



FREEDOM OF INFORMATION

INFORMATION STATEMENT AS AT 30 JUNE 2017



CITY OF
TEA TREE GULLY
Naturally Better

This Information Statement is published by the City of Tea Tree Gully in accordance with the requirements of Section 9(1a) of the *Freedom of Information Act 1991*. The City of Tea Tree Gully is pleased to comply with the legislation and welcomes enquiries. The Information Statement will be updated annually and published on Council's website.

STRUCTURE AND FUNCTIONS OF COUNCIL

Council

Council, consisting of the Mayor and 12 Ward Councillors, is the primary decision making body of Council is constituted under the *Local Government Act 1999*. Ordinary meetings of the Council are held on the second Tuesday of each month at the Civic Centre Council Chambers, 571 Montague Road, Modbury at 7pm. These meetings are open to the public (with the exception of any matters subject to an order of confidentiality), with notice and agendas of the meeting being available three days prior to the meeting from Council's website.

Minutes are available from Council's website within five days of each meeting.

Functions of Council

The functions of Council, set out in Section 7 of the *Local Government Act* 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 benefit 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, Local Government Act).

Committees

Committees have been formed under Section 41 of the *Local Government Act 1999* to streamline Council business and assist in the performance of its functions. Times and dates for these meetings are published on Council's website. These meetings are also open to the public (with the exception of any matters subject to an order of confidentiality).

Section 41 of the *Local Government Act* empowers a Council to establish committees:

- To assist the Council in the performance of its functions
- To enquire into and report to the Council on matters within the ambit of the Council's responsibilities
- To provide advice to the Council
- To exercise, perform or discharge delegated powers, functions or duties.

The Section 41 committees of Council in place as at 30 June 2017 are:

- Strategic Planning & Development Policy Committee
- Audit Committee
- Governance & Policy Committee
- Traffic Management Safety Committee
- CEO Performance & Remuneration Review Committee.

Other Committees/Panels established under the *Development Act 1993*:

- Council Development Assessment Panel
- Building Fire Safety Committee.

Council and Committees follow the rules and procedures outlined in the:

- Local Government Act 1999 (Chapter 6)
- Local Government (Procedure at Meetings)

Regulations 2013

- Code of Practice for Council and Committee Meeting Procedures
- Council and Committee Structure – Terms of Reference and Membership.

Development Assessment Panel

The City of Tea Tree Gully has established a Development Assessment Panel pursuant to Section 56A of the *Development Act 1993*. The Panel has delegated authority from Council to carry out the assessment of development applications.

Meetings of the Panel are held on the third Tuesday of every month at the Civic Centre commencing at 10am (except when there are no reports to be considered). These meetings are open to the public. Agendas and minutes are available from the Civic Centre or on Council's website.

Delegations

The Chief Executive Officer and Development Assessment Panel have the delegated authority from Council to make certain decisions on a number of specified matters. The Chief Executive Officer may sub-delegate such authority to other officers.

These delegations are reviewed annually and listed in the Delegations Register, which is published on Council's website.

SERVICES FOR THE COMMUNITY

Council maintains a series of corporate policy documents in accordance with its many legislative requirements and good governance best practice principles. This may be to:

- Determine policies to be applied by the Council in exercising its discretionary powers
- Determine the type, range and scope of projects to be undertaken by the Council
- Develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council.

The Council makes policy decisions, which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the resources that are to be made available to undertake such works and services.

The Council makes decisions on policy and major issues relating to services that are provided for members of the public. These services currently include, but are not limited to:

Governance matters

Council & Committee meetings
Council elections
Governance
Procurement
Insurance
Work health and safety
Information management
Risk management
Emergency management

Environmental and planning services

Animal management
City planning
Development assessment
General inspection
Health
Heritage
Immunisation
Public health

Infrastructure and technical services

Depot operations
Fleet management
Open spaces
Parks and reserves
Property management
Public lighting
Sanitation
Stormwater and drainage
Street and footpath maintenance
Street sweeping
Street trees and nature strips
Traffic management
Waste Management

Community and recreational services

Community arts
Community centres
Community development
Community transport
Community volunteers
Graffiti
Home and community support (HACS)
Library services
Recreation and sport
Youth services

Financial and administrative services

Administrative services
Budgets
Elected Members and local government
Employee relations and training
Financial management
Information technology
Payroll
Rating

PUBLIC PARTICIPATION

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

Deputations to Council – With the prior permission of the relevant presiding member of Council or relevant Committee, a member of the public can address a Council meeting, Committee meeting or the Development Assessment Panel personally or on behalf of a group of residents or interested persons.

Elected Members – Members of the public can contact the Elected Members of Council to discuss any issues relevant to Council. Contact details for Elected Members can be found on Council's website.

Petitions – Written petitions can be addressed to the Council on any issue within the Council's jurisdiction.

Presentations to Council – With prior notification and arrangement with the CEO, employees, consultants, or other government agencies may make presentations to a meeting on matters relating to the Council or Committee.

Public forums – At each Council meeting members of the public may address Council without any prior approval being obtained. These addresses should be limited to Council business and each person may speak for up to two minutes.

Voting in Council elections – Available to all residents on the Council Voters Roll. The next periodic election is due in November 2018.

Website – Council has a website – www.teatreegully.sa.gov.au – which provides an opportunity for comment and feedback.

Written requests – A member of the public can write to Council via email – customerservice@cttg.sa.gov.au – or via post to PO Box 571, Modbury SA 5092 on any Council policy, activity or service.

Social media – Members of the public can leave comments, ask questions or private message Council on all social media accounts managed by the City of Tea Tree Gully.

Community engagement

Community engagement is a continuous process that provides residents and other key stakeholders with opportunities to have a greater say in what happens in their City and to be more active in the decision making process.

Council's Community Engagement Framework and Community Engagement (Public Consultation) Policy guide how and when Council will carry out community engagement.

For all community engagement processes, unless directed otherwise by the Local Government Act 1991, Council will:

- Publish a notice in the Leader Messenger and/or Northern Messenger and on the Have Your Say page on Council's website describing the matter for which community engagement is required, and inviting interested persons/stakeholders to make submissions to the Council within a period being at least 20 business days (four weeks) from the date of the notice
- Promote engagement opportunities and activities via social media
- Install on site signage (where applicable) advising of community engagement occurring which relates to the site and details of how to obtain information from Council's website, call centre and Civic Centre.

Council will consider further options to enhance the communication which includes, but is not limited to:

- Paid advertisements in the local Messenger newspapers
- Articles in the Gully Grapevine (time permitting)
- Letters to residents and/or other stakeholders (via hand delivery or Australia Post)
- Community engagement documents available at Council venues such as the Civic Centre, Council Library, Community Centres and Recreation Centres.

Other techniques that can be used in community engagement activities include:

- Market research surveys
- Workshops
- Onsite events/meetings
- Open houses.

Examples of areas that Council conducts community engagement include:

- By-laws
- Community land classification revocation and disposal
- Community Land Management Plans
- Precinct planning
- Asset management plans
- Local area traffic management
- Draft Annual Business Plan
- Reserve naming, renaming or leasing
- Tree planting and removal
- Targeted policies, strategies and initiatives.

Development Act notifications of development applications

Development applications that are determined to be either Category 2 and 3 developments are publicly notified in a manner prescribed in the *Development Act 1993*.

For a Category 2 development, owners and occupiers of adjacent land are provided with written notice of the proposed development.

For a Category 3 development, owners and occupiers of adjacent land and land that would be affected to a significant degree are provided with written notice of the proposed development. A notice is also placed in the local newspaper advising the public generally.

In both cases, those notified have the opportunity to make representation in writing to Council expressing their view of the application and, if desired, to personally address the Development Assessment Panel in support of their representation before a decision is made.

ACCESS TO COUNCIL REGISTERS, CODES, POLICIES AND ADMINISTRATIVE DOCUMENTS

The following documents are required to be kept under the *Local Government Act 1999* or the *Local Government (Elections) Act 1999*:

List of registers required to be kept

- Register of By-laws and certified copies

The City of Tea Tree Gully has the following By-laws:

- Permits and Penalties
- Roads
- Local Government land
- Dogs
- Moveable Signs
- Waste Management.
- Register of Community Land
- Register of Delegations
- Register of Elected Member Allowances and Benefits
- Register of Employee Gifts and Benefits
- Register of Interests (Elected Members of Council)
- Register of Interests (Staff)
- Register of Public Roads
- Register of Remuneration, Salaries and Benefits
- Fees and Charges Register
- Voters Roll

List of codes required to be kept

- Code of Conduct for Council Members
- Code of Conduct for Council Employees
- Code of Practice – Access to Council Meetings and Documents
- Code of Practice for Council and Committee Meeting Procedures.

Documents available for inspection

The following documents are available for public inspection at the Civic Centre. Members of the public may purchase copies of these documents by payment of the fees set out in the Fees and Charges Register.

Many of these documents identified in the following schedules are also available for viewing on Council's website – cttg.sa.gov.au

Documents not available on the website can be viewed at Council's Civic Centre, 571 Montague Road, Modbury. Documents can be viewed during Council's opening hours 8.45am–5pm. Please contact the Freedom of Information Officer to arrange a viewing time.

City of Tea Tree Gully policies

At the time of publishing this document, the following policy documents can be accessed from Council's website and are available for public inspection at Council's Civic Centre during ordinary business hours:

- Access to Documents Relating to Development Applications Policy
- Asset Capitalisation Policy
- Asset Management Policy
- Asset Revaluation Policy
- Boundary Fence Management Policy
- Building and Swimming Pool Inspections Policy
- Caretaker Policy
- Casual Hire of Civic Centre Public Meeting Rooms Policy
- Cat Management Policy
- Cemeteries Management Policy
- Children and Vulnerable Persons Safe Environment Policy
- Citizenship Ceremony Policy
- Community Engagement (Public Consultation) Policy
- Community Grants Policy

- Community Representation Recruitment Policy
- Community Transport Charter Policy
- Community Transport Service – Advertising Guidelines Policy
- Community Wastewater Management System and Recycled Water Consumer Hardship Policy
- Control of Election Signs Policy
- Council Photographs Policy
- Council’s Corporate Publications Policy
- Development Fees Variation Policy
- Disability Discrimination Act Policy
- Easements Management Policy
- Elected Members Support Policy
- Elected Member Training and Development Policy
- Enforcement Policy
- External Grant Funding Policy
- Financial Sustainability Policy
- Flag Management Policy
- Fraud and Corruption Prevention Policy
- General Complaints Policy
- Informal Gatherings Policy
- Internal Review of Council Decisions Policy
- Land and Assets Policy
- Land Division Infrastructure and Open Space Management Policy
- Land Management Agreements and Encumbrances Policy
- Late Payment and Sale of Land for Non-Payment of Council Rates Policy
- Leases and Licences to Sporting and Community Organisations Policy
- Library Service Policy
- Liquor Licence Application Management Policy
- Major Events Policy
- Media Policy
- Memorial Management Policy
- Ombudsman Enquiry and Investigation Management Policy
- Order Making Policy
- Pest Plant and Animal Control Policy
- Petition Management Policy
- Privacy Policy
- Private Parking Area (Policing) Policy
- Private Use of Council Vehicles Policy
- Procurement Policy
- Property Identification Policy
- Provision of Council Resources to Support the Emergency Services in Emergencies Policy
- Prudential Management Policy
- Public Art Policy
- Public Fundraising Policy
- Public Toilets Policy
- Records Management Policy
- Recycled Water Policy
- Register of Interests Policy
- Requests for Services Policy
- Risk Management Policy
- Road Alteration or Encroachment Policy
- Sharps Disposal Policy
- Signage and Entrance Statement Policy
- Smoke Free Zone Policy
- Sponsorship Policy
- Sports Field Floodlighting Policy
- Telecommunications Infrastructure Policy
- Temporary Road Closures for Events on Council Roads Policy
- Third Party Development Plan Amendments Policy
- Treasury Policy
- Tree Management Policy
- Vehicles Parked on Footpath Policy
- Volunteer Management Policy
- Waste Management Policy
- Waterworld Management Policy
- Whistleblowers Protection Policy.

City of Tea Tree Gully – other public documents available

Ageing Strategy 2010–2015
Animal Management Plan 2013–2018
Annual Business Plan 2017–2018
Annual Report 2016–2017
Asset Management Strategy 2016–2026
Biodiversity Strategy 2011–2015
Building Assets Infrastructure & Asset Management Plan
By-law Authorisations Register
City of Tea Tree Gully Road Register
Community Land Management Plans
Community Land Register
Community Wastewater Management System (CWMS) Infrastructure & Asset Management Plan
Community Wastewater Management System and Recycled Water Customer Service Charter – Final Approved by ESCOSA May 2015
Community Survey Report 2017
Council Services and Plans
Crime Prevention Strategy 2008–2011
Customer Experience Strategy
Delegations Register
Delegations by the Board of the Environment Protection Authority
Deputation Guidelines
Development Plan
Disability Discrimination Act Access Action Plan 2012–2015
Eastern Region Action Plan 2009–2010
Elected Members Allowances and Benefits Register 2017–2018
Elected Members Declaration of Interests for Council and Committee Meetings Register
Elected Members Gift Register 2014–2018
Emergency Management Plan
Employee Gifts and Benefits Register 2017
Excerpt from Council Members' Register of Interests

Fees and Charges Register 2017–2018
Footpath Construction Strategy 2014
Footpaths and Pedestrian Bridges Asset Management Plan
Governance Framework
Gully Grapevine Newsletters Information Statement
Information Technology Asset Management Plan
Long Term Financial Plan 2015–2025
Modbury Precinct Activation Strategy
Modbury Sporting Hub Master Plan Report
North Eastern Youth Services Network Strategic Plan 2012–2016
Open Space Strategy 2011–2030
Pricing Policy Statement 2015–2016
Process for Handling Code of Conduct Complaints Against Council Members
Property Numbers on Kerbs Guidelines
Public Forum Guidelines
Public Meeting Guidelines
Register of Confidential Documents
Register of Released Confidential Documents – report items Road Transport Asset Management Plan
Stormwater Infrastructure Asset Management Plan
Strategic Plan 2020
Use of Council Logo Guidelines
Volunteer Strategy 2014–2018
Waterworld Asset Management Plan

Other information requests – Freedom of Information (FOI)

Requests for other information not included above will be considered in accordance with the provisions of the *Freedom of Information Act 1991*. Under this legislation, an application fee must be forwarded with the appropriately completed request form as provided for in the Freedom of Information – (Fees and Charges) Regulations 2003, unless the applicant is granted an exemption. Processing charges may also apply for dealing with the application.

Freedom of Information requests to the City of Tea Tree Gully are to be addressed to:

Freedom of Information Officer
City of Tea Tree Gully
PO Box 571
Modbury SA 5092

Telephone (08) 8397 7274

A request for access application form is available on Council's website, to download an application form please search Freedom of Information.

Applications will be responded to as soon as possible within the statutory 30 days of Council receiving a completed freedom of information request form, including the application fee and any other information necessary for a qualified response to be provided.

Amendment to Council records

The *Freedom of Information Act 1991* enables each member of the public to apply for the amendment of records concerning his or her personal affairs as are incomplete, incorrect, out-of-date or misleading.

An application form 'Requesting Amendment to Agency's Records Concerning Your Personal Affairs' is available on Council's website, to download an application form please search for Freedom of Information. Applications for amendment are free.

Applications will be responded to as soon as possible within the statutory 30 days of Council receiving a completed freedom of information request form, including the application fee and any other information necessary for a qualified response to be provided.

CITY OF TEA TREE GULLY CONTACT DETAILS

Address: 571 Montague Road, Modbury
SA 5092

Postal address: PO Box 571, Modbury SA 5092

Telephone: (08) 8397 7444

Facsimile (08) 8397 7400

Website: cttg.sa.gov.au

Email: customerservice@cttg.sa.gov.au

John Moyle
Chief Executive Officer



C I T Y O F

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