

Fees and Charges Schedule*

Fees	
Application fee for non-personal information	\$30.00
Application fee for personal information	No Fee
Charges	
Staff time for dealing with application	\$30/hr
Supervised access to records for inspection	\$30/hr
Transcribing information	\$30/hr
Photocopying	\$0.20/page
Duplicating a tape, CD, DVD or computer information	Actual Cost
Packaging and postal	Actual Cost
Deposits	
An advance deposit may be required	25%
An additional advance deposit may be required for large applications	75%

*An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the *Rates and Charges (Rebates and Deferments) Act 1992*, or an applicant in the opinion of the City who is impecunious, the charges payable is reduced by 25%. **No reduction is applicable to the application fee.**

Frequently Asked Questions

Can I obtain the owner details of my neighbour in regards to a fence issue or other problems?

This is not supported by FOI.

You can make an application to the City by completing and signing the statutory declaration form stating that you will not use the information for a commercial purpose.

Can I have a copy of my neighbour's plans?

Plans are subject to copyright and cannot be copied without the owner's consent.

Can I have the contact details of the person lodging a complaint against me?

No. This information is considered personal information about a third party and is subject to clause 3 Schedule 1 of the FOI Act and is an exempt matter.

I was the victim of a dog attack. Can I have the dog owner's contact details?

No. This information is considered personal information about a third party and is subject to clause 3 Schedule 1 of the FOI Act and is an exempt matter.



Administration Centre 25 Cedric Street Stirling WA 6021
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This information is available in alternative formats on request. Please contact the Stirling Customer Contact Centre on (08) 9205 8555



Freedom of
Information



What is Freedom of Information?

The Freedom of Information Act 1992 (the FOI Act) gives the public the right to apply for access to City of Stirling (the City) documents and ensures that personal information held by the City is accurate, complete and up to date.

If you believe the City holds personal information about you that is inaccurate or out of date, you can write to the City detailing where you have seen the information and the corrections required (no charges apply).

What documents can I ask for?

The type of documents or records that can be requested extends to all manner of information, however recorded, in the possession or under the control of the City.

Documents include (but are not limited to) maps, plans, diagrams, drawings and electronic records including emails.

Access rights under the FOI Act do not apply to documents that are already publicly available.

The City can refuse access to documents or certain information if the information is exempt under the FOI Act. Exempt information includes personal information about individuals other than you, certain business information and documents that are covered by legal professional privilege.

How do I apply?

To apply to access documents under FOI, you will need to complete the FOI application form and pay a prescribed fee of \$30.

The FOI application has to:

- Be in writing.
- Provide enough detail to identify the requested documents – the more specific the request is, the quicker the process. General requests, such as all documents about a subject for an unspecified period of time can be time consuming and costly.
- Include an Australian address and contact telephone number.

Your completed application form can be lodged:

By Post

Freedom of Information Officer
25 Cedric Street
Stirling WA 6021

In Person

City of Stirling Administration Centre
25 Cedric Street
Stirling WA 6021

By Email

stirling@stirling.wa.gov.au

Payment may be made by cheque, credit card over the phone (08) 9205 8555 or by completing the credit card payment request form available on the City's website or in person at the City's Administration Centre, 25 Cedric Street, Stirling 6021.

Application forms can be obtained from the City of Stirling website at www.stirling.wa.gov.au or from the City of Stirling Administration Centre, 25 Cedric Street, Stirling WA 6021.

The FOI Process

Once the City receives a valid application, a search will be conducted to identify the requested documents. These documents will be reviewed against the exemptions set out under Schedule 1 of the FOI Act. If and where required, the City will consult with third parties.

The FOI Act provides a 45 day timeframe from the date a valid application is received to the City handing down its Notice of Decision.

The Notice of Decision will detail the process undertaken with your application, the documents identified as falling within the scope of your application, any information that is withheld (due to exemptions) and your options should you be dissatisfied with the decision.

Further information

Further information can be found on the City's website www.stirling.wa.gov.au or by contacting the Freedom of Information Officer (08) 9205 8555 or email stirling@stirling.wa.gov.au

Additional information is also available from the Office of the Information Commissioner's website www.oic.wa.gov.au

