



CITY OF
Port Adelaide Enfield

Freedom of Information Information Statement

For the period
1 July 2022 - 30 June 2023

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This document refers to arrangements for the 2022-2023 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/connect/contact-us/freedom-of-information

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.

Please note: COVID restrictions may impact opening hours from time to time. Council will clearly identify on Councils website and call center when this has occurred.

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 Section 7 of the Local Government Act 1999 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;
- (ba) to determine the appropriate financial contribution to be made by ratepayers to the resources of the Council;
- 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 (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any 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.

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.

During the COVID Public Health Emergency, the Minister has issued a Notice which enables Councils to hold Council, CAP and Committee meetings electronically. Port Adelaide Enfield Council will notify when meetings are held electronically and the community is encouraged to access the meeting via livestreaming on Youtube.

While Elected Members receive an allowance for expenses, they are democratically elected by the community to represent the community in decision making. 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

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 Act) 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 Town Hall, 32 Nile Street, Port Adelaide. CAP Agendas, reports and minutes are available on line.

1.3 Committees

During 2022-2023 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 & Risk Committee**

The Audit & Risk 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 & Risk Committee's Terms of Reference.

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

1.4 Agendas and Minutes

Council, Committee and CAP 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/council/council-meetings/agendas-and-minutes

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 and community members are able to attend and observe. There are limited circumstances in which an informal gathering will be closed to the public. The determination of whether the informal gathering will be private or public will be at the discretion of the CEO, or Council via resolution. Such instances will be determined on a case by case basis and will detail the confidential nature within the ambit of section 90(3) of the Local Government Act.

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 Committee
- Emergency Planning Committee
- Information Technology Strategic Planning and Policy Team (Staff)

- Executive Leadership Team (formerly Management Executive Team) (Staff)
- Section Managers Group (staff)
- Open Space Group (Staff)
- Major Projects Group (Staff)
- Various Grants Selection Panels
- Workplace Health & Safety Committee (Staff)
- Asset Management Steering Group (Staff)

1.7 Delegations and Policy Manual

Delegations are the powers delegated by Council to Committees (e.g. Grants & Sponsorship Committee) 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.

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 assign decision making responsibility to Council, which may be further delegated. Examples include the Food Act 2001 or Supported Residential Facilities Act 1997

Delegation and decision making powers issued by other government agencies may also be provided directly to Council staff. Examples include Environmental Health Officers during a public health crisis or Traffic Management staff from the relevant Minister.

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/council/corporate-documents/delegations. The delegations are reviewed annually.

The CEO may subdelegate powers to positions within the organisation to support efficient decision making.

2. Services for the Community

Council makes decisions on policy issues relating to the services that are provided for members of the public. During 2022-2023 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
- Arts & Cultural Development
- 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
- Event Management and Support
- Excavation - Building Sites
- Flammable Growth – Clearing
- Fire Safety – Planning Development and Infrastructure Act
- Fires (see Burning)
- Food Safety
- 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
- Mobile Library Service
- Mosquito Complaints
- Onsite Waste Water Disposal
- Ovals - Hiring
- Overhanging Trees - Private
- Outdoor Advertising
- Parking Infringements
- Pest Control
- Placemaking
- 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
- 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
- Audit - External
- Audit - Internal Governance
- Banking
- Boundary Review
- Budget Co-ordination & Administration
- Business Liaison
- By-law Review
- Citizenship Ceremonies
- Communications
- Community Engagement
- 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
- 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
- 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/council/council-meetings/meetings

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/council/our-council/elected-member-contacts

Online - 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.

Customer Relations Service – a member of the public can provide feedback through Council's Customer Relations staff via phone or in person.

3.2 Public Consultation

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

- Council's online community engagement platform – *Participate PAE*
- Advertising in newspapers circulating in the local area
- Community Indicators Survey
- Call for Submissions to Council
- Door to door market research sampling
- Focus Groups or community forums
- Topic specific surveys
- Pop up community engagement activities' on particular issues
- Hand delivered or posted circular letters
- Information via Council's newspaper "PAE Today" (formerly "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.

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
- Delegations Manual
- Development Application Register
- Development Plan Amendments
- Dog and Cat Management Plan
- Dogs Register
- Disability Discrimination Act Action Plan
- Elected Members Gifts and Benefits Register
- Elected Members Register of Allowances & Benefits
- 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
- PAE Today - 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
- Appointments to external Bodies
- Asset Management
- Building and Swimming Pool Notification
- Caretaker Period
- Children and Vulnerable People Safe Environments
- Collection of Sundry Debts
- Communication
- Community Awards & Recognition
- Community Hall Hire
- Community Engagement
- Complaints and Grievances
- Community Transport
- Corporate Hospitality and Catering Expenditure
- Delegations Process
- Driveway Crossover
- Dry Area Exemption
- Elected Members' Allowances and Support
- Elected Members' Conferences, Seminars, Training and Development
- Elected Members' Information and Records Management
- Enterprise Risk Management
- Fees and Charges Discounts
- Fees and Charges (Non Rates)
- Fencing Cost Reimbursements
- Food Safety Inspection and Fees Policy – Food Act 2001
- Fraud and Corruption Prevention
- Guidelines – Aboriginal and Torres Strait Islander Awards
- Guidelines – City of Port Adelaide Enfield Australia Day Awards
- Graffiti Management
- Grants, Sponsorship and Other Assistance
- Heavy Vehicle Access
- Heritage Plaques
- Lease, Licence and Property Agreements
- Memorials
- Mobile Food Vendors
- Naming – Parks and Reserves
- Narrow Street Parking & Access
- New Haven Village – Hardship Policy for Residential Retail Service Customers
- Order Making
- Outdoor Dining
- Parking Management
- Private Plantings on Verges
- Private Parking Areas
- Procurement

- Provision of Aid in Emergencies
- Prudential Management
- Public Access to the Internet
- Public Art & Placemaking
- Public Interest Disclosure
- Public Lighting for Parks and Reserves
- Related Party Disclosure
- Sale and Disposal of Land and Assets
- Sale of Goods on Council Land
- Shade Over Playgrounds
- Social Development
- Streets – Naming and Numbering
- Sustainable Buildings Guideline
- Sustainable Buildings Policy
- Treasury Management
- Tree Management
- Unreasonable Complainant Conduct
- Unsolicited Proposals Guideline
- Valuation and Rating
- Waiving/Reduction of Development Application Fees
- Waste Management Service Standard

Codes

- Code of Practice – Confidentiality Provisions
- Code of Practice – Meeting Procedures

Council's policy documents are accessible on Council's website at:
www.cityofpae.sa.gov.au/council/corporate-documents/policies

Internal Administrative Policies

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

4. 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.

A handwritten signature in black ink, appearing to read 'Mark Withers', with a stylized, flowing script.

Mark Withers
CHIEF EXECUTIVE OFFICER
April 2023