



Freedom of Information March 2017 Information Statement

Approval and Change History

Version	Approval Date	Approval by	Review
2015	24/2/15	Practice Manager Corporate Consulting	Update
2016	11/3/16	Senior Manager Service Improvement	Update
2017	20/3/2017	Manager ICT & Records Management	Update

This information statement is published by the City of Playford in accordance with the requirements of Section 9 of the *Freedom of Information Act 1991* (SA).

The information statement will be updated every 12 months and the next review will occur in March 2018.

1. Structure and Functions of Council

1.1 Composition of Council

The City of Playford is a growing council located in the Adelaide's north. The north of Adelaide is a focus for the urban and economic development of the State. As the centrally located local government in the region, the Council work closely with other governments and agencies in the region. The Council includes staff administration, a Mayor and 15 councillors to represent six (6) wards, who are elected for a four-year term.

Council and committee meetings are public meetings where the Council considers reports, information and recommendations from Council administration to assist with Council decision making. This includes matters such as policies, budgeting, community engagement and strategic planning. Council administration implements the decisions of Council and performs daily operations under the direction of the Chief Executive Officer.

The *Local Government Act 1999* (the Act) is the primary legislation for the operation of Local Government in South Australia. The provisions of the Act are supported by the *Local Government (General) Regulations 2013* and the *Local Government (Procedures at Meetings) Regulations 2013*. These regulations apply to all Council Committees with the exception of the Development Assessment Panel which is established in accordance with the provisions of the *Development Act 1993*.

1.2 Council Committees

Council Committees are established under Section 41 of the Act. Committees assist the Council in the performance of functions and provide an opportunity to address issues and projects in greater detail. Reports and recommendations are then directed to Council at Ordinary Council Meetings for a final decision or resolution.

The membership of all Council Committees and their terms of reference or charters are determined by Council and reviewed as part of the Committee review process, with some Committees holding delegation to amend their charter. Council Committee meetings occur on a scheduled basis determined by Council.

Special Council Meetings may be called to address a specific matter when a decision of Council is required before the next Ordinary Council meeting.

Statutory Committees

Council Assessment Panel (CAP)

This CAP is comprised of Council members and Independent members, it is established under the *Development Act 1993*. The role of the committee is outlined in the CDAP Terms of Reference in section 5:

- 5.1 To act as a delegate of the Council in accordance with the requirements of the Act;
- 5.2 As it thinks fit, to provide advice and reports to the Council on trends, issues and other matters relating to the planning or development that have become apparent or arisen through its assessment of applications under the Act; and
- 5.3 To perform other functions (other than functions involving the formulation of policy) assigned to it by the Council

Strategic Planning Committee

The Strategic Planning Committee's role is outlined in section 1 of the charters;

- 1.1.1 Act in an advisory capacity to the Council regarding all high level strategy.
- 1.1.2 Act as per the requirements legislated by the Development Act.

1.1.3 Monitor the performance of Council.

The Strategic Planning Committee has delegated authority under Sections 25, 26 & 30 of the Development Act.

Corporate Governance Committee

The Corporate Governance Committee's role as outlined in Section of the Committee Charter is to:

- 1.1.1 Fulfil the role of Council's audit committee as required in section 126 of the Local Government Act.
- 1.1.2 Review developments and adequacy of principles, policies and practices of Financial Planning and Reporting, Corporate Governance, Risk Management and Internal Control and make recommendations to Council as appropriate.

Non Statutory Committees

Civic Events Committee

The Civic Events Committee's role outlined in the charter is to provide advice, recommendation and support to Council on strategic matters relating to the planning and delivery of Council's Civic Events. It's terms of reference are to consider all matters relating to:

- Planning and delivery of Council's annual Civic Events program and calendar.
- Consider major new events as they arise in consultation with Council.
- Provide recommendations to Council for continuous improvement of the annual
- Civic Events program.

These events include, the Australia Day Celebrations, ANZAC Day Dawn Service and Playford Christmas Carols.

Chief Executive Officers Performance Review Committee

The role of the Chief Executive Officer's Performance Review Committee as outlined in the charter is to consider all matters relating to the role of the Chief Executive Officer's employment and performance. It's terms of reference are to:

- Review the Chief Executive Officer's Performance;
- Contribute to the Chief Executive Officer's development plan; and
- Review and provide advice to Council on setting the remuneration and conditions of employment for the Chief Executive Officer.

Services Committee

The role of the Services Committee as outlined in the charter is to:

- 1.1.1 Act in an advisory capacity to the Council regarding all high level operations.
- 1.1.2 Monitor the Operational performance of the Council as it relates to the delivery of services to standards

Visit the [City of Playford website](#) to view Council and Committee Meeting Calendars and Charters.

Delegations Register

Pursuant to Section 44 of the Local Government Act 1999 the Council has delegated relevant powers, duties and functions to the Council committees, Council Development Assessment Panel, the Chief Executive Officer and the Mayor. Section 101 of the Local Government Act 1999 allows the Chief Executive Officer to sub delegate to Council staff.

[Delegations Register](#)

1.3 Agendas and Minutes

Agendas for Council, Committees and Development Assessment Panel are on display at Customer Care in the Civic Centre Elizabeth and on the City of Playford website, no less than three clear days prior to the meeting. Minutes of a meeting are available not less than five days after the meeting has taken place.

Meetings are closed to the public and Confidential Meeting Agendas and Minutes are not made available only if a matter is considered in confidence under Section 90 of the Local Government Act 1999.

Click here to view [Agenda and Minutes](#).

1.4 Functions of Council

The functions of Council are prescribed in Section 7 of the *Local Government Act 1999* as listed below:

- to plan at the local and regional level for the development and future requirements of its area.
- to provide services and facilities that benefit its area, its ratepayers and residents, and visitors to its area (including general public services or facilities (including electricity, gas and water services, and waste collection, control or disposal services or facilities), health, welfare or community services or facilities and cultural or recreational services for facilities).
- to provide for the welfare, well-being and interests of individuals and groups within its community.
- to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards.
- to manage, develop, protect restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity.
- 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).
- to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism.

- to establish or support organisations or programs that benefit people in its area or local government generally.
- to manage, and if appropriate, develop public areas vested in or occupied by the council.
- to manage, improve and develop resources available to the council.
- to undertake other functions and activities conferred by or under the Act.

2. Services to the Community

2.1 Services which Council currently provides include:

City Services

- Land Development Engineering

Customer Care

- Customer Service Centre including Call Centre
- After Hours Service

Strategy & Policy

- Long Term Land Use Planning
- Development Plan Amendments
- Regional Infrastructure Planning
- New and Existing Urban Development
- Open Space Planning
- Strategic Management Plans
- Social Planning

Library Services

- Children's Library
- History Services
- Library Information Services
- Mobile Library Services
- Home Library Service

Community

- Community Strategy

Development Services

- Development Assessment and Facilitation
- Property Searches and Creation
- Development Compliance
- Traffic and Road Investigations and Compliance

Community Development

Health

- Food Co-ops
- Marni Waiendi /Aboriginal Programs
- Community & Neighbourhood Development
- Community Centres
- Learning & Employment
- Community Grants

Land Development

- Landscape Architectural Service

Community Inclusion

- Home Assist
- Services for Older People
- Grenville Community Connect Hub
- Community Passenger Network Network(CPN)
- Social Support and respite for people with dementia
- Social Inclusion Programs and Services for People with a Disability
- Social Connection Programs and Services for People with Mental Illness
- Disability Access Planning and Support
- Volunteering Strategy & Development

Community Arts & Culture

- Civic Centre & Shedley Theatre
- Shedley Café and Catering
- Youth Development
- Northern Sound System

Health, Environment & Regulatory Services

- Immunisation
- Public Health
- Waste Water Approvals & Compliance
- Food Safety
- Environmental Advice
- Environmental Planning
- Biodiversity Programs and Projects
- Hard Waste Collection
- NAWMA Kerbside Collection

- Litter Prevention
- Animal Management
- Parking Control
- By-Law Compliance
- Fire Prevention
- Environmental Sustainability

Strategy & Corporate

Organisational Development

- Recruitment
- Training & Development
- Employee Relations
- Industrial Relations

Risk and Assurance

- Risk Assessment and Management
- WHS
- Emergency Management
- Insurance
- Internal Audit

Governance

- Governance & Decision Making
- Mayor, Councillor & Independent Member Support

Procurement

- Procurement

Records Management

- Records Management
- Freedom of Information

Information, Communication & Technology

- Information Technology / Internet/Phones
- Councillor IT Support

Service Systems

- Service Standard System
- Change Management
- Project Management
- Business Analysis and Process Improvement
- Quarterly Reporting
- Resident Satisfaction Survey
- Management Consultation and Facilitation

Finance

Accounts Payable

- Supplier Payments

Rates

- Rates Collection & Management
- Debtor Collection & Management
- Section 7 Requests

Finance Services

- Accounting Services
- Corporate Reporting
- Long Term Financial Plan
- Treasury Management
- Internal Financial Control
- Payroll

Strategic Projects & Assets

Fleet, Building & Stores

- After Hours Response
- Building & Structures
- Plant and Equipment
- Sporting Clubrooms & Buildings

Assets & Project

- Building & Construction Project Management

- Asset Management
- Corporate Real Estate Management
- Manage Recreation Facilities
- Land Division Assessment
- Drainage
- Road Construction Design
- Traffic & Transport
- Stormwater Harvesting & Distribution
- Surveying & Project Estimation
- Playford Alive
- Elizabeth Park Neighbourhood Renewal Project

City Operations

- Open Space Reserves
- Road Sweeping
- Rural Roadside Slashing
- Urban Verge Mowing
- Roadside Dumping Collection
- Windbreaks & Trail Maintenance
- Street Tree Maintenance
- Pest and Weed Control
- Playground Maintenance
- After Hours Response
- Park Bins
- Regional Parks Maintenance
- Council Garden Bed Maintenance
- Verge Upgrade
- Street Tree and Shrub Planting
- Sports field Maintenance
- Irrigation Systems
- Water Management
- Parks Administration
- Revegetation of COP
- Footpath Maintenance
- Piped Drainage

- Footbridges
- Bitumen Repairs
- Graffiti Removal (council assets)
- Signs
- Bus Shelters
- Kerbing & Water table
- Open Water Course
- Piped Drainage Network
- Road & Car park Construction
- Road Shoulder
- Earthworks
- Signage
- Road Reseal
- Fire Access Tracks

Marketing

Marketing

- Market Research
- Public & Media Relations
- Civic Events
- Destination Marketing
- Product Development
- Reputation Management
- Community Engagement
- Brand Development & Management

Stretton Centre

- Economic Development Advocacy
- Business Support & Attraction
- Industry and Workforce Development Opportunities

3. Public Participation

Members of the public are welcome to attend Council and Committee meetings. The community and/or individuals have a number of ways to put their views on particular issues to Council which include the following.

3.1 Deputations and Petitions

Deputations and petitions are an important part of the decision making process of the City of Playford. Information on how to lodge a petition or make a deputation, including relevant forms can be accessed on the [website](#).

Petitions

Petitions allow the public to bring to the attention of Council any matter they believe requires action. Petitions are required to be submitted in writing to the Chief Executive Officer five (5) clear days prior to the next Council or Committee Meeting.

Deputations

The public may request in writing the opportunity to address Council. Deputations are required to be submitted to the Chief Executive Officer eight (8) clear days prior to the next Council or Committee Meeting. The Presiding Member will give final approval for a Deputation to be presented.

Please note that the City of Playford requires all attendees at meetings to abide by the [Code of Practice for Council, Special Council Meetings and Committees](#).

If you have any queries in relation to your deputation request or petition submissions please contact us on 8256 0333 or email playford@playford.sa.gov.au

3.2 Written Requests

Members of the public can write to Council regarding any Council policy, activity, project or services.

Mailing address – City of Playford, 12 Bishopstone Rd Davoren Park SA 5113

Email to playford@playford.sa.gov.au

3.3 Council Members

Members of the public can contact the Mayor or their local ward Council Members to discuss any issue relevant to council. Contact details for the Mayor or Councillors can be found [here](#).

3.4 Community Consultation

The City of Playford consults with the community on particular issues which affect their neighbourhood and has adopted a Public Consultation Policy to assist with this process. Council seeks to ensure that the needs and interests of individuals and groups are considered as part of an effective and fair decision making process and that a proper balance is achieved between economic, social, environmental and cultural considerations. Consultations with residents can take a variety of forms including:

- Hand-delivered or posted circular letters
- Letters personally address to individuals, including questionnaires
- Public meetings may be called to advise residents and provide opportunity for feedback
- Advertising in local newspapers
- Various Pamphlets or Publications
- Playford News – Council Publication
- Publication of information on Council website
- Information displayed at Council offices
- Call for submissions to Council
- Presentations to Special Interest Groups

Click here to view the [Public Consultation Policy](#)

4. Access To Council Documents

4.1 Council documents are available for public inspection at the Council Offices:

In person:

Civic Centre - 10 Playford Boulevard Elizabeth between the hours of 9.00am to 5pm weekdays.

Telephone: 8256 0333

Email: playford@playford.sa.gov.au

Website: www.playford.sa.gov.au

Mail: City of Playford

12 Bishopstone Rd

Davoren Park. SA 5113

Many documents can be inspected or printed from Councils website. Fees and charges may apply if Council prints these documents for you. Refer to Council's Fees & Charges Schedule 2015/16.

4.2 Registers, Codes and Policies

The following documents are available to the public:

Registers

- Community risk management
- Fees and charges Register
- Register of interests
- City of Playford By-Laws

Codes

- Code of Practice for Public Access to Meetings and to Associated Documents
- Code of Conduct for Council Members
- Code of Conduct for Council Employees
- Code of Practice Council Special Council and Committee Meetings
- Council and Committee Member Access and Use of Council Information Policy

Statutory Policies

- Internal Controls
- Order Making
- Prudential Management
- Public Consultation
- Naming of Assets Policy
- Mayor and Councillor Training and Development Policy
- Mayor and Councillors Support Policy

Local Government (Elections) Act 1999

- Campaign Donations Returns prepared by candidates

Freedom of Information Act

- Information Statement

Documents Required by Legislation

Annual Business Plan and Budget	Website & Customer Care
Annual Report 2015/2016	Website & Customer Care
Assessment Record	Customer Care Elizabeth
Financial Statements 2015/2016	Website & Customer Care
Code of Conduct - Councillors August 2013	Website & Customer Care
Code of Practice - Access to Meetings & Documents December 2016	Website & Customer Care
Community Land Management Plans	Website & Customer Care
Procurement Policy May 2016	Website & Customer Care
Council Agenda and Minutes	Website & Customer Care Elizabeth

Councillor Support Policy July 2016	Website & Customer Care
Delegations 2016	Website & Customer Care
Information Statement	Website & Customer Care
Fees & Charges 2016/2017	Website & Customer Care
Order Making Policy 2002	Website & Customer Care
Public Consultation Policy December 2013	Website & Customer Care
Rating Policy 2016-2017	Website & Customer Care
Gifts & Benefits Register 2016/2017	Website & Customer Care
Council By-Laws 2015	Website & Customer Care
Register of Community Land	Website & Customer Care
Council Member Allowances	Website & Customer Care
Council Member Register of Interests	Website & Customer Care
Salary Register	Website
Strategic Plan	Website & Customer Care
Register of Land Management Agreements	Website & Customer Care
Development Applications	Data SA

Council's Policies

The list of Council's policies can be found on the City of Playford website.

Click here to view the list of [Council Policies](#)

If there are any questions or queries regarding the policies or access to the policies, please contact the Customer Care Centres on 8256 0333.

Telephone enquiries in relation to access to council documents can be made to the Freedom of Information Officer by phoning 8256 0227.

The fees and charges can be viewed here [Fees and Charges Register](#).

Annual Report

The Annual Report provides an overview of the goals, performance and challenges of the City of Playford. This document provides a transparent and accountable review of how Council put community resources to work throughout the year. If you are considering the City as a base for business or lifestyle, the Report provides an overview of what we as a Council are about - our goals, performance and challenges.

Copies of our Annual Report can be viewed on the website or obtained from one of our Customer Care Centres.

Click here to view [Annual Report 2015/2016](#)

[Council Business Plans](#)

Annual Business Plan

In 2014/15, Council delivered over \$125 million of ongoing / recurrent services. In 2014/15 Council developed it's Strategic Plan Delivery Program (SPDP) which outlines its intentions for delivering against the Strategic Plan over the next four years, between July 2015 and June 2019. The SPDP is divided into three parts: Part 1 Provides the local content including a brief overview of the Playford community and Council. Part 2 outlines the current strategic priorities that Council plans to progress over the next four years. Part 3 provides further detail of what Council will deliver over the next 12 months – Council's [Annual Business Plan and Budget](#).

The key projects identified for 2015/16 are aligned to the City of Playford's [Strategic Plan](#) and ensures Council continues to work towards the [Playford 2043 Community Vision](#). New and enhanced services being introduced include:

- Redevelopment of Fremont Park
- Elizabeth Rise Community Centre
- CBD Agreement reached with Property Development Company
- Northern Region business breakfast program launched
- John McVeity Centre Completed
- Construction of the Stretton Centre
- Playford Alive Town Park
- Playford Sports Precinct

To support the Council's budget, an average rate increase of 4.4 per cent has been applied; with 2 per cent of the revenue increase to fund existing ongoing Council services and 2.4 per cent will be used to provide new and enhanced services. The rate increase for Commercial and Industrial businesses will be adjusted lower than the average increase in line with the Commercial Rating Strategy. This year's rates will allow Council to make significant progress towards fulfilling the community's vision for 2043 for Playford to be a prosperous, livable and happy city.

For further information on the demographics of the go to [City of Playford Community Profile](#)

Long Term Financial Plan

To ensure Council has the financial capacity to meet its long term commitments, the [2018/19 - 2027/28 Long Term Financial Plan](#) has been developed. The plan ensures Council can deliver services, maintain assets and achieve its strategic objectives in a financially sustainable way.

It is anticipated the City of Playford will undergo significant growth over the coming decades, with the population expected to double in the next 30 years. As a result, Council is required to streamline its operations and services in order to be able to adequately address and sustain that growth. A program of work to be more efficient and effective is currently being implemented, with the primary aim to improve the "value for money" aspect of Council services. The Efficiency and Effectiveness 5 Year Program Outline 2014-2019 is available to view here. Appendices are available here.

4.3 Other Information Requests

Information not included in Clause 4.1 & 4.2 may require the lodgement of a Freedom of Information application. These applications will be processed under the provisions of the Freedom of Information Act 1991. Under this legislation, an application fee must be forwarded with the application unless the applicant has been granted an exemption.

4.4 Amendment of Council Records

A member of the public may gain access to Council documents to make amendments to personal information that is incorrect, incomplete, out of date or misleading by making a request under the Freedom of Information Act 1991.

Contact Councils Freedom of Information Officer on 8256 0227 with any Freedom of Information enquiries.