



City of Subiaco

Information Statement 2026



This document has been prepared by the City to satisfy part five of the *Freedom of Information Act* 1992. Copies of this document may be obtained from the City's website at www.subiaco.wa.gov.au

or at

Council Chambers (City of Subiaco)

Level 2, 388 Hay Street

SUBIACO WA 6008

Enquiries can be made on (08) 9237 9222 or by email at city@subiaco.wa.gov.au

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1. Introduction

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, including local governments, to prepare and publish annually an Information Statement. The Information Statement must set out:

- The agency's mission statement
- Details of legislation administered
- Details of the agency's structure and functions
- Details of decision-making functions affecting the public
- Public participation in the formulation of policy and performance of agency functions
- Documents held by the agency
- The operation of Freedom of Information (FOI) in the agency

2. The City's Vision & Values

2035 Community Vision

A diverse, welcoming community shaped by its rich history and celebrated for its green spaces, lifestyle and culture.

Council Plan

The City's Council Plan for 2025-2035 provides a new roadmap for long-term vision, combining Strategic Community Plan and Corporate Business Plan, closely aligning the City's future goals with the community's value most. The Council Plan was developed in close consultation with the community through the community visioning process to guide the City on strong and sustainable future trajectory of Strategic growth, service continuity and community vibrancy.

The City of Subiaco is characterised by its vibrant community life, green streets and unique sense of place. The City celebrates its rich history, while embracing the diversity and vitality of the present. The parks, public spaces, events, and recreational opportunities are easily accessible and promote a healthy and happy lifestyle. There is a diverse range of local businesses and entertainment that contribute to a lively atmosphere.

The City faces the challenges of the future with strong leadership, an innovative approach and an emphasis on community values and voices. Sustainability, in all of its forms, is at the core of the community and underpins the City's operations.

Organisational Values



Supportive

Mutual respect and encouragement



United

Working together to achieve shared goals



Bold

Curious and willing to challenge for a better tomorrow



Impactful

Making a meaningful and lasting difference

3. The Local Government Act

The purpose of the *Local Government Act 1995* is to provide direction to local government on the following:

- How the elected local governments are constituted.
- What their functions are.
- How they are administered and financially managed.
- How elections are to be held.

The main themes of the Act are:

- Autonomy
- Public participation
- Accountability
- Efficiency and effectiveness.

Autonomy – Due to the fact that local government is governed by legislation and there are regulations specifying the way some things are to be done means that there is not true autonomy for local government. The reference to autonomy has been brought about by the way the *Local Government Act 1995* has been drafted. The general competence style of drafting has the effect of giving wider powers and more flexibility compared to the previous Act from 1960.

Public participation – Members of the public have a number of opportunities to put forward their view on particular issues to Council ([see T.11](#)).

Accountability – Being accountable in public life means you must be able to explain your actions and give reasons for what you do (or have not done). The need for local governments to keep various registers and records is an accountability measure. So is the requirement to provide annual reports that include an assessment of the local government's performance.

Efficiency and effectiveness – Measures in the *Local Government Act 1995* that reflect the aim for greater efficiency and effectiveness are:

- The need to produce future financial plans.
- The requirements for local government to evaluate its performance each year.
- Deregulation of the qualification required to head the administration.
- Separation of the policy making function of the council from the administrative and Managerial side of the organisation.
- Increased ability of local governments to delegate powers and duties.

4. **Local Government Acts / Regulations**

Throughout the [Local Government Act 1995](#) there are references to Regulations. For convenience lengthy procedures that are to be followed are enacted in the form of Regulations. These have the full force of the *Local Government Act 1995* and must be followed, for examples:

Local Government (Administration) Regulations 1996

These deal with matters in connection with *Part 5 Administration of the Local Government Act 1995*. Amongst other things they cover requirements for conducting council, committee and electors' meetings, requirements for the disclosure of financial interests in returns and the payment of meeting attendance fees.

Local Government (Administration) Amendment Regulations 2022

The Local Government (Administration) Regulations 1996 (Regulations) have been amended to enable local governments to continue to conduct council and committee meetings electronically outside of emergency situations.

Local Government (Audit) Regulations 1996

These relate to *Part 7 Audit of the Local Government Act 1995* and cover the appointment and functions of the Audit Committee, auditors and the matters to be included in the audit report.

Local Government (Miscellaneous Provisions) Act 1960

These relate to *Part 9 Miscellaneous Provisions of the Local Government Act 1995*. Some sections of the 1960 Act remain in force through a separate major amendment that retained some of its more technical provisions.

Topics dealt with the miscellaneous provisions are:

- new street alignments
- trespassing cattle, pounds, and rangers
- Building relating matters such as licensing and other controls
- Private swimming pools

Local Government (Miscellaneous Provisions) Amendment Act 2007

An Act to –

- Amend the Local Government (Miscellaneous Provisions) Act 1960
- Amend the Builders' Registration Act 1939 and the Local Government Act 1995 consequentially, and for related purposes.

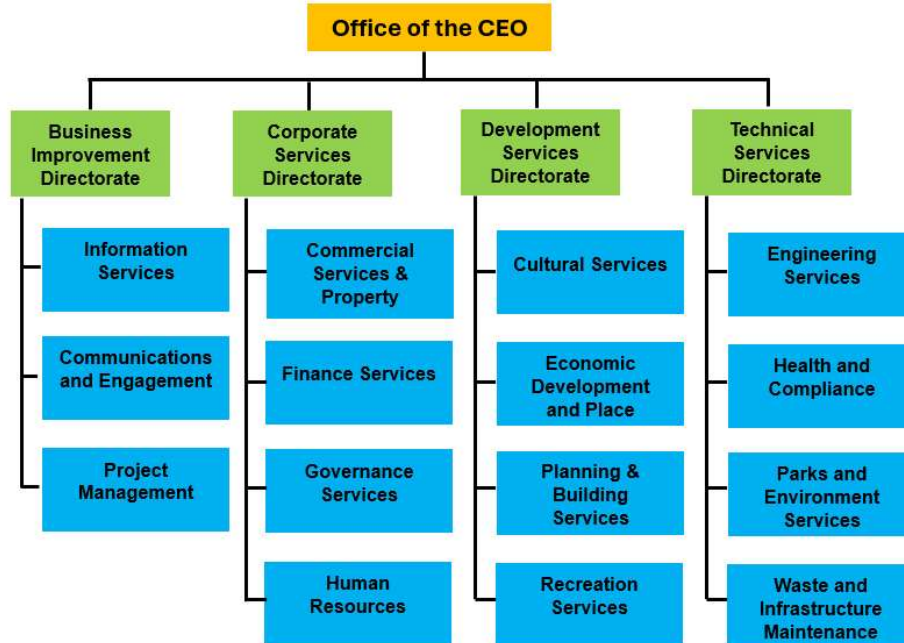
The amendments in this Act (other than in sections 13 and 14) are to the Local Government (Miscellaneous Provisions) Act 1960

s.13 Consequential amendment to the Local Government Act 1995 and Transitional provisions.

s.14 Consequential amendment to the Builders' Registration Act 1939.

5. Organisational Structure

The Chief Executive Officer (CEO) and four directors provide leadership for the City's branches, which deliver services to the community and the organisation.



6. The Office of the CEO

The **Chief Executive Officer** (CEO) and the **Mayor** handle all matters relating to the Elected Members, the Council, civic ceremonies and functions, including council and committee meetings, citizenship ceremonies and council elections.

Role of Council, as prescribed by the Act (s. 2.7) is to govern the local government's affairs, and be responsible for the performance of the local government's functions:

- oversee the allocation of the local government's finances and resources,
- determine the local government's policies,
- planning strategically for the future of the district,
- determining the services and facilities to be provided by the local government in the district,
- selecting the CEO and reviewing the CEO's performance
- providing strategic direction to the CEO.

Role of Mayor (s. 2.8) is to:

- provides leadership and guidance to the council and council members,
- acts as the principal spokesperson for the local government, and carries out civic and ceremonial duties on behalf of the local government, at all times acting consistently with council decisions,
- presides at meetings of the council, ensuring that meetings are orderly and held in accordance with this Act,
- promotes, facilitates and supports positive and constructive working relationships among council members,
- liaise with the CEO on the local government's affairs and the performance of its functions.

Role of CEO (s. 5.41) as the local government's Chief Executive Officer, is responsible for managing the local government's administration and operations. Role includes:

- (a) causing council decisions to be implemented,
- (b) managing the provision of services and facilities that the council has determined the local government is to provide in the district,
- (c) determining procedures and systems for implementing the local government's policies as determined by the council, and managing the local government's administration and operations,
- (d) being responsible for the employment, management, supervision, direction and dismissal of other employees (*subject to s. 5.37(2)*),
- (e) ensuring that records and documents of the local government are properly kept for the purposes of this Act and any other written law,
- (f) advises, and procures advice for, the council in relation to the local government's affairs and the performance of the local government's functions,
- (g) ensures that the council has the information and advice it needs to make informed and timely decisions,
- (h) liaises with the mayor on the local government's affairs and the performance of the local government's functions,
- (i) speaks on behalf of the local government if the mayor agrees.

The **Executive Leadership Team** (ELT) comprises of the CEO, Director Business Improvement, Director Corporate Services, Director Development Services, and the Director Technical Services. They are responsible for providing leadership to the organisation. The team's functions include:

- Leadership
- Change Management
- Strategic planning
- Alignment of operations to implement strategic plans
- Provide direction, support and guidance to all employees
- Liaison with Elected Members
- Governance
- Acting as the conduit between Elected Members and the City's administration.

7. Development Services

The Development Services Directorate looks after and guides the future development of the City and its community through the services of planning, built heritage, community development, recreation and cultural services which include the Subiaco (E H Parker) Library, Subiaco Museum, public art and Lords Recreation Centre. The directorate also supports services and organisations that promote wellbeing for the community. The directorate is a consolidation of the following branches: Cultural Services, Economic Development and Place, Planning, Building & Sustainability Services and Recreation Services.

Cultural Services

This diverse branch provides safe, accessible and inclusive services and programs that build a resilient, connected and safe community.

Subiaco Library is a welcoming space for all, providing a free, high-quality seven-days-a-week service with a range of activities and programs that complement a diverse collection of online and hardcopy resources.



Subiaco Museum preserves and shares the social history of the Subiaco area through its heritage collections, exhibitions and programs. It also maintains a collection of more than 12,000 items, including the City's art collection.

The Community Development team delivers programs and events that strengthen community connection and support people to feel included, active, independent and engaged. Key portfolios include civic and community events, youth, children and families, positive ageing, access and inclusion, and safety and wellbeing.

Economic Development and Place

The Economic Development and Place branch focuses on enhancing Subiaco's vibrancy, economic resilience and identity as a unique destination. It delivers initiatives that activate public spaces, support local businesses and attract visitors to the City.



The main areas of activity include:

- Delivering place activation and economic development projects across key precincts.
- Destination marketing and promotion of Subiaco as a retail, lifestyle and cultural hub.
- Planning and delivering a diverse annual events calendar, including initiatives such as the Subiaco Night Markets, Subi Blooms and Subi Spritz festival.
- Coordinating seasonal activations, including festive decorations and streetscape enhancements such as the City's Christmas program.
- Supporting public realm improvements, including projects such as Greenways initiatives and the Rupert Street Pocket Park to enhance amenity and connectivity.
- Facilitating public art installations and creative projects that contribute to the City's cultural identity.
- Engaging with local businesses and stakeholders to support economic growth, investment and precinct activation.

Planning, Building and Sustainability Services

The branch sits within the Development Services directorate. The team aims to create a sustainable and high-quality urban environment for the City and its residents, to meet the needs of residents, ratepayers, community groups, developers, and visitors to the City. The aim is to maintain the character, amenity and heritage value of Subiaco and create a sustainable and high-quality urban environment.

Planning Services has responsibility for:

- Determining development applications and providing a recommendation for applications referred to the City (such as those in the redevelopment areas).
- Strategic land use planning.
- Local planning strategy, local planning scheme, precinct planning and policy development.
- Heritage matters including development, policy, advice and incentives.
- Development compliance.
- Building permit approvals and compliance with relevant building codes as well as swimming pool inspections.
- Climate change initiatives.



Recreation Services

Lords Recreation Centre has been a City of Subiaco-run community recreation facility since 2009, reflecting the City's commitment to providing community-based facilities that offer great social benefits and improved community wellbeing. This vital community facility is for the use and enjoyment of the City's residents, employees and visitors, making Lords an important contributor to maintaining a healthy and active community.



The facility provides a unique combination of services and facilities to cater for the whole community including a gym, group fitness classes, heated indoor swimming pool, organised indoor sports competitions, café and a crèche.

8. Corporate Services

Corporate Services provides a range of services that support the organisation, the community and commercial tenants. The directorate is made up of Commercial Services and Property, Finance Services, Governance Services, and Human Resources.

Commercial Services and Property

The key responsibilities are:

- City's investment property portfolio including acquisitions, divestments, property management and leasing.
- Social property portfolio, including community groups and clubs.
- Planned and unplanned maintenance of City buildings.
- Capital projects to City buildings.

Finance Services

There are three specialised teams, focused on financial accounting, management accounting, and revenue services. Incorporates rates, accounts payable, accounts receivable, budget and financial management, and audit compliance. The main areas of activity include:

- Providing financial information to management, elected members and other stakeholders such as community members and government bodies.
- Prepare the Annual Budget and Budget Review
- Prepare the Annual Financial Statements
- Ensure statutory compliance.
- Levy all rates notices for Council after the adoption of the annual budget.
- Processing and payment of supplier invoices.
- Raising and receiving money owed to the City.
- Monitoring the debt recovery process.
- Maintenance of the Strategic Financial Plan.

Governance Services

The main areas of activity include:

- Providing governance advice to the organisation.
- Compiling and distributing Council and committee agendas and minutes.
- Providing Mayoral, Councillor and Executive support service.
- Designing and coordinating implementation of the Strategic Planning Framework.
- Development and maintenance of the Council Plan.
- Overseeing the Corporate Compliance function, including statutory compliance reporting
- Maintaining regulatory registers (i.e. gifts, delegations, council resolutions).
- Coordinating primary and annual statutory returns.
- Designing and coordinating implementation of the Risk management Framework.
- Misconduct reporting and management.
- Coordinating the City's assurance function, including internal audit program.
- Managing the City's insurance portfolio
- Coordinating the City's local government elections.
- Reviewing the City's wards and representation.
- Overseeing maintenance of the City's Council policies.
- Providing procurement support and advice to the organisation to ensure compliance with legislation and policy.



Human Resources

Human Resources provide advice and systems to maximise workforce capability to deliver services efficiently for the community. The main areas of activity include:

- Workplace Health and Safety.
- Remuneration and employee relations.
- Recruitment, selection and inductions.
- Training and development.
- Management of staff performance and grievances.
- Employee assistance and wellbeing.
- Equal Employment Opportunity and diversity.

9. Technical Services

The Technical Services Directorate is made up of Engineering Services, Parks and Environment Services, Waste and Infrastructure Maintenance and Health and Compliance Services.

Health and Compliance Services

This branch deals with approvals and compliance matters relating to environmental health, rangers and parking compliance. The main areas of activity include:

- Monitoring food hygiene standards at food businesses.
- Assisting and informing the community on general health matters such as pest control and hazardous materials.
- Car parking compliance.
- Issuing parking permits.
- Removing and disposing of abandoned vehicles.
- Managing unpaid parking infringement notices.
- Issuing parking infringements.
- Animal registrations & animal related issues
- Noise Complaints.



Parks and Environment Services

The Parks and Environment Services branch is responsible for the planning, maintenance, renewal and enhancement of the City's parks, streetscapes, public open spaces and urban forest. The branch delivers high quality and sustainable landscape outcomes that support community wellbeing, biodiversity, climate resilience and liveability across the City of Subiaco.



Parks Operations

The City of Subiaco is recognised for its green and leafy character, high quality public realm and extensive network of parks, streetscapes and public open spaces. Parks Operations is responsible for the day-to-day maintenance and operational management of these areas, with a strong focus on sustainability, safety, water efficiency and presentation.

The main areas of activity include:

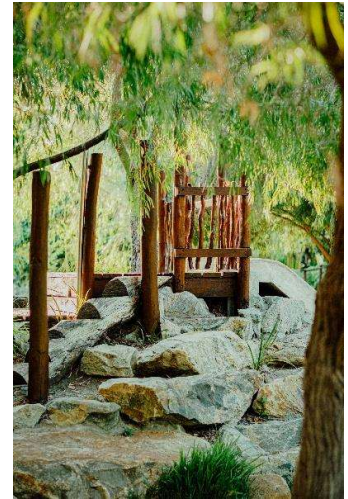
- Management and maintenance of parks, reserves, streetscapes and verges
- Maintenance and presentation of sports fields and active recreation spaces
- Management of the City's urban forest, including tree maintenance and establishment
- Management and maintenance of irrigation systems, bores and associated infrastructure

Parks Development

Parks Development delivers the planning, design, renewal and enhancement of the City's parks, reserves and public landscapes through ongoing improvements and asset renewals. Projects are developed to create attractive, functional and sustainable public spaces that respond to community needs while supporting environmental outcomes and climate resilience.

The main areas of activity include:

- Planning, design and redevelopment of parks, streetscapes and public open spaces
- Playground, park furniture, lighting, irrigation and landscape asset renewal projects
- Water sensitive urban design and environmental improvement projects such as biodiversity enhancement and habitat creation initiatives
- Development and implementation of sustainability and water efficiency projects



Waste and Infrastructure Maintenance

Infrastructure Services

The City of Subiaco is committed to providing a clean, safe and welcoming environment for residents, businesses and visitors alike. From its leafy tree-lined streets to its active Town Centre precincts, the City takes pride in maintaining attractive and functional public spaces. This is achieved through the delivery of regular maintenance and cleaning programs across key areas of activity, including:



- Road, laneway, footpath, drainage and street sign maintenance.
- Street furniture maintenance.
- Fortnightly sweeping of all streets.
- Daily sweeping of town centre areas.
- Monthly sweeping of laneways and Carparks.
- Quarterly pressure cleaning of the town centre and other high-profile areas.
- Bi-monthly pressure clean of the train station area.

Waste Services

The City of Subiaco is renowned for providing a very high level of waste service in-house, utilising City staff and waste collection fleet. The service is provided with a focus on sustainability, reducing waste to landfill and encouraging a circular economy where possible. The main areas of activity include:

- Fortnightly general waste collection.
- Weekly FOGO waste collection.
- Fortnightly recycling collection.
- Weekly commercial cardboard collection.
- Street and park litter bin collections.
- Bi-Annual Bulk hard Waste Collections.
- Waste education.
- Prebooked Bulk green waste collections

Engineering Services

This branch is responsible for the management of the built infrastructure within the road reserve, asset management and City's fleets. The main activities in this area include:

- sign and delivery of the City's capital works projects such as roads, drainage, kerbing, footpaths, dual-use paths, traffic control/calming devices, intersection treatments and streetscape and cycling improvement projects.
- Design and installation of new street lighting and upgrading the existing streetlights to LED light fittings.
- Management and replacement of the City's plant and fleet.
- Providing engineering advice to internal departments and external stakeholders (residents, developers and private consultants).
- Handling the public consultation process for design, construction and implementation of various projects such as streetscape projects, cycling and road safety projects.
- Sourcing and managing various grant funding from both federal and State Governments (Blackspot, MRRG, WABN, LRCI, RTR and direct grants).
- Developing and coordinating the implementation of asset management plans across the City's asset groups (buildings, parks and infrastructure).
- Developing, implementing and monitoring contracts and the contracting process for major infrastructure works.

- Installation of new bus shelters and management of the advertising revenues.
- Assessing traffic management plans and providing obstruction permits for private works and services.
- Undertaking traffic and road safety related investigations, including management of the City's traffic count program.
- Undertaking engineering assessment for Development and Subdivision Applications and providing advice to Planning Services.



10. Business Improvement

The business improvement directorate is responsible for embedding a continuous improvement ethos across the organisation to ensure our community have access to the best digital and human services.

Information Services

Incorporates Information Technology, Business Systems, Records & Freedom of Information (FOI) Services, and Customer Relations. Its main areas of focus include:

- Managing the City's systems, software, and hardware infrastructure.
- Ensuring robust security and effective network management.
- Delivering technology projects that drive efficiency and productivity.
- Providing strategic technology planning, guidance, and advice.
- Developing, supporting, improving and maintaining enterprise applications.
- Managing the City's knowledge, records, retention, and disposal processes.
- Managing and overseeing Freedom of Information requests and related processes.
- Monitoring and managing customer channels, including in-person, email, and Customer Request Management (CRM) interactions.
- Leading and implementing projects that enhance workplace efficiency and customer service across the organisation.
- Developing and maintaining ICT and customer service strategic plans.
- Collaborating with other business units to achieve strategic outcomes.

Communications and Engagement

The Communications and Engagement branch provides advice and support to help all areas of the organisation to communicate and consult with the community about matters that affect or are of interest to them. The branch is responsible for:

- Print publications and advertising, including the Subiaco Scene advertorial (published regularly in The Post newspaper) and Talk About Subi print newsletter.
- Digital channels and the development of engaging content for platforms such as the City's : website; Have Your Say Subiaco



online engagement hub; Facebook, Instagram and LinkedIn profiles; and email newsletters, including Subiaco Snapshot.

- Media relations.
- Contributing to and protecting the City's corporate reputation and visual identity.
- The development, support and implementation of communications plans and community engagement activities for City projects.
- The development and execution of communications plans in response to contentious and other issues.
- Communication of the City's Council Plan 2025-35 objectives and achievements against those objectives.
- Internal communications.

Project Management

The Project Management Branch is responsible for the delivery of the Digital Transformation Project.

The Digital Transformation Project, which began in July 2023 (Project Djinda), is currently underway and will continue until June 2026. The project includes replacing several stand-alone systems for one Enterprise Resource Planning system (ERP).

Following the Digital Transformation Project, the team will focus on continuous improvement across the organisation. The branch is also responsible for establishing the City's Project Management Office (PMO).



11. Public Participation

There are a number of ways the public is encouraged to participate in the affairs of local government through provisions of the Act including:

- The public having the ability to attend Council and committee meetings where binding decisions are made.
- Providing the public with notice of certain decisions and access to certain information.
- The production of Annual Reports.
- Participation in elections.
- Have Your Say.

12. Access to documents held by the City

The following documents can be available for inspection on request at Council Chambers, Level 2, 388 Hay Street Subiaco.

Please note some of these are also available online at www.subiaco.wa.gov.au:

- Annual Report
- Annual Budget
- Code of Conduct
- FOI Information Statement
- Local Government Regulations

- Local laws, including proposed
- Local and Town Planning Schemes
- Minutes of Council or committee
- Minutes of electors' meetings
- Policy manual
- Strategic Financial Plan
- Rates records
- Register of Delegated Authority
- Register of Debentures
- Register of Financial Interests
- Schedule of fees and charges
- Tender register.

The City will also make available on request other information as stipulated under the *Local Government Act 1995*.

13. Freedom of Information Procedures

It is the aim of the City to make information available whenever possible outside the *Freedom of Information Act 1992* process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents held by the City is accurate, complete and up to date.

Freedom of Information (FOI) applications

An application for information through FOI 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 at the City with any application fee payable or by post or via email

By post:	In Person:	By email:
FOI and Records Officer City of Subiaco PO Box 270 SUBIACO WA 6904	FOI and Records Officer City of Subiaco 388 Hay Street SUBIACO WA 6904	foi@subiaco.wa.gov.au

Applications will be acknowledged in writing and applicants will be notified of the decision within 45 days from the date of valid application.

Freedom of Information charges

A scale of fees and charges set under the Freedom of Information Act Regulations 1993 are as follows:

- | | |
|--|---------|
| • Personal information about the applicant | \$0.00 |
| • Application fee (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 | \$00.20 |

Deposits may be required on certain applications.

Applicants with prescribed pensioner concession cards can apply to have the application fee and any charges payable reduced or waived. Evidence of current Commonwealth issued pensioner concession cards must be provided for consideration of fee reduction.

Access arrangements

Access to documents can be granted in a variety of ways including copies of the documentation (physical copies or digital), by way of inspection (attending in person to view the documentation), transcripts, etc., whichever is most appropriate depending on the nature of the application.

Please note when attending to view the documentation there is a requirement for staff supervision and there are applicable fees involved as per the Freedom of Information Act Regulations. Appointments will need to be booked to facilitate viewing the documentation to ensure appropriate staff are available.

Notice of Decision

A notice of decision will be issued to the applicant within 45 days (from the date of valid application) and will include details such as:

- date of decision
- the name and the designation of the officer who made the decision
- if access is refused, the reasons for claiming the documents are exempt
- information on the rights of review and the procedures to be followed to exercise those rights.

[Freedom-of-Information-Application-Form.pdf](#)

Internal review of decisions

Applicants who do not agree with a decision made by the City have a right to have the decision reviewed. In order to apply for an internal review of the decision, they must lodge an application for review within 30 days after being given written notice of the decision. This application for internal review must:

- be in writing; and
- explain what part of the decision they wish to be reviewed as well as why; and
- give an Australian address to which notices can be sent.

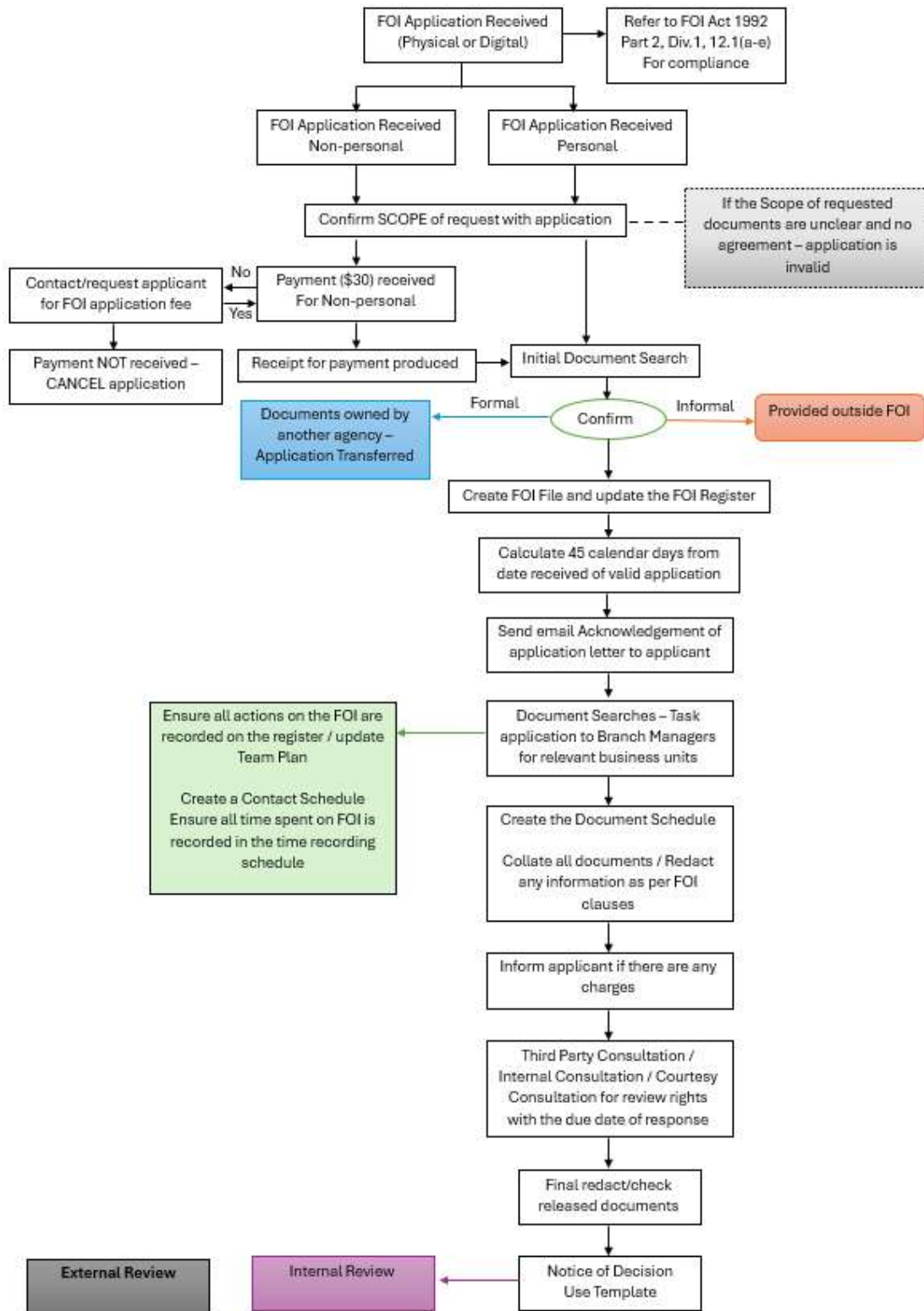
Applicants will be notified of the outcome of an internal review within 15 days of their application being lodged.

For further details regarding the FOI process please contact the Office of the Information Commissioner [http://oic.wa.gov.au/](http://oic.wa.gov.au)

External review of decisions

Applicants who do not agree with a decision made by the City as a result of an internal review have a right to have the decision reviewed by the Office of the Information Commissioner. Applicants should contact the Office of the Information Commissioner for details regarding this process including timelines, how to submit an application and further information. [http://oic.wa.gov.au/](http://oic.wa.gov.au)

FOI Process Flowchart



14. References

- 14.1 [Local Government Act 1995](#)
- 14.2 [Freedom of Information Act 1992](#)
- 14.3 [Freedom of Information Regulations 1993](#)
- 14.4 Local Government Acts & Regulations ([T.4](#))

This document is available in alternate formats upon request.



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