



Freedom of Information Statement

September 2023

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1 City of Playford

The City of Playford is a rapidly expanding community on the northern fringe of the Adelaide metropolitan area. Home to over 100,000 residents and covering 345 square kilometres, we are a city of contrasts – a busy urbanised centre, bordered by a large defence base, prime horticulture land, rural townships and natural open spaces.

2 Information statement

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).

An updated Information Statement will be published every 12 months. This statement was approved on **01 September 2023**.

This Information Statement provides a description of the functions and structure of Council, the types of documents held by Council and the ways in which the public can participate in formulating the Council's policies and the delivery of its functions.

3 Structure and Function of Council

The Council includes staff administration, a Mayor and 15 Councillors representing five wards, who are each elected for a four-year term.

The functions of Council are prescribed in Section 7 of the *Local Government Act 1999*.

The functions of a council 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;
 - i. to determine the appropriate financial contribution to be made by ratepayers to the resources of the council;
- 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 (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);
- 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 an Act.

4 Delegations

Council has many powers and duties which are governed by legislation, however, in the interest of efficiency, many of these decision-making powers and duties can be delegated by Council to the Chief Executive Officer (CEO). In turn, the CEO may further sub-delegate certain powers to specified staff in the organisation as considered appropriate.

The Delegations Register is a key document within the City of Playford governance framework. Section 44 of the *Local Government Act 1999* requires Council to maintain a Delegations Register.

Delegation and sub-delegation processes ensure that employees are provided with the legal authority to undertake various duties and exercise powers in accordance with legislation. They promote accountability and are considered a proactive risk-management tool.

Delegations are reviewed annually and are made available in the Delegations Register on City of Playford's website [Our Organisation · City of Playford](#)

5 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 the Committees themselves pursuant to Section 87 (1) of the Act.

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

6 Statutory Committees

6.1 Corporate Governance Committee

The purpose of the Corporate Governance Committee is to provide independent assurance and advice to Council on accounting, financial management, internal controls, risk management and governance matters.

6.2 Council Assessment Panel

The Council Assessment Panel (CAP) makes decisions on planning applications in accordance with Council's Development Plan and advises Council on trends and issues relating to planning and development.

The panel consists of five (5) members: four (4) independent members, one of them being the chair of the CAP, and one (1) Councillor.

7 Non-Statutory Committees

7.1 Strategy and Services Committee

The purpose of the Strategy and Services Committee is to act in an advisory capacity to Council and monitor the operational performance of Council.

7.2 Chief Executive Officers Review Committee

The purpose of the CEO Review Committee is to consider all matters relating to the Chief Executive Officer's recruitment, remuneration, employment and performance.

7.3 Policy Review Committee

The purpose of the Policy Review Committee is to review policies, provide advice and make recommendations to Council regarding policies requiring Council consideration.

8 Council and Committee meetings

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 Council Assessment Panel which is established in accordance with the provisions of the *Planning, Development and Infrastructure Act 2016*.

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.

8.1 Meeting schedule

Meeting	Day*	Time
Corporate Governance Committee	1st Tuesday of the month	5:00pm
CEO Review Committee	2nd Monday of the month	5:30pm
Strategy and Services Committee	2nd Tuesday of the month	7:00pm
Council Assessment Panel (CAP)	3rd Thursday of the month	6:00pm
Ordinary Council	4th Tuesday of the month	7:00pm

Meetings may not occur each month. Agendas will be published the Thursday prior to the meeting day and are available on City of Playford's website [Council Meetings · City of Playford](#).

All meeting locations are situated within the Playford Civic Centre, 10 Playford Boulevard, Elizabeth SA 5112

8.2 Agendas and Minutes

Agendas for Council, Committees and Council Assessment Panel are on display at Customer Care in the Playford Civic Centre and on City of Playford's website, no less than three (3) clear days prior to the meeting. Minutes of a meeting are available within five (5) days after the meeting has taken place.

Items on the Agenda considered under Section 90 of the *Local Government Act 1999* to be of a confidential nature are unavailable for viewing and that part of the meeting will be closed to the public.

Agenda and Minutes can be found on City of Playford's website [Council Meetings · City of Playford](#).

9 Public Participation

We want to make it easy for you to engage with us and share your views and participate in decisions made by Council.

9.1 Attending Council meetings

Members of the public are welcome to attend Council and Committee meetings.

9.2 Deputations and Petitions

The community and/or individuals have a number of ways to put forward their views on particular issues to Council.

Deputations and petitions are an important part of the decision-making process of the City of Playford.

9.2.1 Deputation

You can request in writing the opportunity to address Council, known as a 'deputation'. Deputation requests need to be submitted to the Council by Wednesday, prior to the next Council or Committee meeting. The Presiding Member will give final approval for a deputation to be presented.

9.2.2 Petitions

Petitions are required to be submitted in writing to the Chief Executive Officer seven (7) clear days prior to the next Ordinary Council Meeting. Petitions allow the public to bring to the attention of Council any matter they believe requires action.

If the petition relates to a Development Application, it will be referred to the CAP through the representation process.

More information on how to make a deputation or lodge a petition, including relevant forms, can be accessed on City of Playford's website [Deputations and Petitions · City of Playford](#).

Please note that the City of Playford requires all attendees at meetings to abide by the [Code of Practice for Council and Committee Meetings](#) available on City of Playford's website.

9.3 Written Requests

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

9.4 Council Members

Members of the public can contact the Mayor or Councillors of Council to discuss any issue relevant to council. Contact details for the Mayor or Councillors can be found on City of Playford's website [Mayor and Councillors · City of Playford](#).

9.5 Council Elections

All residents on Council's Voters Roll are able to vote in Council Elections. Council Elections are held every four years. The next periodic election is due in November 2026.

9.6 Community Engagement

The Council recognises the role of community engagement and public consultation in helping to shape and test ideas and support decision making, leading to stronger outcomes (services, infrastructure, planning and programs) for the community. Council values and encourages the involvement and contribution of the community in engagement and consultation processes.

To find out more about Council's Community Engagement Policy and what good community engagement means for the Council, view the Community Engagement Policy on City of Playford's website [Policies and Procedures · City of Playford](#)

9.6.1 Engagement Hub

The City of Playford Engagement Hub is set up to keep you up to date and get involved on a range of Council projects, plans and policies. Visit City of Playford's website [City of Playford Engagement Hub](#)

You can join Council's Connected Community at City of Playford's website [Connect With Us · City of Playford](#) to stay connected and share your ideas and feedback on the Council projects that matter to you.

9.7 Social Media

Members of the public can provide comments and ask questions via City of Playford's social media accounts which are managed by Council staff.

10 Access To Council Documents

Many documents can be inspected or printed from City of Playford's website.

Council documents available for public viewing can be viewed at the Council Offices during business hours:

Day	Open	Close
Monday	9.00am	5.00pm
Tuesday	9.00am	5.00pm
Wednesday	9.00am	5.00pm
Thursday	9.00am	5.00pm
Friday	9.00am	5.00pm

Fees and charges may apply if Council prints these documents for you. View the Fees and Charges at City of Playford's website [Fees and Charges · City of Playford](#)

11 Contacting and Visiting Council

Visit	Playford Civic Centre, 10 Playford Boulevard, Elizabeth
Call	8256 0333
Email	playford@playford.sa.gov.au
Website	www.playford.sa.gov.au
Post	12 Bishopstone Road, Davoren Park SA 5113

12 Registers, Codes and Policies

Policies and procedures are endorsed by Council and form the backbone of our operations, guiding us on how we manage our volunteers, how often we collect kerbside waste, the rules around building private swimming pools, through to how flags are displayed at Council-owned facilities.

The following documents are available to the public.

12.1 Policies

- Asset Management Policy
- Behavioural Management Policy
- Caretaker Policy
- Circus Policy
- Community Development Grants Policy
- Community Engagement Policy
- Complaints Handling Policy
- Council Assessment Panel Delegations Policy
- Council Member Support Policy
- Council Member Training and Development Policy
- Enforcement Policy
- Fees and Charges Policy
- Financial Sustainability Ratios and Targets Policy
- Flying of Flags Policy
- Fraud and Corruption Policy
- Hardship Policy
- Liquor and Gaming Licensing Policy
- Media Policy
- Naming of Assets Policy
- Privately Funded Code Amendments Policy
- Procurement Policy
- Prudential Management Policy
- Rate Rebate Policy
- Rating Policy
- Request for Service Policy
- Sale and Disposal of Land and Other Assets Policy
- Treasury Policy

12.2 Codes

- Code of Conduct for Council Employees
- Code of Practice for Council and Committee Meetings
- Code of Practice for Public Access to Meetings and Meeting Documents

Council policies and procedures can be found at City of Playford's website [Policies and Procedures page on the City of Playford website](#).

12.3 Registers

Public registers can be viewed on City of Playford's website or by contacting Council.

If you have questions about policies or access to the policies, registers or codes please contact Council.

Please refer to Section 11 of this document '**Contacting and Visiting Council**' for details.

13 Freedom of Information

The South Australian *Freedom of Information Act 1991* (FOI Act) gives you a legal right to request access to any documents held by any 'agency' that the FOI Act applies to. An 'agency' includes South Australian State Government Agencies, Local Government Councils and South Australian Universities.

To make an application under the *Freedom of Information Act 1991*, it must be made in writing in accordance with Section 13 of the FOI Act. There is an application fee that must be paid when you lodge your application. View the Fees and Charges on City of Playford's website [Fees and Charges · City of Playford](#)

13.1 Requesting Access to Documents

If you have any questions about Freedom of Information, you can contact City of Playford's Freedom of Information Officer.

Please refer to Section 11 of this document '**Contacting and Visiting Council**' for details.

14 Services to the Community

14.1 Community Facilities, Programs and Events

Club and Sporting Governance

We support over 80 sporting clubs with facilities for training and competition, including regional sites such as the Playford Tennis Centre, Aquadome, Playford Bowling Club and Elizabeth Oval. We work with clubs and associations to support effective administration, operations and compliance to optimise utilisation of facilities for the community's benefit.

Community Development and Health Initiatives

Community development supports knowledge and skills development for individuals and families. Services are delivered at several sites including the Playford Wellbeing Hub, the Healthy Food Co, Marni Waiendi and the Elizabeth Rise Community Centre.

These initiatives support the community in various ways, such as promotion of health and wellbeing practices, providing volunteer opportunities, advocacy and provision of a range of social and educational activities.

Community Inclusion

Council provides education, information and support to assist older and vulnerable people to remain independent and connected within the community. Inclusion programs are run at sites including the Grenville Hub and Playford Wellbeing Hub, as well as outreach programs in One Tree Hill and Virginia. We also support people living with a disability through the National Disability Insurance Scheme (NDIS), which is supported by Council's Disability Access and Inclusion Plan.

Community Venues

We have a range of venues the community can access for events and experiences.

The Shedley Theatre is the northern suburbs' premier theatre venue, hosting a calendar of high profile, professional artists, as well as supporting local amateur groups and school events.

The Uley Road and Spruance Halls provide high quality space for the community to utilise.

The Northern Sound System (NSS) is the state's leading youth music facility, engaging young people through music and creative industries. An extensive range of programs build the capacity of young people, while also offering a live music venue, rehearsal spaces and recording studio.

Customer Contact

Our Customer Contact team provides prompt, helpful and accurate information and transactional services to our community.

Event Management

Council delivers a range of community and civic events across the city and, where appropriate, looks to partner to extend the range of events on offer. These events celebrate the community and promote a sense of connection.

Library

Library Services provide access to information, technology and educational programs, cultural engagement, local history, social interaction, entertainment, and leisure for our community. Branches at the Civic Centre and Stretton Centre are supported by the Mobile and Home Library Services.

Volunteer Development

Volunteers extend and enhance the services and programs delivered by Council through sharing their time, energy and skills to benefit the community. Volunteers receive many opportunities to develop new skills and knowledge, connect with others and enjoy a sense of accomplishment.

14.2 City Maintenance

Parks and Reserves

Council maintains approximately 170 irrigated parks and reserves throughout the city. They provide a range of amenities consisting of welcoming outdoor spaces, accessible play spaces, park furniture and green open space to encourage sporting activities and recreation. In addition, Council also maintains approximately 92 dryland reserves that provide natural open space.

Rapid Response

Council provides a rapid response team to attend to urgent situations and help reduce risk to our community. The primary objective is to make the situation safe, with additional work then referred to other Council services.

Rural Streetscapes

Regular road maintenance is undertaken in our rural areas, with a programmed and proactive approach based on risk. This service enables a safe and connected community for our rural residents.

Sportsfield Maintenance

The maintenance of Council's many sports fields is important to ensure our community can actively engage and participate in a range of sporting activities on offer across our city.

Stormwater Network

The stormwater network provides for the collection and transportation of stormwater throughout the city. Maintenance of the network reduces the risk of flooding and associated property damage. It also improves the water quality to wetlands and protects against water damage to road infrastructure.

Tree Services

Our tree services team maintain trees on community land, which contributes to the look and feel of the city, as well as positively impacting on the health and wellbeing of Playford residents and visitors.

Urban Streetscapes

This service provides safe pedestrian access, a safe and orderly urban road network, and improved appearance of street frontages, contributing to overall city presentation.

Graffiti Operations

The graffiti team provides a quick and timely response to the removal of graffiti from Council assets, leading to a clean and attractive city with a reduction in overall visible graffiti.

14.3 Waste and Recycling

Kerbside Waste

The kerbside waste management service includes household waste, recycling, green organics and hard waste. Diversion rates away from landfill, through recycling, reduction in contamination rates, and uptake of the green organics service are a focus of this service.

Illegal Dumping

This service manages the collection and disposal of illegally dumped rubbish throughout the city as well as penalises illegal dumping offences.

14.4 Public Health, Regulatory and Environment

Environmental Health

This service covers the assessment, improvement and compliance to public health, food safety and wastewater standards.

Environmental Sustainability

In collaboration with our community, we enhance our local environment with resident engagement initiatives such as plant distribution programs, projects to improve our urban and rural biodiversity and targeted biodiversity management on rural roadsides.

Immunisation

Our immunisation service seeks to minimise the incidence of vaccine-preventable diseases and covers early childhood immunisation, secondary school programs, the New Arrival Refugee Immunisation (NARI) program and public and business programs.

Regulatory Services

Key regulatory requirements are maintained to minimise the risk to public safety: animal management, parking compliance, fire prevention, litter prevention, and compliance with by-laws and the *Local Government Act 1999*. Coupled with education initiatives, these all contribute to a safer and better quality of life for our community.

Development Services

This service facilitates safe and desired city development by coordinating and managing growth, assessing development applications, providing advice, and ensuring that development is constructed to Council standards and is compliant with relevant regulations.

14.5 Local Business Support**Business Support and Industry Development**

This service fosters business growth and supports and facilitates the creation of local jobs. Our modern co-working facility at the Stretton Centre provides cost-effective office space and one-to-one business support. Support is also provided at an industry level through specific projects, advocacy and connection, as well as through the Virginia Horticulture Centre.

15 Our Performance**15.1 Annual Report**

Council's Annual Report provides an overview of our performance over the previous 12 months and tracks the City of Playford's progress against provisions made in the Annual Business Plan. The Report provides a transparent and accountable review of how Council puts community resources to work throughout the year.

If you're thinking about becoming part of the City of Playford for business or lifestyle, this report provides an overview of what Playford is all about – our goals, performance and challenges. You can view the most recent 2020/21 Annual Report on City of Playford's website [Annual-Report-2020-21](#)

15.2 Playford Community Survey

Each year we survey our community so we can hear from them directly about how they feel about living, working and visiting Playford. Results help us track our progress and identify any opportunities for improvement in our planning over the following 12 months.

You can find more information on the Playford Community Survey on City of Playford's website [Our Performance · City of Playford](#)

16 Vision and Strategy

16.1 Community Vision 2043

Playford Community Vision was developed with extensive community engagement and reflects the longer-term aspirations of the community, organised under the goals of prosperity, liveability and happiness.

The Playford Community Vision 2043 is an articulation of the communities' collective values and vision for how Playford will look and feel in 30 years.

You can find more detail on the Playford Community Vision on City of Playford's website [Vision and Strategy · City of Playford](#)

Administration use only

Version no.	Approval date	Approval by	ECM doc. Set ID.
1	24/02/2015	Practice Manager Corporate Consulting	3835723
2	11/03/2016	Senior Manager Service Improvement	3835723
3	20/03/2017	Manager ICT & Records Management	3835723
4	08/04/2019	Senior Manager Service Improvement	3835723
5	10/07/2020	Senior Manager Service Improvement	3835723
6	01/09/2023	Acting Senior Manager Information Technology and Governance	4407627

