

## **INFORMATION STATEMENT 2018**



*Between River and Sea*

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## 1 PROFILE OF MOSMAN PARK

Mosman Park is located along Stirling Highway approximately 14 kilometres from Perth and three kilometres from Fremantle. It is bordered by the suburbs of Cottesloe, Peppermint Grove and North Fremantle and is unique in having the Indian Ocean on its western boundary and the beautiful shores of the Swan River as its eastern boundary.

Mosman Park is a predominantly residential area, with a boutique but vibrant commercial sector located adjacent to Stirling Highway, Glyde Street, Monument Street and Wellington Street. There is a high demand for residential housing and the suburb includes some of the most exclusive property development in Western Australia.

Mosman Park's largest industry could be said to be its education establishments. Within the Council's boundary we have six schools of which one has boarding facilities.

The area is well served by a number of beautiful parks and reserves, including the nationally award-winning Russell Brown Adventure Park, and the Mosman Park Dog Beach which is well patronised by visitors and locals alike.

A variety of sporting activities are catered for, including lawn bowls, AFL and soccer, tennis, cricket, netball and golf to name a few. The Mosman Park Arts Foundation (MosArts) is hosted at Memorial Hall, a heritage listed and unique property that was once the original municipal building but is now home to a diverse range of cultural and recreational pursuits.

The Grove Library facilities are provided jointly by the municipalities of Mosman Park, Cottesloe and Peppermint Grove.

Aged and disabled facilities within Mosman Park include four nursing homes, some with self-care hostel units for the aged, Rocky Bay Inc, and Council-funded aged care and disability services for seniors provided by SHINE Community Services, based in Cottesloe.

## **2 STRUCTURE AND FUNCTIONS OF THE COUNCIL**

### **2.1 LEGISLATION**

The Town of Mosman Park was established under the provisions of the Local Government Act 1995.

The Local Government Act is the legislation which most closely affects Local Government, and directs it in the performance of functions which are necessarily local in nature. The Act provides Local Governments with broad and multi-functional powers, including rating and borrowing and the power to conduct and maintain a variety of works and services. The Municipality is governed by this Act, as well as a number of other Statutes under which the Town of Mosman Park has responsibilities. An index of other acts is available upon request.

### **2.2 LOCAL LAWS**

Councils have powers to make Local Laws on a broad range of issues.

Local Laws may affect the ordinary day-to-day lives of all citizens within an area, since they cover such a wide range of activities. Local Laws need to provide a practical means of control of a situation and should be long term rather than temporary solutions to problems in an area.

A local Law may be made to apply generally or to specific times, places or cases. It may require a matter to conform to certain standards or requirements. It may delegate discretionary authority to a person or group, and may specify cases and conditions for exemption. A local Law may set penalties for breaches, within certain minimum and maximum limits.

A list of the Town of Mosman Park Local Laws is available [on the Town website](#).

### **2.3 RESPONSIBLE MINISTER**

Whilst the Council is the decision making body of the Municipality, Local Government remains a creature of the State Government, and therefore its autonomy is tempered by statutory compliance.

The wide range of responsibilities of Local Government impacts on the responsibilities of many State Government Ministers. The greatest areas of responsibility rest with the portfolios of Local Government, Town Planning, Transport and Health, but also extend to portfolios governing the Environment, Parks and Recreation, Youth, Seniors, Disabilities, Education to name a few.

### **2.4 CONSTITUTION OF MUNICIPALITIES**

The Executive Body of a Municipality is the Council of the Municipality.

The Council of the Town of Mosman Park consists of the Mayor and six Councillors.

The Chief Elective Officer of the Council is His Worship the Mayor, Mr Brett Pollock.

The Chief Non-Elective Officer of the Council is the Chief Executive Officer, Mr Mark Goodlet.

The Council directs and controls the affairs of the Local Government and is responsible for the performance of the Local Government's Functions. The Council is to oversee the allocation of finance and resources and determine policies.

Every municipality has four main parts:

- 1) The Mayor of the Town, who is the first citizen of the Municipality and who chairs the meetings of the Council.
- 2) The Councillors, who form the Council, which is the governing body of the Municipality.
- 3) The staff, who advise Council on the practical aspects of projects, administer day-to-day Council matters and implement the policies and procedures of the Council.

- 4) The electors, who are served by the council and its staff, and who are generally grouped into district “wards” for convenience based on particular localities.

## **2.5 OFFICE OF COUNCILLOR**

The Municipality is divided into Two Wards: North Ward and South Ward with three Councillors representing each ward.

The electors of the Municipality elect the Mayor and the Deputy Mayor is elected by Council.

The Councillors are elected by the electors of the Municipality. In accordance with the Local Government Act 1995 a Councillor’s term is 4 years and 50% of the Town of Mosman Park’s Council will expire every two years.

## **2.6 STRATEGIC COMMUNITY PLAN 2016 - 2023**

The Town of Mosman Park has adopted the Strategic Community Plan 2016 – 2023.

The Plan lays out the Town’s priorities for future years and the key strategic objectives in place to assist us in delivering on those priorities.

A copy of the Strategic Community Plan is [available on the Town’s website](#).

## **2.7 CORPORATE BUSINESS PLAN**

The Town of Mosman Park adopted a Corporate Business Plan in 2013.

The Plan lays out the Town’s priorities for future years and the key strategic objectives in place to assist us in delivering on those priorities, and is currently under review, as part of the Town’s statutory obligations.

A copy of the current Corporate Business Plan is [available on the Town’s website](#).

The current Corporate Business Plan is under review. Once revision is complete, the new Corporate Business Plan will be available [here](#).

## **2.8 ORGANISATIONAL STRUCTURE**

The Council employs a staff of 53 to assist in the performance of its functions.

The Chief Executive Officer has delegated authority to make decisions on a number of specified administrative and policy matters where it is lawful and expedient for the decision-making power to be delegated. All delegated authorities are subject to review each year by Council. These delegations are listed and available for inspection.

Following is a chart showing the organisational structure for the Town of Mosman Park.

# Town of Mosman Park

## Organisation Structure



Council

Chief Executive Officer

Corporate Services  
Directorate

Governance  
Finance  
Leasing  
Contract Management  
Information Management  
Customer Service  
Communications

Planning & Regulatory  
Services Directorate

Planning Services  
Building Services  
Environmental Health  
Ranger & Compliance

Technical Services  
Directorate

Roads  
Footpaths & Drainage  
Building Maintenance  
Parks & Reserves  
Environment  
Waste

Community Development

Arts and Culture  
Community Events  
Community Awards  
Health & Recreation  
Youth & Senior Programs  
Disability Access & Inclusion

Executive Services

Administration  
Minutes and Agenda  
Occupational Health&Safety  
Recruitment  
Performance Management  
Training  
Industrial Relations

## **2.9 AUDIT COMMITTEE**

The Audit Committee is a permanent Council Committee, established to deliberate matters within its authority and report and make recommendations to Council.

The Audit Committee comprises only of Councillors. Its meetings are not open to the public and media, however a Committee may grant a request for a deputation of members of the public to attend a particular meeting for a limited period of time.

The Audit Committee terms of reference can be found [on the Town's website](#).

## **2.10 AGENDA FORUM**

Council holds an Agenda Forum on the Tuesday of the week prior to the Ordinary Council Meeting, to provide the opportunity for Elected Members and members of the public to ask questions and clarify issues relevant to the specific agenda items due to be presented to the Ordinary Council Meeting the following week. The Agenda Forum is not a decision-making forum and is open to the public to observe the process and to ask public questions, similar to the Council Meeting process.

The Agenda Forum policy can be found [on the Town's website](#).

The Agenda Forum was established via Council resolution OCM-458-2016, details for which can be viewed [in the resolution register on the Town's website](#).

## **2.11 ORDINARY MEETING OF COUNCIL**

Council meets on the 4<sup>th</sup> Tuesday of every month, except January, to determine the business of Council by resolution. The order of business is pursuant to Council's by-law relating to Standing orders. All recommendations from the Audit Committee are submitted for consideration and the minutes from the preceding Ordinary Meeting and Special Meetings are confirmed. The meetings are open to the public and media unless specifically excluded by resolution.

## **2.12 SPECIAL MEETINGS OF COUNCIL**

Special Meetings of Council are convened according to the Local Government Act, as often as required, and must only deal with the order of business that stands in the notice of meeting. These meetings are open to the public and media unless specifically excluded by resolution.

## **2.13 COUNCIL MEETING SCHEDULE**

An up to date schedule for Council meetings is available on [the Town website](#).

### 3 HOW COUNCIL FUNCTIONS AFFECT COMMUNITY MEMBERS

It can be seen from the variety of functions performed by the Council that its decisions have a considerable impact on the Community. The Council seeks to moderate this impact by encouraging public participation in the development of its laws, policies, projects and plans.

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of Resources to Works and Services. Decisions are also made to determine whether or not approval is to be granted for applications for residential and commercial development.

#### 3.1 FUNCTIONAL AREAS RELATING TO THE TOWN OF MOSMAN PARK

Aged persons support	Library
Building control	Pest control
Bulk rubbish kerbside pickups	Planning
Citizen ceremonies	Plant replacement & maintenance
Construction and maintenance of:	Ranger services
- Council halls & buildings	- Animal control
- Crossovers	- Parking control
- Car parks (public)	- Vandalism/graffiti management
- Drainage	- Litter control
- Footpaths	- Bushfire control & firebreaks
- Parks, reserves & ovals	Recycling collection service
- Public toilets	Risk management
- Rights-of-way	Rubbish disposal service
- Roads	Street cleaning
- Streetscaping	Street lighting (Town only)
- Street trees	Swimming pool inspection
Environmental health matters	Maternal & infant health
Finance and administration	Local Government elections &
Health inspection	electoral rolls
Immunisation - Child & adult	

## 4 PUBLIC PARTICIPATION AND COMMUNITY ENGAGEMENT

Council engages its residents on particular issues that affect our district by way of monthly advertising in [The Post newspaper](#), calling public meetings, questionnaires, Council's [Town News](#) publication, its monthly e-news, via [social media](#) including Facebook, Twitter and Instagram, and via the annual [Community Calendar](#). The Town also publishes important information on noticeboards in various locations throughout the Town, including at shopping precincts, at community buildings and at The Grove Library. The Town also creates issue-specific letters and brochures on a variety of important topics, and communicates directly with residents by letter for specialised issues related to a particular street or precinct.

Other ways in which residents may express their views are detailed below.

### 4.1 DEPUTATIONS

Any person or community group wishing to be received as a deputation by the Council shall in the first instance, write to the Chief Executive Officer who will approve the request and invite the deputation to attend a meeting of the Council; or refer the request to the Council to decide by simple majority whether or not to receive the deputation.

A deputation shall not exceed five persons in number, only two of whom may address the Committee or Council, although others may respond to specific questions from members.

### 4.2 PUBLIC QUESTION TIME

Members of the public are invited to ask questions of the Mayor at the beginning of the Ordinary Council Meetings.

If your question refers to a matter that is not an item on the agenda, prior notice to the Chief Executive Officer provides the opportunity for an answer at the Council meeting. The question may otherwise be responded to in writing sometime after the meeting.

### 4.3 WRITTEN REQUESTS

Council staff will respond to correspondence without reference to the Council unless the matter requires a Council decision, or the Chief Executive Officer

considers it appropriate. You may specifically request a matter to be presented to the Council.

#### **4.4 DEVELOPMENT APPLICATIONS**

Residents may be notified of development applications by the following methods:

- 1) Advertising in the local newspaper;
- 2) Signs on site; and/or
- 3) A letter to adjoining or affected residents as determined by the Council's planning department inviting the opportunity to express their views regarding the proposed application.

When comment on applications is invited, residents have the opportunity to write to Council expressing their views or personally address the Committee (see deputations) before a decision is made.

#### **4.5 FEEDBACK AND SUGGESTIONS**

The Council has a [feedback section on its website](#) for members of the public to email the Council suggestions, questions, complaints or reports of issues.

#### **4.6 PETITIONS**

Written petitions can be addressed to Council on any issue within the Council's jurisdiction. It is a good idea to discuss the petition with the Chief Executive Officer, who will advise you of the requirements of the Local Government Act and/or present your petition to the appropriate Committee and Council.

#### **4.7 ELECTED MEMBERS**

Members of the public may contact Councillors to discuss any issue relevant to Council.

#### **4.8 DELEGATES/REPRESENTATIVES**

Delegates from the Town may attend meetings which involve Local Government matters, a wider community interest, associations or clubs. Delegates or their representatives report back to the Standing Committee together with minutes of that meeting where required.

#### **4.9 MEETING OF ELECTORS**

At least once in each financial year at a time appointed by the Council, a general meeting of electors is held. *Local Government Act 1995 s. 5.27.*

Where at least one hundred electors or five percent of the electors, whichever is the lesser number, or at least one-third of Council members sign and cause to be delivered to the Mayor a written request to have a matter discussed at a special meeting of electors and clearly state the nature of the matter in the request, a Meeting of Electors is to be held. *Local Government Act 1995 s. 5.28.*

#### **4.10 THE OMBUDSMAN**

The Parliamentary Commissioner for Administrative Investigations, known as the Ombudsman, is an independent and impartial person ultimately responsible to Parliament. They are authorised to investigate complaints concerning the administration of certain Statutory Authorities including Local Government.

[You should address any matters of concern to the Ombudsman.](#)

#### **4.11 GOVERNMENT OF WESTERN AUSTRALIA - DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES**

[The Department](#) is available to advise Western Australian citizens about legislative and policy issues involving their dealings with their Local Governments.

### **5 LIST OF DOCUMENTS HELD BY THE TOWN**

#### **5.1 COUNCIL MINUTES**

The minutes of all Council meetings from 2008 onwards are available for perusal by members of the public at the Council Offices, Bay View Terrace Mosman Park, during office hours, 8.30am to 4.30pm weekdays. Council Meeting minutes are available within ten working days of the meeting. Minutes from 2008 onwards are also available for perusal on the Council's website at [www.mosmanpark.wa.gov.au](http://www.mosmanpark.wa.gov.au) and at The Grove Library located at the corner of Leake Street and Stirling Highway, Peppermint Grove.

The agendas for the monthly Ordinary Meetings of Council, which contain reports from the current months Committee Meetings, are available for perusal by members of the public prior to the scheduled commencement time.

Copies of the agenda of the monthly Ordinary Meeting of Council are available to members of the public attending the meeting from 5.30pm on the meeting night.

Any member of the public may obtain a copy of any page or pages of the minutes of the Council meeting.

These photocopies will be made available upon payment of a fee as determined by the Council, subject to review annually.

A copy of the agenda of Ordinary Meetings of Council is provided upon request, without charge, to all local newspapers circulating in the district.

Requests for minutes prior to 2008 must be made in advance as all copies are held at an offsite facility. [Fees and charges](#) applicable to the retrieval of records held offsite are specified in the [schedule of fees and charges, available on the Town website](#).

## 5.2 DOCUMENTS AVAILABLE FOR INSPECTION

Section 5.94 of the Local Government Act provides for inspection of certain documents by the public, including:

Code of Conduct	Regulations
Financial Interests Register	Rates Records
Annual Report	Minutes of Meetings
Annual Budget	Council Agendas, Notice Papers
Fees and Charges	Business Plans
Principal Activities Plan	Electoral Roll (Disk or Hard copy)
Local Laws	Employment Contracts
Policy Manual	Strategic Plan

Note: Some restrictions on inspection apply.

### 5.2.1 MONTHLY FINANCIAL STATEMENTS

Council produces a set of financial statements as specified in the Local Government accounting directions. Statements are available for inspection during office hours. They are also included in the Ordinary Council Meeting agenda papers.

### 5.2.2 ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS

Copies are available at least seven days prior to the Annual Meeting of the Electors. The final Annual Report and audited financial statements are available on [the Town website](#).

### 5.2.3 ANNUAL BUDGET

Council's budget is normally adopted at the July or August meeting of Council each year. This is available for viewing by members of the public at the Council office between during business hours. The Budget also appears on [the Town website](#).

### **5.3 TENDERS**

#### **5.3.1 TENDER FORMS AND SPECIFICATIONS:**

When practicable, tender forms prepared by Council staff for use by tenderers are made available with copies of the details and specifications of Council's requirements.

#### **5.3.2 ACCEPTANCE OF TENDERS**

Tenders will only be accepted in the format(s) specified by each request for tender document, and when received by the prescribed closing time.

Tenders are not opened until after the closing time and are opened by at least two staff member where practicable. Members of the public are entitled to be present.

#### **5.3.3 RESULTS**

The details of tenders received by the Council are made available to all tenderers on request, in accordance with the Regulations.

## 5.4 INTERNAL MANUALS & GUIDELINES:

### 5.4.1 GENERAL

- **Town of Mosman Park Policy Manual**  
An index is available on request and/or copies of a particular policy are also available on request and are available on the website.
- **Town of Mosman Park Local laws**  
A list of the Town of Mosman Park Local Laws is available on [the Town website](#). Copies of local laws are available on request.
- **Local Government Elections Fact Sheets**  
Available from the Department of Local Government, Sport and Cultural Industries website. Digital copies can also be sourced from the Council (no charge applicable).
- **Standing for Council**  
A Guide for Local Government Election Candidates is available on request (no charge applicable) or available from Department of Local Government, Sport and Cultural Industries.
- **Schedule of Fees and Charges**  
A schedule is available on [the Town website](#) or by request (no charge applicable).
- **Freedom of Information Act 1992 & Guidelines**  
Guidelines and application forms are available on request.
- **Fire Rules - Town of Mosman Park**  
A Schedule is available on request (no charge applicable).
- **Town of Mosman Park Financial Interest Register**  
This can be viewed at the Council offices.
- **Disabled Access and Inclusion Plan**  
Copy available on request and [available on the website](#).
- **Equal Employment Opportunity Management Plan**  
A copy is available on request.

#### 5.4.2 ADMINISTRATION AND FINANCE

- **Town of Mosman Park Filing System Index**  
An index is available for viewing at the Council office.
- **Town of Mosman Park Chart of Accounts**  
A Chart of Accounts is available for viewing at the Council office.
- **Town of Mosman Park Consolidated Electoral Roll**  
Contains information supplied by the State Electoral Commission and Council's Owner/Occupier Roll by wards. It is used for Local Government Elections and includes the following details: Reference Number, Electors Name, Electors Address and Voting Entitlement.

It is available for inspection at the Local Government Office. Local Government Election Candidates & Councillors receive one free copy. Where a copy is required it must be requested from the Electoral Commission.

- **Rates & Charges (Rebates & Deferments) Act 1992**  
Available for viewing at the Council offices.
- **Industry Awards:**
  - 1) Local Government Industry Award 2010
  - 2) Long Service Leave Regulations

Awards are available for viewing at the Council offices or copies can be downloaded from [the Fair Work Commission website](#).

- **Records Disposal Handbook for Government Agencies**  
Including General Retention & Disposal Schedule for Local Government (State Archives of WA). Available from the State Records Office.
- **Town of Mosman Park Tenders & Contracts Register**  
This can be viewed at the Council offices.
- **Town of Mosman Park Annual Financial Statements as at 30 June**  
Statements may be viewed at the Council offices or Library. Copies are available on request and on the Council website.
- **Town of Mosman Park Monthly Financial Statements**  
Statements may be viewed as part of the Council minutes which are available on the Town's website on a monthly basis.

- **Town of Mosman Park Delegated Authority Register**  
Decisions that have been delegated to the Chief Executive Officer or other officers. Authorities are also included in Council's Policy Manual. An index is available. Particular authorities may be viewed at the Council offices.
- **Town of Mosman Park Legal Register**  
Index includes:
  - Leases
  - Contracts
  - Agreements
  - Caveats/Easements
  - Freehold Land
  - Vesting Orders
  - Other

Access is available through a Freedom of Information application.

#### 5.4.3 BUILDING, PLANNING AND HEALTH

- **Town of Mosman Park Town Planning Scheme No. 3 - Scheme Text**  
The gazetted scheme text is available on the [Department of Planning and Heritage website](#). [Zoning maps](#), including zoning and land use information may also be viewed at the Council offices.
- **Local Planning Policies (LPP)**  
Local Planning Policies are available on [the Town's website](#) and from the Council Offices.
- **Residential Design Codes**  
Details development standards for residential development. Available from the Council Offices. A map of residential design codes (R-Codes) for the Town are available on the [Department of Planning and Heritage website](#).
- **Australian Building Codes Board**  
National Construction Code Series: Building Code of Australia 2017  
Available Online Australian Building Codes Board.

- **Australian Standards (Building Code)**  
Standards available at the Council offices for viewing only –  
AS1926.1 Swimming pool safety  
Australian Standards are available for purchase online at SAI Global.

#### 5.4.4 ENGINEERING, PARKS AND RESERVES

- **Reserves Register**  
Lists all Reserves vested with the Town of Mosman Park. The Register is available at the Council offices for viewing only.
- **Main Roads Department Road Register**  
Lists all Roads within Mosman Park.
- **Australian Standards - (road signs)**  
Standards are Available from Australian Standards Association, Hay Street, West Perth.
- **Main Roads Department - Guidelines for Local Area Traffic Management**  
Available from Main Roads Department.
- **Federal Office of Safety - Implementation of Traffic Management**  
Available from Federal Department of Transport and Communication.
- **Bikewest - Design Guidelines for Local Authority on Bicycle facilities**  
Available from Bikewest - Department for Transport.

## **6 FREEDOM OF INFORMATION**

### **6.1 ACCESS ARRANGEMENTS, PROCEDURES & POINTS OF CONTACT**

The Freedom of Information Act 1992 is effective from 1 November 1993.

It is the responsibility of the Town of Mosman Park to make sure that information is available and to ensure that members of the public are able to exercise their rights under this legislation.

### **6.2 OBJECT OF FREEDOM OF INFORMATION ACT**

The objects of the Freedom of Information 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.

The objects of this Act are to be achieved by —

- a) creating a general right of access to State and local government documents; and
- b) providing means to ensure that personal information held by State and local governments is accurate, complete, up to date and not misleading; and
- c) requiring that certain documents concerning State and local government operations be made available to the public.

Nothing in the Act is intended to prevent or discourage the publication of information, or the giving of access to documents (including documents containing exempt matter), or the amendment of personal information, otherwise than under this Act if that can properly be done or is permitted or required by law to be done.

### **6.3 DECISION MAKERS**

In accordance with the Act, decision makers can decide to:

- give access to a document;
- give access to an edited copy of a document;
- refuse to deal with an application;
- refuse access to a document;
- defer access to a document;

- give access to a document to a suitably qualified person; or
- impose a charge.

The Manager Information Management is the Freedom of Information (FOI) Coordinator. All applicants shall be directed to the FOI Coordinator.

The Chief Executive Officer is the Principal Officer and determines applications referred for internal review.

#### **6.4 AMENDMENT OF INFORMATION**

A person who has had access to a Council document and believes that information in that document relating to his or her personal affairs is inaccurate, incomplete, out-of-date or misleading may apply to the Council for correction or amendment of that information.

Enquiries or applications should be directed to the FOI Coordinator.

#### **6.5 FEES AND CHARGES**

The scale of fees and charges applicable under the Act has been set by regulations. Briefly the charges are as follows:

- No fees for access applications relating only to personal information.
- An application fee of \$30.00 for all other applications.
- A fee of \$30.00 per hour of staff time for dealing with an application.
- A 25% reduction of charges for financially disadvantaged applicants or those in receipt of Health Care Cards.

#### **6.6 APPLICATION FORMS**

A Freedom of Information application form is available on the [Town website](#) or from the Council Administration Centre.

#### **6.7 ENQUIRIES AND ASSISTANCE TO APPLICANTS**

All enquiries and assistance should be directed to the Manager Information Management as the FOI Coordinator.

## 6.8 FREEDOM OF INFORMATION PROCESS



## 7 COUNCILLORS

A list of councillors and their contact details is available [on the Town website](#).

## 8 CONTACT DETAILS

### 8.1 ADMINISTRATION OFFICE

'Memorial Park'  
Cnr Bay View Terrace and Memorial Drive  
Mosman Park WA 6012

PO Box 3  
Mosman Park WA 6912

Email: admin@mosmanpark.wa.gov.au  
Telephone: 08 9384 1633  
Facsimile: 08 9384 3694

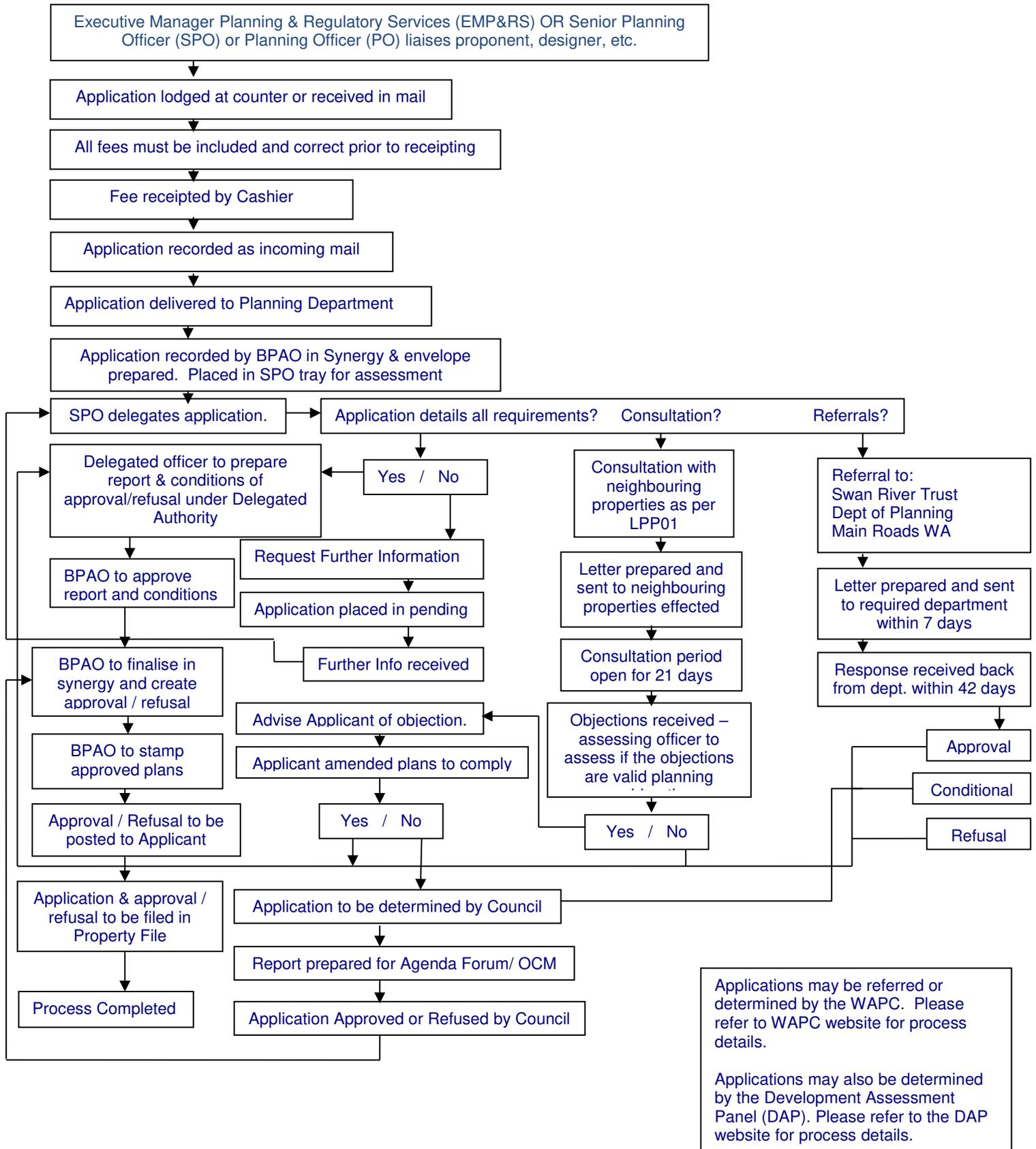
Hours: Mon - Fri: 8:30am to 4:30pm excluding public holidays

### 8.2 AFTER HOURS CONTACT

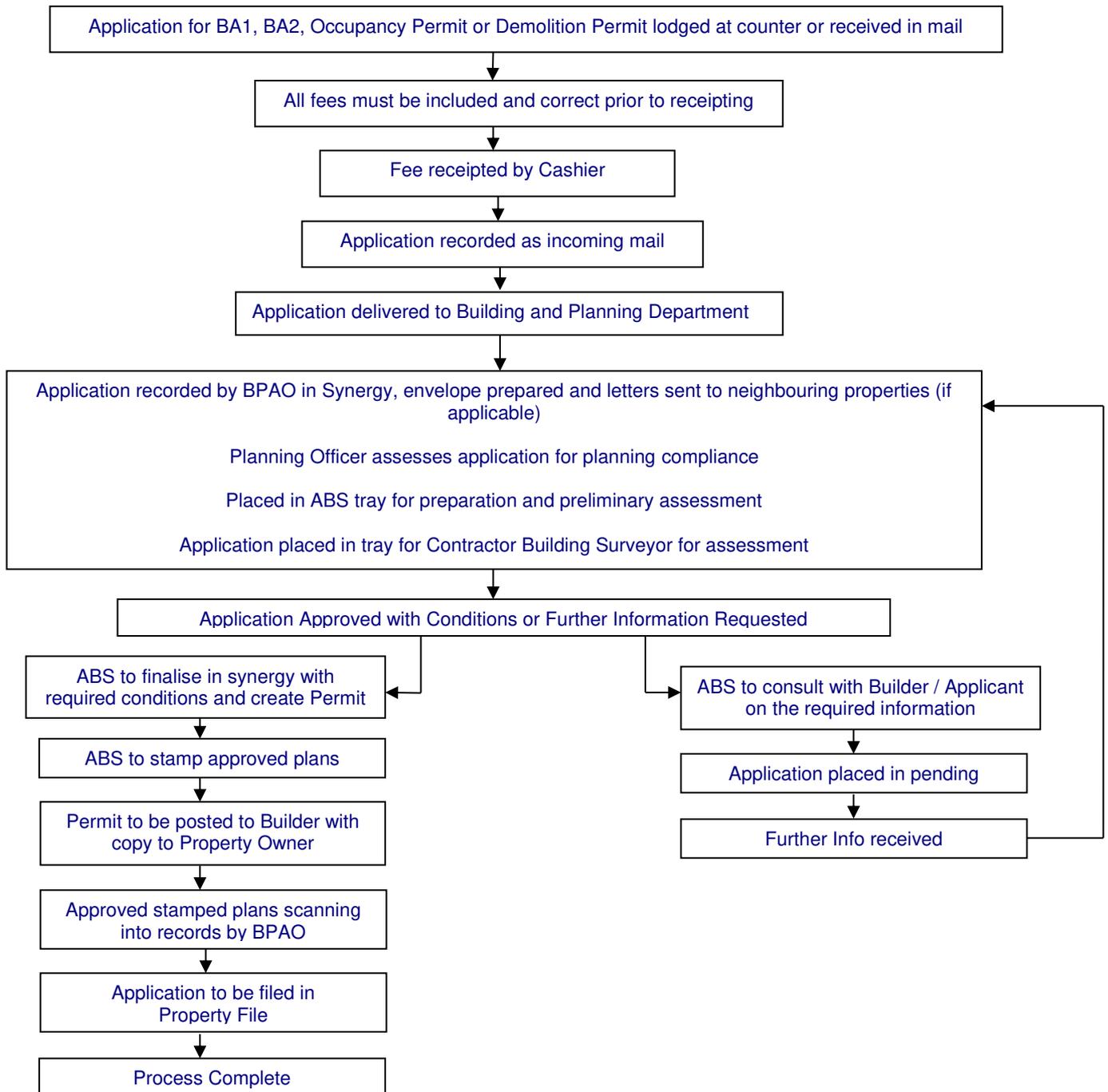
Outside of standard hours, your call will be taken by an answering service that will pass it on to the appropriate officer during office hours.

## 9 PLANNING AND BUILDING PROCESS CHARTS

### 9.1 PLANNING CONSIDERATION FLOWCHART



**9.2 BUILDING APPLICATION FLOWCHART**



## **10 FEES AND CHARGES**

An up to date list of fees and charges is available on [the Town website](#).