



City of Salisbury

Information Statement 2022

1 Introduction

This Information Statement has been prepared by the City of Salisbury (Council) to meet the requirements of Section 9(1a) of the *Freedom of Information Act 1991* (FOI Act).

Subject to certain restrictions, the FOI Act gives members of the public a legally enforceable right to access information held by South Australian (Local) Government agencies such as councils. The purpose of this statement is to assist members of the public to identify the functions and decision-making processes of Council, detail the type of information held by Council and advise how it can be accessed by the public.

2 Structure and Functions of Council

2.1 Full Council and provisions for meeting procedures

The Council consists of the Principal Member, the Mayor and 14 Elected Members who represent residents and ratepayers in seven wards. Council is the body corporate consisting of elected members as constituted under the *Local Government Act 1999*. Council is established to provide for the government and management of its area at the local level and, in particular:

- a) to act as a representative, informed and responsible decision-makers in the interest of its community;
- 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;
- c) to encourage and develop initiatives within its community for improving the quality of life of the community;
- 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.

Ordinary meetings of the Council are held at the Municipal Office, Salisbury Community Hub, 34 Church Street, Salisbury, and commence at 6:30pm on the fourth Tuesday of each month. If a meeting falls on a public holiday, it will be held on the day after the public holiday. Copies of the meeting agenda and papers are available by searching Council's website www.salisbury.sa.gov.au or at the Council offices. All meetings are open to the public, with the exception of any matters subject to an order of confidentiality in accordance with section 90 of the *Local Government Act 1999*.

One of the main opportunities for the community to gain information about the business of Council is its agendas and associated reports prepared for Council and Committee meetings. Agendas, including minutes of the previous meetings and supporting documentation, are placed on public display no less than three days prior to meetings.

Notice of a meeting and the agenda are kept on public display and continue to be published on the website.

For more detailed information about the roles, functions, and objectives of councils, visit the Office of Local Government's website resource: 'How Councils Work - A Guide to the Rules':
<https://www.lga.sa.gov.au/sa-councils/about-local-government/local-government-in-sa>

2.2 Council Committees

Council has eight Committees, formed under Section 41 of the *Local Government Act 1999*, that provide advice to Council. Committees streamline Council business and assist in the performance of its functions. The Terms of Reference are determined by the Council. Council also has seven Sub-Committees formed under Section 41 of the *Local Government Act 1999*, that provide advice to Committees and or Council.

Committees meet at intervals determined in their Terms of Reference (available on Council's website and at Council Offices) and make recommendations to Council. Council Meetings of Committees are open to the public with the exception of any matters subject to an order of confidentiality in accordance with Section 90 of the *Local Government Act 1999*, and are publicly notified in the same way as Council meetings.

Chapter 6 of the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations* prescribe the way meetings of a Council and its Committees are to be conducted.

To view all the committees of Council, please visit Council's website:
<https://www.salisbury.sa.gov.au/council/roles-and-function-of-council/committees>
Membership of Council's committees is set out in Schedule 1 of this Statement.

As required by the *Planning, Development and Infrastructure Act 2016* (the PDI Act), the Council Assessment Panel (CAP) consists of five members, with a minimum of four independent members. In its role as planning authority, the CAP operates under the PDI Act. To view further information about CAP and membership, please visit Council's website:
<https://www.salisbury.sa.gov.au/council/roles-and-function-of-council/council-assessment-panel>

2.3 Subsidiaries

Council is a Constituent Council of the regional subsidiary Northern Adelaide Waste Management Authority (NAWMA), established in accordance with Section 43 of the *Local Government Act 1999*. Section 43 of the *Local Government Act 1999* provides that two or more councils (*the Constituent Councils*) may establish a regional subsidiary—

- (a) to provide a specified service or services or to carry out a specified activity or activities; or
- (b) to perform a function of the councils under this or another Act.

NAWMA has been established to provide local waste management and resource recovery services and infrastructure on behalf of its Constituent Councils; City of Salisbury, City of Playford and Town of Gawler.

2.4 External and Community Organisations

Council participates in a number of external Committees, Boards and Associations, comprising Elected Members and these are listed in Schedule 1.

2.5 Delegations

The Development Assessment Panel, the Community Wellbeing and Sport Committee, Tree Management Appeals Sub-Committee, Para Hills Community Hub Precinct Sub Committee, Burton Community Hub Precinct Sub Committee Terms of Reference, and the Chief Executive Officer have delegated authority from Council to make decisions on specified administrative and policy matters. The Chief Executive Officer may sub-delegate to an employee or a Committee. Council's Delegations Register reflects the delegated authority from the Council to the CEO (and subsequently any further sub-delegations). The Delegations Register is reviewed annually by Council and is available to be viewed by the public at Council's Office during ordinary working hours or on Council's website www.salisbury.sa.gov.au.

2.6 Functions of Council

The functions of Council, set out in Section 7 of the *Local Government Act 1999*, 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; and
- k) to undertake other functions and activities conferred by or under the Act.

Section 41 of the *Local Government Act 1999* empowers a Council to establish committees to:

- Assist the Council in the performance of its functions
- Enquire into and report to the Council on matters within the ambit of the Council's responsibilities
- Provide advice to the Council
- Exercise, perform or discharge delegated powers, functions or duties

Council is required by legislation to:

- Determine policies to be applied by the Council
- Develop and adopt Strategic Management Plans
- Prepare and adopt annual business plans and budgets
- Establish an Audit Committee
- Develop appropriate policies, practices and processes of internal control
- Set performance objectives
- Establish policies and processes for dealing with complaints, requests for service, and internal review of Council decisions
- Determine the type, range and scope of projects to be undertaken by the Council
- Deliver planning and development, dog and cat management, emergency management, fire prevention and certain public health services
- Provide the necessary administrative services to support Council's functions

Other services and activities are provided through the decision-making processes of Council in response to local needs, interests and aspirations of individuals and groups within the community to ensure that Council resources are used equitably.

3 Public Participation

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

Public Question Time – In accordance with Council's Code of Practice for Meeting Procedures, a period of 30 minutes will be made available at the commencement of each ordinary Council Meeting to provide an opportunity for members of the public to ask questions of the Council as set out below:

- A maximum time of ten (10) minutes per representative will apply. The Presiding Member may allow for an extension of time if appropriate.
- Members of the public wishing to ask questions are encouraged to advise the Chief Executive Officer of the nature of their question in writing at least seven (7) working days prior to the meeting, to enable the question/s and answer/s to be included in the publicly available agenda for the Council meeting.
- Should notice of the question/s be advised to the Chief Executive Officer less than seven (7) working days prior to the meeting, staff will make the best possible effort to provide an answer at the meeting, which the Presiding Member will read out.
- If there has been insufficient notice given to allow the Presiding Member to give an answer to the question at the meeting, the question will be taken on notice and an answer given in the Agenda for the next meeting of Council.

Deputations to Council – With the written permission of the Mayor or the Presiding Member of a Committee, a member of the public can address Council or a Committee personally or on behalf of a group of residents on any item that is relevant to that Council or the Committee, depending on the number of deputations scheduled for a particular meeting.

Petitions – a petition is a formal written submission or request to Council, which is signed by multiple people. Petitions submitted to Council must be in relation to a matter that Council or the relevant Committee has control over or is in a position to make submission to other levels of government. Council Members – Members of the public can contact Members of Council to discuss any issue relevant to Council. Contact details for all Members are available on Council's website.

Written Requests – Members of the public can write to Council on any Council policy, activity or service.

Community Consultation - The City of Salisbury is committed to open, honest, accountable and responsible decision making. Council’s Public Consultation Policy facilitates effective communication between Council and the community, encouraging community involvement and partnerships in planning and decision making. The policy sets out the steps Council will take in relation to public consultation and ensures that the most cost-effective methods of informing and involving the community, which are appropriate for specific circumstances and consultation topics, are used. The policy is available via Council’s website.

4 Access to Council Documents

4.1 Documents held by Council

Most information and documentation held by Council is available for public viewing and is readily available without recourse to the *Freedom of Information Act 1991* and we invite you to discuss your information needs with us.

4.2 Policy documents available for inspection

Council has adopted various policy documents. These are available on Council’s website <https://www.salisbury.sa.gov.au/council/council-plans-and-documents/policies>.

4.3 Other Council Documents

Other plans and documents are available either through the Salisbury Community Hub or the website and most are free to inspect, however in some instances to obtain an extract or copy, payment of a fee will be required. The below table identifies the kinds of various documents that are available for inspection or purchase. The Council Fees and Charges list sets out the fees for copies or extracts of documents available to purchase. The Council Fees and Charges list available on Council’s website: <https://www.salisbury.sa.gov.au/council/council-plans-and-documents/council-fees-and-charges>.

Community Land Management Plans	Council Fees and Charges
City Plan 2035	Elected Member Register of Interests
Elected Member Gifts and Benefits Register	Elected Member Allowances and Benefits Register
Employee Gifts and Benefits Register	Travel and Credit Card Transactions
By Laws	Committee Terms of Reference
Delegations Register	Annual Plan
Landscape Plan	Annual Report
Regional Public Health Plan	Tourism and Visitor Strategy
Age Friendly Salisbury Strategy	Strategic Asset Management Plans
Affordable Housing Implementation Plan	Environmental Sustainability Strategy
Community Safety Strategy	Building City Pride Strategy
Allowances and Benefits - Policy	Audited Financial Statements

Council documents are available for public inspection or purchase at the Council Offices:

Contact: Customer Service Representatives
In person: Salisbury Community Hub, 34 Church Street, Salisbury SA 5108
OPENING HOURS
Monday 8:30 am - 5:30 pm
Tuesday 8:30 am - 5:30 pm
Wednesday 8:30 am - 5:30 pm
Thursday 8:30 am - 7:00 pm
Friday 8:30 am - 5:30 pm
Saturday 9:30 am - 3:30 pm
Sunday 11:00 am - 2:00 pm
Closed on public holidays.

Telephone: 8406 8222
Email: city@salisbury.sa.gov.au
Internet: <https://www.salisbury.sa.gov.au/>
Mail: City of Salisbury, 34 Church Street, Salisbury SA 5108; or
PO Box 8, Salisbury SA 5108

3.4 Other Information Requests

Requests for other information not publicly available will be considered in accordance with the *Freedom of Information Act 1991* (FOI Act). The FOI Act is in place to ensure that you have the right to have access to documents within Council's possession. The FOI Act can also be used to amend documents that relate to you which are incomplete, incorrect, out of date or misleading.

Freedom of Information applications should be submitted using the correct form and be as specific as possible to enable the correct documents to be identified. An application fee of \$38.25 must accompany the application. Application forms are available from the Customer Centre or on the website:

<https://www.salisbury.sa.gov.au/council/council-plans-and-documents/freedom-of-information>.

Fees and charges will be waived for persons demonstrating financial hardship, in accordance with the *Freedom of Information (Fees and Charges) Regulations, 2018*.

Freedom of Information requests to the Council are to be addressed to:

Freedom of Information Officer
City of Salisbury
PO Box 8
Salisbury SA 5108

Further Information

Further enquiries can be made to the Freedom of Information Officer on 8406 8222 or email city@salisbury.sa.gov.au.

For more information about Freedom of Information, visit the State Records website:
<https://archives.sa.gov.au/finding-information/information-held-sa-government/access-records-using-freedom-information>

5 Amendment to Council Records

Under the FOI Act, persons may 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 person must complete and lodge with Council an application form as indicated above outlining the records that he/she wishes to inspect.

If it is found that these require amendment, details of the necessary changes are to be lodged with Council's Freedom of Information Officer. There are no fees or charges for the lodgement, or the first two hours of processing of this type of application and where there is a significant correction of personal records and the mistakes were not the applicant's, any fees and charges paid for the original application will be fully refunded.

Schedule 1 Committee Membership and External and Community Organisations

Committee Membership

From November 2020 Membership of each of the Committees was as follows:

Policy and Planning Committee

- Cr Chad Buchanan JP (Chairman)
- Cr Maria Blackmore (Deputy Chairman)
- All members of Council
- Cr Peter Jensen JP - Hills Ward
- Cr Sarah Ouk JP - Para Ward
- Cr Julie Woodman JP - South Ward
- The Mayor is, ex-officio, a member of this Committee

Urban Services Committee

- Cr Lisa Braun - West Ward (Chairman)
- Cr David Hood JP - North Ward (Deputy Chairman)
- Cr Maria Blackmore - East Ward
- Cr Chad Buchanan JP - Central Ward
- Cr Natasha Henningsen - South Ward
- Cr Peter Jensen JP - Hills Ward
- Cr Sarah Ouk JP - Para Ward
- The Mayor is, ex-officio, a member of this Committee

Innovation and Business Development Committee

- Cr Kylie Grenfell (Chairman) - Para Ward
- Cr Beau Brug JP (Deputy Chairman) - West Ward
- Cr Maria Blackmore - East Ward
- Cr Chad Buchanan JP - Central Ward
- Cr Peter Jensen JP - Hills Ward
- Cr Graham Reynolds - North Ward
- Cr Julie Woodman JP - South Ward
- The Mayor is, ex-officio, a member of this Committee

Governance and Compliance Committee

- Cr Julie Woodman JP (Chairman) - South Ward
- Cr Shiralee Reardon JP - (Deputy Chairman) - Hills Ward
- Cr Beau Brug JP - West Ward
- Cr Adam Duncan - East Ward
- Cr Kylie Grenfell - Para Ward
- Cr Donna Proleta - Central Ward
- Cr Graham Reynolds - North Ward
- The Mayor is, ex-officio, a member of this Committee

Audit Committee

- Cr Graham Reynolds (Chairman)
- Cr Kylie Grenfell (Deputy Chairman)
- Mr Neil Ediriweera (Independent Member)
- Mr Craig Johnson (Independent Member)
- Ms Kristyn Verrall (Independent Member) (until November 2020)
- Ms Paula Davies (Independent Member) (from February 2021)

Finance and Corporate Services Committee

- Cr Donna Proleta (Chairman)
- Cr Peter Jensen JP (Deputy Chairman)
- All members of Council

Council Assessment Panel

- Mr Terry Mosel (Presiding Member)
- Mr Ross Bateup (Independent Member)
- Ms Cherie Gill (Independent Member)
- Mr Matt Atkinson (Independent Member)
- Cr Beau Brug JP

Community Wellbeing and Sport Committee

- Cr Adam Duncan (Chairman) - East Ward
- Cr Chad Buchanan JP (Deputy Chairman) - Central Ward
- Cr Beau Brug JP - West Ward
- Cr David Hood JP - North Ward

CEO Review Committee

- Mayor Gillian Aldridge OAM (Chairman)
- Cr Chad Buchanan JP
- Cr Donna Proleta
- Cr Shiralee Reardon JP
- Cr Julie Woodman JP

External and Community Organisations

Gillian Aldridge OAM	Local Government Association of SA (Deputy Voting Representative) Local Government Association Board of Directors Greater Adelaide Regional Organisation of Councils (Voting Member)
Maria Blackmore	Australian Local Government Women's Association SA Branch (Committee Member)
Lisa Braun	Local Government Finance Authority (Deputy Voting Delegate) Metropolitan Seaside Councils Committee St Kilda and Surrounds Development and Tourism Association
Beau Brug JP	Metropolitan Seaside Councils Committee (Deputy Elected Member Representative) St Kilda and Surrounds Development and Tourism Association
Chad Buchanan JP	Local Government Association of SA (Voting Representative) Paralowie R-12 School Governing Council
Adam Duncan	Salisbury East High School Governing Council (Chairman) Salisbury Heights Primary School Governing Council Salisbury Park Primary School Governing Council Salisbury East Neighbourhood Centre Parafield Airport Consultative Committee
Kylie Grenfell	Northern Adelaide Waste Management Authority Board (Deputy Member) The Pines Primary School Governing Council Parafield Gardens High School Governing Council Australian Local Government Women's Association SA Branch (Metro Vice President)
Natasha Henningsen	Local Government Finance Authority of SA (Voting Representative) Northridge Scouts Group (Committee Member)
David Hood JP	Lake Windemere B-7 School Governing Council Salisbury City Centre Business Association (Deputy Member)
Peter Jensen JP	Parafield Airport Consultative Committee Parafield Gardens High School Governing Council
Sarah Ouk JP	Morella Community Centre
Donna Proleta	