

City of Subiaco

Information Statement

2021

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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 the City's website at www.subiaco.wa.gov.au or at:

City of Subiaco
241 Rokeby Road
SUBIACO WA 6008

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 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.

Accountable – Being accountable in public life means you have to 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
- 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 *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 example:

Local Government (Administration) Regulations 1996

These deal with matters in connection with Part 5 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 (Audit) Regulations 1996

These relate to Part 7 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.

Miscellaneous Provisions

The *Local Government Act 1995* 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.

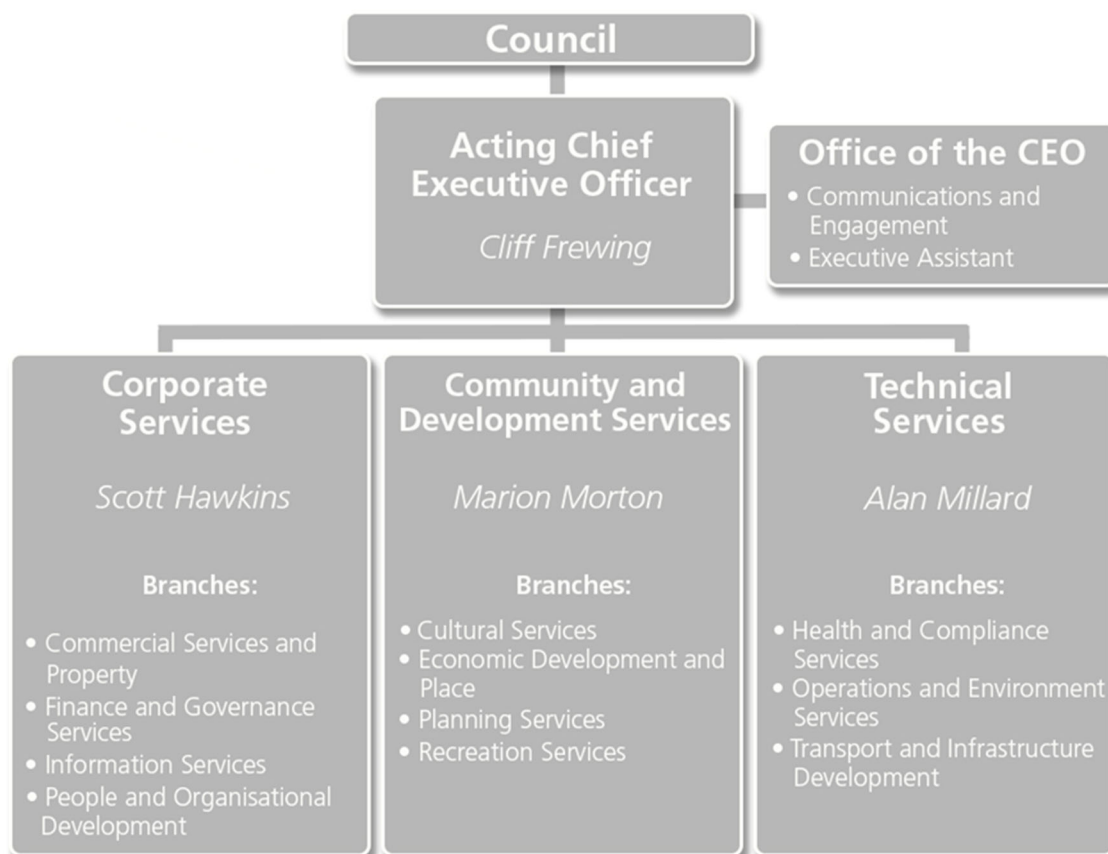
These sections appear in a separate Act called the *Local Government (Miscellaneous Provisions) Act 1960*.

Topics dealt with the miscellaneous provisions are:

- New street alignments
- Trespassing cattle, pounds, and rangers

5. Organisational structure

The Chief Executive Officer (CEO) and three 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.

The **Executive Leadership Team** (ELT) 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 has 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 being 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, or are of interest to, 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 email newsletters
- Media liaison
- Maintaining the city's corporate reputation and visual identity
- The development, support and implementation of communications plans and community engagement activities for major projects
- Supporting achievement and communication of the city's strategic community plan objectives



7. Community and Development Services

The Community and Development Services directorate 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 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: Planning Services, Economic Development and Place, Cultural Services, and Recreation Services.

Cultural Services

This diverse branch focuses on bringing the community together from babies through to seniors and everyone in between. The Branch is comprised of the Community Development team, Subiaco Museum and Subiaco Library. These services incorporate youth, public art, community safety and crime prevention, disability, social inclusion, seniors, cultural diversity and volunteers. The main activities of the branch include:

- Administering and awarding community development grants and partnerships
- Developing and implementing the City's Disability Access and Inclusion Plan
- Coordinate volunteering opportunities throughout the City
- Coordinating the sunset@subi concerts and other civic and community events such as A Day, Remembrance Day and NAIDOC Week celebrations

- 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 provide Seniors living in the City the opportunity to stay connected with each other
- Providing a free, high quality seven days-a week Library service offering a range of activities and programmes that complement a diverse collection of both online and hardcopy resources
- Subiaco Museum, which records and shares the social history of the Subiaco area
- Administering, organising and running the City's annual Tim Winton Awards, Shaun Tan Awards and Photographic Awards
- Hosting writers and artist evenings for the local community at Subiaco Library, as well as a range of events for children
- Organising the Library's Housebound Delivery Service
- Maintaining and updating exhibitions and displays in the Museum
- Maintain and conserving the Museum's collection of over 12,000 items
- Maintaining and developing public art in the City
- Working with community organisations to share information and support activities that enhance community wellbeing

Economic Development and Place

Main areas of activity include:

- 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



Planning Services

Planning Services is responsible for urban 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 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

Local Planning Strategy and Local Planning Scheme No. 5

The *Planning and Development Act 2005* and Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations) provide the head of power and mechanisms to prepare and amend local planning schemes and local planning strategies.

The City's Local Planning Strategy was endorsed on 28 February 2020, providing a framework for integrated and sustainable planning and development for the City over the next 10 to 15 years. The Strategy forms the strategic basis for the Local Planning Scheme No. 5 and precinct planning documents.

Local Planning Scheme No. 5 was gazetted on 21 February 2020. It is a statutory document that sets out the zoning of land, density and other development requirements for land in the City. It provides the head of power to prepare nuanced precinct planning controls to respond to Subiaco's unique character.

Recreation Services

Lords has been a City of Subiaco council-run community recreation facility for 12 years, reflecting the City's commitment to providing community-based facilities that offers great social benefit 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 financial and governance services (finance, governance support and internal audit), people and organisational development (Human Resources), information services (information technology, records management and customer relations) and commercial services (commercial parking, economic development, place development, land and property). The key responsibilities are outlined below.

Commercial Services and Property

- Responsible for the City's investment property portfolio including acquisitions, divestments, property management and leasing
- Responsible for the City's social property portfolio, including community groups and clubs
- Responsible for planned and unplanned maintenance of City buildings, excluding Lords
- Responsible for capital projects to City buildings
- Responsible for the City's commercial car parks, including revenue generation and parking controls

Finance and Governance Services

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

- Providing financial information to management, elected members and other stakeholders such as community members and government bodies
- 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
- Managing the city's insurance portfolio
- Providing governance advice to the organisation
- Compiling and distributing council and standing committee agendas and minutes

- Coordinating the Integrated Planning and Reporting Framework
- reviewing the Corporate Business Plan and Strategic Financial Plan
- Maintaining regulatory registers (i.e. gifts, delegations, risk)
- Coordinating primary and annual statutory returns
- Misconduct reporting and management
- Coordinating the City's internal audit program
- Coordinating the City's local government elections
- Reviewing the City's wards and representation
- Ensuring legislative compliance of the City's operations through preparation of the annual Compliance Audit Return
- Reviewing the City's policies
- Providing procurement support and advice to the organisation to ensure compliance with legislation and policy

Information Services

Incorporates Information Technology, Records Services and Service and Customer Relations. The main areas of activity include:

- Managing the City's knowledge and records including retention and disposal
- Technology projects that promote efficiency and productivity
- Managing the City's systems, software and hardware infrastructure
- Network security and management
- Developing and supporting enterprise applications
- Collaboration with other business areas to achieve their strategic outcomes
- Monitor and manage customer channels including in person, email and Customer Request Management interactions.
- Manage and implement projects that improve workplace efficiency and/or customer service
- Develop ICT and customer service strategic plans
- Manage Freedom of Information requests and processes

People and Organisational Development

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

- Occupational Safety and Health
- Employee relations
- Remuneration
- Recruitment
- Induction
- Training and development
- Employee assistance
- Equal Employment Opportunity
- human resources policies, procedures and practices



9. Technical services

The Technical Services directorate is made up of Transport and Infrastructure Development, Operations and Environment Services and Health and Compliance.

Health and Compliance Services

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

- Building control
- Public building approvals and inspection
- Public and private swimming pool safety
- 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 management and compliance
- Issuing residential parking permits
- Removing and disposing of abandoned vehicles
- Managing unpaid parking infringement notices
- Issuing parking infringements

Operations and Environment Services

Operations and Environment Services branch is responsible for maintaining and developing the City's urban forest, parks and reserves, replacement and renewal of playgrounds, water-saving initiatives, and upkeep of City infrastructure (roads, street lights, drains, and footpaths) and provides waste collection services and sweeping services for residents and public areas.



- Parks Operations

The city of Subiaco is known for its overall green and leafy appearance and its many public open spaces. These are maintained with a focus on water-saving initiatives and increasing the City's urban forest canopy. The main areas of activity include:

- Parks and verge maintenance
- Maintaining the City's three water bodies
- Managing the sports fields including tennis courts and turf cricket wickets
- Tree and verge protection during developments

- 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. The main areas of activity include:

- Landscaping and redevelopment of parks
- Environmental projects such as tree planting, verge development assistance scheme and promoting community awareness
- Irrigation, bore and pump replacement
- Asset renewal and replacement

- Infrastructure and Waste

Infrastructure Maintenance deals with the upkeep of City infrastructure, such as roads, street lights, stormwater drains and footpaths. Waste Services provide general, recycling, greens and bulk verge collections. The main areas of activity include:

- Supply, repair and replacement of waste bins
- Street furniture maintenance and replacement
- Road and laneway maintenance
- Sweeping services to roads, lanes, footpaths and carparks

Transport and Infrastructure Development

This branch is responsible for the management of the built infrastructure within the road reserve, asset management and coordinating sustainability initiatives. The main activities in this area include:

- Design and construction of the City's roads, encompassing drainage, kerbing, footpaths, dual-use paths, traffic control devices, intersection treatments and drainage
- Design and installation of new street lighting
- managing the City's plant and fleet
- Providing engineering advice to staff
- Handling the consultation process for design, construction and implementation of streetscape works
- Developing and coordinating the implementation of asset management plans across the City's asset groups
- Developing, implementing and monitoring contracts and the contracting process for major infrastructure works
- Installation of new bus shelters and street furniture
- Assessing traffic management plans and providing obstruction permits for private works and services
- Undertaking traffic related investigations, including management of the City's traffic count program
- Coordinating and implementing the City's sustainability strategy



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 – 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*.

12. 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; and
- give enough information so that the documents requested can be identified; and
- give an Australian address to which notices can be sent; and
- be lodged at the City with any application fee payable.

Applications should be addressed to:

The FOI Officer
foi@subiaco.wa.gov.au
PO Box 270
SUBIACO WA 6904

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

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	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 in a variety of ways including copies of the document/s, by way of inspection, transcripts, etc., whichever is most appropriate depending on the nature of the application. Please note that access by way of inspection requires staff supervision and there are applicable fees as per the Freedom of Information Act Regulations

Notice of decision

A notice of decision will be issued to the applicant within 45 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 30 days after being given written notice of the decision. Applicants should be notified of the outcome of an internal review within 15 days.

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

**This document is available in
alternative formats upon request.**
