

Freedom of Information Statement 2024-2025

CONTENTS

CONTENTS.....	1
Introduction	2
The City's Vision and Values	3
Our City	3
Our Vision.....	3
Our Values.....	3
Strategic Focus	4
Legislative Requirements	5
City of Bunbury Local Laws	5
Council.....	6
Council Members	7
Corporate Structure	8
Decision making	9
How decisions affect the community	9
Decision making processes	9
Public Participation in the decision making process.....	10
Documents held by the City of Bunbury	13
Access to City of Bunbury documents	13
Documents available outside of the Freedom of Information Act	14
Limitation to access	15
Documents with limitations	15
Documents available for purchase	16
Public Notices.....	16
Library Facilities	16
Freedom of information procedures and access arrangements	17
FOI Operations	17
Freedom of Information Applications.....	17
Freedom of Information Charges.....	18
Access Arrangements.....	18
Notice of Decision	18
Refusal of Access.....	19
Personal Information	19

INTRODUCTION

The *Freedom of Information Act* 1992 (the FOI Act) is designed to:

- enable the public to participate more effectively in governing the State; and
- make the persons and bodies that are responsible for State and local government more accountable to the public.

In furthering these objectives, the FOI Act requires each agency to prepare and publish an annual information statement.

This City of Bunbury Freedom of Information Statement fulfils the City's requirements in accordance with the FOI Act.

This information statements details:

- the structure and function of the City;
- ways in which the public can participate in the City's decision making processes; and
- how the public can gain access to City documents.

The City seeks to be open, transparent, and accountable in its decision-making, and along side the formal access process under the *FOI Act* and other legislation, is committed to releasing information proactively.

All information within this Information Statement is correct as of January 2024.

Copies of this document are available on the City's Website at www.bunbury.wa.gov.au.

Further information on Freedom of Information or enquiries about this Information Statement may be made by contacting:

Freedom of Information Coordinator

City of Bunbury

4 Stephen Street (PO Box 21)

Bunbury WA 6230

Tel: (08) 9792 7000

Email: records@bunbury.wa.gov.au

THE CITY'S VISION AND VALUES

Our City

Bunbury, the heart of the Bunbury-Geographe region, is located 175km south of Perth, Western Australia. It has a diverse economic base and is the service centre for the south west corner of Western Australia. Bunbury offers a high quality lifestyle in a stunning natural landscape. Bunbury is the major economic hub of the South West region, reinforcing Bunbury as the State's "Second City."

Bunbury is a beautiful place to live, work and visit and has something for everyone. The quality of life is one of its biggest attractions offering residents a variety of amenities, schools, shops, beaches and nightlife, all within easy reach. It has everything a family needs including public and private schools, tertiary education, and a range of health services, not to mention an extensive and diverse events calendar. The City of Bunbury will continue to grow, develop and improve thanks to these qualities and the massive potential for investment and growth in our region

The City's current Strategic Community Plan: 2022-2032 was developed with comprehensive community engagement and sets out the community's vision, aspirations and objectives. The Plan provides the direction and outcomes the Council seeks to achieve for and with the community through until the year 2032.

The City's strategic direction is encapsulated and outlined through the following vision and values within the Strategic Community Plan 2022-2032.

Our Vision

Our Vision is to be "*welcoming and full of opportunities*". Bunbury is an accessible and inclusive City, where all people are valued equally.

Our Values

The City of Bunbury aspires to act in accordance with the following values in all of its decisions and actions:



We are Community

C

- We are one team
- We keep each other safe
- We display empathy and respect
- We have fun and celebrate our successes
- We work together to achieve great outcomes



We are Open

O

- We are open to opportunities
- We actively listen and think things through
- We are inclusive and treat everyone equally
- We are honest and open in our communications
- We are open to feedback to improve our performance



We are Brave






B

- We lead the change, we own it
- We trust and empower each other
- We have the difficult conversations early
- We hold ourselves to the highest standard
- We have the courage to improve and simplify

STRATEGIC FOCUS

As part of the Integrated Planning and Reporting Framework, the Council, in consultation with the community, undertakes a review of the Strategic Community Plan every two years and a major review every four years. A major review of the Strategic Community Plan with significant community consultation was undertaken and finalised in April 2022.

As part of the review process, the City consulted with the community through a series of surveys and questionnaires, interactive workshops, and focus groups. The plan encompasses the views sought during this period and strives to be inclusive whilst balancing diverse views within our community. There are 5 core performance areas in the Strategic Community Plan – People, Planet, Place, Prosperity and Performance. Below is a summary of the overall aspirations and desired outcomes within the plan.

					
	People	Planet	Place	Prosperity	Performance
ASPIRATION	A safe, healthy and connected community.	A healthy and sustainable ecosystem.	An integrated, vibrant and well planned City.	A strong and diversified economy.	Leading with purpose and robust governance.
DESIRED OUTCOMES	<ol style="list-style-type: none"> 1. A safe community. 2. A growing hub of culture and creativity. 3. A healthy and active community. 4. A compassionate and inclusive community. 	<ol style="list-style-type: none"> 5. A natural environment that is cared for and preserved. 6. An aware and resilient community equipped to respond to natural disasters and emergencies. 	<ol style="list-style-type: none"> 7. A community with high quality urban design and housing diversity. 8. A place with attractive and welcoming community spaces, where people want to live. 9. A city that is easy to get around safely and sustainably. 	<ol style="list-style-type: none"> 10. The premier city of regional Western Australia. 11. A strong, resilient and diverse economic hub for the South West. 12. A unique and desirable destination within the South West region. 	<ol style="list-style-type: none"> 13. A leading local government. 14. A well-informed community that is deeply engaged in decision making.

LEGISLATIVE REQUIREMENTS

The operations of local government within Western Australia are governed by the *Local Government Act 1995* and associated Regulations. In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

Local governments also operate within a framework of delegated legislation, including orders and proclamations made by the Governor, by-laws, regulations and ordinances made by other statutory authorities and other Acts of Parliament.

City of Bunbury Local Laws

The *Local Government Act 1995* (LG Act) permits each local government to make local laws to assist in carrying out its functions and powers in its district. These laws deal with a wide range of community, environmental and governance issues.

The City of Bunbury operates under local laws which have been developed and introduced to help control certain types of industries and activities for the protection and benefit of residents. These laws are reviewed every eight years but can be reviewed and amended at any time.

- Advertising Devices Local Law (Consolidated)
- Bush Fire Brigade Local Law
- Cats Local Law (Consolidated)
- Dogs Local Law
- Health Local Law
- Parking Local Law 2023
- Penalty Units Local Law
- Private Property Local Law (Consolidated)
- Public Places and Local Government Property Local Law
- City of Bunbury Standing Orders Local Law (Consolidated)
- Waste Local Law 2016

The City's local laws are available on the City's website at www.bunbury.wa.gov.au.

COUNCIL

The general function of a local government is to provide for the good government of persons in its district. Council is responsible for overseeing the allocation of resources and finances, determining policies and setting the overall strategic direction of the City.

The Bunbury City Council comprises of 10 Councillors plus the Mayor who are elected by the public for a four year term. The positions of Mayor and Councillors are determined by public vote.

Pursuant to the *Local Government Act 1995* Ordinary Elections are held every two years in October when the term of half the Councillors expires and every four years for the position of Mayor. The next Ordinary Election will be held in October 2023.

The Mayor presides at meetings in accordance with the *Local Government Act 1995*, provides leadership and guidance to the community in the district, carries out civic and ceremonial duties and speaks on behalf of the City of Bunbury. The Deputy Mayor performs the functions of the Mayor when authorised to do so under section 5.34 of the *Local Government Act 1995*.

A Councillor represents the interests of electors, ratepayers and residents of the City of Bunbury. A Councillor provides leadership and guidance to the community in the district, facilitates communication between the community and Council and participates in the City of Bunbury's decision-making processes within Council and committee meetings. Councillors also perform other functions given to a Council by *the Local Government Act 1995* or any other written law.



City of Bunbury Council and Executive 2023

Council Members



Mayor Jaysen de San Miguel
Term expires 18 October 2025



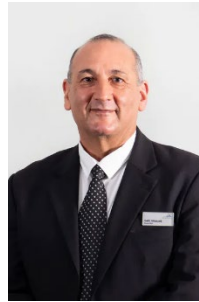
Deputy Mayor Tresslyn Smith
Term expires 18 October 2025



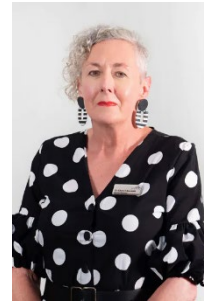
Cr Ben Andrew
Term expires 18 October 2025



Cr Todd Brown
Term expires 16 October 2027



Cr Gabi Ghasseb
Term expires 18 October 2025



Cr Cheryl Kozisek
Term expires 16 October 2027



Cr Marina Quain
Term expires 18th October 2025



Cr Parthasarathy Ramesh
Term expires 16 October 2027



Cr Michelle Steck
Term expires 18 October 2025



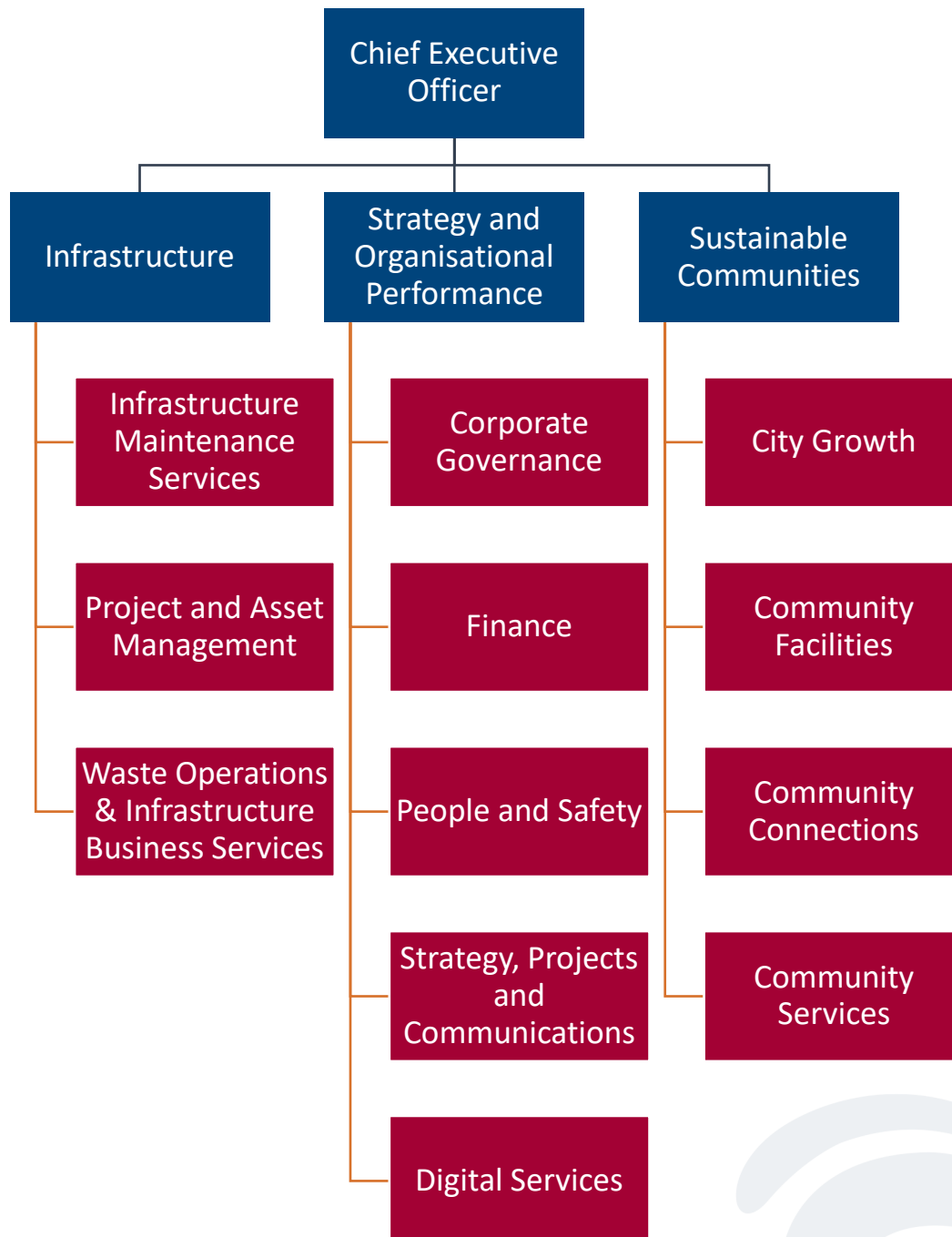
Cr Karen Steele
Term expires 18 October 2025



Cr Karen Turner
Term expires 16 October 2027

CORPORATE STRUCTURE

The operation of the City of Bunbury is managed by the Chief Executive Officer (CEO), who is supported by an Executive Leadership Team. The CEO's role is to carry the ultimate responsibility for the efficient and effective utilisation of the organisations' resources in achieving the Council's objectives and direction. The Executive Leadership Team is made up of the CEO 3 Directors, who assist the Chief Executive Officer in managing the City's employees, operations and functions.



DECISION MAKING

How decisions affect the community

The City has been entrusted with the responsibility to oversee the development and progression of its community. Local governments are required to make many decisions which can have an impact on the daily lives of its residents. Such decisions include the provision of roads and footpaths, drainage, parks, recreation and leisure facilities, libraries, refuse collection and disposal facilities, cultural services and environmental health control activities. These are all matters which can require decisions by Council at various levels of consideration.

Planning matters are also an area that can have a far-reaching effect on its residents. The City of Bunbury strives to achieve a balanced approach to development that protects residential amenity, preserves heritage and provides clarity to developers.

The City has also developed a range of policies that guide and direct its actions now and into the future. The City's Policies are available from the City's website at www.bunbury.wa.gov.au.

Decision making processes

Ordinary Council Meetings

The Council is the formal decision-making body of the City focusing on policy and strategic direction. Ordinary Council Meetings are the principal forum in which decisions are made by the Council and are defined under the *Local Government Act 1995*. The decisions made at meetings provide the direction and authority for the ongoing operation of the City and give direction to the CEO to act.

The CEO, Directors and other City Staff attend Council Meetings to assist the Electors Members in making informed decisions by providing information as requested.

All decisions will be available in the minutes of the Meeting which are available on the City's website.

Special Council Meetings

Where there is a need to meet urgently, either in the opinion of the Mayor or at least one third of the Elected Members, the CEO will give notice of a Special Council Meeting. Special Council Meetings are conducted in a similar way to Ordinary Council Meetings.

Annual General Meeting of Electors

The Annual General Meeting of Electors is held each financial year. There are two items of business required on the agenda:

1. acceptance of the Annual Report; and
2. general business.

A formal Notice of Meeting will be made via the Council's City Focus page in the Bunbury Herald, on the City's website and social media pages.

Special Meetings of Electors

A Special Electors' meeting can occur on the request of not less than 300 or more eligible electors or 5% of the number of electors whichever is the lesser number, or by one third of the number of council members, and is submitted to the Council requesting a meeting regarding a particular matter.

Committees

The City has eight advisory committees which make recommendations for Council based on their Terms of Reference. None of Council's current committees have any delegated authority to make decisions, meaning that these committees consider Officer reports and then make recommendations to Council for consideration at an Ordinary Council Meeting. The Council is also represented on various statutory and non-statutory Boards and Committees. Details on committees, members and terms of reference are available on the City's website. www.bunbury.wa.gov.au

Delegated Authority

The Council may delegate to the Chief Executive Officer the exercise of any of its powers or duties, and the Chief Executive Officer may delegate the same to any employee, in accordance with the *Local Government Act 1995*. These delegations are reviewed annually and detailed in the City's Delegation Register which is available on the City's website. www.bunbury.wa.gov.au

Public Participation in the decision making process

The City of Bunbury is responsible for many decisions that impact upon the community and its residents at various levels. Council recognises that the community is an important resource, and that community input is essential to assist the City to provide services and facilities that meet needs and expectations.

Attending Council Meetings

Meetings are conducted on a three-weekly cycle on Tuesdays, commencing at 5.30pm and held in the City of Bunbury Council Chambers. Agendas for the meetings are published on the Thursday afternoon immediately preceding the meeting. Conduct at ordinary council meetings must comply with the City of Bunbury *Standing Orders Local Law* and minutes will be recorded in accordance with the provisions of Section 5.22 of the *Local Government Act 1995*. The annual meeting schedule, agendas, and minutes can be found on the City's website at Bunbury.wa.gov.au.

The Chief Executive Officer will provide notice to the public if a special council meeting is to be held.

On occasion it is considered necessary to deal with confidential matters. An ordinary meeting of Council can only be closed to the public for a reason prescribed in section 5.23(2) of the *Local Government Act 1995*, and in accordance with section 5.23(3) of the Act. It is important to note that regulations 11(c), (d) and (da) of the Administration Regulations require the minutes of an ordinary council meeting to include the details of all decisions made at the meeting.

Public Question Time

To assist members of the public to participate, the Council allows for public questions to be asked at Ordinary Council Meetings. Members of the public are requested to put questions in writing on the **Public Question Time – Council Meetings** form. A limit of three (3) questions per submitter applies. If the question has not been submitted in writing before the meeting, a response may not be possible at the Meeting, and in this case the question will be taken on notice and a written response provided as soon as possible and a summary included in the next Council agenda/minutes.

Deputations

A deputation (a group of people appointed to undertake a mission or take part in a formal process on behalf of a larger group) to speak for or against an item contained in the Council agenda may be requested by lodging a **Request for Deputation** form no later than noon on the Monday prior to the Ordinary Council meeting.

At the Ordinary Council Meeting, Council will resolve to either accept or reject a request for deputation on an individual basis. These are then recorded in the minutes of the Meeting. At the Mayors discretion a deputation may be accepted at a Briefing Session. A period of 10 minutes is set aside for each deputation.

Attending the Annual General Meeting of Electors

The Annual General Meeting of Electors is held in either November or December of each year. There are two items of business required on the agenda:

1. acceptance of the Annual Report; and
2. general business.

Electors have the opportunity to submit questions to the Mayor and Chief Executive officer as well as move motions under the general business section of the meeting. Electors are requested to submit questions and motions in advance of the commencement of the Meeting to allow any questions where research is required to be answered on the night.

A formal Notice of Meeting will be made via the Council's City Focus page in the Bunbury Herald, on the City's website and social media pages.

Special Meetings of Electors

In accordance with the provisions of Section 5.28 of the *Local Government Act 1995*, a Special Meeting of Electors is to be held on the request of not less than:

1. three hundred electors or 5% of the number of electors – whichever is the lesser; or
2. one third of the number of council members.

A request of this nature is to specify the matters to be discussed at the Meeting and the form or content of the request is to be in accordance with Regulations (*Local Government (Administration) Regulations 1996, Reg. 16*). The request must be submitted to the Mayor.

Community Consultation and Participation

The City is committed to strengthening engagement performance to support sustainable outcomes for our community. We engage our community and stakeholders to make informed decisions based on stakeholder and community aspirations, views, concerns needs and issues.

The City has developed an Engagement Framework based on the best practice International Association for Public Participation (IAP2) standard and principles.

To have your say on City of Bunbury projects and planning, we invite you to engage with us through Community Connect – our online community engagement hub
communityconnect.bunbury.wa.gov.au.

Community Access Sessions (CAS)

As a mechanism to support community engagement and participation, the City of Bunbury holds Community Access Sessions (CAS) every third Tuesday, unless the Council are in recess.

CAS is an informal opportunity for the public to engage with Council. You can raise for discussion any topic they are passionate about or think needs to be heard.

Minutes are not taken, and the City and Council are under no obligation to take any action resulting from a statement/s made by a member of the public at a CAS.

Any person or group wishing to be received at a CAS shall send to the CEO a completed application form setting out the subject matter in sufficient detail to enable a general understanding of the purpose of the statement.

Contacting Elected Members

Elected Members make themselves available to members of the community to assist with matters relating to the functions of Council. Contact information for each Elected Member can be found on the City's website www.bunbury.wa.gov.au.

For requests relating to the operation of the City, please contact the City by calling 08 9792 7000 or by emailing records@bunbury.wa.gov.au. Operational requests refer to an issue or matter that is necessary or incidental to the day-to-day management of the City services.

DOCUMENTS HELD BY THE CITY OF BUNBURY

Information and documents are held in the City's electronic and hardcopy systems. The City ensures that accurate and comprehensive records are centrally maintained. These documents may include correspondence, memoranda, file notes, reports, plans, sketches, maps, diagrams, documents pertaining to the keeping of records, applications, fact sheets, registers, approvals and notices.

Access to City of Bunbury documents

The City creates, manages and stores records of the City's functions in accordance with the City's Record Keeping Plan. The City is the sole keeper of these records, which is consistent with State Government Legislation.

Access to information held by the City is subject to provisions established in the *Freedom of Information Act 1992* and the *Local Government Act 1995*, some information held may be subject to fees and charges. In all instances the City will seek to provide access to information upon request except where restrictions apply as written in the *Freedom of Information Act 1992* and other relevant legislation.

Information is made available through a range of methods including public statements, press releases, City website, advertisements placed in local and state-wide newspapers, public notice boards, library service, information sheets and other publications.

Under section 5.95 of the *Local Government Act 1995*, the Chief Executive Officer or Council may determine that certain information held by the City is confidential or not current.

Documents available outside of the Freedom of Information Act

Pursuant to section 5.94 of the *Local Government Act 1995*, the City makes available for public inspection a number of documents outside of the FOI Act:

- Access and Inclusion Plan
- Advertising Information
- Annual Report
- Annual Budget
- Annual Financial Statements
- Annual Fees and Charges
- Asset Management Plan
- Creative City Strategy
- Corporate Business Plan
- Codes of Conduct for Elected Members and Staff
- Building Licence document
- Delegation of Authority Register
- Development Approval/Determination
- Documents released for public comment
- Elected Members Details
- Emergency Management Plan
- Flood Management Strategy
- Grant Funding Programs
- Historical information
- Information Pamphlets
- Information Statement
- Integrated Financial Report
- Local studies information and records
- Local Laws
- Minutes & agendas of committee meetings
- Minutes & agendas of Council meetings
- Policy Manual
- Rates Record
- Recreation Master Plans
- Regional Tourism Strategy
- Register of Tenders
- Register of Financial Interests
- Register of Gifts and Travel
- Strategic Community Plan
- Statutory Notices
- Structure Plans
- Strategies
- Local Planning Scheme

Limitation to access

The most frequent reasons for limiting access to information are:

Personal Information	Information that would reveal personal information about an individual (eg their name, contact details, signature etc) may be exempt under schedule 1 clause 3 of the FOI Act and section 5.95 (8) of the LG Act
Commercial Information	Information that would reveal trade secrets, information of a commercial value (eg documents containing technical designs that, if released, would harm the company), or the financial affairs of a person (eg 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 (eg confidential Council Meeting) may be exempt under Schedule 1 Clause 6 of the FOI Act and Section 5.23 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

Please refer to the *Freedom of Information Act 1992* for further reasons why the City may limit access to information.

Documents with limitations

Document	Limitations
Building Licence document/plan	Only the owner or mortgagee of a building, or their authorised representative, may inspect any plan or other document in relation to that building. A non-owner may inspect or obtain a copy subject to written approval by the owner. <i>*A search fee may be applicable for the building plan request process</i>
Development Approval/Determination	Only the owner or mortgagee of a property, or their authorised representative, may inspect any plan or other document in relation to that property. A non-owner may inspect or obtain a copy subject to written approval by the owner. <i>*a search fee may be applicable for the written planning advice request</i>
Documents released for public comment	These documents can be accessed via the Administration Building or via the City of Bunbury's website
Minutes of Committee Meetings and Council Meetings (includes Agendas, reports, etc that relate to the meeting)	A person's right to inspect information does not extend to the inspection of information where a meeting of Council, Committee or a part of such a meeting, to which the information refers is likely to be closed to members of the public. A person's right to inspect information does not extend where it relates to any debt owed to the City.
Statutory Notices	Statutory notices are placed on public notice boards located at the City's public libraries and the Administration Building.

Documents available for purchase

The City of Bunbury has documents which are available for purchase according to the schedule of fees and charges regulated and set by Council.

Example of documents which may incur a charge:

Property Listings (<i>hardcopy of disc</i>) (subject to statutory declaration of not being used for commercial purpose)	each	\$285.00
Building Plan Request search	initial	\$96.50
Written Planning Advice (WPA) request	each	\$73.00
Financial Statements	each	\$45.00
Reprint of Rate Notice	each	\$34.50
Local Planning Policy Manual	each	\$155.00
Town Planning Scheme Map	each	\$160.50

A copy of the City's full schedule of fees and charges is available on the City's website.

Public Notices

The City of Bunbury may be required to publish Statutory Notices. Documents pertaining to such Notices are placed on public notice boards at the Administration Building, within the City Focus section of the Bunbury Herald and the public libraries within the district.

Library Facilities

The City operates two public libraries in partnership with the State Library of Western Australia. Membership is free, just call into either of the libraries with proof of your current residential address.

Library Locations & Contact Information

City of Bunbury Regional Library

1 Parkfield Street
Bunbury WA 6230
Tel: (08) 9792 7190
Email: bunlib@bunbury.wa.gov.au

Withers Branch Library

33 Hudson Road
Withers WA 6230
Tel: (08) 9792 7244
Email: wrslib@bunbury.wa.gov.au

FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

FOI Operations

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

The City is required to:

- assist in making an application
- 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, which includes (but is not limited to):

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

Freedom of Information Applications

Access applications have to:

- 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 at the agency with any application fee payable.

Applications forms are available on the City Of Bunbury website www.bunbury.wa.gov.au.

Applications and enquiries should be addressed to:

Freedom of Information Coordinator

City of Bunbury

4 Stephen Street (PO Box 21)

Bunbury WA 6230

Tel: (08) 9792 7000

Email: records@bunbury.wa.gov.au

Applications will be acknowledged in writing, and you will be notified of the decision within 45 days.

Freedom of Information Charges

Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are set under the FOI Act and are as follows:

Personal information about the applicant	<i>Nil fees or charges</i>
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour, or pro rata)	\$30.00
Access time supervised by staff (per hour, or pro rata)	\$30.00
Photocopying staff time (per hour, or pro rata)	\$30.00
Per photocopy	\$0.20c
Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
Duplicating a tape, film or computer information	actual cost
Delivery, packaging and postage	actual cost

Deposits	
Advance deposit may be required in respect of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%

For impecunious applicants or those issued with prescribed pensioner concession cards, the charge payable is 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 computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

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 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.

Refusal of Access

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an **internal review** by the agency. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result, you then can apply to the Information Commissioner for an external review. An application for **external review** should be made within 60 days of receiving notice of the internal review decision.

Personal Information

If the City holds your personal information on record, which you believe may be inaccurate, incomplete, out-of-date or misleading; you can apply for the information to be amended. Applications should be made in writing and submitted to:

Freedom of Information Coordinator

City of Bunbury

4 Stephen Street (PO Box 21)

Bunbury WA 6230

Tel: (08) 9792 7000

Email: records@bunbury.wa.gov.au

Document History			
Document Owner:	Governance Department		
Created Date:	9 May 2014		
Related Guideline/Compliance:	Legislative Compliance – s.96 <i>Freedom of Information Act 1992</i>		
Document	Date	Approved	Amendment
DOC/503245[v3]	22/01/20214	Manager Governance	Annual Update – minor changes – dates and contact person and committees
DOC/503245[v2]	19/09/2022	ELT	Significant Update including format change.
DOC/503245[v1]	25/02/20	Manager Governance	Converted from Mydocs to Content Manager
CP-023997 v2	21/08/18	ELT	Annual Update
CP-023997 v1	28/11/17	ELT	Annual Update
CP-023997	24/08/16	Manager Governance	Annual update



www.bunbury.wa.gov.au