



Information Statement

2020 – 2021

CONTENTS

1.	INTRODUCTION.....	3
2.	STRATEGIC VISION AND VALUES	4
3.	STRATEGIC COMMUNITY PLAN.....	4
4.	STRUCTURE AND FUNCTIONS.....	5
5.	COUNCIL AND ELECTED MEMBERS	5
6.	DECISION MAKING STRUCTURE	6
7.	PUBLIC PARTICIPATION	7
8.	ACCESS TO DOCUMENTS HELD BY THE CITY	8
9.	DOCUMENTS SUBJECT TO THE FREEDOM OF INFORMATION ACT 1992	10
	APPLICATION FORM FOR ACCESS TO DOCUMENTS	11

1. INTRODUCTION

The objectives of the *Freedom of Information Act 1992* (the FOI Act) are to:

- a) enable the public to participate more effectively in the governing of the State; and
- b) make the persons and bodies that are responsible for State and Local Government more accountable to the public.

Under Part 5 of the FOI Act, the City of Mandurah (the City) is required to prepare and publish an annual Information Statement. This document has been created to comply with that requirement, and is correct as at August 2020.

The Information Statement includes information on:

- The structure and functions of the City
- Decision-making functions
- Community participation in the formulation of the City's policy and performance of the City's functions
- Description of the kinds of documents generated and held by the City and which documents may be viewed, purchased or obtained free of charge
- How to access documents and personal information held by the City
- How to amend personal information in documents held by the City

This document can be obtained by accessing the City's [website](#):

Further information can be provided by contacting the Information Management Co-ordinator via:

City of Mandurah
3 Peel Street
MANDURAH WA 6210

Telephone: (08) 9550 3257
Email: FOI@mandurah.wa.gov.au

2. STRATEGIC VISION AND VALUES

Our Vision:

We are built in nature – a meeting place surrounded by unique waterways, where the wellbeing of our people and our environment are nurtured: where business in the community can thrive and entrepreneurship is celebrated. We will be the place where a thriving regional city and the heart of a village meet.

This is our Mandjoogoordap.

Our Values:

Courage - *Be brave and resilient. Embrace change.*

Connected - *One Team. One Community.*

Innovative - *Lead the way. Have a can-do attitude.*

Integrity - *Do it right. Do it safe.*

Excellence - *Be accountable. Deliver exceptional customer service.*

3. STRATEGIC COMMUNITY PLAN

A major review of the City of Mandurah Strategic Community Plan 2017-2037 was undertaken in the 2019/20 financial year and in March 2020, Council approved the Mandurah Strategic Community Plan 2020-2040. This guiding document was the result of the Mandurah Matters campaign, one of City of Mandurah's largest community engagement initiatives. This has been a great collaboration between our community and the Council.

The Plan will assist the City in its planning by ensuring that the activities and services that the City delivers are prioritised in line with expectations of our community. The 20 Year Strategic Community Plan 2020-2040 not only guides the future projects and activities undertaken by the City of Mandurah, but also provides other levels of government and the business community with a clear view of the Mandurah community's aspirations for its future.

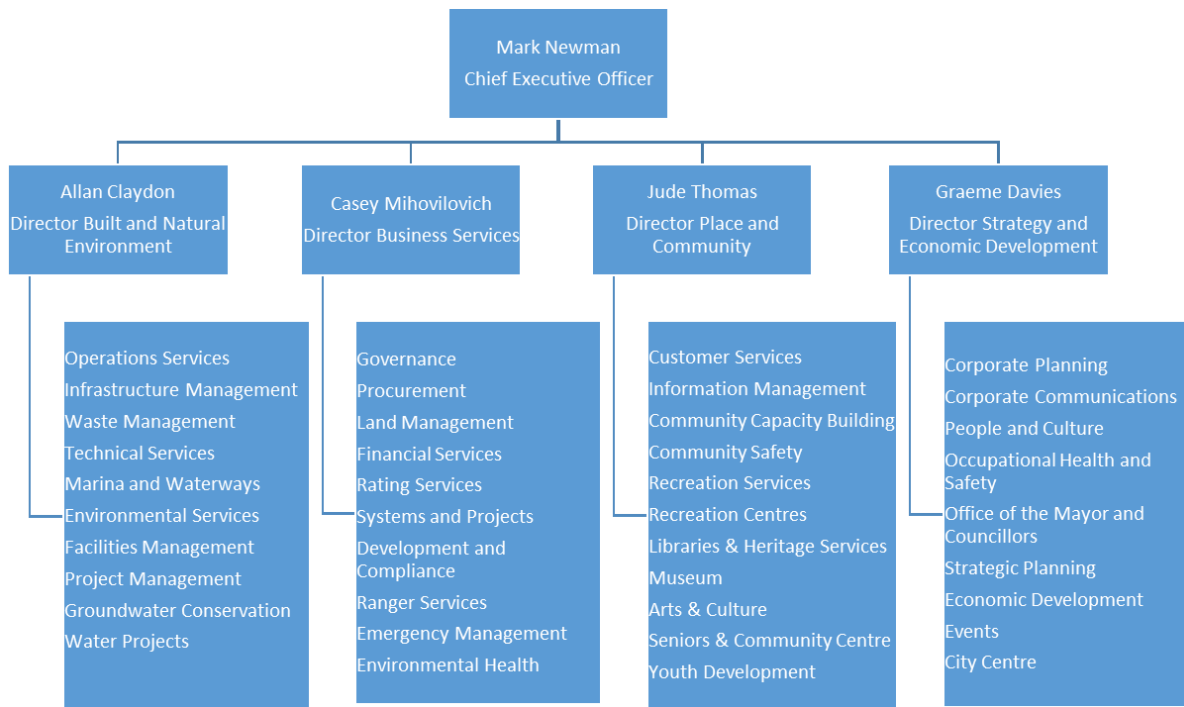
The Strategic Community Plan 2020-2040 can be accessed online at www.mandurahmatters.com.au and www.mandurah.wa.gov.au. Alternatively, printed copies can be made available upon request.



4. STRUCTURE AND FUNCTIONS

The Council of the City of Mandurah is the overall decision making body. The Council employs a Chief Executive Officer who is charged with the responsibility of putting into effect the decisions of Council. The organisation is structured into four directorates:

- Business Services;
- Strategy & Economic Development;



The City of Mandurah is served by the Mayor and 12 Councillors representing North, East, Town and Coastal Wards. Three Councillors are elected in each ward to represent the community on Council. The Mayor and Councillors are elected for a four-year term.

The Elected Members (i.e. Mayor and Councillors) form a corporate body working for the community and do not have the authority to act or make decisions as individuals. Decisions are made by Council in accordance with the *Local Government Act 1995*.

Role of the Council

- Governs the local government affairs;
- Is responsible for the performance of the local government functions;
- Oversee the allocation of the local government's finances and resources;
- Determine the local government's policies.

Role of the Mayor

- Preside at meetings in accordance with the *Local Government Act 1995*;
- Provide leadership and guidance to the community in the district;
- Carry out civic and ceremonial duties on behalf of the local government;
- Speak on behalf of the local government;

- Perform such other functions as are given to the Mayor by the *Local Government Act 1995* or any other written law; and
- Liaise with the Chief Executive Officer on the local government's affairs and the performance of its functions.

Role of a Councillor

- Represent the interests of electors, ratepayers and residents of the district;
- Provide leadership and guidance to the community in the district;
- Facilitate communication between the community and the council;
- Participate in the local government's decision-making processes at Council and Committee meetings; and
- Perform such other functions as are given to an Elected Member by the *Local Government Act 1995* or any other written law.

For further information about the City's Elected Members and contact details please visit our [website](#)

6. DECISION MAKING STRUCTURE

The Framework

The *Local Government Act 1995*

The *Local Government Act 1995* provides for a system of Local Government by creating a constitution for elected local government in the State, describing the functions of local governments, providing for the conduct of elections and providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.

The *Local Government Act 1995* is intended to result in better decision-making, greater community participation in the decisions and affairs of local governments, greater accountability to their communities and more efficient and effective local government.

At present, the *Local Government Act 1995* is being reviewed.

Standing Orders Local Law

Standing Orders are the local laws by which Council and committee meetings are run. They relate to the conduct of proceedings of the business of the Council and committee meetings.

A copy of the *Standing Orders Local Law* is available for perusal on the City of Mandurah [website](#)

How Council Makes Decisions

Council Meetings

Unless otherwise advertised, Council meetings are held on the fourth Tuesday of each month, commencing at 5.30 pm in the Council Chambers,

Members of the public are welcome to attend and may ask questions during 'Public Question Time', make a deputation on any agenda item, or present a public statement relating to a matter that is not listed on the agenda.

When considering recommendations, either from a Committee meeting or presented in a City officer's report, Council may:

- Accept the recommendation put forward and adopt it en bloc without further debate/discussion;
- Withdraw a particular item for further discussion or modification or propose that another course of action be taken;
- Defer making a decision on an item, pending further consideration/discussion at an appropriate meeting.

Senior employees of the Local Government, being the Executive Leadership Team, also attend Council meetings to provide Elected Members with information and advice as required.

Committees

The *Local Government Act 1995* enables Local Governments to form committees to assist with its functions. Committee Members can include Elected Members, employees and members of the public in a variety of combinations.

Councils current committee structure is available [here](#).

Advisory Groups

Council has also established a number of Advisory Groups to make recommendations to the City on specific issues.

7. PUBLIC PARTICIPATION

There are a number of opportunities provided for ratepayers and residents to provide feedback and put forward their views on particular issues affecting the City. These are:

Community Consultation

The whole community may be asked to comment or provide feedback on a particular issue, while in other instances only the community members directly affected by an issue will be consulted.

The consultation process may take many forms and some of the more commonly used methods are: newspaper and hard-copy surveys; independent telephone survey; information sessions, workshops, expressions of interest, advertisements in the local and State newspapers, leaflet drops, consultative committees, surveys and displays. The City also has a community engagement portal "Mandurah Matters" which is used for a range of community engagement activities and projects.

Deputations

In accordance with the City's *Standing Orders Local Law*, any person or group wishing to make a five minute deputation at a Committee or Council meeting on any agenda item listed for consideration must first complete an application form. The deputation application form can be obtained from the City's website; [Deputation Application Form](#)

Public Question Time

In accordance with the *Local Government (Administration) Regulations 1996*, at each Committee and Council meeting, a minimum of fifteen minutes is available for Public Question Time. During Public Question Time, members of the public are given the opportunity to ask questions about an issue concerning the meeting at which it is raised.

So that officers can provide a full response to questions, members of the public are requested to complete and submit in advance a Public Question Time form. If a response cannot be provided at the meeting, the question will be taken on notice and a response provided in writing to the person raising the question. The responses to questions taken on notice are also included in the following agenda for that meeting.

Information regarding Public Question Time, along with the Public Question Time form can be obtained from the City's website; [Public Question Time Form](#).

Public Statement Time

In accordance with the City's Standing Orders, members of the public can apply to make a two minute Public Statement at an ordinary Council meeting regarding a matter concerning local government that is not listed on the agenda for consideration. The Public Statement Application Form can be obtained from the City's website; [Public Statement Application Form](#)

Petitions

Information and requirements pertaining to petitions can be obtained from the City's website; [Public Petition Form](#).

Written Requests

A member of the public can write to the City on any Council policy or activity / service it provides. A response will be provided within reasonable business timeframes. Correspondence should be directed to council@mandurah.wa.gov.au

Mayor and Councillors

The Mayor and Councillors serve to meet the requirements of the community at all times and are readily available to residents, and can be contacted to discuss any issue relevant to Council. The Mayor can be contacted at Mayor@mandurah.wa.gov.au and individual Councillor contacts are available on the City's website.

8. ACCESS TO DOCUMENTS HELD BY THE CITY

For the purposes of the FOI Act, there are two categories of documents held by the City of Mandurah. These can be broadly categorised as those available for inspection or purchase outside the constraints of the FOI Act and those which through their content, must be held confidentially with public access considered only through the provisions of the FOI Act.

The City is mindful of its obligations and the FOI Act provides general right of access to documents. If possible, the City will initially try to provide you with the documents outside of the Freedom of Information process.

The following schedule categorises documents that are available for inspection only at the City of Mandurah and documents that are available on the website.

DOCUMENT DESCRIPTION	INSPECTION ONLY	WEBSITE
Access and Inclusion Plan		√
Agendas / Minutes of Council or Committee Meetings		√
Annual Budget Documents		√
Annual Report		√
Annual and Primary Returns	√	

Authority to Execute Documents		√
Buy Local Procurement		√
Candidates details and profiles		√
City of Mandurah Local Laws		√
Code of Conduct		√
Complaints Management (inc Complaints Register)		√
Corporate Business Plan 2020 - 2024		√
Delegated Authority Register		√
Families and Children		√
Gifts Register		√
Information Statement		√
Map of the District (showing District and Ward boundaries)		√
Media and Public Statements		√
Mandurah Heritage Register		√
Minutes of Electors Meetings		√
News and Events (News, Events, Projects)		√
Notice papers and agenda relating to any Council or Committee meeting and reports and other documents that have been - - tabled at a Council or Committee meeting or - produced by the local government or a Committee for presentation at a Council or Committee meeting and which have been presented at the meeting		√
Plans for the future		√
Policies - The full list of the City's Policies are available on the website .		√
Procurement		
Proposed local laws of which the local government has given State-wide public notice under section 3.12(3) of the <i>Local Government Act 1995</i>		√
Public Statements by Councillors and Chief Executive Officer		√
Rates Records	√	
Rates information (objects of, and reasons for, each proposed rate and minimum payment)		√
Reconciliation Action Plan		√
Records Management		√
Register of Financial Interests	√	
Report on training completed by Elected Members		√
Schedule of Fees and Charges		√
Register of owners and occupiers under Section 4.32 (6) of the <i>Local Government Act 1995</i> and electoral rolls	√	
Strategic Community Plan 2020 - 2040		√
Tender (awarded) Register		√
Town Planning Scheme		√
Youth Alcohol Strategy		√
Such other information relating to the local government: - required by a provision of this Act to be available for public inspection; - or as may be prescribed in the form or medium in which it may for the time being be held by the local government.	√	

Additionally, the City's Annual Report is also available for inspection by members of the public, at the City's Libraries located at 331 Pinjarra Road, Mandurah and corner Flavia Street and Cobblers Road Falcon and 49 Banksiadale Gate, Lakelands.

Available for a Fee

Details of documents available for purchase are included within the [Fees and Charges Schedule](#) available on the website.

Local Studies Collection

The City of Mandurah has a Local Studies Collection. It is located at the Mandurah Community Museum situated at 3 Pinjarra Road, Mandurah. The following is a brief overview of the contents of the collection.

Monographs

The collection holds a number of monographs detailing the history of Mandurah and the Peel Region.

Maps

The collection holds numerous maps of the Peel Region. These vary in age size and content.

Vertical File

The collection includes a vertical file of newspaper clippings and other ephemeral materials that relate to the Peel Region.

Photographs

The collection includes indexed photographs, both historical and recent, relating to the Peel Region. These are held both in hard-copy and electronic formats.

Since its inception the collection has been available for the public to access. A proportion of the collection is catalogued with subject access on the library's automated catalogue. Photographs and maps can be located using the Museum section of the library catalogue. If a search of the catalogue is conducted the location of items can be found. Staff members and volunteers are available to assist with access to the collection. Photocopying and photographic reproduction charges apply to any copies required.

Museum Operating Hours

- Tuesdays to Friday - 10:00am to 4:00 pm
- Saturday and Sunday - 11:00am to 3:00 pm

Retention and Disposal of Council Records

The City's records are retained in accordance with the General Disposal Authority for Local Government Records (DA 2015-001/1). This schedule stipulates how long a record must be kept.

9. DOCUMENTS SUBJECT TO THE FREEDOM OF INFORMATION ACT 1992

The FOI Act gives people the right to seek access to documents held by the City of Mandurah.

The City of Mandurah is required to:

- assist applicants in making an application;
- assist in obtaining access to documents at a reasonable cost; and
- ensure that personal information captured in documents is accurate, complete, up-to-date, and not misleading.

The right to apply is not affected by any reasons a person may have to obtain access.

The City is mindful of its obligations and the FOI Act provides general right of access to documents. If possible, the City will initially try to provide you with the documents outside of the FOI process.

While the FOI Act provides a general right of access to documents it also recognises that some documents require a level of protection and these documents must meet specific exemption criteria in Schedule 1 of the Act; [Exemption Clauses - Schedule 1 from FOI Act](#).

Amendment of Personal Information

The FOI Act gives a person the right to apply for amendment of personal information which is inaccurate, incomplete, and out of date or misleading. The agency may make the amendment by altering, striking out or deleting or inserting information or inserting a note in relation to the information. If you are requesting access to personal information, the City will require you to produce identification.

Submitting a Freedom of Information Application

The use of an application form is not mandatory, however, an application must:

- be in writing;
- give enough information to enable the requested documents to be identified;
- give an address in Australia to which notices under this FOI Act can be sent;
- give any other information or details required under the regulations; and
- be lodged at the City with application fee.

Applications may be lodged at the City (with an application fee):

By post , addressed to:

Freedom of Information Coordinator
City of Mandurah
PO Box 210
MANDURAH WA 6210

In person, at:

Administration Centre
City of Mandurah
3 Peel Street
MANDURAH WA 6210

Freedom of Information Fees & Charges

Listed below are a scale of fees and charges set under the *Freedom of Information Regulations 1993*. Apart from the application fee, all charges are discretionary and are set by the Council as part of the annual review of Fees and Charges. Fees and charges are GST exempt.

Regulatory Charges

- | | |
|------------------------------------------------|---------|
| ▪ Application fee for Personal information | No fee |
| ▪ Application fee for non-personal information | \$30.00 |

Council Charges

- | | |
|--------------------------------------------------------------------------------|-------------|
| ▪ Charge for time dealing with 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 |
| ▪ Transcribing from tape, film or computer information (per hour, or pro rata) | \$30.00 |
| ▪ Duplicating tape, film or computer information | Actual Cost |
| ▪ Delivery, packaging and postage | Actual Cost |

The City may require an advance deposit on charges payable.

Notice of Decision

A notice of decision must be issued within 45 days (calendar days) from when the application was received. The City aims to respond as soon as practical to any application and will negotiate with

the applicant on an extension to the 45 day limit should the application be unusually large or require consultation with a significant number of Third Parties.

The written "Notice of Decision" which will include:

- the day on which the decision was made;
- the name and the designation of the officer who made the decision;
- the reason why a document is considered exempt, or the fact that access is given to an edited document; and
- if access is refused, the reason for claiming the document is exempt; and
- information on the rights of review and the procedures to be followed to exercise those rights.

Access Arrangements

Access to documents can be by way of;

- inspection;
- a copy of a document;
- a copy of an audio or video tape, or computer disk;
- a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in case of a document where words can be reproduced in written form.

It should be noted that the City is not obligated to provide the information in a form that is not held in at the time of the application or would not be practicable to provide.

Review Process

The FOI Act provides for a review and appeal process, as follows:

Internal Review

Applicants who are dissatisfied with a decision of the City are entitled to ask for an internal review. An application must be made in writing within 30 days of receiving the notice of decision and must provide particulars of the decision to be reviewed.

There is no lodgement fee for an application for internal review, and there are no charges for dealing with an internal review request. The application will not be dealt with by the person who made the initial decision, or by any person who is subordinate to the original decision maker. The outcome of the application for internal review may result in a confirmation, variation or reversal of the initial decision under review. The applicant will be notified of the outcome within 15 days of the application.

External Review

If you are the access applicant and still dissatisfied with the City's decision after the internal review has been completed, a review by the Information Commissioner can be sought. External review requests must be made in writing within 60 days of the original decision, to the Information Commissioner and give details of the application decision to which the request relates.

If you are a third party who objects to disclosure of your information, you must apply for external review within 30 days after being given the agencies decision.

There is no charge for lodging a request for an external review with the Office of the Information Commissioner and details for contacting the office are:

By post, addressed to:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

In person, at:

Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000 (entry off Forrest Place)

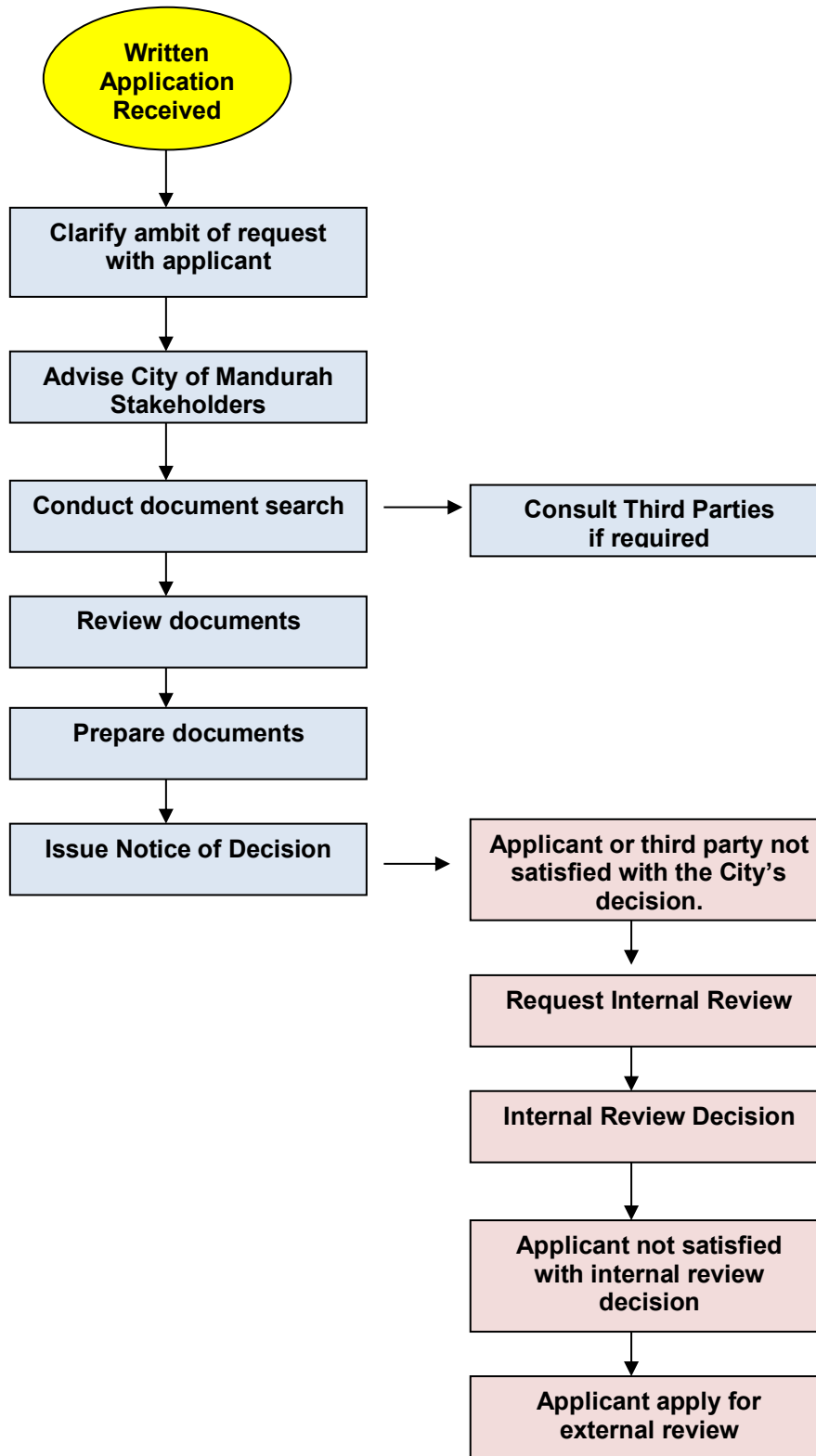
Telephone: (618) 6551 7888

Country Callers: 1800 621 244 (from Western Australia only)

Email: info@foi.wa.gov.au

Should you wish to obtain a copy of the *Freedom of Information Act 1992* or associated regulations, please visit the State Law Publisher Website at www.slp.wa.gov.au where a full copy of the Legislation is available.

FREEDOM OF INFORMATION – FLOWCHART OF PROCESS



APPLICANT DETAILS

Surname: _____ Given Names: _____

Australian Postal Address: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

If Application is on behalf of an Organisation (Name of Organisation): _____

REQUEST**Type of Request** Please tick Personal Documents (incurs no fees and will contain information pertinent to applicant **only**) Non-Personal Information (incurs \$30 application fee and additional charges may apply)**Details of Request****I am applying for access to document/s concerning:**

(Please provide as much information as possible to identify the documents i.e. location/address, subject matter, date(s))

Specify Dates: From _____ To _____

CONSULTATION Please tick if you give consent I consent to all "Personal Information" and or "Commercial Information" of third parties being deleted from the requested document/s I consent to third parties being given my name as the applicant requesting the information

FORM OF ACCESS Please tick Email (the City's preferred form of access *where applicable*) Inspection of the document/s Physical Hard Copy (**charges will apply**)**SIGNATURE** _____ **DATE** _____