

# City of Subiaco

## Information Statement

### 2023

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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](http://www.subiaco.wa.gov.au) or at

City of Subiaco  
388 Hay Street  
SUBIACO WA 6008

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

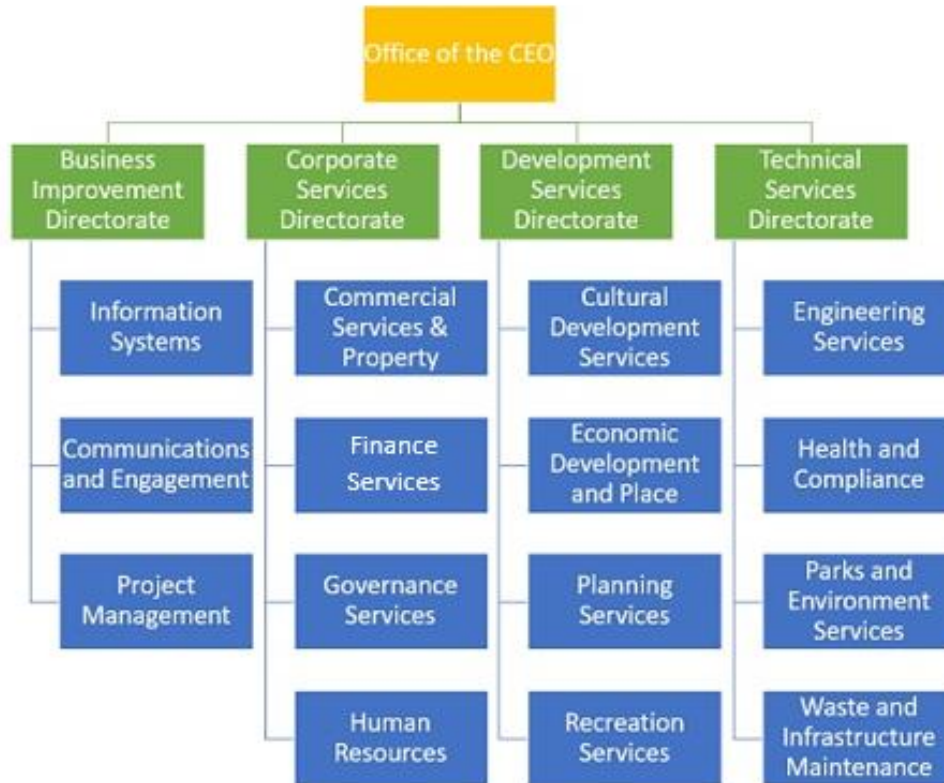
These sections appear in a separate Act called the *Local Government (Miscellaneous Provisions) Act 1960*.

Topics dealt with the miscellaneous provisions are:

- new street alignments
- trespassing cattle, pounds, and rangers.

## 5. Organisational Structure

The Chief Executive Officer (CEO) and 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.

The role of the **Council**, as prescribed by the Act, is to:

- govern the local government's affairs;
- be responsible for the performance of the local government's functions;
- oversee the allocation of the local government's finances and resources; and
- determine the local government's policies.

The role of the **Mayor** is to:

- preside at Ordinary Council Meetings (ensure meetings are conducted in a correct and orderly manner while remaining impartial);
- carry out civic and ceremonial duties (such as conducting citizenship ceremonies);
- speak on behalf of the local government;
- liaise with the CEO on the local government's affairs and the performance of its functions; and
- provide leadership and guidance to the community.

The role of 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 Elected Members 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 Council so that informed decisions can be made and implemented;
- being responsible for the creation and implementation of strategic planning;
- implementing Council's decisions and strategic vision;
- managing and being accountable for employees and the day-to-day operations of the city;
- 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.

The **Executive Leadership Team (ELT)** is made up of the **CEO** and the **Directors** of each directorate. 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 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: Planning Services, Economic Development and Place, Cultural Services, and Recreation Services.

### Cultural Services

This diverse branch delivers a broad range of services and manages key facilities to bring the community together and enhance community wellbeing. The Branch is comprised of the Community Development team, Subiaco Museum and Subiaco (E H Parker) Library. These services incorporate youth, community safety and crime prevention, disability, social inclusion, seniors, cultural diversity and volunteers. The main activities of the branch include:



- 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.
- Operating the Subiaco Museum, which records and shares the social history of the Subiaco area and maintains a collection of over 12,000 items, including the City's art collection.
- Administering and awarding community development grants, youth grants and partnerships.
- Developing and implementing the City's Disability Access and Inclusion Plan.
- Coordinating volunteering opportunities throughout the City.
- Coordinating the sunset@subi concerts and other civic and community events such as ANZAC 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 seniors living in the City, facilitating an opportunity to stay connected with each other.
- Administering, organising and running the City's annual awards, including the Shaun Tan Award for Young Artists, the Craig Silvey Award for Young Writers and the 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 Books on Wheels service to patrons who are unable to access the library in person.
- Working with community organisations to share information and support activities that enhance community wellbeing and safety.
- Developing and delivering the City's first Reflect Reconciliation Action Plan.

## Economic Development and Place

Main areas of activity include:

- Place and economic development projects.
- Destination marketing and events.
- Local business engagement and support.



## Planning, Building and Sustainability Services

Planning, Building and Sustainability Services are 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, Building and Sustainability 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
- Sustainability.



### 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 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 Finance Services, Governance Services, Human Resources, and Commercial Services and Property.



### 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

Incorporates rates, accounts payable, accounts receivable, procurement, 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.
- Maintenance of the Strategic Financial Plan.
- Providing procurement support and advice to the organisation to ensure compliance with legislation and policy.

## Governance Services

The main areas of activity include:

- Providing governance advice to the organisation.
- Compiling and distributing Council and committee agendas and minutes.
- Coordinating the Integrated Planning and Reporting Framework.
- Reviewing the Corporate Business Plan.
- Maintaining regulatory registers (i.e. gifts, delegations, risk).
- Ensuring legislative compliance of the City's operations through preparation of the annual Compliance Audit Return.
- 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.
- Reviewing the City's policies.



## 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.

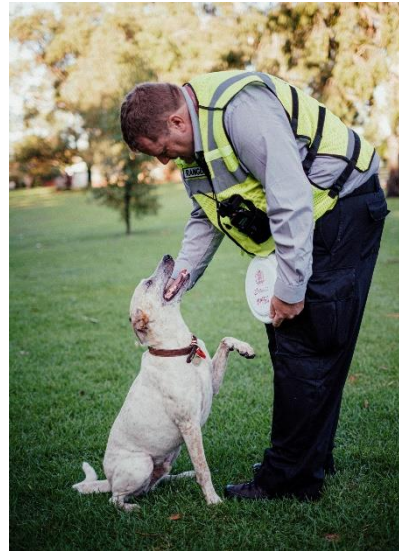
## 9. Technical Services

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.



### Parks and Environment Services

The Parks and Environment Services branch is responsible for maintaining and developing the City's urban forest, parks and reserves, replacement and renewal of park assets including playgrounds and implementing water-saving initiatives.

#### 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:

- managing the sports fields
- parks and verge maintenance
- maintaining the City's three water bodies
- 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, irrigation 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.



### **Waste and Infrastructure Maintenance**

#### Infrastructure Services

The City of Subiaco takes pride in providing a clean, safe and inviting environment for residents and visitors alike, from its green leafy tree lined streets to its vibrant town centre precinct. This is achieved by ensuring regular maintenance and cleaning programs are in place. The main areas of activity include:

- Road, laneway, footpath, drainage and street sign maintenance.
- Street furniture maintenance.
- Fortnightly sweeping of all streets.
- Daily sweeping of town centre.
- Monthly sweeping of laneways.
- 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.
- Waste education.





## 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:

- Design 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 street lights to LED light fittings.
- Managing 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.
- Management of various source of 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, Records Services 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.
- Security and network management.
- Technology planning and advice.
- 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 across the organisation.
- Develop ICT and customer service strategic plans.
- Manage Freedom of Information requests and processes.

### 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 advertorial (published regularly in The Post newspaper) and the Talk about Subi print newsletter.
- Digital channels including the City's website, Have Your Say Subiaco online engagement hub, City of Subiaco Facebook and LinkedIn profiles, and email newsletters, including the development of engaging dynamic content.
- Media liaison.
- Contributing towards the City's corporate reputation and visual identity.
- The development, support and implementation of communications plans and community engagement activities for City projects.
- Supporting achievement and communication of the City's strategic community plan objectives.



## **Project Management**

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

The initial Digital Transformation Project will be undertaken for two and a half years from July 2023. 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.

This branch is also responsible for establishing the City's Project Management Office (PFO).



## 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:

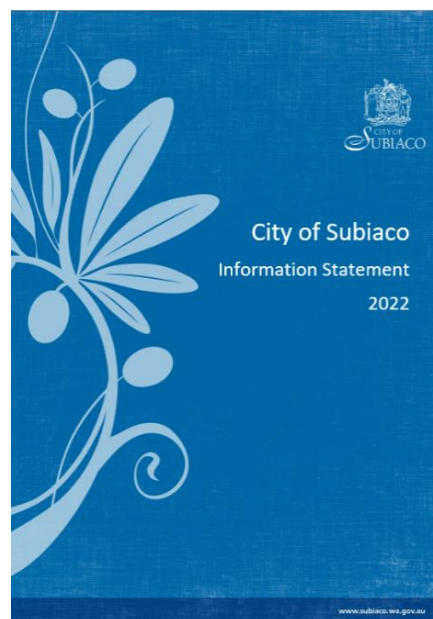
- The public having the ability to attend Council and committee meetings where binding decisions are made.
- Providing the public with notice of certain decisions and access to certain information.
- The production of Annual Reports.
- Participation in elections.

## 12. Access to documents held by the City

The following documents are available for inspection at 388 Council Chambers and Customer Service.

Please note some of these are also available online at [www.subiaco.wa.gov.au](http://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; 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](mailto: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                             | \$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 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)

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

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