



CITY OF  
TEA TREE GULLY  
*Naturally Better*

# Freedom of Information Information statement

This information statement is published by the City of Tea Tree Gully in accordance with the requirements of Section 91 (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 the Council

## Council

Council, consisting of the Mayor and 12 Ward Councilors, is the primary decision-making body of Council, as constituted under the *Local Government Act 1999*. Ordinary meetings of the Council are held on the second and fourth Tuesday of each month at the Civic Centre, 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 before 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 determine the appropriate financial contributions to be made by ratepayers to the resources of the council
- d) To provide for the welfare, wellbeing and interests of individuals and groups within its community
- e) To take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards
- f) To manage, develop, protect, restore, enhance and conserve the environment in

an ecologically sustainable manner, and to improve amenity

- g) To provide infrastructure for its community and for development within its area
- h) To promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism
- i) To establish or support organisations or programs that benefit people in its area or local government generally
- j) To manage and, if appropriate, develop, public areas vested in, or occupied by, the Council
- k) To manage, improve and develop resources available to the Council
- l) 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 2022 are:

- Audit Committee
- CEO Performance & Remuneration Review Committee.
- Policy and Strategic Development Committee
- Traffic Management Safety Committee
- Service Reviews Committee.

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

- Building Fire Safety Committee
- Council Assessment Panel.

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 – Council and Council Committee Meeting Procedures
- Code of Practice – Access to Council and Committee Meetings and Documents
- Committee Structure – Terms of Reference and Membership.

## Council Assessment Panel

The City of Tea Tree Gully has established a Council Assessment Panel pursuant to Section 83 of the *Planning, Development and Infrastructure Act 2016*. 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 from 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, directors and Council Assessment Panel have delegated authority from Council to make certain decisions on a number of specified matters. The Chief Executive Officer or directors 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 and Committee meetings  
Council elections  
Governance  
Procurement  
Insurance  
Work health and safety information management  
Risk management  
Emergency management

### **Environment 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 verges  
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

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## **Financial and administrative services**

Administration

Budgets

Elected members and local government  
employee relations and training

Financial management

Information technology

Payroll

Rating



# Public participation

The public has 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 Council 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 in accordance with the Petitions Management Policy. This policy can be found on Council's website.

## 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 2026.

## Website

Council's website provides an opportunity for comment and feedback. The address is [cttg.sa.gov.au](http://cttg.sa.gov.au)

## Written requests

A member of the public can write to Council on any Council policy, activity or service.

- Email – [customerservice@cttg.sa.gov.au](mailto:customerservice@cttg.sa.gov.au)
- Post – PO Box 571, Modbury, SA 5092.

## 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 Public Consultation Policy guides how and when Council will carry out community engagement. This policy can be found on Council's website.

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# 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*.

## Documents available for inspection

Documents required to be kept under the *Local Government Act 1999* are available on 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. The address is [cttg.sa.gov.au](http://cttg.sa.gov.au)

Documents not available on the website can be viewed by appointment at Council's Civic Centre, 571 Montague Road Modbury during Council's opening hours from 8.45am–5pm.

## 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 inspection.

Access to Documents Relating to Development Applications Policy  
Advertising Guidelines 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 Transport Charter Policy  
Community Wastewater Management System and Recycled Water Customer Hardship Policy  
Control of Election Signs Policy  
Council Photographs Policy  
Councils Corporate Publications Policy  
Easements Management Policy  
Elected Member Support Policy  
Elected Member Training and Development Policy  
Emergency Management Policy  
Enforcement Policy  
External Grant Funding Policy  
Financial Sustainability Policy  
Flag Management Policy Footpath Policy  
Fraud and Corruption Prevention Policy



General Complaints Policy  
 Internal Review of Council Decisions 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  
 Little Libraries Policy  
 Liquor Licence Application Management Policy  
 Major Events Policy  
 Media Policy  
 Memorial Management Policy  
 Modbury Precinct Activation Policy  
 Order Making Policy  
 Open Space 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  
 Prudential Management Policy  
 Public Art Policy  
 Public Fundraising Policy  
 Public Interest Disclosure Policy  
 Public Lighting Policy  
 Public Toilets Policy

Records Management Policy  
 Recruitment for Council Committees Policy  
 Recycled Water Management Policy  
 Register of Interests Policy  
 Requests for Services Policy  
 Risk Management Policy  
 Road Alteration or Encroachment Policy  
 Signage and Entrance Statement Policy  
 Sponsorship Policy  
 Sports Field Floodlighting Policy  
 Telecommunications Infrastructure Policy  
 Temporary Road Closures for Events on Council Roads Policy  
 Third Party and Privately Funded Development Plan Amendments Policy  
 Treasury Policy  
 Tree Management Policy  
 Unsolicited Proposals Policy  
 Use of a Road for Business Purposes Policy  
 Vehicles Parked on Footpath Policy Volunteer Management Policy  
 Waste Management Policy Waterworld Management Policy

## 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

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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 can be made via email or post

Email is to be sent to:

[customerservice@cttg.sa.gov.au](mailto:customerservice@cttg.sa.gov.au)

Post is to be addressed to:

Freedom of Information Officer

City of Tea Tree Gully

PO Box 571

MODBURY SA 5092

Phone: 8397 7274

A request for access application form is available electronically on Council's website.

To see more information or download an application form, please search for 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 an 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 PO Box 571  
Address: Modbury SA 5092

Phone: 8397 7444

Facsimile: 8397 7400

Website: [cttg.sa.gov.au](http://cttg.sa.gov.au)

Email: [customerservice@cttg.sa.gov.au](mailto:customerservice@cttg.sa.gov.au)





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