



City of Rockingham

Information Statement

8 July 2021



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

Freedom of Information gives the public a right to access government documents, subject to some limitations. In Western Australia, under the Freedom of Information Act 1992 (**the FOI Act**), the right applies to documents held by most State government agencies (such as departments, public hospitals, public universities and State government authorities), including State Ministers and local government.

Documents accessible under the FOI Act include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form.

Agencies are required to assist applicants to obtain access to documents at reasonable cost.

Anyone can also apply to have personal information about themselves in government documents amended if that information is inaccurate, incomplete, out of date or misleading.

THE CITY AS A LOCAL GOVERNMENT

The City of Rockingham (**City**) is located 40 kilometres south/west of the Perth CBD and comprises the following suburbs:

- Baldivis
- Coo loongup
- 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* (**the LG Act**) and supporting regulations. The City is a District constituted under the LG Act (**District**).

Under the LG 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](#).

STRUCTURE OF THE CITY

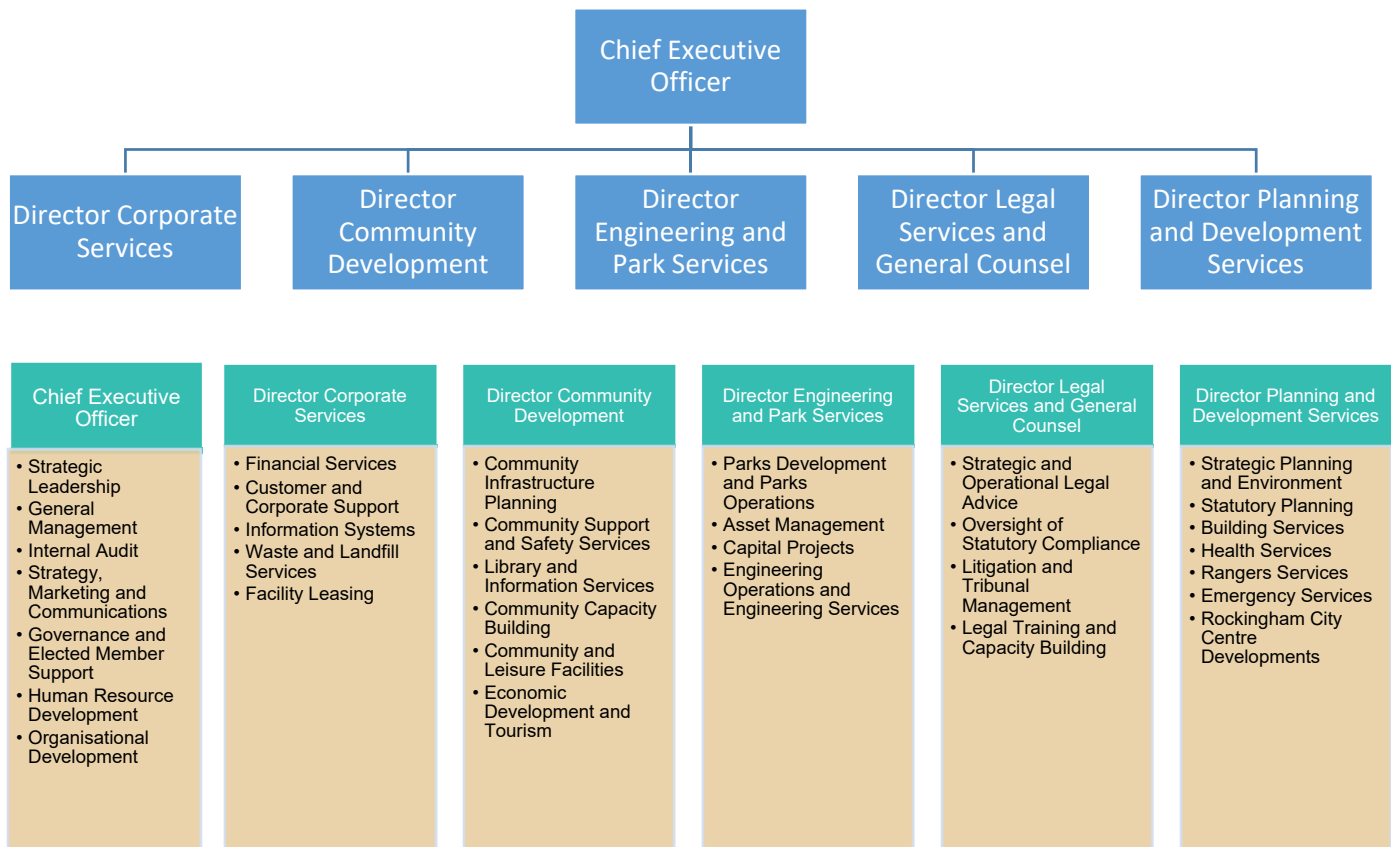
The Council of the City of Rockingham (**the City**) is the overall decision making body. The Council employs a Chief Executive Officer who is charged with the responsibility of putting into effect the decisions of the Council.

City's Structure

The City's organisation is structured into five directorates:

- Community Development;
- Engineering and Parks;
- Planning and Development Services;
- Corporate Services; and
- Legal Services and General Counsel.

The five Directors together with the Chief Executive Officer comprise the Executive Management Team. Each Director is responsible for one of the five directorates and the areas of responsibility are outlined below.



Services

The City engages in and provides the following services:

General Management Services	
CEO's Office	<ul style="list-style-type: none"> • 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"> • Citizenship • Civic Services • Councillor Support • Councillor Requests • Delegations and Authorities • Freedom of Information • Council and Committee minutes and agendas
Human Resources Development	<ul style="list-style-type: none"> • Employee Retention • Learning and Development • Payroll • Workplace Safety and Health • 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

	<ul style="list-style-type: none"> • Sports • Seniors • Volunteers • Youth Centre • Community Grants
Community and Leisure Facilities	<ul style="list-style-type: none"> • Aquatic Centre • Aqua Jetty • Autumn Centre • 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 Regional Opportunities • 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 Central Library • Safety Bay Library • Warnbro Community Library
Engineering and Park Services	
Engineering and Parks Directorate	<ul style="list-style-type: none"> • Bushfire Risk • Infrastructure Compliance
Engineering Operations and Services	<ul style="list-style-type: none"> • Civil Design and Construction • LitterBusters • Fleet Management • Maintenance • Roads and Traffic • Stores
Capital Projects	<ul style="list-style-type: none"> • Project Delivery
Asset Management	<ul style="list-style-type: none"> • Building Operations • Cleaning • Inspections • Trades
Parks Development and Parks Operations	<ul style="list-style-type: none"> • Bushfire Mitigation • Landscaping • Maintenance • Horticulture

	<ul style="list-style-type: none"> • 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
Compliance and Emergency Liaison	<ul style="list-style-type: none"> • Emergency Management • Fire Breaks and Fire Prevention • Infringements and Prosecutions • Ranger Services • SmartWatch • Building and Development Compliance
Health and Building Services	<ul style="list-style-type: none"> • Building and Planning • Surveying • Environment Health • Inspections • Events and Permits • Hiring 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

PUBLIC PARTICIPATION

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

Annual Meeting of Electors

In accordance with Section 5.27 of the LG 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 Corporate and Engineering Services Committee, Planning Services Committee 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.

Community 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, roads 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, infringement information, 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 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.
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.

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 OUTSIDE OF FOI

Availability of information is subject to provisions established in legislation including the FOI Act and LG Act. 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.

Access: Documents Published

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

The following documents are available on the City's 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 Engineering Services	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
Business Plan	Budget and finance - City of Rockingham
Bushfire Risk Management Plan 2018-2022	Fire control - 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
Council Policies	Local laws, Council policies and delegations - City of Rockingham
Customer Satisfaction Survey Results	Measuring our performance - City of Rockingham

Document Description	Website Address
Economic Development Strategy 2020-2025	Economic development - City of Rockingham
Environmental Management Plans	Environmental Management Plans - City of Rockingham
Freedom of Information Information Statement	Freedom of Information - City of Rockingham
Investment Prospectus	Economic development - City of Rockingham
Local Laws	Local laws, Council policies and delegations - City of Rockingham
Media Release	News - City of Rockingham
Minutes of Electors Meeting	Agendas and minutes - City of Rockingham
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 Training	Annual reports and registers - City of Rockingham
Register of Councillor Fees and Allowances	Annual reports and registers - City of Rockingham
Register of Electoral Gifts	Annual reports and registers - City of Rockingham
Register of Gifts and Contributions to Travel, 1 July 2015 onwards	Annual reports and registers - City of Rockingham
Register of Notifiable Gifts	Annual reports and registers - City of Rockingham
Register of Primary and Annual Returns	Annual reports and registers - City of Rockingham
Register of Travel and Child Care Reimbursements	Annual reports and registers - City of Rockingham
Schedule of Fees and Charges	Budget and finance - City of Rockingham
Seniors Strategy 2017-2021	Age-friendly Rockingham - City of Rockingham
Strategic Community Plan 2019-2029	Strategic Community Plan - City of Rockingham
Sustainability Snapshot Report	Sustainability Snapshot Report - City of Rockingham
Water Efficiency Action Plan 2016	Waterwise - City of Rockingham

Access: 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 Local Government Act 1995
Tender Register (under Regulation 17 of the Local Government (Functions and General) Regulations 1996

Access: Costed Service

The following documents are available via a costed service.

Document Description	Cost
Full set of Building Plans (Residential)	\$55
Individual Building Plans (Residential)	\$25
Site Plans (Residential)	\$3
Full set of Building Plans (Industrial/Commercial)	Calculated on request
Individual Building Plans (Industrial/Commercial)	Calculated on request
Site Plans (Industrial/Commercial)	Calculated on request

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

ACCESS TO DOCUMENTS UNDER FREEDOM OF INFORMATION ACT

What is Freedom of Information?

The objectives of 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.

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

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

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

- Your name;
- Your address;
- Advise it is for a Freedom of Information Application; and
- Payment is for \$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)	\$30.00
Charge for access time supervised by staff (per hour, or pro rata for a part of an hour)	\$30.00
Photocopying staff time (per hour, or pro rata for a part of an hour)	\$30.00
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)	\$30.00
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 may be 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 LG 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 LG 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.

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