



City of Subiaco

Information Statement

2017

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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.

This document has been prepared by the city to satisfy part five of the Act. Copies of this document may be obtained from:

City of Subiaco
241 Rokeby Road
SUBIACO WA 6008

or on the city's website at www.subiaco.wa.gov.au

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

2. The city's vision

In 2030 the City of Subiaco is a unique, popular and welcoming 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.

3. The Local Government Act

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

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

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 is 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.

Accountable – Being accountable in public life means you are liable to have 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 governments' performance.

Efficiency and effectiveness – Measures in the Act 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
- separate the policy making function of the council from the administrative and managerial side of the organisation.
- increasing the ability of local governments to delegate powers and duties.

4. Regulations

Throughout the Act there are references to Regulations (or prescribed). For convenience lengthy procedures that are to be followed are enacted in the form of Regulations. These have the full force of the Act and must be followed for example:

Local Government (Administration) Regulations 1996

These deal with matters in connection with part five of the Act. Amongst other things they cover requirements for conducting council, committee and electors' meetings, requirements for the disclosure of financial interests in returns & the payment of meeting attendance fees.

Local Government (Audit) Regulations 1996

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

Miscellaneous Provisions

The 1995 Act repealed and replaced all the most significant sections of the 1960 Act. However, some sections of the 1960 Act remain in force through a separate major amendment that retained some of its more technical provisions.

These sections appear in a separate Act called the Local Government (Miscellaneous Provisions) Act 1960.

Topics dealt with the miscellaneous provisions are:

- private swimming pools
- new street alignments
- building relating matters such as licensing & other controls
- public buildings
- power of entry & inspection of buildings
- trespassing cattle, pounds & rangers.

5. Organisational structure

The Chief Executive Officer (CEO) and three directors provide leadership for four directorates across the city.

Office of the CEO

The Office of the CEO provides communications and community engagement services for the organisation, as well as support to the Chief Executive Officer, Mayor and elected members of council.

Community and Development Services

The Community and Development Services directorate looks after the city's building and planning requirements and applications, built heritage, the provision of environmental health services, parking and animal controls, Subiaco Library, Subiaco Museum as well as the city's services that promote wellbeing. The directorate is made up of planning services, health and compliance services, cultural services and recreational services including Lords.

Corporate Services

Corporate Services provides a range of services that cater to the organisation. The directorate is made up of financial services, people and organisational development, information services, and commercial services.

Technical Services

The Technical Services directorate manages and maintains the city's infrastructure, parks and gardens, maintenance of facilities, major projects, recycling and waste, general cleaning, and streetscapes. The directorate is made up of Transport and Infrastructure Development, and Operations and Environment services.

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.

The **Executive Leadership Team** is made up of the CEO and the directors of each directorate. The team's functions include:

- policy formulation
- management of change
- strategic planning
- liaison with elected members
- performance review
- governance
- leadership.

Role of the Chief Executive Officer

The Chief Executive Officer is the head non-elected officer.

The role is directly responsible to the Council and involves:

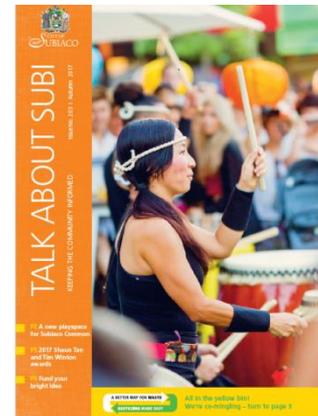
- advising the Council in relation to the functions of the local government
- liaising with the Mayor on local government affairs and performance of functions
- speaking on behalf of the local government if the Mayor as agreed
- ensuring that advice and information is available to the Council so that informed decisions can be made and implemented
- being responsible for decisions in line with legislation, strategic and operational plans and directs the implementation

- managing and be accountable for the staff and the day-to-day operations of the city in line with strategic plans
- being responsible for the employment, management, supervision, direction and dismissal of other employees
- ensuring that the records and documents of the local government are properly kept
- acting as the conduit between the Council elected members and the employees.

Communications and Engagement

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

- print publications and advertising including *Subiaco Scene* and *Talk about Subi*
- digital channels including the city's website, Have Your Say Subiaco online engagement hub, City of Subiaco Facebook page and e-newsletters
- media liaison
- maintaining the city's visual brand
- the development and implementation of communications plans and community engagement activities for major projects



The branch is placed within the Office of the CEO.

7. Community and Development Services

The Community and Development Services directorate looks after the city's building and planning requirements and applications, built heritage, the provision of environmental health services, parking and animal controls, Subiaco Library, Subiaco Museum as well as the city's services that promote wellbeing. The directorate is made up of planning services, health and compliance services, cultural services and recreational services including Lords.

Planning Services

The Planning section is primarily responsible for planning and managing Subiaco's built environment in order to meet the needs of residents, ratepayers, community groups, developers, and visitors to the city. The aim is to maintain the special character, amenity and heritage value of Subiaco as well as creating attractive streetscapes. The directorate deals with:

- all development applications, other than those within the Subiaco redevelopment area
- strategic land use planning
- town Planning Scheme and policy development
- Heritage matters including development, policy, advice and incentives

Town Planning Scheme

The city's Town Planning Scheme No.4 was gazetted on the 23 March 2001.

The purpose of the scheme is to control and guide development and growth in a manner which is responsible and which can initiate, accommodate and respond to change. The enabling legislation is the Planning and Development Act, 2005. It is under the powers conferred by this Act that the scheme is formulated and reviewed.

A number of provisions within the Scheme have been replaced by the Planning and Development (Local Planning Schemes) Regulations, 2015, which should be read in conjunction with the scheme. Where there is an inconsistency the Regulations prevail. The

City is currently drafting a new Local Planning Scheme which is anticipated to be considered by Council in the third quarter of 2017.

Building, Health and Compliance Services

This branch deals with building related matters and educating the community in health-related matters and standards. It also incorporates ranger services and parking. The main areas of activity include:

- building control
- public building and swimming pool safety
- monitoring hygienic standards at food outlets
- inspecting food outlets
- assisting and informing the community on matters such as general pest control
- car parking planning
- issuing residential parking permits
- removing and disposing of abandoned vehicles
- collecting unpaid parking infringement notices
- issuing parking infringements
- dealing with problem animals
- assisting with traffic and crowd control at major events (e.g. Subiaco Oval)

Recreation Services

The City of Subiaco Council voted on 24 March 2009 to reopen Lords as a council-run community recreation facility. This decision reflected the city's commitment to providing community-based facilities that offered great social benefit and improved community wellbeing.



An extensive community consultation process identified that the community wished to retain this vital community facility for use and enjoyment by the city's residents, employees and visitors and that Lords makes an important contribution in maintaining a healthy and active community.

The facility provides a unique combination of services and facilities to cater for the whole community – from a gym and swimming pool, to organised sports competitions such as netball and indoor soccer.

Cultural Services

This diverse branch focuses on bringing the community together from youth through to seniors and everyone in between. It also takes care of Subiaco's Library and Museum. These services incorporates youth, social housing, culture and the arts, community safety and crime prevention, disability, sport and recreation and volunteers, the main activities of this area include:

- administering and awarding community development grants and partnerships
- developing and implementing the Positive Ageing Plan, the Community Safety and Crime Prevention Strategy, and the Disability Access and Inclusion plan
- coordinate all volunteers throughout the city



- coordinating the sunset@subi concerts
- promoting and enhancing access to a range of sport and recreation opportunities in the community
- developing and implementing child and family friendly programs, coordinating the Subiaco Voice of Youth (SVY) and Subiaco Kids Crew (SKC)
- Providing events and activities to meet the needs of people aging in Subiaco
- day-to-day running of the library and museum
- administering, organising and running the Tim Winton Awards, Shaun Tan Awards, Photographic Awards and Local History Awards
- hosting writers and artist evenings for the local community at Subiaco Library
- organising the Housebound Delivery Service for seniors
- maintaining and updating information on the public noticeboards
- maintenance and updating of the main historic display in the museum
- planning and implementing public programs and new exhibitions at the museum
- retain the history of Subiaco through the recording and storing of historic information and artefacts for the city
- Develop and promote guided walks and heritage plaques
- maintain and develop public art in the city



8. Corporate Services

The Corporate Services directorate deals with the provision of a range of services that over arch all directorates, namely financial, human resources, information technology, customer and record services. The directorate is made up of Finance, Information Services, People and Organisational Development, and Commercial Services, their key responsibilities are outlined below.

Finance

Incorporates rates, accounts payable, accounts receivable, governance, contracts, and budget management. The main areas of activity include:

- providing financial information to management, elected members and other users such as government bodies
- levies all rates notices for Council after the adoption of the budget in July
- processes and pays all invoices to suppliers
- raises and receives all money owed to the city
- monitors the debt recovery process
- handles all insurance claims

Information Services

Incorporates Information Technology and Records services, the main areas of activity include:

- providing support for all computing related matters including hardware and software
- dealing with all telecommunications
- recording all city information in whatever format it comes in
- face-to-face enquiries across the front counter and enquiries over the phone which can include issues such as parking infringements, payment of rates, dog registration, parking permits and community information

People and Organisational Development

People and Organisational Development provide service to the employees, as well as Equal Employment Opportunity, Harassment, Industrial Relations, Occupational Safety and Health, and Compensation. Main areas of activity include:

- payroll
- recruitment
- conditions of employment
- induction
- training and development
- employee assistance
- human resources policies, procedures and practices

Commercial Services

Main areas of activity include:

- managing the city's land and property portfolio
- monitoring and managing city owned parking
- place making and economic development functions
- providing leverage for business and tourism collaborations to shape Subiaco as a destination of choice
- supporting sustainable business growth
- energising the cultural, economic and community heart of Subiaco

9. Technical services

The Technical Services Directorate deals with the management and maintenance of the city's entire infrastructure, parks and gardens, streetscapes, maintenance of facilities, waste, recycling and general cleaning of the city. The directorate is made up of Transport and Infrastructure Development, and Operations and Environment services.



Transport and Infrastructure Development

This branch is responsible for the management of the built infrastructure within the road reserve and for city facilities. The main activities in this area include:

- design and Construction of the city's roads and streets, encompassing drainage, kerbing, footpaths, dual-use paths, traffic control devices, intersection treatments and drainage requirements for all streets and public laneways
- design and Installation of new street lighting
- handling the consultation process for design, construction and implementation of streetscape works
- developing, coordinating, and implementing asset management plans and facilities maintenance contracts for the city's buildings and facilities
- developing, implementing and monitoring contracts and the contracting process for major infrastructure works
- providing advice to staff regarding city facilities
- installation of new bus shelters and street furniture
- assessing Traffic Management Plans and providing obstruction permits for private works and service provider works
- undertaking traffic related investigations, including management of the city's traffic count program

- managing the city's fleet and operations centre
- design and construction of the city's building capital projects

Operations and Environment Services

Operations and Environment Services is part of the Technical Services directorate and are based at the Operations Centre. This area is responsible for maintaining and developing the city's parks, reserves, urban forest, roads, drainage and footpath infrastructure and delivering the city's waste and recycling services.

Parks Operations

Our city is known for its overall green and leafy appearance and its many public open spaces. These are maintained and preserved with a focus on sustainable practices, for the enjoyment of all those who wish to use them. The city's urban forest is preserved and strategically increased as part of a capital works program.

- Tree and verge protection during development
- Parks asset maintenance
- Maintaining the city's 3 water bodies
- Managing the sports fields including tennis courts and turf cricket wickets

Parks Development

The parks and reserves within the city are developed as part of an ongoing parks improvements program. This considers all elements of the public open spaces including playgrounds, furniture, lighting and landscaping and how the community interacts with the space.

- Environmental projects such as tree planting, verge development assistance scheme and promoting community awareness
- Verge and infrastructure protection during development
- Irrigation, bore and pump replacement
- Building maintenance

Infrastructure and Waste

Essential infrastructure like footpaths, roads, drainage and street furniture are maintained and developed to meet the needs of the growing community. Waste collection including general, recycling, greens and bulk verge collections are delivered effectively.

- Supply, repair and replacement of bins and bags
- Supply of subsidised compost bins
- Sweeping services to roads, lanes, footpaths and carparks

10. 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:

- restricting those items which can be deemed as confidential business at council or committee meetings
- 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.

11. Access to documents held by the city

The following documents are available for inspection at the city's Administration Centre:

- Annual Report
- Annual budget
- City Planning Scheme
- Code of Conduct
- FOI Information Statement
- minutes of council or committee
- Local Government Regulations
- local laws, including proposed
- 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*.

Available for a fee

These documents are available for purchase by the general public at the Administration Centre, 241 Rokeby Road.

12. Freedom of Information procedures

It is the aim of the city to make information available whenever possible outside the *Freedom of Information Act* (FOI) process.

If information is not routinely available, the *FOI 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 applications

An application for information through FOI has 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.
- be lodged at the city with any application fee payable.

Applications should be addressed to:

The FOI Officer
PO Box 270
SUBIACO WA 6904

Applications will be acknowledged in writing and applicants will be notified of the decision within forty-five days.

Freedom of Information charges

A scale of fees and charges set under the *FOI Act Regulations* are as follows;

• Personal information about the applicant	N/A
• 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.

For impecunious applicants or those issued with prescribed pensioner concession cards, the application fee and any charges payable can be reduced or waived.

Access arrangements

Access to documents can be granted by way of inspection and/or a copy of a document, depending on the nature of the application.

Notice of decision

A notice of decision will be issued to the applicant within forty-five days 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 are aggrieved by a decision made by the city have a right to have the decision reviewed. An aggrieved person may lodge an application for review within thirty days after being given written notice of the decision. Applicants should be notified of the outcome of an internal review within fifteen days.

For further details regarding the FOI process please contact the Office of the Information Commissioner <http://foi.wa.gov.au/>

External review of decisions

Applicants who are aggrieved by a decision made by the city as a result of an internal review of decision 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://foi.wa.gov.au/>