



CITY OF
Port Adelaide Enfield

Freedom of Information Information Statement

For the period
1 July 2017 - 30 June 2018

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This document refers to arrangements for the 2017-2018 financial year.

Information Statement

This Information Statement is published by the City of Port Adelaide Enfield in accordance with the requirements of Section 9 of the Freedom of Information Act 1991. The City of Port Adelaide Enfield is pleased to comply with the legislation and publishes an updated Information Statement every twelve months to provide an overview of the types of information held by Council.

General Information Access

The City of Port Adelaide Enfield aims to provide information to residents/ratepayers wherever possible. Some information is available for viewing at no charge or for a nominal reproduction charge if copyright does not exist. In some cases, where significant staff time is required to comply with the information request, charges may be imposed to recover costs. A range of information is also available on Council's website.

Freedom of Information Access

Requests for other information will be considered in accordance with the Freedom of Information Act 1991 (the Act). Under this legislation, an application fee must be forwarded with the request unless the applicant is granted an exemption. Should the applicant require copies of any documents requested pursuant to a Freedom of Information request, charges as set out in the "Request for Access to Information" form may apply.

Freedom of Information Request forms are available from:

A link on Council's Freedom of Information webpage: www.cityofpae.sa.gov.au/FOI

The State Records of SA website: www.archives.sa.gov.au/content/foi-forms

Customer Service Centre - by phoning 8405 6600 during business hours (8.30am - 5pm Mon-Fri)

Council Offices located at:

Civic Centre, 163 St Vincent St, Port Adelaide.
8.30am – 5.00pm Mon-Fri

During Library hours at:

Greenacres Library - Council Office, 2 Fosters Rd, Greenacres
Enfield Library - Council Office, 1 Kensington Cres, Enfield

Forms and enquiries should be directed to :

Freedom of Information Officer
City of Port Adelaide Enfield
PO Box 110
PORT ADELAIDE SA 5015
service@cityofpae.sa.gov.au

As required under the Act, applications will be responded to as soon as possible and within the statutory thirty days of Council receiving the request and appropriate application fee or proof of exemption.

1. Structure and Functions of the Council

The City of Port Adelaide Enfield operates to provide for the government and management of its area at the local level. The Local Government Act 1999 states that councils are particularly:

- a) to act as a representative, informed and responsible decision-makers in the interest of its community; and
- b) to provide and co-ordinate various public services and facilities and to develop its community and resource in a socially just and ecologically sustainable manner; and
- c) to encourage and develop initiatives within its community for improving the quality of life of the community; and
- d) to represent the interests of its community to the wider community; and
- e) to exercise, perform and discharge the powers, functions and duties of local government under the Local Government Act 1999 and other acts in relation to the area for which it is constituted. [s.6, Local Government Act 1999]

Functions of Council

In accordance with the Local Government Act the functions of Council include:

- a) to plan at the local and regional level for the development and future requirements of its area;
- b) to provide services and facilities that benefits its area, its ratepayers and residents, and visitors to its area;
- c) to provide for the welfare, well-being and interests of individuals and groups within its community;
- d) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;
- e) to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity;
- f) to provide infrastructure for its community and for development within its area;
- g) to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism;
- h) to establish or support organisations or programs that benefit people in its area or local government generally;
- i) to manage and, if appropriate, develop, public areas vested in, or occupied by, the Council;
- j) to manage, improve and develop resources available to the Council;
- k) to undertake other functions and activities conferred by or under the Act. [s.6, LG Act 1999]

1.1 Full Council

The Council, consisting of the Mayor and seventeen Ward Councillors, is the decision-making body on policy matters. The Mayor and Councillors represent the interests of the community and ultimately are responsible for the workings of the Council. Elected Members vote on action that will be taken with regard to issues brought before the Council.

Ordinary meetings of Council are held once a month on the second Tuesday of every month commencing at 7.00pm. Members of the public are welcome to attend. While Elected Members receive an allowance for expenses, they are volunteers who want to be involved in making the City a better place in which to live. Elected Members often make difficult decisions about complex and important matters. Elected Members are assisted by staff who work under the direction of the Chief Executive Officer. Staff implement decisions made by Council, give advice and perform the daily works necessary to keep the Council operating.

1.2 Council Assessment Panel

Pursuant to Section 56A of the Development Act 1993, Council has established a Committee known as the City of Port Adelaide Enfield Council Assessment Panel (CAP) for the purpose of acting as the 'relevant authority' (as that term is defined in the Development Act 1993) in respect of all development control matters.

The CAP operates separately from Council as a development assessment authority and has its own procedures, terms of reference and protocols. The CAP meets on the fourth Wednesday of every month at 7pm in the Council Chamber at 62 Commercial Road, Port Adelaide. CAP Agendas, reports and minutes are available on line

1.3 Committees

During 2017-2018 Council had four Committees to assist in streamlining Council business as follows:

- **Chief Executive Officer Performance Development Review Committee**
The Chief Executive Officer Performance Development Review Committee was established under Section 41 of the Local Government Act 1999 for the purpose of determining in conjunction with the Chief Executive Officer, relevant Key Performance Indicators (KPIs) for the Chief Executive Officer and for undertaking the formal review process of the performance of the Chief Executive Officer against the agreed KPIs.
- **Audit Committee**
The Audit Committee has been established under Section 41 of the Local Government Act 1999. It monitors and makes recommendations to Council

about a range of matters related to financial reporting, internal controls, risk management systems and other relevant functions, as set out in the Audit Committee's Terms of Reference.

The Audit Committee generally meets quarterly on the third Tuesday in February, May, August and November each year.

- **Strategic Planning and Development Policy Committee**

The Strategic Planning and Development Policy Committee has been established pursuant to Section 101A of the Development Act 1993. The Committee has been established to provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the State Government's Planning Strategy and to assist Council to undertake strategic planning and monitoring to achieve orderly and efficient development within the area. The Committee generally holds its meetings as required on the second Tuesday of the month at 7.15pm.

- **Grants and Sponsorship Committee**

The Grants and Sponsorship Committee was established on 13 September 2016 under Section 41 of the Local Government Act 1999 to assess the appropriate structure and allocation of grants, sponsorship and partnership agreements for Council's approved programs. Membership of the Committee consists of the Mayor and all Elected Members. The meetings of the Committee are scheduled for May and November or as determined by the Presiding Member.

1.4 Agendas and Minutes

Council, Committee and Council Assessment Panel Agendas are placed on public display not less than three days prior to meetings. Minutes of the meetings are on display within five days of that meeting having been held at the principal office and at all Council libraries. Meeting agendas and minutes are also available on Council's website www.cityofpae.sa.gov.au/meetings

1.5 Informal Gatherings

From time to time Informal Gatherings will be held for Elected Members in the form of a workshop or information briefing. These informal gatherings are a forum to provide additional information to members on an important matter and will typically be followed by a report to a subsequent meeting of Council. Informal gatherings are usually open to the public but may also be closed. Informal gatherings are for information purposes only and not for decision making.

1.6 Working Parties and Groups

A number of Council Working Parties, Management and Staff Working Parties and groups comprising Elected Members, staff and members of the community have been established to examine and investigate specific issues.

These include:

- Aboriginal Advisory Panel (consisting of community members and Elected Members)
- Building Fire Safety Panel
- Information Technology Strategic Planning and Policy Team (Staff)
- Executive Leadership Team (formerly Management Executive Team) (Staff)
- Open Space Group (Staff)
- Major Projects Group
- Various Grants Selection Panels
- Workplace Health & Safety Committee (Staff)

1.7 Delegations and Policy Manual

Delegations are the powers delegated by Council to Committees (e.g. Council Assessment Panel) and to various staff members, enabling the delegate to conduct activities within their authorisation without referring back to Council. Section 44 of the Local Government Act 1999 provides that Council may delegate a power or function vested or conferred under this or another Act. Some other Acts also contain a specific power of delegation.

Delegations made by the Council under Section 44 of the Local Government Act 1999 can be made to a Council committee, a subsidiary of the Council, an employee of the Council, the employee of the Council occupying a particular office or position or an authorised person. Other Acts may specify different delegates than the Local Government Act 1999.

A delegation made pursuant to Section 44 of the Local Government Act 1999 is revocable at will and does not prevent the Council from acting in a matter.

The Port Adelaide Enfield Delegations Manual contains all delegations to the Chief Executive Officer by Council and is available on the Council website at www.cityofpae.sa.gov.au/delegations. The delegations are reviewed annually.

2. Services for the Community

Council makes decisions on policy issues relating to the services that are provided for members of the public. During 2017-2018 these services currently included:-

Director Community Development

- Abandoned Vehicles
- Aboriginal Community Development
- Advocacy
- After Hours Answering Service
- After Hours Emergency Services Complaints
- Ageing Persons Support

- Animals - Non Domestic
- Bees/European Wasp Removal
- Building – Control and Dangerous Structures
- Burning - Illegal/Domestic/Industrial
- Cat Control
- Community Awards
- Community Bus/Community Van Services
- Community Care Newsletter
- Community Centres
- Community Events
- Community Facility Use
- Community Grants
- Council Service Centres
- Cultural Development
- Customer Services/Relations
- Demolitions
- Development Control
- Dog Control
- Environmental Health
- Excavation - Building Sites
- Flammable Growth –Clearing
- Fire Safety - Development Act
- Fires (see Burning)
- Food
- Footings - Pouring
- Graffiti and removal
- Hall Hire
- Health Complaints
- Helicopter Landings/Parachutist
- Heritage Matters
- Home & Community Care Programs
- Home Maintenance
- Home Safety & Security Services
- Household Garbage Collection
- Housing Standards
- Hygiene/Premises/Vehicle/Poisoning
- Immunisation
- Impounded Vehicles
- Infectious Diseases
- Junior Sports Development
- Land Division
- Legionella Enquiries
- Library Services
- Licensing Hours - Changes
- Litter Bins - Streets and Reserves
- Litter Control - Materials on Footpaths
- Mobile Library Service
- Mosquito Complaints
- Onsite Waste Water Disposal
- Ovals- Hiring

- Overhanging Trees- Private
- Outdoor Advertising
- Parking Infringements
- Pest Control
- Planning Consent
- Pollution -Air/Soil/Water
- Poultry Control
- Public & Environmental Health Management Plan
- Rat Control
- Recreational - Sporting Services
- Recycling
- Refuse- Hard (Domestic)
- Reserves - Bookings
- Shopping Trolleys- dumped
- Significant Trees
- Social Support Program (Aged)
- Social Support Program (Disability)
- Strata Titles
- Swimming Pool- Hygiene
- Trades & Services Referral
- Vandalism - Council Buildings
- Visitor Information Centre
- Volunteers
- Waste Management
- Water Quality
- Youth Development Programs
- Youth Services
- Zoning Enquiries

Director Corporate Services

- Accounts Payable and Receivable
- Adelaide Business Hub
- Annual Financial Statements
- Annual Report
- Arts & Cultural Development
- Audit- External
- Audit- Internal Governance
- Banking
- Boundary Review
- Budget Co-ordination & Administration
- Business Liaison
- By-law Review
- Citizenship Ceremonies
- Communications
- Community Engagement
- Community Events
- Corporate Data Management
- Council/Committee Meetings
- Council/Committee Minutes

- Corporate Policy
- Credit Control
- Data Integrity
- Delegation and Authorisation Coordination
- Development Plan Amendments
- Economic Policy & Economic Development
- Elections
- Environmental Policy and Planning
- Event Management and Support
- Financial Management
- Freedom of Information
- Geographical Information System
- Governance - Elected Members Support
- Grant/Subsidy Claims
- People and Culture (Human Resources)
- House Number Allocation
- Information Technology
- Internal Review of Council Decisions
- International Trade
- Investment Management
- Insurance Claims
- Land Agent Property Searches
- Land Information Services
- Loan Management
- Major Projects
- Open Space Planning
- Payment of Accounts, Fees & Charges
- Payroll
- Placemaking
- Policy Development & Research
- Procurement
- Property Ownership Changes
- Property Register
- Property Valuations
- Publications/communications/Marketing
- Public Integrity including Complaints Management
- Rates Accounts
- Receipting of Monies
- Records Management
- Regional Planning
- Risk Management and Emergency Management
- Sale of Council Property
- Social Policy and Planning
- Strategic & Corporate Planning
- Street Naming/Street Numbering
- Telecommunications- Council
- Todd Street Business Chambers
- Tourism
- Urban Policy and Planning
- Voters Roll - Council

- Workers Compensation Claims
- Work Health & Safety

Director City Assets

- Asset Register
- Aquifer Recharge
- Barbeques on Reserves
- Bus Shelters/Stops
- Creeks
- Crossovers (Driveways)
- Dead Animals
- Depots
- Drains - Street/Footpath
- Easements
- Entranceways - Cracked Kerbing
- Facilities Building Programs
- Facilities Property Maintenance
- Fences Act - (adjacent Reserves)
- Flood Control
- Footpath Maintenance/Mowing
- Gardens - Public
- Golf Course Maintenance
- Heavy Plant & Machinery Purchase/Replacement
- Industrial Bins on Roads
- Infrastructure
- Land divisions- Infrastructure Requirements
- Laneways - Maintenance
- Leases - Council Buildings & Reserves
- Lighting - Streets
- Line Marking - Roads
- Load Limits on Roads
- Nature Strips
- Over Length Vehicles
- Parking Controls
- Parking Signs
- Pavements
- Pest Plants
- Plant & Equipment
- Playgrounds - Development
- Playgrounds - Maintenance
- Potholes in Roads/Footpaths
- Reserve Maintenance
- Residential Parking Permits
- Road Cafe Licences
- Roadways
- School Pedestrian Protection
- Sale of Goods on Council Land
- Security - Council Buildings

- Signs - Street/Traffic
- Spillage on roads
- Stormwater Run Off
- Street Cleaning
- Street Closures
- Street Grass Cutting
- Street Lighting
- Street Name Signs
- Street Trees
- Sump Lids
- Traffic Control Devices
- Trees on Council Property
- Vandalism- Council Buildings
- Vehicle Purchase/Replacement
- Weed Control
- Wetlands
- White Ants (Council Trees)
- Wide Load Permits
- Workshop (Depot)

3. Community Engagement and Public Consultation

3.1 Council Meetings

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

Deputations - a deputation is an address made to the Council, or a Council Committee by a person or group on a particular matter. Following a written request to Council and with the permission of the Mayor and/or Committee Presiding Member, a member of the public can address the Council/Committee personally or on behalf of a group of residents in line with the Local Government (Procedures at Meetings) Regulations 2013.

Petitions - a petition is a formal written request or submission to Council, which has been signed by multiple people. A standard petition form is available on Council's website and provides a good template for compiling a petition. Each page of the petition must repeat details of the request/submission and each signatory must legibly provide name, address and signature. The Local Government (Procedures at Meetings) Regulations 2013 do require that a petition:

- Be legibly written or typed
- Be an original document
- Clearly set out the request/submission of the petitioners; and
- be delivered to the principal office of the Council.

A petition form is available at www.cityofpae.sa.gov.au/forms

Written Requests - a member of the public can write to the Council on any Council policy, activity or service.

Elected Members - members of the public can contact Elected Members of Council to discuss any issue relevant to Council. Elected Member contact details are available on Council's website:

www.cityofpae.sa.gov.au/ElectedMembers

World Wide Web - Council has a web presence www.cityofpae.sa.gov.au which provides an opportunity for comment and feedback.

Council also has social media platforms including Facebook, Twitter, Instagram and YouTube.

3.2 Public Consultation

The City of Port Adelaide Enfield consults with the community on particular issues that affect their neighbourhood and has adopted a Community Engagement policy to assist this process. Consultation with residents can take a variety of forms including:

- Advertising in local newspapers
- Call for Submissions to Council
- Door to door market research sampling
- Exit Surveys
- Focus Groups
- Hand delivered or posted circular letters
- Information via Council's newspaper "Pen2Paper"
- Letters personally addressed to individuals, including questionnaires
- Presentations to Special Interest Groups
- Publication on Council Website
- Public Displays and Signage
- Public Meetings
- Social Media (Facebook, Twitter, Instagram)
- Street Resident Advisory Committees for consideration of local traffic management issues.
- Telephone sample surveys
- Various pamphlets or publications

4. Access to Council Documents

Many Council documents can be accessed free of charge from Council's website www.cityofpae.sa.gov.au/documents

4.1 Documents Available for Access

These documents include the following:

- Annual Business Plan and Budget
- Annual Report & Review
- Assessment Record
- Asset Management Plan
- Authorisations Register
- By-Laws

- City Plan
- Community Land Register
- Confidential Item Register
- Council Reports and Minutes
- CAP Members - Register of Interest
- Declaration of Conflict of Interest Register
- Delegations Manual
- Development Application Register
- Development Plan Amendments
- Development Plan for Port Adelaide Enfield
- Dog and Cat Management Plan
- Dogs Register
- Disability Discrimination Act Action Plan
- Elected Members Gifts and Benefits Register
- Elected Members Register of Allowances
- Elected Members Register of Interest
- Employee Gifts and Benefits Register
- Fees and Charges Schedule
- Land Management Agreements Register
- Land Management Agreements - Development Applications Register
- Long Term Financial Plan
- Pen2Paper - Council Newsletter
- Public Roads Register
- Salaries Register
- Supplementary Electoral Roll

4.2 Council Policies and Codes

Council has adopted the following policies and codes:

- Aboriginal & Torres Strait Islander Tertiary Education Scholarship Program
- Active Reserves Shared Use of Council Facilities
- A-Double Vehicles
- Appointments to External Bodies
- Asset Management
- Awards- Aboriginal and Torres Strait Islander Achievements and Contributions
- Awards - Community Recognition
- Awards- Volunteer Recognition of Service
- B-Double and Medium Articulated Vehicles
- Budget
- Building Fees Reduction
- Building Inspection
- Caretaker Period
- Collection of Sundry Debts
- Communication
- Community Centres and Hall Hire
- Community Engagement
- Community Minded Verges
- Community Safety- Graffiti Removal/ Minimisation
- Community Transport
- Conflict of Interest

- Crossover Contribution
- Delegations Process
- Dry Areas Exemption
- Elected Members' Allowances and Support
- Elected Members' Conferences, Seminars, Training and Development
- Elected Members' Information Management
- Elected Members' Use of Council Facilities and Services
- Events- In-Kind Support
- Fees and Charges (Non Rates)
- Fencing Cost Reimbursements
- Fraud and Corruption Prevention
- Food Business Inspection Fee
- Grants- Facilities Rental Program
- Grants - Requests for Financial Assistance
- Grants and Sponsorship
- Hardship - Residential Retail Service Customers
- Healthy Eating
- Heavy Vehicle Access (previously Load Limits)
- Informal Gatherings
- Installation of Memorial Plaques on Seats
- Keeping More than the Prescribed Number of Dogs
- Licensing Applications
- Memorial Trees in Reserves
- Mobile Food Vendors
- Naming - Parks and Reserves
- Order Making
- Outdoor Dining
- Parking Management
- Privately Funded Development Plan Amendments
- Procurement
- Prudential Management
- Public Access to the Internet
- Public Art and Placemaking
- Public Integrity- Complaints & Investigations
- Public Lighting for Parks and Reserves
- Public Notification of Planning Material
- Rebates of Council Rates
- Related Party Disclosure
- Risk Management
- Safe Environments
- Sale and Disposal of Land and Other Assets
- Sale of Goods on Council Land
- Shade Over Playgrounds
- Social Development
- Sponsorship - General/Major Events
- Streets - Naming
- Streets - Numbering
- Street Trees and Reserve Plantings
- Sustainable Environment - Discharge to Wetlands
- Treasury Management

- Whistleblower Protection

Codes

- Code of Practice - Confidentiality Provisions
- Code of Practice - Meeting Procedures
- Code of Conduct- Elected Members
- Code of Conduct- Employees
- Council Protocol & Minister's Code of Conduct - Council Assessment Panel (CAP)

Council's policy documents are accessible on Council's website at:

<http://www.cityofpae.sa.gov.au/policies>

Internal Administrative Policies

Council has a number of administrative policy documents that are available for public inspection at Council's Civic Centre.

5. Amendment of Council Records

A member of the public may gain access to Council documents to seek amendments concerning their personal affairs by making a request under the Freedom of Information Act 1991. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out of date.

To gain access to these Council records, a member of the public must complete a Freedom of Information "Request for Access to Information" form as indicated above, outlining the records that he/she wishes to inspect, and forward the form to the Freedom of Information Officer.



Mark Withers
CHIEF EXECUTIVE OFFICER
July 2018