



City of Rockingham

Information Statement

January 2025



rockingham.wa.gov.au



Disclaimer

The City of Rockingham has taken due care to ensure that the information provided is accurate and current. However, as the statement is reviewed and updated only once each year, the City cannot warrant that the information is necessarily current and a person should not rely exclusively on the information contained within this document. The City does not accept responsibility for any loss or damage suffered as a result of any person relying on the information contained in this statement. If you are intending to rely on the information contained within the statement then you should research and investigate the accuracy of the information. It is your responsibility to ensure that the information is accurate for your purposes. If you are uncertain you should obtain independent legal advice.

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Introduction

This document has been prepared in accordance with Part 5 of the *Freedom of Information Act* 1992 (FOI Act), which requires Government agencies to prepare and publish an information statement.

This Information Statement contains the following information about the City of Rockingham (the City):

- structure and functions of the City
- overview of functions of the City
- mechanisms for public participation
- documents held by the City, including how you can view, purchase, or obtain whether free or if a charge is applicable and
- how to access and amend your personal information held by the City.

Access to copies of this Information Statement can be obtained free of charge from:

By Post

Governance Officer – FOI and Councillor
Support
City of Rockingham
PO Box 2142
Rockingham DC WA 6967

In person

Customer Service Counter
Ground Floor
Administration Building
Civic Boulevard Rockingham 6168

Email

customer@rockingham.wa.gov.au

Vision and Values

The City's Vision

"Our Vision: A quality lifestyle. A sustainable future", per the City's current Strategic Community Plan (SCP) (2023 – 2033).

A SCP is the principal document within the City's "Integrated Planning and Reporting Framework". Integrated Planning and Reporting was developed and legislated by the State Government to provide a guiding framework for local governments as they set their big-picture goals for the future and plan their "roadmap" of how to achieve them.

Local governments must engage with their communities to ensure their constituents' vision and priorities for the future are understood. They must examine the current demographic, social, environmental, and economic operating context, as well as any future changes and challenges likely to be faced. This information is then used to develop a suite of planning documents designed to ensure the activities of local governments are aligned to the needs and aspirations of their communities.

The City's aspirations:

1. **Social:** A family-friendly, safe and connected community.
2. **Natural Environment:** A place of natural beauty where the environment is respected.
3. **Built Environment:** A built environment carefully planned for today and tomorrow.
4. **Economic:** A vibrant economy creating opportunities.
5. **Leadership:** Transparent and accountable leadership and governance.

A copy of the SCP can be found on the City's [website](#).

RESPECT values

The City's Employees collectively work together to help achieve the Community's Aspirations as detailed in the Strategic Community Plan 2023-2033. The City's RESPECT Values help to guide the way employees engage with one another and our customers. Employees must uphold the RESPECT values and are assessed against those values in their annual performance review.

The City's RESPECT values are:

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small.

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour.

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff.

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation.

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences.

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information.

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'.



The City as a Local Government

The City is located 40 kilometres south-west of the Perth CBD and comprises of the following suburbs:

- Baldivis
- Coooloongup
- East Rockingham
- Garden Island
- Golden Bay
- Hillman
- Karnup
- Peron
- Port Kennedy
- Rockingham
- Safety Bay
- Secret Harbour
- Shoalwater
- Singleton
- Waikiki
- Warnbro

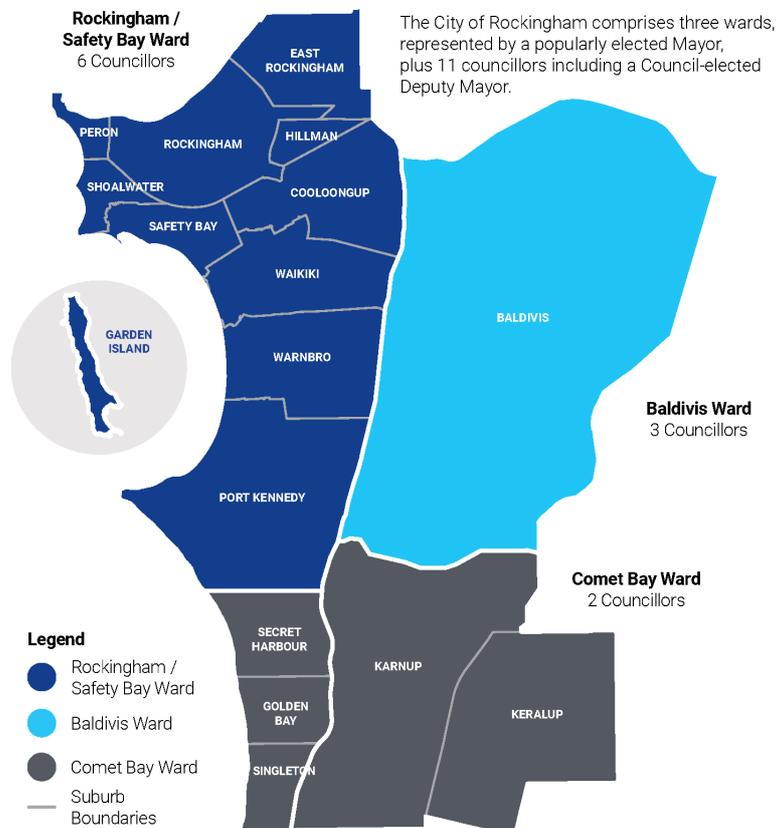
Local governments in Western Australia are governed by the *Local Government Act 1995* (Act) and supporting regulations. The City is a district constituted under the Act (District).

Under the Act the City has general, legislative, and executive functions.

The general function of a local government is to provide for the good government of the people living and working within its district.

A local government may make and administer local laws that are necessary or convenient for it to perform any of its functions. A full list of the local laws for the City can be found on our [website](#).

Our Council



Structure and Functions of the City

The Council of the City 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 the Council.

Council and Elected Members

Council comprises the Mayor and 11 Councillors who look after the interests of the community. The Mayor and Councillors, with their wealth of experience and commitment, serve to meet the requirements of the community at all times, and are readily available to residents. Councillors represent one of the City's three wards:

- Baldivis Ward - three Councillors
- Comet Bay Ward - two Councillors
- Rockingham/Safety Bay Ward - six Councillors

The elected members form a corporate body, who are working for the community and do not have the authority to act or make decisions as individuals. Rather, decisions are made as a Council and in accordance with the Act. The role of Council is to oversee and govern the City's affairs, be responsible for the performance of the City's functions, oversee the allocation of finances and resources, and determine the City's policies.

The Council is made of the following Elected Members:

Elected Members:	
Mayor	<ul style="list-style-type: none">• Presides at meetings in accordance with the Act.• Provides leadership and guidance to the community in the District.• Carries out civic and ceremonial duties on behalf of the City.• Speaks on behalf of the City.• Performs such other functions as are given to the Mayor by the Act or any other written law.• Liaise with the CEO on the City's affairs and the performance of its functions.
Deputy Mayor	<ul style="list-style-type: none">• Performs functions of the Mayor when authorised to do so per section 5.34 of the Act.
Councillors	<ul style="list-style-type: none">• Represent the interests of electors, ratepayers, and residents of the District.• Provide leadership and guidance to the community in the District.• Facilitates communication between the community and the Council.• Participates in City decision making processes at Council and Committee Meetings. Performs such other functions as are given to a Councillor by the Act or another written law.

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

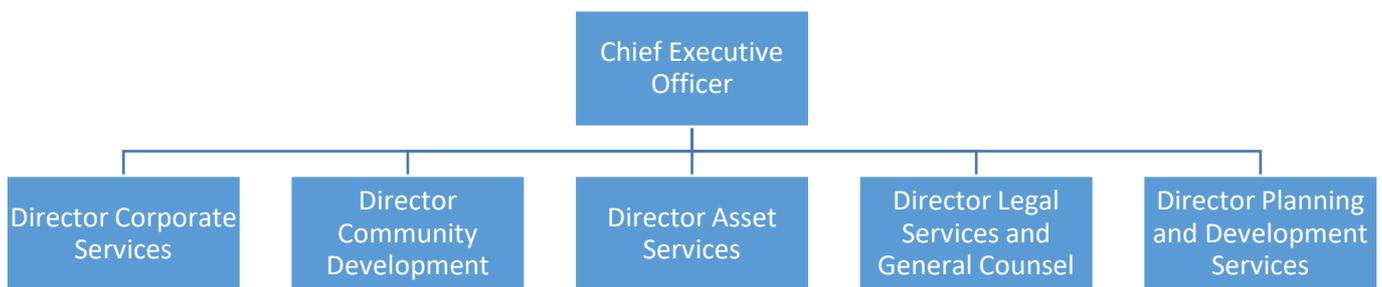
City Operations and Structure

The five Directors together with the Chief Executive Officer comprise the Executive Management Team.

The City's organisation is structured into six directorates:

- Asset Services
- Community Development
- Corporate Services
- General Management Services
- Legal Services and General Counsel
- Planning and Development Services.

Each Director is responsible for one of the six directorates. The areas of responsibility are outlined below:



Chief Executive Officer	Director Corporate Services	Director Community Development	Director Asset Services	Director Legal Services and General Counsel	Director Planning and Development Services
<ul style="list-style-type: none"> • Strategic Leadership • General Management • Internal Audit • Strategy, Marketing and Communications • Governance and Council Member Support • Human Resource Development • Organisational Development 	<ul style="list-style-type: none"> • Financial Services • Customer and Corporate Support • Information Systems • Waste and Landfill Services • City Properties - Leasing • Procurement 	<ul style="list-style-type: none"> • Community Infrastructure Planning • Community Support and Safety Services • Library and Information Services • Community Capacity Building • Community and Leisure Facilities • Economic Development and Tourism 	<ul style="list-style-type: none"> • Parks Development and Parks Operations • Asset Management • Capital Projects • Engineering Operations and Engineering Services • Environmental Management • LitterBusters • Foreshore Management 	<ul style="list-style-type: none"> • Strategic and Operational Legal Advice • Oversight of Statutory Compliance • Litigation and Tribunal Management • Legal Training and Capacity Building 	<ul style="list-style-type: none"> • Strategic Planning and Environment • Statutory Planning • Building Services • Health Services • Rangers Services • Emergency Services • BEN (Beach Emergency Network) sign locations • Smatwatch • Rockingham City Centre Developments • Land development infrastructure

Services

The City engages in and provides the following services:

General Management Services	
CEO's Office	<ul style="list-style-type: none"> • Advocacy • Internal Audit • General Management projects
Strategy, Marketing and Communications	<ul style="list-style-type: none"> • Creative services • Digital channels management • Marketing • Media and communications • Risk management • Strategic review of city operations and teams
Governance and Councillor Support	<ul style="list-style-type: none"> • Local government reform • Council and committee decision making • Council member support • Council member requests • Citizenship • Civic services • Delegations and authorities • Freedom of information • Public interest disclosure • Policy
Human Resource Development	<ul style="list-style-type: none"> • Employee retention • Learning and development • Payroll • Workplace health and safety • Recruitment
Corporate Services	
Corporate Services – Director and Support	<ul style="list-style-type: none"> • Corporate services projects • Procurement • Facilities leasing
Customer and Corporate Support	<ul style="list-style-type: none"> • Customer services • Records management
Financial Services	<ul style="list-style-type: none"> • Accounts payable • Accounts receivable • Management accounting • Rates
Information Technology	<ul style="list-style-type: none"> • Business systems • Technology infrastructure, service and support
Waste and Landfill Services	<ul style="list-style-type: none"> • Landfill operations • Waste collection services

Community Development	
Community Capacity Building	<ul style="list-style-type: none"> • Aboriginal engagement • Cultural development and arts • Recreation and wellbeing • Arts and volunteer centre operations • Community events • Sports • Seniors • Volunteers • Rockingham Youth Centre • Community grants
Community and Leisure Facilities	<ul style="list-style-type: none"> • Rockingham Aquatic Centre • Aqua Jetty • Autumn Centre • Baldivis Sports Complex • Mike Barnett Sports Complex
Community Safety and Support	<ul style="list-style-type: none"> • Community engagement • Events • Youth workers • Community transport (for people who can't access any other transport)
Economic Development and Tourism	<ul style="list-style-type: none"> • Investment attraction • Strategic metropolitan centre • Local business development • Advocacy and lobbying • Destination marketing • Visitor servicing • Coastal development and activation • Events activation • Mid-tier MICE (meeting, incentives, conferences and events) attraction
Library and Information Services	<ul style="list-style-type: none"> • Mary Davies Library and Community Centre • Rockingham Library • Safety Bay Library • Warnbro Community Library
Asset Services	
Asset Services Directorate	<ul style="list-style-type: none"> • Infrastructure compliance
Engineering Operations and Services	<ul style="list-style-type: none"> • Civil design and construction • Fleet management • Maintenance • Roads and traffic • Stores • Graffiti removal
Capital Projects	<ul style="list-style-type: none"> • Project delivery

Asset services	
Asset Management	<ul style="list-style-type: none"> • Building operations • Cleaning • Inspections • Trades
Parks Services	<ul style="list-style-type: none"> • Bushfire mitigation • Landscaping • LitterBusters • Maintenance • Horticulture • Reserves
Legal Services and General Counsel	
Legal Services	<ul style="list-style-type: none"> • Strategic and operational legal advice • Oversight of statutory compliance • Legal training and capacity building
General Counsel	<ul style="list-style-type: none"> • Litigation and tribunal management
Planning and Development Services	
Planning and Development Directorate	<ul style="list-style-type: none"> • Projects • Bushfire risk
Compliance and Emergency Liaison	<ul style="list-style-type: none"> • Emergency liaison • Fire B prevention • Prosecutions, appeals and restriction management • Ranger services • Smartwatch community patrol • Building and development compliance • Community development compliance • Ben (beach emergency network) sign locations
Health and Building Services	<ul style="list-style-type: none"> • Building and planning permits • Demolition permits • Surveying • Environment health • Inspections • Events and permits • Hiring of city facilities
Land and Development Infrastructure	<ul style="list-style-type: none"> • Landscaping architects • Subdivisions • Traffic assessments • Water assessments
Statutory Planning	<ul style="list-style-type: none"> • Planning • Drafting
Strategic Planning and Environment	<ul style="list-style-type: none"> • Environmental planning • Sustainability

Decision Making Functions

The City have the following decision making framework:

Council Meetings

Ordinary Council Meetings are the formal meetings of the Council as defined by the Act in which decisions are made by the Council, the peak decision-making body of the City of Rockingham.

Council meetings are held on the fourth Tuesday of the month at 6pm. The public is welcome to attend. These meetings are live streamed and recorded.

Council meetings are held in the Council Chamber at the City of Rockingham Administration Centre, Civic Boulevard, Rockingham.

Members of the public are invited and are able to ask questions, make deputations, present a public statement, and present a petition. Details of public participation are discussed below.

For further information about Council meetings, including dates of upcoming meetings, please visit Council and Committee meetings on the City's [website](#).

Committees

The Act enables the City to form committees to assist with its functions. Committees can include Elected Members and/or members of the public.

The City has two Standing Committees:

1. Planning and Asset Services Committee
2. Corporate and Community Development Committee

Standing Committees consider matters relevant to the particular Standing Committee's areas of consideration and make recommendations to the Ordinary Council for determination.

Committee recommendations are placed before the Council Meeting for decisions. Council may accept Committee recommendations, amend them, or send them back to the appropriate committee for further consideration. Correspondence from individuals or organisations which cannot be handled through the routine processes and policies of the City are referred to the appropriate committee through an officer's report.

The Standing Committees are held in the City of Rockingham Council Chamber at 5pm and members of the public are welcome to attend.

1. Planning and Asset Services Committee

This Standing Committee Meeting is held at 5pm on the Monday the week before the Ordinary Council Meeting.

Matters for consideration include:

- Asset management
- Building control
- Bushfire
- Capital works
- Compliance
- City Centre development
- Emergency Services
- Engineering
- Environmental Health
- Land development
- Parks
- Ranger services
- Statutory Planning
- Strategic Planning

2. Corporate and Community Development Committee

Meetings held at 5pm on the Tuesday the week before the Ordinary Council Meeting.

Matters for consideration include:

- Communications and Marketing
- Community Capacity Building
- Community Facilities
- Community Infrastructure
- Community Safety
- Community Support
- Customer Service
- Economic Development
- Finance
- Governance and Councillor Support
- Human Resource Development
- Information Technology
- Legal Services and General Counsel
- Libraries
- Strategic Development
- Tourism
- Waste Services

Advisory Committees

Advisory committees are made up of Council Members and community members. They provide recommendations to Council in line with their terms of reference. We have advisory committees that range from culture and the arts to community safety.

Advisory committees meet as and when required as determined by the committee members or Council. Their role is providing professional advice and executive support.

Advisory Committees

To keep our advisory committees vibrant and relevant, Councillor memberships to these committees are reviewed after each ordinary local government election. Community membership and membership from specific organisations and government agencies are reviewed every two years between July and September each non-election year.

You can find the terms of reference and membership of each advisory committee on the Representations on Council and Non-Council Committees document. This document is found on our [website](#).

Council Policies

Council policies are developed to meet the needs of Council and are adopted by Council. These policies are wide ranging across many of the City's services and responsibilities, and reviewed periodically. A list of our policies can be found on the City's [website](#). You may also be interested in [planning policies, procedures and information](#).

Delegated Authority

Local governments are required to make numerous decisions every day. In practice, in order to enable local governments to focus on strategic issues and reduce the amount of meeting time required, local governments are able to delegate many of those decisions so we can respond more effectively to the community and provide for timely, consistent decision making.

The Delegated Authority Register provides information about where the power to delegate is derived from, including legislation and policies of Council. The register is reviewed annually in accordance with the Act. View the [register](#) on the City's website.

Local Laws

The City of Rockingham has the following [local laws](#):

- *Cats Local Law 2018*
- *Cemeteries Local Law 2018*
- *Dogs and Parking Amendment Local Law 2019*
- *Fencing Amendment Local Law 2022*
- *Health Local Law 2020*
- *Pest Plants Local Law 2018*
- *Public Places and Local Government Property Local Law 2018*
- *Sand Drift Local Law 2018*
- *By Law Relating to Signs, Hoardings and Bill Posting 1990*
- *Standing Orders Local Law 2001*
- *Waste Local Law 2020*

Public Participation

Members of the public have a number of opportunities to put forward their views on particular relevant issues before Council. These are:

Annual Meeting of Electors

In accordance with Section 5.27 of the Act, the City holds an Annual Meeting of Electors where electors are invited to raise items of general business to be discussed as well as receiving questions on the Annual Report.

Deputations

With the consent of the committee presiding member, a member of the public can personally, or on behalf of a resident or group of residents, address one of its committees on a matter on the agenda.

Public Question Time

Members of the public are able to ask questions (preferably in writing) on any matter affecting the City in the time set aside for this purpose at meetings of the Council in accordance with the City's *Standing Orders Local Law 2001*.

Public question time is also available at the Planning and Asset Services Committee and the Corporate and Community Development Committee. These questions will be limited to matters that fall within the respective Committee's responsibilities. The areas covered by these committees are outlined on our [website](#).

Petitions

Written petitions can be presented to the Council through the Chief Executive Officer or an Elected Member on any issue within the Council's jurisdiction.

Written Requests

A member of the public can write to the City on any policy, activity or service of the City.

Elected Members

Members of the public can contact the Elected Members of the Council to discuss any issue relevant to the City.

Public Consultation

The City consults with its residents on particular issues that affect their neighbourhood by way of advertising in the local papers, calling public meetings, using social media platforms and seeking responses to surveys and questionnaires. The residential and business communities in the City can contribute ideas and suggestions and raise the issues they feel are important in the District.

The current consultations that the City is seeking public comment on can be found on our website under [Share your thoughts](#).

Rock Port

Rock Port is the City's online engagement portal and a way that our residents can interact with the City.

The portal allows residents to share their thoughts on consultations out for public comment as well as submit a general "share your thoughts" on any topic they wish.

The portal also contains a subscription tool that allows residents to register their interests and subscribe to emails on a variety of topics in order to be kept up to date with the City.

The portal also allows online applications for building permits and development approvals, payment of rates, or submission of a request to the City, such as graffiti removal, road issues and the like.

You can register for Rock Port on our [website](#).

Documents held by the City Of Rockingham

Types of Information Held

The City holds documents relating to the various service functions it undertakes. These functions are outlined below:

Function	Description
Animals	Registration information for all cats and dogs registered with the City, keeping other animals, pest animals, infringement information, and dangerous dog register.
Community Relations	Establishing rapport with the community and raising and advancing the City's public image and its relationships with outside bodies including the media and the public.
Community Services	Providing, operating or contracting services to assist residents and the community.
Corporate Management	Applying broad systematic planning to define the corporate mission and determine methods of the City's operations.
Council Properties	Acquiring, developing, and maintaining facilities and premises owned, leased or operated by the City.
Customer Service	Planning, monitoring and evaluating services provided to customers by the City.
Development and Building Controls	Regulating and approving building and development applications.
Economic Development	Improving the local economy through encouragement of industry, employment, tourism, regional development and trade.
Emergency Services	Preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.
Environmental Management	Managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas such as remanent bushlands, coastal vulnerability and threatened species.
Financial Management	Managing the City's financial resources.
Governance	Managing the election of Council representatives, the boundaries of the District and the terms of office for Elected Members.
Government Relations	Managing the relationship between the Council, the City, State and Federal governments and other government agencies.
Grants and Subsidies	Managing financial payments to, and from, the City for specific purposes.
Human Resources	Managing the conditions of employment and administration of personnel at the City.

Function	Description
Information Management	Managing the City's information resources, including the storage, retrieval, archives, processing and communications of all information regardless of format.
Land Use and Planning	Establishing a medium to long term policy framework for the management of natural and built environments.
Laws and Enforcement	Regulating, notifying, prosecuting and applying penalties in relation to the City's regulatory role.
Legal Services	Providing legal services to the City.
Parks and Reserves	Acquiring, managing, designing and constructing parks and reserves either owned or controlled and managed by the City.
Plant, Equipment and Stores	Purchasing, hiring or leasing of all plant and vehicles, and other equipment. Includes the management of the City's stores.
Public Health	Managing, monitoring and regulating activities to protect and improve public health in accordance with relevant legislation, health codes and standards.
Rates and Valuations	Managing, regulating, setting and collecting income through the valuation of rateable land and other charges.
Recreation and Cultural Services	Arranging, promoting or encouraging programs and events in recreation and cultural activities and services.
Risk Management	Managing and reducing the risk of loss of City properties and equipment and risk to personnel.
Roads	Providing road construction, maintenance of roads and associated street services to property owners within the City area.
Sewerage and Drainage	Designing, constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.
Traffic and Transport	Planning for transport infrastructure and the efficient movement and parking of traffic.
Waste Management	Providing services to ratepayers for the removal of solid waste, destruction and waste reduction. Operation of landfill facility.
Water Supply	Managing the design, construction, maintenance and management of water supplies, either by the City or service providers.

Library Locations and Opening Hours

Mary Davies Library and Community Centre

17 Settlers Avenue, Baldivis – Phone: 9591 0800

Monday to Friday	9am – 6pm
Saturday	9am – 12pm
Sunday	1pm – 4pm
Public holidays	Closed

Rockingham Library

Dixon Road, Rockingham – Phone: 9258 8683

Monday to Thursday	9am – 7pm
Friday	9am – 5pm
Saturday	9am – 12pm
Sunday and public holidays	Closed

Safety Bay Library

197 Safety Bay Road, Safety Bay – Phone: 9258 8611

Monday and Wednesday	9am – 5:30pm
Tuesday and Thursday	9am – 7pm
Friday	9am – 5pm
Saturday	9am – 12pm
Sunday and public holidays	Closed

Warnbro Community Library

Swallowtail Parade, Warnbro – Phone: 9258 8577

School terms

Monday and Wednesday	8am – 7pm
Tuesday and Thursday	8am – 5:30pm
Friday	8am – 5pm
Saturday	Closed
Sunday	1pm – 4pm

School holidays

Monday and Wednesday	9am – 7pm
Tuesday and Thursday	9am – 5:30pm
Friday	9am – 5pm
Saturday	Closed
Sunday	1pm – 4pm
Public holidays	Closed

Council Minutes

Council minutes are available for free inspection at the City's Administration Building and libraries. Copies are also available on the City's [website](#).

Minutes prior to 2010 are not available online but can be accessed in hard copy by contacting the City.

Rates Register

The City currently lists rate information by Assessment Number or property address.

Landgate is the official custodian of land ownership information. It is recommended that a title search be conducted through Landgate if this type of information is sought.

Access to Documents

Availability of information is subject to provisions established in legislation including the *FOI Act* and *Local Government Act 1995*. Access may be free or subject to fees and charges. The City will, in all instances, seek to provide access to information upon request subject to compliance with the FOI Act and other relevant legislation.

Information is made available through a range of mediums, including public statements, news releases, the City's website, public noticeboards within City facilities, and other publications as well as individual correspondence, public and statutory documents and reports.

The City prioritises providing access to documents through informal requests, rather than the formalised FOI process. It is recommended you contact the City in the first instance to request documents, rather than proceed immediately to an FOI Application.

Proactive Release of Documents:

Documents published by the City (physically or digitally) are available for access by the general public.

The following documents are freely available on our website:

Document Description	Website Address
Agenda and Minutes of Corporate and Community Development Committee	Agendas and minutes - City of Rockingham
Agenda and Minutes of Council Meetings	Agendas and minutes - City of Rockingham
Agenda and Minutes of Planning and Asset Services Committee	Agendas and minutes - City of Rockingham
Annual Budget	Budget and finance - City of Rockingham
Annual Financial Report	Budget and finance - City of Rockingham
Annual Report	Annual reports and registers - City of Rockingham
Annual Resident Perception Survey	Measuring our performance - City of Rockingham
Business Plan	Budget and finance - City of Rockingham
Bushfire Risk Management Plan 2023-2027	Fire prevention - City of Rockingham
City's Town Planning Scheme	Town Planning Scheme and Zoning - City of Rockingham
Coastal Hazard Risk Management and Adaption Plan (CHRMAP) 2019 and Technical Assessment Reports	Coastal Vulnerability - City of Rockingham
Community Support Services Directory	Community Support Services - City of Rockingham

Document Description	Website Address
Business Innovation Grants	Support for local business - City of Rockingham
Code of Conduct for Council Members, Committee Members and Candidates	Local laws, Council policies and delegations - City of Rockingham
Community Infrastructure Plan	Community Infrastructure Plan 2024-2025 – City of Rockingham
Community Plan Feedback City Chronical	Measuring our performance - City of Rockingham
Council Policies	Local laws, Council policies and delegations - City of Rockingham
Delegations of Authority	Local laws, Council policies and delegations - City of Rockingham
Economic Development Strategy 2020-2025	Economic Development - City of Rockingham
Emergency Animal Welfare Plan	Local Emergency Management Arrangement (LEMA) - City of Rockingham
Emergency Recovery Plan	Local Emergency Management Arrangement (LEMA) - City of Rockingham
Emergency Relief Agencies Service Providers	Community Support Services - City of Rockingham
Employee Code of Conduct	Local laws, Council policies and delegations - City of Rockingham
Environmental Management Plans	Environmental Management Plans - City of Rockingham
Family and Support Services Directory	Community Support Services - City of Rockingham
Fees and Charges	Budget and finance - City of Rockingham
Fire Control Notice	Fire Control - City of Rockingham
Information Statement	Freedom of Information - City of Rockingham
Investment Prospectus	Economic development - City of Rockingham
Keeping Animals in the City of Rockingham	Keeping Animals in Rockingham Guide – City of Rockingham
Local Laws	Local laws, Council policies and delegations - City of Rockingham
Meetings and Events Prospectus	Meetings and events prospectus – City of Rockingham
Media Release	News - City of Rockingham
Minutes of Electors Meeting	Agendas and minutes - City of Rockingham
Objections and Review	Local laws, Council policies and delegations - City of Rockingham
Planned Burn Information Sheet	Fire Control - City of Rockingham

Document Description	Website Address
Reconciliation Action Plan 2021-2023	Aboriginal Community - City of Rockingham
Register of Complaints of Minor Breaches	Annual reports and registers - City of Rockingham
Register of Council Member Child Care and Incidental Reimbursements	Annual reports and registers - City of Rockingham
Register of Council Member Fees and Allowances	Annual reports and registers - City of Rockingham
Register of Council Member Training	Annual reports and registers - City of Rockingham
Register of Council Member Travel Reimbursements	Annual reports and registers - City of Rockingham
Register of Electoral Gifts	Annual reports and registers - City of Rockingham
Register of Gifts	Annual reports and registers - City of Rockingham
Register of Primary and Annual Returns	Annual reports and registers - City of Rockingham
Review and Objection Flowchart	Local laws, Council policies and delegations - City of Rockingham
SafeTALK Information Sheet	Community Support Services - City of Rockingham
Seniors Strategy 2017-2021	Age-friendly Rockingham - City of Rockingham
Strategic Community Plan 2019-2029	Strategic Community Plan - City of Rockingham
Strategy for Early Years, Children and Young People	Services for families and children - City of Rockingham
Sustainability Snapshot Report	Sustainability Snapshot Report - City of Rockingham
Tourist Destination Strategy	Tourism development and marketing - City of Rockingham
Water Efficiency Action Plan 2016	Waterwise - City of Rockingham

Documents for Inspection

The following documents are available for inspection, upon request:

Document Description
Rates records
Register of Delegated Authority
Register of Financial Interests
Register of owners and occupiers under section 4.32 (6)) of the <i>Local Government Act 1995</i>
Tender Register under Regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i>

Costed Service:

The following documents are available via a costed service:

Document Description	Cost
Site/Floor Plan	\$25
Full set of Building Plans (Residential)	\$60
Full set of Building Plans (Commercial)	\$100
Building Permit/HII Certificate	\$25
Pool/Spa Inspection Report	\$25

For additional information relating to these documents and charges please contact the City on 9528 0333.

Access to Documents Under Freedom of Information Act

What is Freedom of Information (FOI)?

The objectives of the FOI Act are to:

- a) enable the public to participate more effectively in the governing of the state
- b) make the persons and bodies that are responsible for state and local government more accountable to the public.

The FOI Act allows members of the public to apply for access to documents held by government departments and agencies and regulates the process of that access.

The FOI Act contains exemption provisions to protect from disclosure material, which if released, would have a detrimental effect on the functioning of government or harm to the interests of private individuals or commercial organisations.

The Application Process and Charges

Section 12 of the FOI Act states that applications must be lodged in writing, include an Australian address, and give enough information to identify the documents being requested. A \$30 application fee is applicable for non-personal information requests. A copy of our application form can be found on our [website](#).

Applications can be lodged by post, email or in person.

By post

Governance Officer – FOI and Councillor
Support
City of Rockingham
PO Box 2142
Rockingham DC WA 6967

In person

Customer Service Counter
Ground Floor
Administration Building
Civic Boulevard Rockingham

Email

customer@rockingham.wa.gov.au

For payment of the application fee over the phone by credit or debit card, please contact the City of Rockingham customer service on (08) 9528 0333, and please provide:

- Your name
- Your address
- Advise it is for a Freedom of Information Application
- Payment of \$30.

In addition to the \$30 application fee, the *Freedom of Information Regulations 1993* provide for charges which may be imposed by the agency in relation to the processing and preparation of your application.

The FOI Act requires that a cost estimate be provided to applicants as soon as possible. This allows the applicant to either progress with the application or hold discussions with the agency to possibly reduce or amend the scope to bring the incurred costs down.

Charges	Amount
Time taken by staff in dealing with the application (per hour, or pro rata for a part of an hour)	\$30
Charge for access time supervised by staff (per hour, or pro rata for a part of an hour)	\$30
Photocopying staff time (per hour, or pro rata for a part of an hour)	\$30
Per A4 photocopy	\$0.20
Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour)	\$30
Charge for duplicating a tape, film or computer information	Actual cost
Charge for delivery, packing and postage	Actual cost

Charges may be waived if an applicant is considered impecunious or a reduction maybe applied if certain concession cards are held by the applicant.

Time Limits

Section 13(1) of the FOI Act states that an agency is required to deal with an application as soon as practicable, but in any event, within the permitted period. Section 13(3) of the FOI Act states that the permitted period is **45 days**.

If the City determines that it will take longer than the permitted period to deal with the application, then they will consult with the applicant and negotiate an extension of time.

An applicant then has **30 days** in which they can lodge an application for internal review if they are dissatisfied with the decision of the City. The City must respond within **15 days**.

An applicant has **60 days** in which they can lodge an application for external review if they are dissatisfied with the City's internal review decision. The Information Commissioner must respond within **30 days**.

Please note all time limits are in calendar days and whereby the due date falls on a weekend or public holiday the next working day is considered as the due date.

Exemption Clauses

The FOI Act provides a general right of access to documents. It also recognises that some documents require a level of protection. Schedule 1 of the FOI Act cites relevant exemption clauses.

The most regularly applied exemptions are:

Personal Information

Information that would reveal personal information about an individual (e.g. their name, contact details, signature) may be exempt under Schedule 1, Clause 3 of the FOI Act and s5.95 of the Act.

Business and Commercial Information

Information that would reveal trade secrets, information of a commercial value (e.g. documents containing technical designs that, if released, would harm the company) or the financial affairs of a person (e.g. debts owed to the City) may be exempt under Schedule 1 Clause 4 of the FOI Act.

Information that could reasonably be expected to have a substantial adverse effect on the financial or property affairs of the State or an agency (e.g. income from a certain source) may be exempt under Schedule 1 Clause 10 of the FOI Act.

Deliberative Process of Government

Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential item at Council meeting) may be exempt under Schedule 1 Clause 6 of the FOI and S5.23 of the Act.

Right to Review

The FOI Act provides for a review and appeal process. You may seek an internal review or if you are still not satisfied, a review by the Information Commissioner, and still further you can appeal to the Supreme Court.

Internal Review

If you are dissatisfied by a decision that we make concerning your application then you can apply to the City for an internal review of this decision.

To apply for an internal review you must put your request in writing and lodge it with the City within **30 days** of being notified of the original decision. There is no charge for an internal review. The City will respond to you within **15 days** of your internal review application.

External Review

If you are still dissatisfied after the internal review has been completed, you may seek a review by the Information Commissioner. The request must be made in writing within 60 days of the original decision giving details of the decision to which your complaint relates.

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. The agency is not to make the amendment by obliterating or removing information or destroying a document. Such an application must be approved by the Commissioner. The State Records Commission must be issued with a certificate issued by the FOI Commissioner before a record is obliterated or destroyed.

If you believe information held by the City is inaccurate, incomplete, misleading, or out of date, you can contact the City and request it is amended. If you are unsatisfied with the City's response to any amendments, you may lodge a formal FOI application pursuant to section 45 of the FOI Act.

Applications to amend personal information can be lodged by post, email or in person.

By post

Administrative Officer – Governance and
Councillor Support
City of Rockingham
PO Box 2142
Rockingham DC WA 6967

In person

Customer Service Counter
Ground Floor
Administration Building
Civic Boulevard Rockingham

Email

customer@rockingham.wa.gov.au

Your application, per section 46, must meet the following requirements:

1. Be in writing
2. Provide enough details to enable the City to identify the document(s)
3. Provide details of the information you believe is inaccurate, incomplete, out of date, or misleading
4. Provide details for how you wish the amendment be made, such as by alternating, striking out, deletion, or a notation on the document with rectifying details
5. Provide an Australian address for correspondence
6. Be lodged at the City.

There are no fees associated with amending personal information. The City will respond to your request within 30 days of your valid application, as required by the FOI Act.

Further information can be found on the Office of the Information Commissioner website at www.oic.wa.gov.au.