

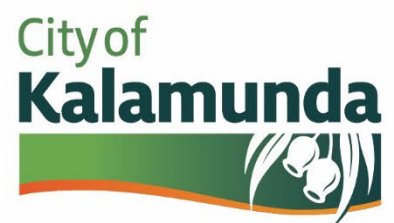
Information Statement 2026

This Information Statement is published by the City of Kalamunda in accordance with Part 5 of the Freedom of Information Act 1992 (WA).

The purpose of this statement is to:

- Assist members of the public to understand the structure and functions of the City
- Describe the types of documents held by the City
- Explain how information can be accessed
- Outline how personal information is managed

The City is committed to transparency, accountability, and providing access to information wherever possible, consistent with legislative requirements.



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ABN 60 741 095 678

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VISION STATEMENT

Connected communities, valuing nature and creating our future together.

VALUES

Our simple guiding principle will be to ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

Our Core Values are:

Respect	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
Integrity	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
Care	We build trust through empathy, honest feedback, and mutual support creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all
Honesty	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

LEGISLATIVE FRAMEWORK

The City operates within a legislative framework comprising Western Australian and Commonwealth legislation. The following Acts are of primary relevance to the City's functions.

STATE AND FEDERAL LEGISLATION

Legislation	Details
BUILDING CODE OF AUSTRALIA	A series of Codes prescribing building standards throughout Australia.
BUILDING ACT 2011	An Act to provide for the following - Permits for building work and demolition work; Standards for the construction and demolition of buildings and incidental structures; The use and maintenance of, and requirements in relation to, existing buildings and incidental structures; Work affecting land other than land on which the work is done; The amendment of the Local Government (Miscellaneous Provisions) Act 1960 and various other Acts The repeal of the Building Regulations 1989 and the Local Government (Prohibition on Dealings in Land) Regulations 1973
BUSH FIRES ACT 1954	An Act to make better provision for diminishing the dangers resulting from bushfires, for the prevention, control and extinguishment of bushfires.
CARAVAN AND CAMPING GROUNDS ACT 1995	An Act to provide for the licensing of caravan parks and camping grounds, to regulate caravanning and camping, and to improve and promote caravanning and camping. It also ensures that the design and layout of land used for caravan parks and camping grounds and the provision and availability of amenities and services meet desirable standards. Finally, it ensures that the standards of caravans and annexes in caravan parks are adequate to protect the health and safety of the occupiers.

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CAT ACT 2011	An Act relating to the control and registration of cats, the ownership and keeping of cats and the obligations and rights of persons in relation to cats.
CITIZENSHIP ACT 2007	This Act set out how to become an Australian citizen, the circumstances in which a person may cease to be a citizen and some other matters related to citizenship.
CONTROL OF VEHICLES (OFF-ROAD AREAS) 1978	An Act to prohibit the use of vehicles in certain places, to make provision as to the use of vehicles otherwise than on a road, to provide for areas where the use of off-road vehicles shall be permitted, for the registration of off-road vehicles, and for related purposes. This Act is currently being reviewed by the Department of Local Government.
DISABILITY SERVICES ACT 1993	
DIVIDING FENCES ACT 1961	An Act relating to the construction and repair of dividing fences between certain lands.
DOG ACT 1976	An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.
ENVIRONMENTAL PROTECTION ACT 1986	An Act to provide for an Environmental Protection Authority, for the prevention, control and abatement of environmental pollution, for the conservation, preservation, protection, enhancement and management of the environment.
EVIDENCE ACT 2025	An Act to consolidate and amend the statute law of evidence.
FREEDOM OF INFORMATION ACT 1992 AND ASSOCIATED REGULATIONS	An Act to provide for public access to documents, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading, and for related purposes.
HERITAGE ACT 2018	An Act requiring all local authorities to compile and regularly review an inventory of local places

	which are significant or may become significant heritage properties.
INTERPRETATION ACT 1984	An Act to amend and consolidate the law relating to the construction, application, interpretation, and operation of written law; to provide for the exercise of statutory powers and duties, and to provide for connected or incidental purposes.
JUSTICES OF THE PEACE ACT 2004	An Act to consolidate and amend the Laws relating to Justices of the Peace and their Powers and Authorities.
LAND ADMINISTRATION ACT 1997	An Act to consolidate and reform the law about Crown land and the compulsory acquisition of land generally, to repeal the <i>Land Act 1933</i> and to provide for related matters.
LIBRARY BOARD OF WA ACT 1951	An Act to provide for the Constitution and Functions of a Library Board and for other purposes.
LIQUOR LICENSING ACT 1988 AND ASSOCIATED REGULATIONS	An Act, administered in part by Local Government, to regulate the sale, supply and consumption of liquor, use of premises on which liquor is sold and the services and facilities provided in conjunction with or ancillary to the sale of liquor.
LITTER ACT 1979 AND ASSOCIATED REGULATIONS	An Act to make provision for the abatement of litter, to establish, incorporate and confer powers upon the Keep Australia Beautiful Council (WA).
LOCAL GOVERNMENT ACT 1995 AND ASSOCIATED REGULATIONS	An Act to provide for a system of local government in Western Australia, to amend the Local Government Act 1960 and for related purposes.
LOCAL GOVERNMENT AMENDMENT ACT 2006	An Act that changes the date of Local Government Elections.
LOCAL GOVERNMENT GRANTS ACT 1978	An Act to provide for the distribution to local governments in WA of certain financial assistance provided by the Commonwealth.

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LOCAL GOVERNMENT (Miscellaneous Provisions) ACT 1960 AND ASSOCIATED REGULATIONS	An Act to deal with certain matters concerning local government.
MAIN ROADS ACT 1930	An Act to consolidate and amend the law relating to and making provision for the construction, maintenance and supervision of highways, main and secondary roads, and other roads, the control of access to roads and for other relative purposes.
METROPOLITAN REGION SCHEME	The Metropolitan Region Scheme is a statutory land use planning scheme for the Perth Metropolitan Region. It comprises a set of twelve maps and a text which, together with the Metropolitan Town Planning Scheme Act 1959, governs the operation of the Scheme. Under the Metropolitan Region Scheme, land is classified into reservations or broad zones, and the development of and is controlled by the various measures provided for in the Scheme text.
PARKS AND RESERVES ACT 1895	An Act for the control and management of certain land reserved to the Crown.
PARLIAMENTARY COMMISSIONER ACT 1971	An Act to provide the appointment of a Parliamentary Commissioner for Administrative Investigations for the investigation of administrative action taken by or on behalf of certain government departments and other authorities and for incidental purposes.
PLANNING AND DEVELOPMENT ACT 2005	An Act to provide for a system of land use planning and development in the State and for related purposes.
PRIVACY AND RESPONSIBLE INFORMATION SHARING ACT 2024	
PUBLIC HEALTH ACT 2016	
PUBLIC INTEREST DISCLOSURE ACT 2003	An Act to facilitate the disclosure of public interest information, to provide protection for those who make disclosures and for those the subject of disclosures, and, in consequence, to amend various Acts, and for related purposes.

PUBLIC WORKS ACT 1902	An Act to consolidate and amend the laws relating to public works.
RATES AND CHARGES (REBATES AND DEFERMENTS) ACT 1992	An Act to permit administrative authorities to allow rebates on, or the deferral of payment of, certain amounts payable by way of rates or charges by pensioners and other eligible persons.
RESIDENTIAL DESIGN CODES OF WA 2002	
STATE RECORDS ACT 2000	An Act to provide for the keeping of State records and for related purposes.
STRATA TITLES ACT 1985	An Act to facilitate the subdivision of land into cubic spaces and the disposition of titles thereto, to provide for incidental and connected purposes.
TELECOMMUNICATIONS ACT 1997	
TELECOMMUNICATIONS (LOW IMPACT FACILITIES) DETERMINATION 1997	
TOBACCO CONTROL ACT 1990 AND ASSOCIATED REGULATIONS	An Act, administered in part by Local Government to regulate the sale and promotion of tobacco products.
VALUATION OF LAND ACT 1978	An Act to provide for the valuation of land and for other purposes.
WATERWAYS CONSERVATION ACT 1976	
WORK HEALTH AND SAFETY ACT 2020	An Act: To make provision about, and in connection with: the health and safety of workers; health and safety at workplaces; risks to health and safety arising from work; and to make consequential and related amendments to, and repeals of, various written laws; and for related purposes.
WORKERS COMPENSATION AND ASSISTANCE ACT 1981	

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CITY OF KALAMUNDA LOCAL LAWS

Local Law	Details
City of Kalamunda Bee Keeping Local Law 2008	Enables the Council to regulate the keeping of bees to ensure they do not cause a nuisance.
City of Kalamunda Cats Local Law 2023	The purpose of this local law is to make provisions about: Cats not to be a nuisance Cat Prohibited areas; and The number of cats kept on a premises. The effect of the local law is to extend the controls over cats which exist under the Cat Act 2011.
City of Kalamunda Dogs Local Law 2022	The purpose of this local law is to: make provisions about the impounding of dogs, to control the number of dogs that can be kept on premises and the manner of keeping those dogs and to prescribe areas in which dogs are prohibited and dog exercise areas. The effect of this local law is to provide for: extend the controls over dogs which exist under the Dog Act 1976.
Bush Fire Brigades Local Law 2025	The purpose of this local law is to: To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades. The effect of this local law is to provide for: The appointment of various officers of a bush fire brigade, their respective duties and for expenditure to be incurred to equip bush fire brigades
Extractive Industries 2021	The purpose of this local law is to: prohibit the carrying on of an extractive industry unless by authority of a licence issued by the local government; regulate the carrying on of the extractive industry in order to minimise damage to the environment, thoroughfares and other persons health and property; and provide for the restoration and reinstatement of any excavation site.

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	The effect of this local law is to provide for: require that any person wanting to carry on an extractive industry will need to be licensed and will need to comply with the provisions of this local law.
Fencing Local Law 2016	The purpose of this local law is to: prescribe a sufficient fence and the standard for the construction of fences throughout the district The effect of this local law is to provide for: establish the minimum requirements for fencing within the district
City of Kalamunda Health Local Law 2011	The purpose of this local law is to: provide for the regulation, control and management of day to day health matters within the district The effect of this local law is to provide for: establish various health standards and requirements which people living and working within the district must observe.
Housing, Numbering and Buildings 1963	The purpose of this local law is to: provide for the regulation, control and management of street numbering. The effect of this local law is to provide for: establish the requirements for the orderly assignment of street numbers to each lot
Keeping and Control of Animals and Nuisance Local Law 2011	The purpose of this local law is to: provide for the regulation, control and management of the keeping of animals within the City. The effect of this local law is to provide for: establish the requirements with which owners and occupiers of land within the district must comply in order to keep animals and provides the means of enforcing the local law.
Local Government Property 2001	The purpose of this local law is to: provide for the regulation, control and management of activities and facilities on local government and public property within the district The effect of this local law is to provide for:

	establish the requirements with which any persons using or being on local government and public property within the district, must comply.
Parking and Parking Facilities 2019	The purpose of this local law is to: - constitute a parking region - enable the local government to regulate the parking of vehicles within the parking region - provide for the management and operation of parking facilities occupied by the local government. The effect of this local law is to provide for: - person parking a vehicle within the parking region is to comply with the provisions of this local law.
Removal and Disposal of Obstructing Animals or Vehicles 1963	The purpose of this local law is to: - provide for the regulation, control and management of the disposal of obstructing animals and vehicles. The effect of this local law is to provide for: - establish the requirements for the removal and disposal of these items by the City.
City of Kalamunda Signs, Hoarding and Bill Posting 1981	The purpose of this local law is to: - provide for the regulation, control and management of signs within the district The effect of this local law is to provide for: - establish the requirements with which any person seeking to erect a sign within the district, must comply and the means of enforcing those requirements.
City of Kalamunda Standing Orders Local Law 2015	The purpose of this local law is to: - provide for the conduct of meetings of the Council, Committees and electors The effect of this local law is to provide for: - better decision-making at meetings; - the orderly and efficient conduct of meetings; - greater community participation and understanding of the business of the Council; - and - more open and accountable local government.
Street, Lawns and Gardens 1965	The purpose of this local law is to:

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	provide for the regulation, control and management of the installation of lawns and gardens on street verges. The effect of this local law is to provide for: establish the requirements with which owners and occupiers of land within the district must comply in order to install and maintain lawns and gardens on street verges within the City.
Trading on Thoroughfares and Public Places Local Law 2008	Enables the council to regulate trading in a public place through the requirement to obtain a licence to trade as such in the City.

AGENCY STRUCTURE

The City of Kalamunda is governed by:

- The Council (Mayor and Councillors)
- The Chief Executive Officer (CEO)
- The Administration

The Council of the City of Kalamunda consists of eight Elected Members, plus the City of Kalamunda Mayor.

The City has four Directors who are directly responsible to the Chief Executive Officer, who is the most senior officer within the organisation. The Directors oversee the running of the four service areas within the City – Corporate, Community, Development and Infrastructure.

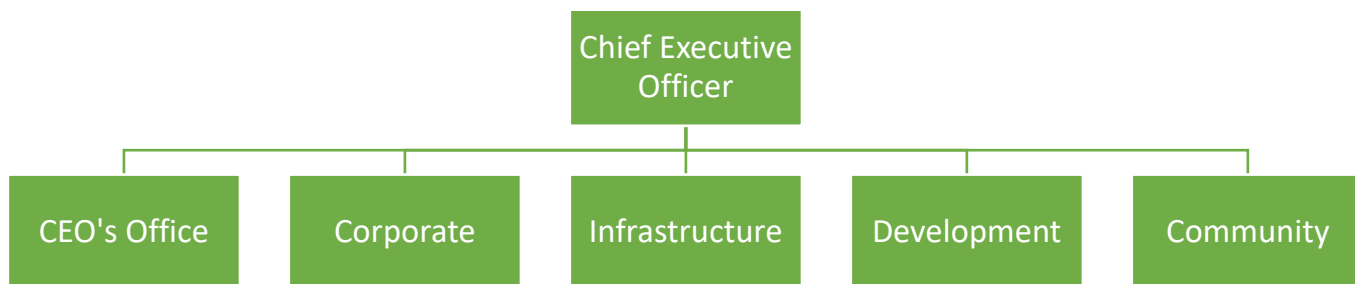
All staff employed by the City are responsible to, and report to, the Chief Executive Officer.

THE COUNCIL

The Council consists of eight Councillors plus the Mayor. Each Elected Member is elected for a term of four years. The Mayor is directly elected by the Ratepayers of the City of Kalamunda. The Deputy Mayor is chosen by the Elected Members every two years and are picked from the Elected Members. The Elected Members also choose a Chairperson for each Committee.

Organisational Structure

The City's organisational structure consists of Directorates and Services areas guided by the Chief Executive Officer



Functions of the City

The City of Kalamunda performs a wide range of statutory and discretionary functions in delivering services, infrastructure and regulatory outcomes for the community.

In addition to its core responsibilities, the City's activities are guided by its Corporate Business Plan, which sets out key priorities for service delivery and project implementation over a four-year period.

These priorities ensure that the City's resources are directed toward the outcomes most important to the community.

The City's functions can be broadly grouped into the following key priority areas:

Connected and Inclusive Community

The City provides services and programs that support community wellbeing, participation and inclusion. This includes:

- Community development, events and cultural activities
- Library services and lifelong learning opportunities
- Public safety, compliance and emergency management
- Initiatives that promote health, wellbeing and social inclusion

These functions are aimed at building a connected, safe and engaged community where residents can actively participate in civic life.

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Environmental Protection and Sustainability

The City undertakes activities to protect and enhance the natural environment and promote sustainable practices, including:

- Environmental management and biodiversity protection
- Waste and resource recovery services
- Climate change and sustainability initiatives
- Water, land and natural resource management

These functions support the long-term environmental sustainability of the district and aim to minimise the impact of development and urban growth.

Planning, Development and Infrastructure

The City is responsible for planning for future growth and managing the development of land and infrastructure. This includes:

- Strategic and statutory land use planning
- Assessment and approval of development and building applications
- Delivery and maintenance of roads, parks, facilities and infrastructure
- Long-term asset management and capital works programs

These functions ensure that development occurs in a planned and sustainable manner while maintaining and improving community infrastructure.

Economic Development and Place Activation

The City supports local economic growth and promotes Kalamunda as a desirable place to live, work and visit by:

- Supporting local businesses and investment attraction
- Delivering tourism and economic development initiatives
- Promoting arts, culture and heritage
- Encouraging visitation and community activation

These functions contribute to a vibrant local economy and enhance the City's identity and appeal.

Leadership, Governance and Corporate Services

The City provides governance, leadership and corporate services to ensure effective and accountable operations, including:

- Governance and compliance with legislative requirements
- Financial management, budgeting and long-term planning
- Risk management, audit and internal controls
- Information management, technology and organisational support
- Community engagement, communication and advocacy

These functions ensure the City operates transparently, efficiently and in accordance with its statutory obligations.

Integrated Service Delivery

Through these priority areas, the City integrates its planning, service delivery and resource management to:

- Deliver services aligned with community expectations
- Maintain financial sustainability
- Respond to emerging issues and opportunities
- Continuously improve performance and outcomes

The City monitors progress against its priorities through regular reporting and review processes to ensure it continues to meet the needs of the community.

How Functions Affect the Public

The functions of the City of Kalamunda directly affect members of the public in a range of ways, including:

- Delivery of essential services, such as waste collection, libraries, recreation facilities and community programs
- Regulatory decision-making, including planning approvals, building permits and compliance activities that impact how land is used and developed
- Provision and maintenance of infrastructure, including roads, parks, public buildings and open space
- Public health and safety, including environmental health, emergency management and local law enforcement
- Economic and community development, supporting local businesses, tourism, and cultural activities
- Management of personal and public information, including how information is collected, used, shared and protected

Through these functions, the City influences the quality of life, safety, environment and economic wellbeing of the community.

DECISION MAKING FUNCTIONS

THE COUNCIL

The Council is made up of members of the local community who are elected to office by residents and ratepayers of the City.

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The Council is led by the Mayor and there are eight (8) councillors who serve in four wards or electoral districts. The wards are North West, South West, North and South East. As a group they are the decision making body.

Council elections are held every two years, on the third Saturday in October. Anyone who is enrolled on the State Electoral Roll for an address within the City is automatically entitled to vote. Non-resident owners and occupiers (for example, a person who lives in another local government area, but owns a property in the City) may also be entitled to vote but must apply to do so.

THE MAYOR

The Mayor is the City's Civic Leader, presides at all meetings of the Council and in conjunction with the Chief Executive Officer signs every deed, conveyance, agreement and contract under the Common Seal of Council.

The Mayor's position has special emergency powers for decision and direction to the Chief Executive Officer. The position is elected by the Residents of the City of Kalamunda.

THE CHIEF EXECUTIVE OFFICER

The responsibility for the day to day management of the City rests with the Chief Executive Officer. Under his or her leadership, staff act on Council decisions by developing and putting into practice the Council policies and resolutions.

THE LOCAL GOVERNMENT ACT

The Local Government Act 1995 is an ultra vires type legislation which, in simple terms, means that unless there is something in the provisions of the Act that says a Local Authority can do something, then it is strictly prohibited from undertaking an action, activity or service.

STANDING ORDERS

The Local Laws relating to the Conduct of Proceedings of the Business of the Council, known as the Standing Orders, govern the proceedings of the Council and Committee meetings. In governing the proceedings of a meeting, the Local Law specifically details issues such as the order of business at Council meetings, conduct of the meetings with regard to determinations by the Chairperson, rules of debate, voting and amendments and various miscellaneous matters.

PUBLIC BRIEFING FORUM

The Public Briefing Forum, which is undertaken on the second Tuesday of every month, allows for thorough investigation and consideration of items prior to going to the Full Council Meeting.

STANDING COMMITTEES

There is one Standing Committee, the Audit & Risk Committee, which meets irregularly, but generally every quarter.

The need for committees is due to a necessity for specialisation and to the considerable number of decisions required to be made by local governments in the course of the administration of the municipality. These decisions require thorough investigation and consideration.

A Standing Committee is a permanent committee of the Council established generally for a period of two years. The committee is comprised of Elected Members only and the powers and duties are determined by delegation from the Council. The function of the committee is to deliberate upon matters within its authority, as determined by the Council, to report upon the deliberations and to make recommendations to the Council.

ADVISORY COMMITTEES

Advisory Committees are established by Council, with the membership made up of Council Representatives and members of the public. Membership is renewed every two years.

POLICIES OF THE COUNCIL

In order to provide guidance for the officers of the City, the Council adopts policies which are included in a Policy Register and provide the basis for decision making. The Policy Register includes policies on Administration, Building, Community Services, Council/Members Delegated Authority, Engineering, Finance, Health, Libraries, Parks, Reserves, Planning and Recreation.

DELEGATED AUTHORITY

The Chief Executive Officer has Delegated Authority from the Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Council's Delegation Register and are reviewed annually by the Council. Delegations from the Chief Executive Officer to staff are also listed.

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COUNCIL LOCAL LAWS

The Council Local Laws adopted by Council ensure that such matters as reserves and parking facilities in the City of Kalamunda are maintained for all residents of the City to use.

PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND PERFORMANCE OF AGENCY FUNCTIONS

Opportunities for public participation include:

COMMUNITY CONSULTATION

The Council seeks the views of the community in a number of projects in which it is involved. Community involvement can range from surveys seeking the opinions of residents in relation to traffic treatments, to parks design in conjunction with community projects.

ELECTED MEMBERS

How to Contact Elected Members

Members of the Public can contact their Elected Members of the Council to discuss any issue relevant to the Council.

Contact telephone numbers and email addresses for the Elected Members are listed in an information sheet which is available from the City's offices. The contact details are also available on the Council's Website, at www.kalamunda.wa.gov.au, under the About Us Tab, and then under Councillors.

Residents wishing to write to the elected Members should send their correspondence to:

The City of Kalamunda, PO Box 42, KALAMUNDA 6926

Council Elections

The Council Elections are held every two years. Members are elected to the positions for a four year term, with half of the number of positions falling vacant every two years.

WRITTEN REQUESTS

Residents can write to the council on any matter relating to a policy, activity or service.

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ORDINARY MEETING OF COUNCIL

Members of the public have a number of opportunities to put forward their views on particular issues before the Council.

Petitions

Written petitions in the format as described in the Standing Orders can be addressed to the Mayor on any issue within the Council's jurisdiction.

Question Time

Question Time is held during the Ordinary Meeting of the Council for a minimum period of fifteen minutes. Electors can ask questions relating to the ordinary business of the Council and will receive an answer either at the meeting or shortly after.

Deputations

Deputations wishing to be received by Council should send a written request to the Chief Executive Officer.

Deputations cannot exceed five persons, of which only two speakers may address the Council or Committee of Council, except in reply to questions by members of Council or Committee.

STANDING COMMITTEE MEETINGS

Standing Committee Meetings are open to the public. Any member of the public wishing to ask a question or make comment on any items of the Agenda of a Committee Meeting may do so by giving notice to the appropriate member of staff prior to the commencement of the Committee Meeting.

Members of the public will be given the opportunity to make their statement/question prior to the Committee considering the item.

ADVISORY AND MANAGEMENT COMMITTEES OF THE COUNCIL

An Advisory Committee may be appointed to advise the Council on the establishment, management and control of anything for which the Council is responsible and chooses to refer to a Committee. Management Committees exercise powers delegated in relation to the control and maintenance of property for which the Council is responsible.

The function and membership of the various advisory and management Committees are contained in the "Details of Representation on Committees" document which is available from the City offices.

DOCUMENTS HELD BY THE CITY

Types of Documents

The City of Kalamunda holds a broad range of documents in both electronic and physical formats relating to its functions and operations.

These include, but are not limited to:

- Corporate and strategic plans
- Policies, procedures and Local Laws
- Council agendas and minutes
- Financial records and budgets
- Correspondence and reports
- Planning, building and development records
- Contracts, agreements and procurement records
- Maps, drawings, images and technical data

The City maintains its records in accordance with the State Records Act 2000 using approved recordkeeping systems.

Access to Documents without FOI

Where possible, the City makes information available to the public without the need to lodge a formal Freedom of Information application.

Documents are available through:

- The City's website
- Customer service enquiries
- Public registers and published records
- Council agendas, minutes and reports

Commonly available documents include:

- Annual Reports
- Budget and financial statements
- Strategic Community Plan and Corporate Business Plan
- Policies and Local Laws
- Council agendas and minutes
- Registers required under legislation

Hard copies of documents may be available on request, subject to applicable fees and charges.

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Agendas and Minutes available to the public at the following times (via the website or the Front Counter):

Public Briefing Agendas:	The Friday before the meeting
Standing Committee Minutes:	5 Business days after the meeting
Council Agenda:	The Friday before the meeting
Council Minutes:	10 Business days after the meeting

Proactive Disclosure (Open by Design)

The City is committed to proactively releasing information wherever appropriate. This approach supports transparency and reduces the need for formal access applications under the Freedom of Information Act 1992.

Information is published regularly to ensure the community has timely and convenient access to information about the City's decisions, services and activities.

Other Documents held by the City

The City holds additional operational and administrative documents that are not routinely published, including internal correspondence, working documents and records relating to service delivery.

Some documents may include personal or confidential information and may be subject to access restrictions under relevant legislation.

Access to these documents may be requested either informally or through an application under the Freedom of Information Act 1992.

Privacy and Responsible Information Sharing

The City manages personal information in accordance with the Privacy and Responsible Information Sharing Act 2024.

The City:

- Collects and uses personal information only where authorised
- Ensures personal information is secure and handled appropriately
- Shares information only where permitted by law
- Enables individuals to access and correct their personal information
- Manages information breaches in accordance with legislative requirements

Further details are available on the City's website.

OPERATION OF FREEDOM OF INFORMATION ACT IN THE CITY

INITIAL ENQUIRIES

Initial enquiries regarding the release of information should be made to the FOI Coordinator either by email (enquiries@kalamunda.wa.gov.au), in person at the City of Kalamunda or by telephone on 08 9257 9917.

FORMAL APPLICATIONS

FOI applications must:

- Be in writing
- Provide sufficient detail
- Include an Australian address
- Include any applicable fee

Applications and enquiries should be addressed to:

By Post
The FOI Coordinator
City of Kalamunda
PO Box 42
KALAMUNDA WA 6926

In Person
The FOI Coordinator
City of Kalamunda
2 Railway Rd
KALAMUNDA WA 6076

BY Email
The FOI Coordinator
enquiries@kalamunda.wa.gov.au

Applicants will receive a response from the City as soon as possible within the statutory forty five (45) days of the Council receiving the request with the application fee.

FREEDOM OF INFORMATION CHARGES

Charges are determined in accordance with the Freedom of Information Regulations 1993.

NOTICE OF DECISION

As soon as possible but in any case within 45 days applicants will be provided with a notice of decision which will include details such as:

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- the date which the decision was made,
- the name and the designation of the officer who made the decision,
- if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document, and
- information on the right to review and the procedures to be followed to exercise those rights.

REVIEW RIGHTS

Applicants who are dissatisfied with a decision of the City are entitled to request an **Internal Review** by the City. Application should be made in writing within 30 days of receiving the notice of decision.

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

If applicants disagree with the result then application can be made to the Information Commissioner for an **External Review**, and details would be advised to applicants when the external review decision is issued.

AMENDMENT OF PERSONAL INFORMATION

Individuals have the right to apply to the City to amend personal information that is inaccurate, incomplete, out of date or misleading, in accordance with the Freedom of Information Act 1992.

Applications for amendment:

- Must be made in writing
- Should provide sufficient detail to identify the information to be amended and the reasons for the requested change
- May require supporting evidence

Where possible, the City will also assist individuals to correct personal information through administrative processes without the need for a formal application.

The City manages personal information in accordance with the Privacy and Responsible Information Sharing Act 2024, including ensuring information is accurate and up to date.

Freedom of Information Form



Freedom of Information Application for Access to Documents
Freedom of Information Act 1992 WA

In Person:

City of Kalamunda
2 Railway Road
KALAMUNDA WA 6076

By Post:

Freedom of Information Co-ordinator
PO Box 42
Kalamunda WA 6926

Email: enquiries@kalamunda.wa.gov.au

I request information under the Freedom of Information Act 1992 WA.
(Please tick relevant box below to indicate the type of information you are requesting)

The information requested is: ☐ Personal Information ☐ Non-Personal Information

Personal Information – Information that relates to you personally – No fee payable.

Non-Personal Information – Information requested does not solely relate to you personally - a \$30.00 fee applies (Please note -additional costs may be incurred depending on scope of the request)

A. APPLICANT DETAILS

Surname:
Given Names:
Postal Address (in Australia):
Telephone:
Mobile:
Email Address:

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kalamunda.wa.gov.au

T 9257 9999 F 9293 2715 E enquiries@kalamunda.wa.gov.au
2 Railway Road KALAMUNDA WA 6076 PO Box 42, KALAMUNDA WA 6926

ABN 60 741 095 678

NAME OF ORGANISATION/BUSINESS

(Please note: Written authorisation will be required if acting on behalf of another person/organisation, please attach this to the application form).

B. DETAILS OF YOUR REQUEST

Please ensure you provide as much specific information as possible to assist us in identifying the documents you are seeking. (i.e. subjects/locations/dates/Names)

Providing us with a reason you are seeking documentation may assist in locating documents, however, this is optional.

From Date:
(If known)

To
(If known)

I am seeking access to document(s) relating to:

(If require more space to submit more details, please attach additional page/s to this application form)

C. FORM OF ACCESS (Please tick relevant box to indicate type of access required)

☐ Printed Copy ☐ Electronic Copy ☐ Inspection

I declare that all details given are true and correct.

Applicant Signature:

Date: