Actual Cost
- Delivery, packaging and postage Actual Cost

*For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by %25.*

## Deposits

Under s17 of the *FOI Act 1992*, the City is required to provide the applicant with an estimated cost should the charges for dealing with the application exceed \$25.00.

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.

## Notice of Decision

A *Notice of Decision* will include details such as:

- the date which the decision was made;
- the name and the designation of the officer who made the decision;
- the reason why an document is considered 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.

## Access Arrangements

Access to documents can be granted by way of inspection of the original documents or provision of a copy of a document; or audio or video tape; or computer disk; or transcript of a recording; or shorthand or encoded document from which words can be produced.



# CITY of SWAN

Administration Centre – 2 Midland Square, Midland  
Correspondence: PO Box 196, Midland, Western Australia, 6936  
**Telephone: (08) 9267 9000 Facsimile: (08) 9267 9444**  
e-mail: [swan@swan.wa.gov.au](mailto:swan@swan.wa.gov.au)  
website : [www.cityofswan.com](http://www.cityofswan.com)

## *Freedom of Information Act 1992*

### APPLICATION FOR ACCESS TO DOCUMENTS

#### DETAILS OF APPLICANT

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation Name (if application is on behalf of an organisation): \_\_\_\_\_

#### DETAILS OF REQUEST

I am applying for access to document(s) concerning matters which are: Personal  Non-Personal

**(tick whichever is appropriate)**

These document(s) are:

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#### FORM OF ACCESS (Tick whichever is appropriate)

I wish to inspect the document Yes  No

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

I require access in another form Yes  No

Specify form required \_\_\_\_\_

**FEES AND CHARGES**

Attached is a cheque/cash to the amount of \$ 30.00 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.

NOTE: *In certain cases a reduction in fees and charges may apply (see the section on fees and charges on the back of this form). If you consider that you are entitled to a reduction, submit a request with copies of supporting documents with this form.*

I am requesting a reduction in fees and charges      Yes       No

APPLICANT'S SIGNATURE \_\_\_\_\_      DATE \_\_\_\_\_

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*(Office Use only)*

FOI Reference Number \_\_\_\_\_      Deadline for response \_\_\_\_/\_\_\_\_/\_\_\_\_

Received on \_\_\_\_/\_\_\_\_/\_\_\_\_      Acknowledgment sent on \_\_\_\_/\_\_\_\_/\_\_\_\_

**Proof of Identity (if applicable)**

Type \_\_\_\_\_      Signed \_\_\_\_\_

## NOTES

### FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The City of Swan may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the City of Swan 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 Co-ordinator.
- The *Freedom of Information Act 1992* is available for purchase from the State Government Bookshop, 815 Hay Street, Perth.  
Telephone: (08) 9222 8216 or from the website at [www.foi.wa.gov.au](http://www.foi.wa.gov.au)

### 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 Swan 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.
- No reduction is applicable to the application fee.

### Lodgement of Applications

Applications may be lodged:

By post addressed to:

The FOI Co-ordinator  
City of Swan  
PO Box 196  
MIDLAND WA 6936

In person at:

City of Swan Front Counter  
2 Midland Square  
MIDLAND WA 6056



## CITY of SWAN

Administration Centre – 2 Midland Square, Midland  
Correspondence: PO Box 196, Midland, Western Australia, 6936  
**Telephone: (08) 9267 9000 Facsimile: (08) 9267 9444**  
e-mail: [swan@swan.wa.gov.au](mailto:swan@swan.wa.gov.au)  
website : [www.cityofswan.com](http://www.cityofswan.com)

### ***Freedom of Information Act 1992 (s40 or s54)***

## **APPLICATION FOR INTERNAL REVIEW OF A DECISION**

### **DETAILS OF APPLICANT**

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation Name (if application is on behalf of an organisation): \_\_\_\_\_

FOI Ref No: \_\_\_\_\_

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

### ***FOI Act 1992 s39***

I have submitted an application for access to documents in accordance with the Freedom of Information Act 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 s28 or access has been withheld by that person.
- I consider that I have been charged too much.

**OR**

**FOI Act 1992 s39(2)(6)**

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**

**FOI Act 1992 s45**

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 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **ADVICE OF DECISION**

The City of Swan 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 post addressed to:

The FOI Co-ordinator  
City of Swan  
PO Box 196  
MIDLAND WA 6936

In person at:

City of Swan Front Counter  
2 Midland Square  
MIDLAND WA 6056

Filename: 20772\_information statement\_version 4 0  
Directory: C:\Documents and Settings\kris-h\Desktop  
Template: C:\Documents and Settings\kris-h\Application  
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Last Saved By: ryan-c  
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Last Printed On: 29/10/2009 11:17:00 AM  
As of Last Complete Printing  
Number of Pages: 26  
Number of Words: 4,940 (approx.)  
Number of Characters: 28,161 (approx.)