

## **FOI Information Statement**

### **City of Melville**

#### **INTRODUCTION**

This Information Statement is published by the City of Melville in accordance with the requirements of Section 96(1) of the Freedom of Information Act 1992 (the FOI Act). The City of Melville is pleased to comply with the legislation and welcomes enquiries. An updated Information Statement will be published every twelve (12) months. This statement was released in April 2018.

The City's Information Statement includes information on:

- Documents held by the City
- Structure and functions of the City
- Documents freely available to the public
- Description of the kind of documents generated and held by the City
- Organisational purpose and structure
- How to access non-personal documents
- How to amend personal information

#### **CITY'S INFORMATION ACCESS INTENTION**

The City will release at cost or free of cost unclassified City information/ documentation that is of public interest to residents and other stakeholders. Access to all such permissible information should be made outside the confines of the FOI Act.

If no public access is available to the desired documents, the City will comply with the objectives of the FOI Act and will make available documents when able under the Act. However, the City also has duty to protect the privacy of its residents, commercial interest of businesses within the City and also has a need to maintain the integrity of the City's ongoing lawful investigative and decision making processes. In these instances permissible exemptions will be applied to protect these activities and you may be refuse access to such classification of documents.

#### **VISION STATEMENT**

'Working together to achieve community wellbeing for today and tomorrow.'

The City of Melville is a vibrant, diversified, healthy, safe and well connected community, living in a place of natural beauty and high amenity that will be maintained for future generations while evolving to meet the challenges of increasing population and ensuring sustained economic prosperity.

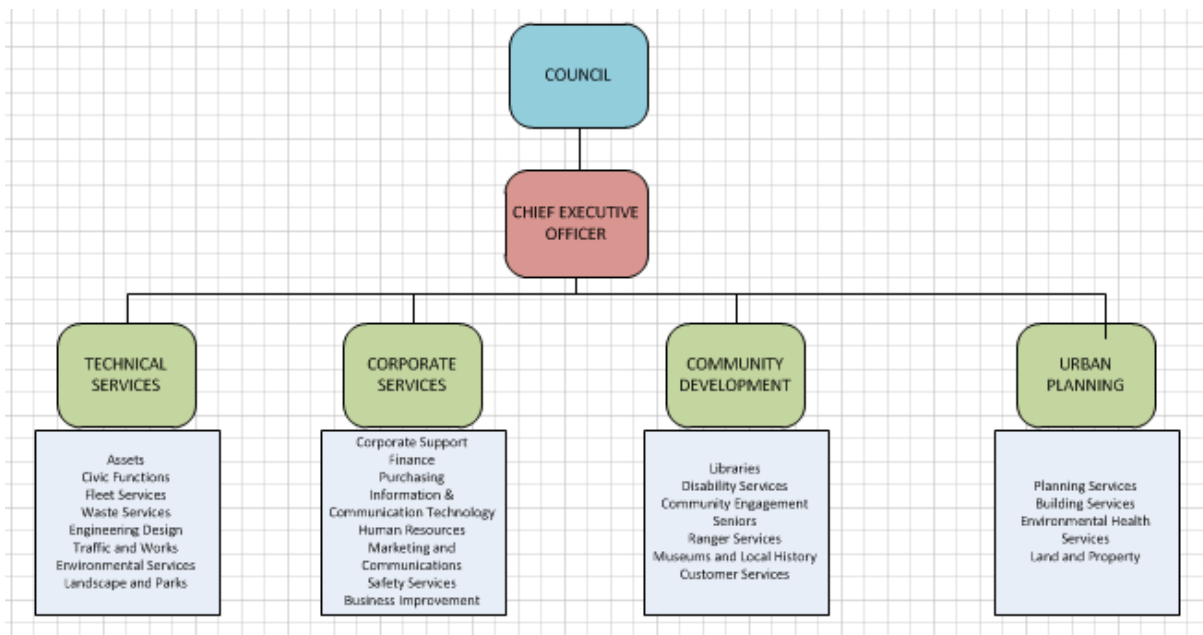
## OUR VALUES

Our organisational values are embedded and at the core of everything we do.

Based on consultation and engagement with our staff, we have established four core values. These values were repeatedly identified by people as important to them. Within the four core values, there are characteristics that further define those values.

Relationships	teamwork, flexibility, empathy, integrity, openness, ethical, trust, listening, support, honesty
Excellence	achievement, results, governance, innovation, accountability, leadership, customer service
Vibrancy	excitement, growth, opportunities, learning, creativity, fun
Wellbeing	safe workplace & community, sustainability, work/life balance

## ORGANISATIONAL SERVICE AREAS



The City has four (4) divisional Directors who are directly responsible to the Chief Executive Officer. The Directors oversee the running of the four (4) main Service Areas within the City – Technical Services, Corporate Services, Community Development and Urban Planning Services. The City also comprises of a Management Services unit which is responsible for Governance and Legal services throughout the City.

The Executive Management Team is supported by thirteen (13) Operational Managers who manage the day-to-day running of the operational areas.

All staff employed by the City are responsible to and report to the Chief Executive Officer.

Visit the [Management](#) page for more information.

## **THE COUNCIL**

The [Council](#) is made up of members of the local community who are elected to office by residents and ratepayers of the City.

The Council is led by the Mayor and thirteen (13) Councillors who serve in six wards two (2) Councillors per ward. The wards are:

- Applecross – Mt Pleasant Ward
- Bicton – Attadale – Alfred Cove Ward
- Bullcreek – Leeming Ward
- Central Ward
- Palmyra – Melville – Willagee Ward
- Bateman – Kardinya – Murdoch Ward

Each Councillor, and the Mayor, is elected for a four (4) year term. The next Local Government Elections will be held in 2019.

## **DOCUMENTS FREELY AVAILABLE**

The following documents are available for public inspection at the Melville Civic Centre free of charge. Members of the public may purchase copies of these documents. The charges for these documents are set annually by the Council and the Fees and Charges manual may be inspected at the City of Melville Offices, ground floor reception, 10 Almondbury Road Booragoon and at the City of Melville Libraries during their normal opening hours. Some of the following documents or related information is available online.

- Community Planning Scheme No.5 (maps and CDROM's are also available from Council Offices)
- Council & Committee Minutes) unless classified as confidential) are also available from the Civic Centre and/or five public libraries.
- Customer Services Officers Manual
- Delegated Authority Manual
- Details of Representation on Committees
- Electoral Rolls: Individual Wards
- Rates and Charges
- Local Laws Manual
- Mosaic Publication
- Residents / Packs, Other Schools, Councils Organisations
- Policy Manual
- Register of Properties Exempt from Rates
- Various Leaflets and brochures outlining the programs and services of the City of Melville
- Documents not highlighted are available from Council Offices.

## OTHER DOCUMENTS HELD BY THE CITY

The City of Melville holds a number of different types of documents for which a Freedom of Information request for information should be submitted. These include letters and general correspondence, internal reports, external reports to other agencies, plans, memorandums, drawings and videos. Information is held on the City's' central records system which is an electronic document management system grouped into functional areas. Personal information is held either on personnel files or in client files held by Employee Services.

## DOCUMENTS HELD BY THE CITY

SERVICE AREA	DOCUMENTS HELD
<b>Technical Services</b>	
Natural Area and Parks	<ul style="list-style-type: none"> <li>Environmental Plans</li> <li>Information / Research Books and Magazines</li> <li>Product Information Books</li> <li>Instruction Manuals for Tools/Plant</li> <li>Asset Management Plans</li> <li>Take 5's</li> <li>Job Hazard Analysis (JHA's)</li> <li>Incident Reports</li> <li>Maintenance Plans</li> </ul>
Engineering	<ul style="list-style-type: none"> <li>Take 5's</li> <li>Job Hazard Analysis (JHA's)</li> <li>Incident Reports</li> <li>Information / Research Books and Magazines</li> <li>Product Information Books</li> <li>Asset Management Plans</li> <li>Contracts</li> <li>Tenders</li> <li>Specifications</li> <li>Photos/Images</li> <li>Maintenance Plans</li> <li>Bonds</li> </ul>
City Buildings	<ul style="list-style-type: none"> <li>Asset Management Plans</li> <li>Instruction Manuals for Tools/Plant</li> <li>Job Hazard Analysis (JHA's)</li> <li>Incident Reports</li> <li>Policies</li> <li>Procedures</li> <li>Work Instructions</li> <li>Frameworks</li> <li>Contracts</li> <li>Tenders</li> <li>Specifications</li> <li>Photos/Images</li> </ul>
Resource Recovery & Waste	<ul style="list-style-type: none"> <li>Instruction Manuals for Tools/Plant</li> <li>Asset Management Plans</li> </ul>



	Take 5's Job Hazard Analysis (JHA's) Incident Reports Policies Procedures Work Instructions Frameworks Run Sheets Tonnage Spreadsheets Application Forms
<b>Corporate Services</b>	
Financial Services	Accounts payable Funds management Budgeting Financial planning Invoicing
Information & Communications Technology	Information technology Records management Freedom of information requests Information management
Organisational Development	Business improvement Internal auditing
<b>Community Development</b>	
Neighbourhood Amenity	Dog and cat registrations Ranger services Emergency management records Firebreaks Neighbourhood Watch
Neighbourhood Development	Community centres Aboriginal engagement services Financial counselling
Healthy Melville	Recreation centres management Activelink applications
Cultural Services	Museum management Local history Library services
<b>Urban Planning</b>	
Statutory Planning	Information Sheets Planning Application forms Land Information Certificates (received via Landgate) Document Registration Form for Planning & Development Applications



Strategic Urban Planning	LPS 6 Community consultation information
Building & Environmental Health Services	Information / fact sheet / Checklists Smoke Alarm Application forms Building Plans Requests Cross over request forms Kerb Security Deposit Refund form Pools documentation Food documentation Infringements Noise issues Public building documentation Trading Public Event - Application Form Request for Consultation to Provide Certifying Service Waste Water - Decommissioning of Septic Apparatus Building Applications
<b>Governance &amp; Legal Services</b>	
Legal & Compliance	Leases Licences Property management Internal auditing Process improvements
Governance	Policy development Primary and Annual Returns Delegated authorities Petitions
Property	Street numbering Firebreaks Eating houses

### WHAT IS FREEDOM OF INFORMATION?

The [Freedom of Information Act](#) grants you the legally enforceable right to access records (which are not otherwise exempt) held by both State and Local Government agencies.

### 3. Objects of Act

- (1) The objects of this Act are to —
  - (a) enable the public to participate more effectively in governing the State; and
  - (b) make the persons and bodies that are responsible for State and local government more accountable to the public.

It gives you the right to apply to have personal information we hold to be altered if you believe it is inaccurate (at no cost).

It obligates the City of Melville to make certain information available about the way it operates.

### **WHAT ARE THE COSTS INVOLVED?**

The costs may vary from one application to another dependent upon the information required. An initial fee of \$30.00 is payable on lodgement of the application. Further information can be obtained from [Office of the Information Commissioner](#) website regarding costings.

### **FOI APPLICATIONS**

To be a valid application, the FOI Act requires that an application must:

- be in writing;
- give enough information to identify the documents;
- given an Australian address for correspondence;
- be accompanied by the application fee;
- be lodged at the office of the agency;
- give any other information required under regulations

An [application form](#) is available to assist you in submitting an appropriate application, otherwise a written application would be sufficient.

The City of Melville may request proof of your identity when submitting an application and/or upon collection of documents.

If you are seeking access to a document(s) on behalf of another person, the City of Melville will require authorisation in writing.

Your application will be dealt with as soon as practicable (within 45 days) after it is received.

### **FORMS OF ACCESS**

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, or a written document in case of a document where words can be reproduced in written form.

### **OPERATION OF FREEDOM OF INFORMATION ACT IN THE CITY**

The Freedom of Information Act is operated at the City of Melville in accordance with the procedures set out by the Office of the Information Commissioner. This [flowchart](#) demonstrates how Freedom of Information is operated at the City.

## **INITIAL ENQUIRIES**

Initial enquiries regarding the release of information should be made to the Freedom of Information Coordinator either in person at the Melville Civic Centre or by telephone on (08) 9364 0666 or 1300 635 845 or email [foi@melville.wa.gov.au](mailto:foi@melville.wa.gov.au).

## **REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT**

Requests for information will be considered in accordance with the Freedom of Information Act 1992 legislation.

Freedom of Information requests should be made in writing detailing as much information as possible; however, to assist in providing details of the information required, application forms are available from the Melville Civic Centre. Written requests should be forwarded with the application fee of \$30.00 (for non-personal information only) to:

### **By Post**

FOI Coordinator  
City of Melville  
Locked Bag 1  
BOORAGOON WA 6954

### **In Person**

FOI Coordinator  
City of Melville  
10 Almondbury Road  
BOORAGOON WA 6154

The applicant has the right to request an estimate of the likely charges for the application if the access cost is likely to exceed \$25.00. An estimate can be made after completing the full application and the applicant may then choose whether to continue with the application.

Applicants will receive a response from the City as soon as possible and within the statutory forty five (45) days or longer subject to mutual agreement after a valid application is received. .

Any applicant dissatisfied with the decision made by the City in relation to the provision of access to documents may apply for an internal review of the decision.

## **ACCESS AND AMENDMENT TO PERSONAL INFORMATION**

Access to personal information pertaining only to themselves is available to the public free of charge.

If a person finds that information contained in a document is inaccurate, incomplete, out of date or misleading, then the person can apply to the City to amend the information.

## **THE LOCAL GOVERNMENT ACT 1995**

The [Local Government Act](#) prescribes the parameters within which the City must function.



## THE MAYOR

The [Mayor](#) is the City's Civic Leader, presides at all meetings of the Council and in conjunction with the Chief Executive Officer signs every Deed, Conveyance, Agreement and Contract under the Common Seal of the Council.

The Mayoral position has special emergency powers for decision and direction to the Chief Executive Officer.

## THE CHIEF EXECUTIVE OFFICER

The day-to-day management of the City rests with the Chief Executive Officer. Under the leadership of the Chief Executive Officer, the staff act on the Council decisions by developing and implementing policies and resolutions.

## COMMITTEES OF THE COUNCIL

The Council implements an Agenda Forum / Council structure for the way it conducts its meetings. This enables Council to conduct its business more effectively.

The Agenda Forum allows Elected Members to become more informed on matters prior to formal consideration at the Ordinary Meeting of Council. The forums encourage greater open dialogue between Elected Members, Officers and members of the public, and allow Elected Members to gain maximum knowledge and understanding of issues prior to presentation at the Ordinary Meetings of Council.

View [Meetings Structure and Procedures](#).

## DELEGATED AUTHORITY

The Chief Executive Officer has Delegated Authority from the Council to make decisions on a number of specified administrative and policy matters. Certain delegations have been on-delegated to senior members of staff. All delegations are listed in a Register and are reviewed annually by the Council.

## LOCAL LAWS

Local Laws are adopted by the Council to ensure that such things as reserves and parking facilities in the City of Melville are maintained for all residents of the City to utilise. All Local Laws for the City of Melville are contained in the Local Laws Register.

## INFORMATION WE COLLECT

To allow us to respond to your enquiry, we may need to collect your name, mailing address, phone number, and email address. Personal information is collected within the City of Melville by written correspondence, phone, email and verbally at the Reception Counters.



The City of Melville maintains a comprehensive database of properties, which includes personal information relating to property owners such as names, addresses, and also records any issues such as complaints and enquiries relating to a property.

### **HOW INFORMATION IS USED**

This information is used for responding to requests within the City of Melville relating to various services that we provide. Your information is used to administer and manage those services, including billing arrangements. Additionally, we may use your information for ongoing research and development of our services.

### **ACCESS AND CORRECTION TO PERSONAL INFORMATION**

If you believe that we hold personal information about you, or you want to submit corrections, you can ask for a copy by contacting the City of Melville on 9364 0666, Email [melinfo@melville.wa.gov.au](mailto:melinfo@melville.wa.gov.au) or by writing to Locked Bag 1, Booragoon WA 6954. You may be asked for identification and some of the information could possibly be subject to exemptions allowed by law under the Freedom of Information Act 1992.