



Town of
Cambridge

**FREEDOM OF INFORMATION
Statement**

2019/2020

Town of Cambridge Administrative Information

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Mayor:	Keri Shannon (Term ends October 2023)
Deputy Mayor:	Kate McKerracher (Term ends October 2021)
Councillors:	Rod Bradley (Term ends October 2023) Ian Everett (Term ends October 2021) Andres Timmermanis (Term ends October 2023) Gary Mack (Term ends October 2021) Catherine (Kate) Barlow (Term ends October 2023) Alaine Haddon- Casey (Term ends October 2023)
Chief Executive Officer:	John Giorgi, JP

Freedom of Information Positions

Coordinator	Coordinator of Governance and Office of the CEO
Internal review	Chief Executive Officer



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1. INTRODUCTION

This document has been prepared in accordance with Part 5, Section 96(1) of the *Freedom of Information Act 1992 (the FOI Act)* which requires each government agency to prepare and publish an Information Statement annually.

This Information Statement must set out:

- The agency's mission statement;
- Details of legislation administered;
- Details of the agency structure;
- Details of decision making functions;
- Opportunities for public participation in the formulation of policy and performance of agency functions;
- Documents held by the agency; and
- The operation of FOI in the agency.

This document has been created to comply with that requirement and is correct as of 23 July 2020.

A copy of this Statement can be accessed via the Town's website at www.cambridge.wa.gov.au.

Further information in relation to the FOI Act and the Information Statement can be provided between Monday to Friday (8am - 5pm), by contacting:

FOI Coordinator
Town of Cambridge
PO Box 15
FLOREAT WA 6014

Phone: (08)9347 6000
Fax: (08)9347 6060
Email: mail@cambridge.wa.gov.au



2. VALUES AND MISSION

OUR VISION

Cambridge: the best liveable suburbs

The Town is endowed with a range of housing, employment, and lifestyle opportunities. Our inner-city charm, character laden suburbs, extensive parkland and quality streetscapes reflect who we are, what we value and what we offer. Our activity hubs, mixed-use areas and events create a sense of community, belonging and wellbeing for residents of all ages. These are all community values we seek to protect and enhance into the future.

OUR MISSION

We will maintain and enhance our very liveable suburbs, their streetscapes and character and our vibrant activity centres through strategic, cost effective management of resources and an enhanced community experience based on a “locals first” philosophy.

OUR VALUES

These values will guide our attitudes and behavior in everything we do to serve our community:

Integrity - we will act responsibly, place trust in each other and will be accountable for our actions.

Respect - we will acknowledge an individual's uniqueness and will treat them in a dignified and positive manner.

Friendly and Helpful - we value our community members and will assist them in the best way we can.

Teamwork - we believe teamwork is essential for improving our services and achieving our goals.

Creativity - we can improve the way we do business by challenging the status quo.

BUSINESS PHILOSOPHY

We are committed to making decisions in the interests of both current and future generations.

Our approach will be based on the following ideals:

- Productive relationships with industry, the state government and other local governments to deliver cost effective services;
- Meeting the needs of our communities through genuine community consultation, engagement and collaboration;
- Embracing the principles of sustainability in our decision making to balance the needs of both current and future generations through environmental protection, social advancement and economic prosperity;
- Continued improvement to our services through planning, adaptability and careful management of risks.



LOCALS FIRST

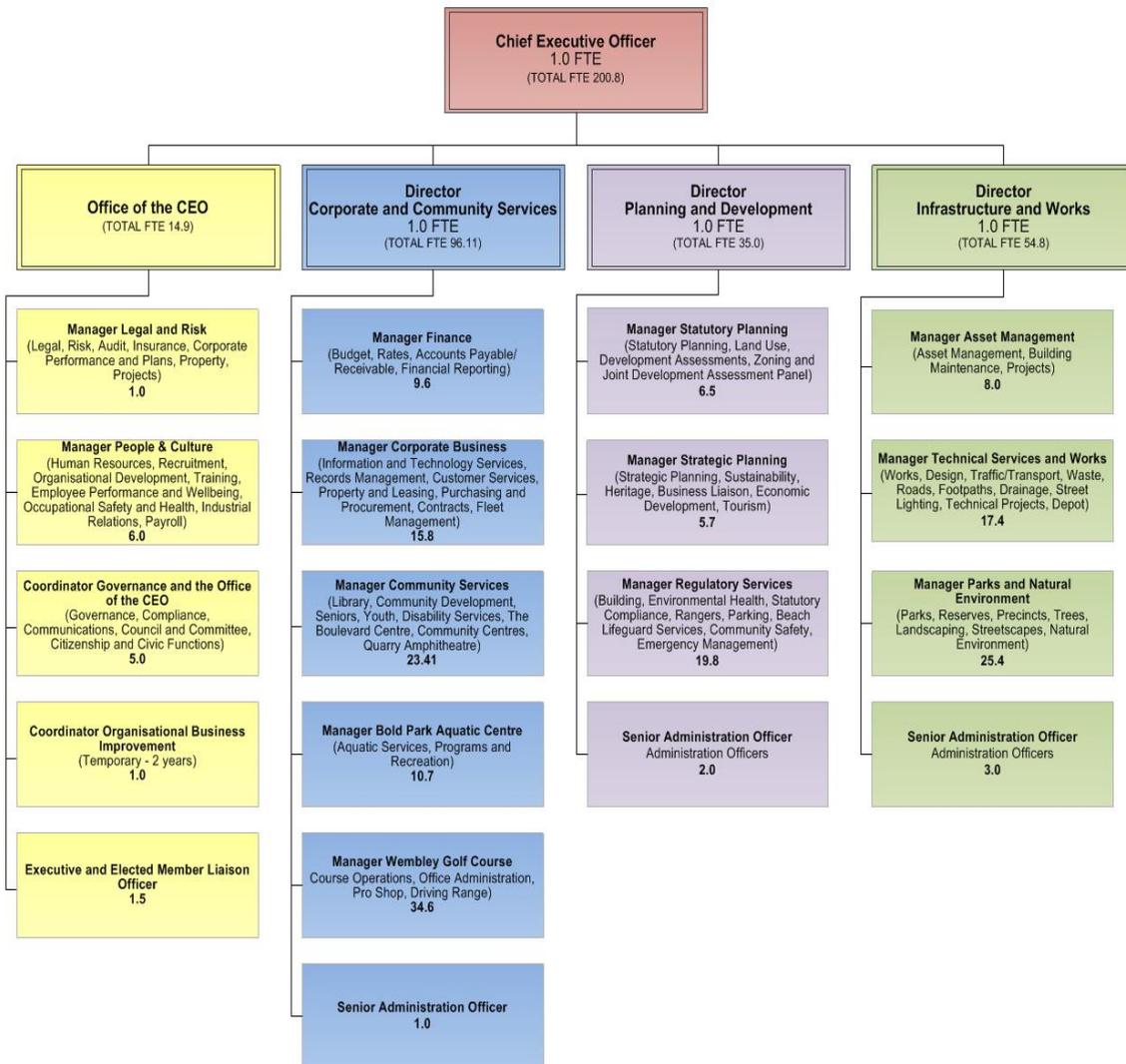
The Town of Cambridge is mindful that it exists to serve its local community first and foremost. This may mean that the Council will advocate for local preferences where these diverge from the State Government's wishes. It may also mean preferential treatment for local residents in terms of access to services (for example lower fees and charges for local residents may be considered in some cases) We will continue to work with our neighbouring local governments and the State Government in the interests of Cambridge and the broader region of which we are an integral part.

3. TOWN OF CAMBRIDGE ORGANISATIONAL STRUCTURE



ORGANISATIONAL STRUCTURE
Adopted at Special Council Meeting – 12 February 2019

Revised 28 October 2019



4. COUNCIL FUNCTIONAL STRUCTURE

The Town of Cambridge covers an area of 22km² divided into two wards, Coast and Wembley. Each ward comprises of four elected Council members and presided over by a popularly elected Mayor. The Mayor and Councillors are elected for a period of four years.

The Council of the Town of Cambridge is the overall decision making body. The day to day management of the Town is the responsibility of the Chief Executive Officer (CEO), who, along with three Directors and employees, implements the Council's decisions.

OFFICE OF THE CEO

- Legal and Risk
- People and Culture
- Governance and Office of the CEO
- Communications and Marketing

The following outlines the key functions of each Directorate:

Corporate and Community Services

- Finance
- Corporate Business (Purchasing, Procurement and Contracts, Information Technology, Property (Land and Leasing, Customer Services, Document Management)
- Community Services (Community Development, Disability Services, Senior Services, Youth Services, Library Services, Facilities Management)
- Bold Park Aquatic Centre
- Wembley Golf Course

Planning and Development

- Statutory Planning Services
- Strategic Planning
- Regulatory Services (Building, Environmental Health, Compliance, Ranger and Community Safety Services, Beach Lifeguard Services, Emergency Management)

Infrastructure and Works

- Asset Management (including Building and Infrastructure Management)
- Technical Services and Works
- Parks and Natural Environment
- Depot Operations

5. FUNCTIONS OF THE TOWN

Section 3.1 of the *Local Government Act 1995* provides that the general function of a local government is to provide for the good government of people living and working within its district. The Council is elected by the community it serves to provide the strategic direction and policy formulation for the Town and makes decisions on its behalf.



6. PUBLIC PARTICIPATION

Members of the public have a number of opportunities to participate in the formulation of the Town's plans, policies and strategies as well as comment on the performance of the Town's functions.

6.1 Public Question Time at Council Meetings

In accordance with the provisions of Section 5.24 of the *Local Government Act 1995*, the submission of questions at Council meetings is permitted. Public Question Time Conditions can be found on the Town's website. A web form is also provided on the website to allow the public to table questions beforehand, enabling a prompt response to be provided. The use of this web form is not compulsory.

6.2 Policies

The Council advertises Draft Policies to enable public comment and debate prior to adoption.

6.3 Deputations

Deputations can be made to Council in special circumstances, as determined by the Mayor. Deputation applications must be in writing to the Chief Executive Officer at least 72 hours prior to the meeting. Deputations are formal presentations to Council. Any other representations by members of the public are to be made to Committees in accordance with Council Policy No. 1.1.7 - Public Representations at Committee Meetings.

For more information refer to clause 3.6 of the *Town of Cambridge Meeting Procedures Local Law 2019* on the Town's website.

6.4 Petitions

A petition, in order to be effective, is to be addressed to the Mayor, state the names, addresses and signatures of the petitioners making the request, and state the name and address of the person upon whom notice to the petitioners can be given. Petitions can be presented to the Council on any issue within the Council's jurisdiction. For more information refer to clause 3.5 of the *Town of Cambridge Meeting Procedures Local Law 2019* on the Town's website.

6.5 Electors Meetings

In accordance with Section 5.27 of the *Local Government Act 1995*, an annual general meeting of electors is held by the Town and all residents are encouraged to attend. Special electors meetings may be called under Section 5.28 of the Act by submitting a request signed by not less than 100 electors.

6.6 Written Requests

Any member of the community may write to the Town at any time on any matter. Any issue raised will be considered by the Administration and/or the Council and a decision and response provided.



6.7 Elected Member Access

Ratepayers may contact the Mayor and/or Councillors to discuss issues or obtain advice on matters relating to the Town.

6.8 Community Consultation

Groups within the community such as Residents and Ratepayers Associations may make their views known to Council from time to time. The Council also assists these groups with meeting the provision of premises and the use of equipment for this purpose.

6.9 Website

The ability for members of the public to report issues and submit queries or comments has been incorporated into the Council website structure through a number of web forms and social media options.

7. DOCUMENTS HELD BY THE TOWN

Information and documents relating to various functions as described below are held in the Town's electronic and hard copy systems.

Function	Description
Animal Control	The control of animals being dogs, cats, other domestic animals and fauna
Community Activities	The facilitation and promotion of services for the social planning, development and social wellbeing of the community.
Community Relations	Establishing rapport with the community, raising and maintaining Council's broad public profile. Includes relationships with government, professional, community and industry bodies.
Council Properties	The management of council land and buildings.
Development and Building	The management and control of Development and Building within the Council, in accordance with the authority of Legislation, Acts, Regulations and Local Laws.
Emergency Planning and Management	Planning and preparation for natural and man made emergencies and disasters.
Environmental Management and Sustainability	The preservation of the environment, monitoring and promoting sustainable practices in the council and local community.



Function	Description
Financial Management	The management of Council's financial resources.
Governance	The processes, systems, laws and the roles and functions of elected members and the executive.
Human Resources	The employee recruitment, personal and organisational development, occupational safety and health, workers compensation, contractual entitlements, benefits and remuneration.
Information Management	The management of Council's information resources
Land Use and Planning	The Statutory functions of town planning for the orderly use, development, conservation and protection of the heritage features and facilities of the community.
Parks and Landscape Management	Managing Council's parks, sports grounds, conservation areas, beaches and dunes, landscape road reserves and street trees.
Procurement	The coordination of activities associated with acquisition of goods and/or services.
Projects	Generally includes major projects as outlined in the budget each year.
Property and Rates	Administering and maintaining details of rateable properties located within the Town.
Public Health	Licensing/registration under the Local Government Act and Health Acts, regulations and Local Laws.
Recreation and Cultural Services	The management of leisure and cultural services.
Road Infrastructure	The planning, constructing, improving and maintaining roads, footpaths, stormwater drains, bus shelters, lighting, roundabouts, traffic islands, requests for Works, Works programs, road assets data, rights of way and signs within the municipal area.
Traffic and Transport	Activities related to parking, traffic, bicycle and pedestrian control and management.
Waste Management	The disposal and minimising of waste in an environmentally responsible manner.



8. ACCESS TO COUNCIL DOCUMENTS

Access to Council documents is subject to provisions established in legislation such as the Local Government Act 1995 and the Freedom of Information Act 1992, and may be free, or subject to fees and charges.

Information is made available through a range of mediums including public statements, news releases, the Town's website, local newspapers, information sheets and other publications, as public and statutory documents and reports.

9. DOCUMENTS AVAILABLE OUTSIDE THE FOI ACT

The following documents are available for public inspection at the Council Administration offices, and in some instances at the Cambridge Library, 99 The Boulevard, Floreat, or on the Town's website (www.cambridge.wa.gov.au).

- Access and Parking Strategy
- Aged Friendly Community Plan
- Annual Budget
- Annual Financial Statements
- Annual Report
- Bike Plan
- Code of Conduct
- Community Directory
- Community Engagement Framework
- Community Safety and Crime Prevention Plan
- Corporate Business Plan
- Council and Committee Agendas and Minutes
- Council Policies
- Delegated Authority Register
- Disability Access and Inclusion Plan
- Elected Member Complaints Register
- Elected Member Meeting Attendance, Meeting Fees and Allowances
- Electoral Gift Register
- Electors Meeting Agendas and Minutes
- Emergency Management Plan
- Financial Interest Declaration Register
- Gift Register
- Heritage List
- Information Statement
- Lake Monger Reserve Management Plan
- Local Government Act and Regulations



- Local Laws and Proposed Local Laws
- Local Planning Policies
- Perry Lakes Reserve Management Plan
- Primary and Annual Returns Register
- Rates Record (Street Directory)
- Register of Owners and Occupiers and Electoral Rolls
- Schedule of Fees and Charges
- Strategic Community Plan
- Tender Register
- Town Planning Scheme No.1
- Travel Contributions Register
- Treescape Plan

10. FREEDOM OF INFORMATION ACCESS

10.1 Freedom of Information Operations

It is the aim of the Town to make information available promptly and at the least possible cost. Whenever possible, documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for access to documents held by the Town and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

10.2 Freedom of Information Applications

Application forms are available from the Town's Administration Centre front counter and on the Town's website www.cambridge.wa.gov.au.

Access applications must -

- be in writing.
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the Town with any application fee payable.

Proof of identity may be required, and if access to documents is sought on behalf of another person the Town will require written authorisation.

Applications should be addressed to:

FOI Coordinator
Town of Cambridge
PO Box 15
FLOREAT WA 6014

Fax: (08)9347 6060
Email: mail@cambridge.wa.gov.au



10.3 Freedom of Information Charges

A scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non personal information all charges are discretionary.

The charges are as follows:-

• <i>Personal Information about the applicant</i>	<i>No fee</i>
• <i>Application fee (for non personal information)</i>	<i>\$30</i>
• <i>Charge for time dealing with the application(per hour, or pro rata)</i>	<i>\$30</i>
• <i>Access time supervised by staff (per hour, or pro rata)</i>	<i>\$30</i>
• <i>Photocopying staff time (per hour, or pro rata)</i>	<i>\$30</i>
• <i>Per photocopy</i>	<i>\$0.20</i>
• <i>Transcribing from tape, film or computer (per hour, or pro rata)</i>	<i>\$30</i>
• <i>Duplicating a tape, film or computer information</i>	<i>Actual Cost</i>
• <i>Delivery, packaging and postage</i>	<i>Actual Cost</i>

10.4 Deposits

• Advance deposit may be required of the estimated charges	25%
• Further interim payment may be required to meet the charges for dealing with the application	75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%. The concessional discount does not apply to the application fee.

10.5 Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, or computer disk, or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

10.6 Notice of Decision

Applicants must be provided with a notice of decision within 45 days from the date the request was received. This will include details such as:-

- the date which the decision was made
- the name and the designation of the officer who made the decision
- the reasons why a document is considered exempt, or must be edited before release.
- information on the right of review and the procedures to be followed to exercise those rights.

10.7 Review of a Decision

Applicants who are dissatisfied with a decision of the Town are entitled to ask for an internal review. Applications for Internal Review should be made in writing within 30 days of receiving the notice of decision. The Town must respond within 15 days.

The applicant has 60 days in which to lodge an application for an External Review to the Information Commissioner if dissatisfied with the Town's Internal Review decision.



10.8 Limitation to Access

The most frequent reasons for limiting access to information are:

Personal Information	Information that would reveal personal information about an individual (eg their name, contact details, signature etc) may be exempt under schedule 1 Clause 3 of the <i>FOI Act 1992</i> and section 5.95 (8) of the <i>LG Act 1995</i> .
Commercial Information	Information that would reveal trade secrets, information of a commercial value (eg documents containing technical designs that, if released would harm the company), or the financial affairs of a person (eg debts owed to the Town) may be exempt under Schedule 1 Clause 4 of the <i>FOI Act 1992</i> .
Deliberative Process	Information that would reveal a decision made during a deliberative process closed to the public (eg confidential Council Meeting) may be exempted under Schedule 1 Clause 6 of the <i>FOI Act 1992</i> and Section 5.23 of the <i>LG Act 1995</i> .
Legal Professional Privilege	Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the <i>FOI Act 1992</i> .

11. AMENDING PERSONAL INFORMATION

An application can be made to the FOI Co-coordinator to correct or amend any documents containing an individual's personal information.

The applications must be in writing, providing details and, if necessary, documentation to support claims that the information they are seeking to have amended is inaccurate, incomplete, out-of-date or misleading.

JOHN GIORGI, JP
CHIEF EXECUTIVE OFFICER

