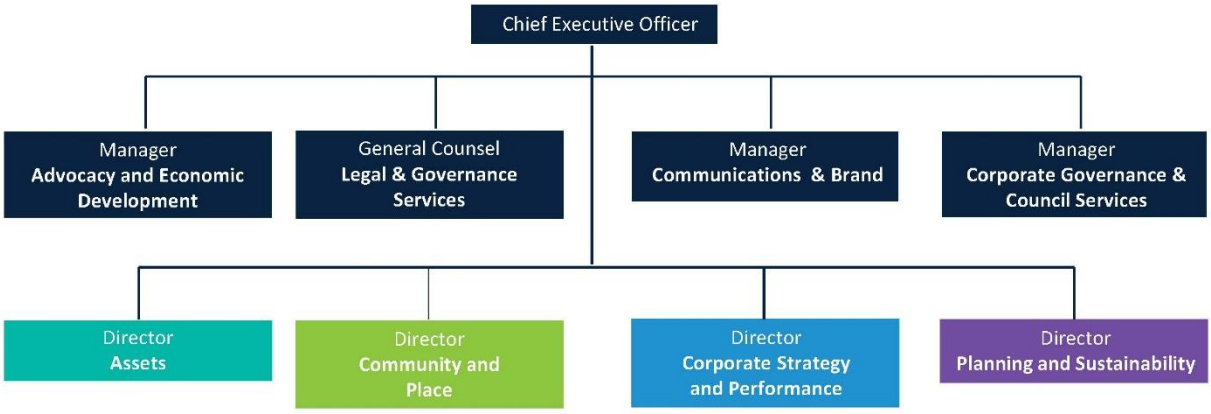
Information Statement
Freedom of Information Act 1992

This document has been prepared and published in accordance with the requirements of Part 5, *Freedom of Information Act 1992*. Section 94 of this Act requires each agency to prepare an Information Statement.

The City of Wanneroo (the City) is committed to open and accountable government. Access to information held by the City is available from the City's libraries, offices, website, telephone, email or by post.

a) a statement of the structure and functions of the agency;

The following diagram illustrates the reporting structure of the City's Directorates to the Chief Executive Officer:



Information about the City's organisational structure and a brief description of its functions can be found at the following internet link: Annual Reports

Information about the City's current and future plans can be found at the following internet link: Integrated Planning and Reporting Framework

Information about the City's Council Members can be found at the following internet link: Council Members

b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;

Extensive documentation regarding how the functions of the City affect members of the public can be found at the following internet link
Your Council

c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;

The City has a fortnightly meeting cycle comprising of the following:

- Briefings are held on the second Tuesday of each month
- Ordinary Council Meeting are held on the fourth Tuesday of each month

Comprehensive information in relation to briefing sessions and council meetings is available by contacting Council Support (phone 9405 5000) or from the City's website: Council meetings - City of Wanneroo

d) a description of the kinds of documents that are usually held by the agency including —

The City retains a wide range of documents dating back to the 1960s that result from its business including plans, approvals, budgets, notices, strategies and reports. These documents are in many formats (e.g. paper, microfiche and digital).

In accordance with the City's Records Management Policy the official record of the City is electronic. Efforts are being made to change processes and storage of documents to reflect this new electronic record format. Many older documents whose processes have not yet changed will retain their original format.

Documents that relate to when Joondalup was part of the City of Wanneroo were taken by Joondalup when the City split. Please contact the City of Joondalup during office hours 9400 4000 or info@joondalup.wa.gov.au if your enquiry relates to Joondalup properties.

Many of the City's documents are available from the City's website:
Governance and documents

Other documents relating to the City's obligations under the *Local Government Act 1995* include the following:

- Code of conduct
- Register of financial interests
- Schedule of Fees and Charges

(i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and

(ii) which kinds of documents can be purchased; and

(iii) which kinds of documents can be obtained free of charge;

The Schedule of Fees and Charges contains a complete list of all documents available and any applicable charge. The schedule is available from the City's website:

Schedule of Fees & Charges 2026-27

(e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;

(f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —

(i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and

(ii) the address or addresses at which access applications can be lodged;

People are free to download documents from the City's website. To obtain other documents, particularly documents that require the payment of a fee or searching/creation by the City, please contact the City. The City may be contacted through a wide range of processes including visiting the City Civic Centre, phone, email, or website.

(g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —

(i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and

(ii) the address or addresses at which applications for amendment of personal information can be lodged.

The City has no procedures for amending personal information under the FOI Act. Any application to amend personal information will be dealt with in accordance with Part 3 of the FOI Act.

FOI team
City of Wanneroo, Locked Bag1, WANNEROO WA 6946
Telephone :(08) 9405 5000 Email: foi@wanneroo.wa.gov.au

If documents that you require are not available by any other means, the *Freedom of Information (FOI) Act 1992* gives you the right to apply for access to documents held by the City. There is an application fee ($30) for Non-Personal applications and no fee for Personal Applications. Due to exemptions that may be applied, an application for these documents does not guarantee they will be provided either wholly or in part.

To apply for documents under FOI please complete applicable form:
Freedom of Information application form (for non-personal information)
Freedom of Information application form (for personal information)

Should you wish to apply for documents under the FOI Act it is highly recommended that you contact the City's Information Sharing Officers to discuss the documents / information you are seeking access to.

Information including the FOI application form, Fees and Charges can be found at the City's website:
Freedom of Information

The following are the City's contact details:

Phone:	(08) 9405 5000
Email:	foi@wanneroo.wa.gov.au
Post:	City of Wanneroo, Locked Bag 1 Wanneroo, WA 6946