



# **Freedom of Information**

**Information Statement  
2020 - 2021**

## 1. Freedom of Information

Council received 12 requests for information under the Freedom of Information Act from 1 July 2020 to 30 June 2021 (compared to 9 in 2019 / 2020).

In summary:

FOI Requests	Personal Affairs	Non-Personal Affairs	Total
Number of Applications Received	0	12	12
Brought Forward	0	0	0
Withdrawn	0	1	1
Transferred	0	0	0
Applications requiring consultation	0	2	2
Completed as of 30 June 2020	0	12	12
Unfinished (carried forward)	0	0	0

Access Determination Details:

- Four applications were granted in full.
- Five applications were granted in part. The basis for disallowing access in full for these applications was based on:
  - Schedule 1 - Exempt Documents - Documents affecting personal affairs - Clause 6 (1) of the Freedom of Information Act 1991
  - Schedule 1 - Exempt Documents - Documents affecting business affairs - Clause 7 (1)(c)(i) and (ii)(A) and (B) of the Freedom of Information Act 1991; and
  - Schedule 1 - Exempt Documents - Internal working documents - Clause 9 (1)(a)(i) and (ii) of the Freedom of Information Act 1991.
  - No records exist.
- One application for Internal Review of a determination was lodged, with the original determination upheld.
- Two accredited Freedom of Information Officers spent approximately 6% of their time assessing applications and making their determinations.

Council publishes an updated Freedom of Information Statement on its website annually in accordance with Section 9(1a) of the Freedom of Information Act 1991.

## 2. Introduction

This Information Statement is published by the Campbelltown City Council in accordance with the requirements under Section 9 (1a) of the Freedom of Information Act 1991.

An updated Information Statement is published on Council's website annually.

### **3. Structure and Functions of the Council**

#### **3.1 Council**

The Council consists of 10 Councillors (2 for each of the 5 Wards), and the Mayor. Ordinary meetings of the Council are held at the Council Chamber, 172 Montacute Road, Rostrevor on the first and third Tuesday of every month at 7.00 pm except in January when only one meeting was held on the 3<sup>rd</sup> Tuesday of the month.

Members of the public are welcome to attend and have an opportunity to participate in Public Question Time at the commencement of each Council meeting.

#### **3.2 Council Assessment Panel**

The Council has established a Council Assessment Panel pursuant to Section 56A of the Development Act 1993. The Panel is comprised of one Elected Members and four Independent Members.

Where there are items to be considered by the Panel, meetings of the Council Assessment Panel are held in the Council Chamber, 172 Montacute Road, Rostrevor on the fourth Tuesday of every month at 6.30 pm.

Members of the public are welcome to attend.

#### **3.3 Audit and Governance Advisory Committee**

The Council has established an Audit and Governance Advisory Committee pursuant to Section 41 of the Local Government Act 1999 ('the Act') for the purposes of Section 126 of the Act. The Audit and Governance Advisory Committee is comprised of two Elected Members and three Independent Members.

Meetings of the Audit and Governance Advisory Committee are held at least quarterly in the Council Office, 172 Montacute Road, Rostrevor.

Members of the public are welcome to attend.

#### **3.4 Other Committees**

Council has established the Committees listed below pursuant to Section 41 of the Local Government Act 1999. Committees are mainly comprised of Elected Members and Independent Community Members:

- Active Ageing Advisory Committee
- Disability Access & Inclusion Advisory Committee
- Climate Solutions Advisory Committee
- Economic Development Advisory Committee
- Reconciliation Advisory Committee
- Service Clubs Advisory Committee
- Youth Advisory Committee.

During the COVID-19 Pandemic a number of meetings were held electronically, which included a live stream for members of the public to observe.

### 3.5 Agendas and Minutes

Council and Council Assessment Panel agendas are placed on public display at the Council Office no less than 3 days prior to the meetings.

Minutes of the Council and Council Assessment Panel meetings are placed on public display at the Council Office within 5 days of the meetings.

All Council, Council Assessment Panel and Committee meeting notices, agendas and minutes, as well as the audio recordings of Council meetings, can be accessed on Council's website.

### 3.6 Delegations

The Chief Executive Officer has delegated authority from the Council to make decisions on a number of specified administrative and policy matters. The Chief Executive Officer may sub-delegate such authority to other officers in particular circumstances.

Delegated powers, functions, authorisations and duties are set out in Council's Delegations Register which is available on Council's website.

## 4. Services to the Community

Council makes decisions on policy issues relating to services that are provided to the community. These services currently include, but are not limited to:

- Administration Building and Hall Maintenance
- Asset Management-Footpaths
- Asset Management-Road Transport
- Asset Management - Stormwater
- Cemeteries
- Civic Functions
- Community Engagement
- Community Transport
- Corporate and Community Services Management
- Depot Operations
- Economic Development
- Economic Development
- Finance
- Governance and Strategic Planning
- Information Services
- Infrastructure Services Management
- Leisure Services
- Library Services
- Parks and Reserves
- Policy Planning and Assessment
- Policy Planning and Development Assessment
- Services for Older People

- Elected Members
- Environmental Control and Public Order
- Environmental Health
- Environmental Management
- Executive Services
- Depot Operations
- Sport and Recreation Facilities
- Street Lighting
- Tree Maintenance and Replacement
- Urban Planning and Leisure Services Management
- Waste Management
- Youth Development

## 5. Public Participation

### 5.1 Council meetings

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

These are (but not limited to):

- Direct contact with Elected Members and Senior Staff - to discuss a relevant issue.
- By writing to the Council in a letter or an email.
- Providing a written petition on any issue within the Council's jurisdiction.
- By attending Public Question Time at the commencement of each Council meeting. Members of the public have the opportunity to put questions directly to Council.
- Requesting a Deputation. With the written permission of the Mayor, a member of the public can address the Council personally or on behalf of a group of residents on any item that is relevant to the Council for a period of up to 15 minutes.

### 5.2 Website

Council has a web site [www.campbelltown.sa.gov.au](http://www.campbelltown.sa.gov.au) which provides an opportunity for comment and feedback.

### 5.3 Community Engagement

Campbelltown City Council engages regularly with local residents and Community Members on particular issues which affect them and has adopted a Public Consultation Policy to assist this process. Consultation with residents can take a variety of forms including but not limited to:

- Hand delivered or posted circular letters
- Questionnaires and surveys
- Community Forums or local area meetings
- Advertising and information in the North Eastern Weekly
- Various pamphlets, flyers or publications
- Telephone sample surveys
- Online Community Panel
- Public meetings, forums or drop-in sessions.

Some examples of issues that Council conducts community consultation on include:

- Local area traffic management
- Major Council projects or proposals for the area
- Development applications
- Tree planting and removal
- Policy and by-law development and review
- Major strategy development or preparation of Strategic Plans / Management Plans
- Draft Annual Business Plan and Budget.

### 5.4 Social Media

Council maintains a suite of Facebook accounts and a Twitter account whereby the Community can interact with staff members to inform, communicate or provide feedback on a range of issues. Key Council pages are:

- Campbelltown Council - [facebook.com/CampbelltownSA](https://facebook.com/CampbelltownSA)
- Campbelltown Youth Advisory Council - [facebook.com/CampbelltownYouth](https://facebook.com/CampbelltownYouth)
- Campbelltown Library - [facebook.com/CampbelltownLibrary](https://facebook.com/CampbelltownLibrary)
- The ARC Campbelltown – [facebook.com/ARCCampbelltown](https://facebook.com/ARCCampbelltown)
- Thorndon Park - [facebook.com/ThorndonPark](https://facebook.com/ThorndonPark)
- Moonlight Markets - [facebook.com/CCCMoonlightMarkets](https://facebook.com/CCCMoonlightMarkets)
- Campbelltown Function Centre - [facebook.com/CampbelltownFunctionCentre](https://facebook.com/CampbelltownFunctionCentre)
- Campbelltown Council - [twitter.com/CampbelltownSA](https://twitter.com/CampbelltownSA)
- Campbelltown Food Trail – [twitter.com/FoodTrailSA](https://twitter.com/FoodTrailSA)

## 6. Access to Council Documents

### 6.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office, 172 Montacute Road, Rostrevor between 8.45 am and 5.00 pm weekdays. Availability of documents will be facilitated with due respect for legislation limitations and prescribed procedures.

- Access and Inclusion Policy
- Accredited Professions Policy
- Active Ageing Policy
- Administrative Policy for Elected Members
- Appointments to Committees CAP and External Bodies Policy
- Animal Management Plan 2016-2021
- Annual Business Plan and Budget
- Annual Financial Statements
- Annual Report
- Arts and Cultural Development Policy
- Assessment Record #
- Asset Management Policy
- Budget Preparation Policy
- Budget Review Policy
- Building and Swimming Pool - Inspection Policy
- Business Continuity Policy
- By-laws and By-laws Resolutions
- Campaign Donations Returns #
- Campbelltown Council Development Plan – Consolidated 26 September 2019
- Campbelltown Urban Village Master Plan
- Children and Vulnerable Persons' Safety Policy
- Code of Practice for Access to Meetings and Documents
- Code of Practice for Meeting Procedures
- Community Accountability Policy
- Community Cemeteries Policy
- Community Grants Policy
- Community Land Management Plan
- Community Land Register #
- Community Plan Policy
- Council Agendas
- Council Facility Hire Policy
- Council Minutes
- Debt Collection Policy
- Delegations and Subdelegations Register
- Delivering the 30 Year Plan for Greater Adelaide
- Depreciation Policy
- Council Assessment Panel Agendas
- Council Assessment Panel Minutes
- Development Delegations Policy
- Dog Attacks and Harassment Policy
- Elected Members' Allowances and Support Policy
- Elected Members' Training and Development Plan
- Elected Members' Training and Development Policy
- Election Caretaker Policy
- Events Policy
- Environmental Management Plan 2020
- Fees and Charges Schedule
- Filming Guidelines
- Floodplain Mapping Study Information Brochure
- Footpath Development and Maintenance Policy

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- Fraud and Corruption Prevention Policy
- Freedom of Information Statement
- Guidelines for the Control of Election Signs
- Heritage Management Policy
- Infrastructure Asset Management Plan – Bridge Assets
- Infrastructure Asset Management Plan – Building Assets
- Infrastructure Asset Management Plan – Footpath Assets
- Infrastructure Asset Management Plan – Stormwater Assets
- Infrastructure Asset Management Plan – Transport Assets
- Integrated Urban Water Cycle Management Plan
- Internal Control Policy
- Internal Review of Council Decisions Policy
- Internet Email and Computer Use Policy
- Land Management Agreement Register #
- Leisure Centre Prudential Report – May 2014
- Library Redevelopment Prudential Report
- Library Services Policy
- Lochend House Master Plan
- Long Term Financial Plan
- Magill Village An Historical Overview
- Magill Village Guiding Principles
- Magill Village Partnership Vision and Guiding Principles
- Magill Village Precinct Map
- Magill Village Workshop Presentation
- Memorials on Council Land Policy
- Multicultural Policy
- Open Space Directions and Strategies
- Order Making Policy
- Outdoor Dining Policy
- Parking Policy
- Physical Activity and Sports Policy
- Playground and Exercise Equipment Development and Maintenance Policy
- Privacy Policy
- Procurement Policy
- Prudential Management Policy
- Public and Environmental Health Policy
- Public Consultation Policy
- Rating Policy
- Reconciliation Action Plan
- Records Management Policy
- Recreation, Leisure and Sports Needs Analysis July 2006
- Register of Development Applications/ Approval
- Register of Dogs #
- Register of Elected Members' Allowances and Benefits #
- Register of Elected Members' Interests
- Register of Interests Policy
- Register of Salaries
- Register of Public Roads #
- Request for Service and General Complaint Handling Policy
- Risk Management Policy
- Road Asset Register
- Road Verge Development and Maintenance Policy
- Section 30 Report
- Section 41 Committee Agendas
- Section 41 Committee Minutes
- Social Media Policy
- Social Plan
- Strategic Bicycle Plan



- Strategic Management Planning Framework
- Strategic Plan 2010 - 2020
- Street and Place Naming Policy
- Street Numbering Policy
- The ARC Campbelltown Policy
- Transport Action Plan 2006-2016
- Treasury Management Policy
- Tree Management Policy
- Volunteers Policy
- Wadmore Park/Pulyonna Wirra Management Plan 2013-2018
- Waste Management Policy
- Youth Policy

These documents may also be viewed on Council's website unless marked #.

In addition to the above, recordings (audio) of Council meetings are available on Council's website. Discussions of confidential matters are excluded from these recordings.

Members of the public may purchase copies of some of these documents and the charges are set out in the Fees and Charges Schedule on Council's website.

Enquiries concerning the procedures for inspecting and purchasing the Council's policy documents should be made to a Customer Service Officer.

### List of Registers

Council maintains the following registers as required by the Local Government Act 1999 or the Local Government (Elections) Act 1999:

- Register of Council and Committees Disclosure of Interests
- Register of Elected Members' Interests
- Register of Elected Members' Allowances and Benefits
- Register of Gifts and Benefits – Elected Members
- Register of Gifts and Benefits – Employees
- Register of Officers' Remuneration, Salaries and Benefits
- Register of Officers' Interests
- Community Land Register
- Register of Public Roads
- Register of By-Laws
- Register of Delegations

Council also maintains a Register of Development Applications / Approvals as required by the Development Act 1993, and a Register of Dogs in accordance with the Dog and Cat Management Act 1995. Only extract information will be provided in relation to the Register of Dogs.

The Register of Delegations, Register of By-Laws, Registers of Gifts and Benefits for Elected Members and Employees and Register of Development Applications / Approvals are available for viewing from Council's website. The remaining registers (with the exception of the Register of Officers' Interests) are available for viewing or purchase from Council's Office, 172 Montacute Road, Rostrevor during business hours.

### List of Codes of Conduct / Practice

Council maintains the following Codes of Conduct / Practice in accordance with the Local Government Act 1999 or the Local Government (Elections) Act 1999:

- Code of Conduct for Employees – effective 2 April 2018
- Code of Conduct for Elected Members – effective 1 September 2013
- Code of Practice for Access to Meetings and Documents
- Code of Practice for Meeting Procedures

Each of these documents are available on Council's website or from Council's Office during business hours.

### 6.2 Other Information Requests

Requests for other information will be considered in accordance with the Freedom of Information Act 1991. Under this legislation a written application accompanied by an application fee of \$38.25 is required. In addition, if the documents requested relate to the applicant's personal affairs, proof of identity may be requested.

The application fee and the fees for dealing with the application are prescribed in the Freedom of Information (Fees) Notice 2021 as published in the South Australian Government Gazette dated 24 May 2021. Council may waive or remit fees for concession card holders and other prescribed persons.

Freedom of Information request forms are available from the Council Office at 172 Montacute Road, Rostrevor, and can also be downloaded from the Council's website at [www.campbelltown.sa.gov.au](http://www.campbelltown.sa.gov.au).

Freedom of Information requests should be addressed to:

The Freedom of Information Officer  
Campbelltown City Council  
PO Box 1  
CAMPBELLTOWN SA 5074

Applicants will be responded to as soon as practicable within the statutory 30 calendar days of Council receiving the properly completed Freedom of Information request form together with the prescribed application fee. Forms of access may include inspection of copies of documents, or the production of documents from computerised information.

**7. Amendment of Council Records**

A person to whom access to Council documents has been given may apply under the Freedom of Information Act 1991 for the amendment of the Council's records if:

- the document contains information concerning the person's personal affairs, and
- the information is available for use by the Council in connection with its administrative functions, and
- the information is, in the person's opinion, incomplete, incorrect, out of date or misleading.

Applications must be in writing and contain the information specified in Section 31 of the Freedom of Information Act 1991.

A handwritten signature in blue ink, consisting of a stylized, cursive 'P' followed by a horizontal line.

**Paul Di Iulio**  
**Chief Executive Officer**