



City of  
Norwood  
Payneham  
& St Peters

# Freedom of Information Statement

This Information Statement is published annually by the City of Norwood Payneham & St Peters in accordance with the requirements of the *Freedom of Information Act 1991*.

## 1. STRUCTURE & FUNCTIONS OF COUNCIL

### Council

The Council consists of the Mayor and thirteen (13) Councillors elected by and representing the six (6) Wards within the City.

In keeping with legislative requirements the Council:

- determines the policies to be applied by the Council in exercising its discretionary powers;
- determines the type, range and scope of projects to be undertaken by the Council; and
- determines the resources which are to be made available to undertake such works and services.

Council meetings are the most important part of a Council's operations. The decisions made by Elected Members at formal Council meetings provide the direction and authority for the ongoing operation of the Council.

The Council is a corporate body and as such, can only make decisions by resolutions that have been passed by the majority of Elected Members at a Council meeting.

Ordinary meetings of the Council are generally held on the first Monday of each month at 7.00pm. Council meetings are held in the Council Chamber, Norwood Town Hall, 175 The Parade, Norwood.

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

### Council Assessment Panel

The Council's Council Assessment Panel (CAP), meets on the third Monday of the month commencing at 7.00pm.

The CAP is made up of four (4) Specialist External Members who have expertise in professional fields relevant to the role of the Panel and one (1) Elected Member of the Council.

The CAP is responsible for meeting part of the Council's statutory function as a planning authority pursuant to the *Planning, Development and Infrastructure Act 2016* and the *South Australian Planning & Design Code*.

The Panel's role is to determine applications for planning approval. The Council Assessment Panel considers approximately 4% of all Development Applications with the remaining 96% being considered by staff under delegated authority

## **Committees**

The Council has established a number of Committees that assist the Council with specific functions. These Committees operate in accordance with the Terms of Reference, as determined by the Council, for the relevant Committee. Most of these Committees are established for a specific project and therefore have a limited existence.

Most of the Committees meet as and when required. These are:

- Audit Committee
- Building Fire Safety Committee
- Business & Economic Development Committee
- Chief Executive Officer's Performance Review Committee
- Cultural Heritage Committee
- Norwood Parade Precinct Committee
- Regional Capital Projects Committee
- St Peters Child Care Centre Committee
- Strategic Planning & Development Policy Committee
- Traffic Management & Road Safety Committee

## **Agendas, Reports and Minutes**

Agendas of the Council and Committee meetings are on public display no less than three (3) days prior to the meeting. Reports, recommendations and minutes of the Council and Committee meetings are available for inspection at the Norwood Town Hall, 175 The Parade, Norwood within five (5) days of the meetings or via the Council's website: [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)

Copies of agendas, reports and/or minutes can also be purchased.

## **Delegations**

The Council has the ability to delegate many of its decision-making powers, functions and duties under the *Local Government Act 1999* (the Act) and a number of other Acts.

The primary purpose of delegating powers and functions, is to facilitate an efficient and effective organisation by allowing decisions to be made by the staff who carry out the day-to-day operations, and to ensure that decisions are made at the appropriate level.

Delegations are an essential component of any organisation. In essence, the majority of the delegations are of an administrative nature and are necessary for the efficient and effective implementation of decisions and the administration of Council business and operations and the efficient use of limited resources.

The Council has granted delegated authority to the Chief Executive Officer in relation to various decision making powers and policy matters. A Register of Delegations is available to the public for inspection. The Council reviews its delegations annually.

## **Services to the Community**

Local Government is a multi-disciplinary business primarily serving the needs of its constituency.

The following list is indicative of the core functions of the directorates.

### **Chief Executive's Office**

- Agendas and Minutes
- Business and Economic Development
- Corporate Planning

- Human Resource Management
- Internal Audit
- Library Services
- Organisational Development
- Strategic Planning
- Work Health & Safety

### ***Urban Planning & Environment***

- Built Heritage
- Development Assessment
- Development Plan Policy
- Environmental Policy
- Liaison with Eastern Health Authority
- Urban Design

### ***Corporate Services***

- Finance
- Child Care Centre
- Customer Services
- Information technology
- Norwood Concert Hall
- Payroll
- Rates
- Records Management
- Swimming Centres

### ***Governance & Community Affairs***

- Community Information
- Community Services
- Corporate Communications and Marketing
- Cultural Heritage
- Elections
- Events
- Governance
- Leases and Licences
- Parking
- Public Art
- Regulatory Services
- Youth Development

### ***Urban Services***

- Asset Management and Maintenance
- Construction and Project Management
- Infrastructure Maintenance
- Parks and Gardens
- Recreation
- Streetscape Maintenance
- Traffic Management
- Waste Management

The range of services provided by Local Government is in response to the needs and priorities determined by the Council following consultation with its local community. The services can vary greatly from one Council area to another depending upon the Council's geographical location and size, development and growth patterns, and population profile.

Mostly Councils decide what services they will provide locally, however there are some services which Councils are required to provide by legislation.

The City of Norwood Payneham & St Peters provides a wide range of services for its community and members of the public. These include:

- Aged Care
- Building Construction Control
- Bus Shelters
- Car parks
- Community Halls & Centres
- Crime Prevention
- Cycle Tracks
- Dog Control
- Environmental Health matters
- Garbage Collection & Disposal
- Home Assistance
- Litter Bins
- Parking Controls
- Parks & Reserves
- Planning Controls
- Playground Equipment
- Public Libraries
- Public Toilets
- Recreational and Sporting Facilities
- Recycling
- Respite Care
- Roads/Footpaths/Kerbing
- Special Needs Programmes
- Stormwater Drainage
- Street Lighting
- Street Sweeping
- Street Tree Planting
- Street/Road Closures
- Traffic Control Devices
- War Memorials

## 2. PUBLIC PARTICIPATION

### Council Meetings

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

- (a) **Deputations to the Council** - with the written permission of the Presiding Member, a member of the public can address the Council or a Committee personally or on behalf of a group of residents, on any item relevant to the Council or that Committee.
- (b) **Petitions** - written petitions can be addressed to the Council on any issue within the Council's jurisdiction.
- (c) **Elected Members** - members of the public can contact the Elected Members of the Council to discuss any issue relevant to the Council.
- (d) **Written Requests** - members of the public can write to the Council on any Council policy, activity or service.

### Community Consultation

The City of Norwood Payneham & St Peters is committed to appropriate consultation with residents and other stakeholders on issues which affect them. This consultation involves seeking and receiving feedback, as well as providing information.

The Council values effective consultation in developing a positive relationship with its community and recognises that community input provides valuable assistance in the decision making processes. The Council also recognises the right of the community to be informed and influence decisions which affect their lives.

The City of Norwood Payneham & St Peters has adopted a *Community Consultation Policy* which describes in detail its commitment to consultation. The policy may be obtained from the Council offices or via the website at [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au).

The objectives of this policy aim to ensure that the Council:

- consults with its community;
- increases participation by the community in the life and future directions of the City;
- enhances relationships with the community and its many and diverse forms;
- enhances decision making – based on a comprehensive understanding of the needs and aspirations of the community;
- makes decisions which are open, transparent and responsive to the needs and aspirations of the community; and
- fulfils the legislative requirements as set out in the “Public Consultation Requirements” of the *Local Government Act 1999*.

### **3. ACCESS TO COUNCIL DOCUMENTS**

#### **Documents Available for Inspection**

The Council has a range of documents that are available to members of the community for public inspection.

Some of the documents listed below are also available on the City of Norwood Payneham & St Peters website. Members of the public may purchase copies of these documents. The costs are in accordance with the City of Norwood Payneham & St Peters' Fees and Charges Schedule, which is adopted on an annual basis.

The following documents are available for public inspection, free of charge, at the Norwood Town Hall, located at 175 The Parade, Norwood between the hours of 8.30am. - 5.00pm.

- Agendas and Minutes (Council & Committees)
- Agendas and Minutes (Council Assessment Panel)
- Assessment Record
- Audited Annual Financial Statements
- Code Of Conduct – Elected Members
- Code of Practice – Access to Meetings and Documents
- Contracts and Tenders Policy
- Council By-Laws
- Delegations Register
- Elected Member Register of Interests
- Election Campaign Donation Returns
- Order Making Policy
- Procedure for the Internal Review of Council decisions
- Community Consultation Policy
- Rating Policy
- Register of Community Land
- Register of Dogs
- Register of Elected Members Allowances and Benefits
- Register of Employees' Salaries Wages and Benefits
- Register of Planning Applications
- Register of Public Streets and Roads
- Schedule of Fees and Charges
- Strategic Management Plans
- The Annual Budget
- The Annual Report
- The Voters' Roll

**The Policy Manual contains the following Policies:**

**Codes**

Code of Conduct for Council Members  
Code of Practice – Access to Meetings & Documents

**Finance**

Asset Impairment  
Asset Revaluation  
Assets Capitalisation and Depreciation Guideline  
Assets Capitalisation and Depreciation Policy  
Bad Debt Write-Off  
Bank Accounts  
Budget Policy Guidelines  
Budget Policy  
Budget Review Policy Guidelines  
Budget Review Policy  
Credit Card  
Credit  
Disposal of Land and Assets  
Expenditure Policy & Delegation of Authority  
Fees & Charges  
Financial Hardship  
Fringe Benefits Tax  
Funding  
Goods & Services Tax  
Payments  
Petty Cash  
Prudential Management  
Rate Rebates on Council Land Leased or Licenced  
Salaries & Wages Administration  
Treasury Management

**Governance**

Access & Inclusion  
Asset Management  
Civic Bands & Orchestra Policy  
Civic Collections  
Civic Recognition  
Code of Conduct for Council Members – Complaint Handling Procedure  
Community Consultation  
Community Funding Program  
Community Gardens  
Community Information  
Complaints Handling Policy & Procedure  
Conditions of Library Use  
Council Assessment Panel Review of Decisions of the Assessment Manager  
Council's Role in Markets  
Data Management Guidelines  
Display of Business Merchandise and Objects on Council Footpaths  
Elected Member Access to Legal Advice  
Elected Member Allowances & Benefits  
Elected Member Training & Development  
Elected Members Electronic Communications Policy Guidelines  
Elected Members Electronic Communications Policy  
Emergency Disaster Donations  
Events  
Fraud, Corruption, Misconduct & Maladministration Prevention Policy  
Freedom of Information  
Informal Gatherings

Information Management Policy  
Internal Control  
Library Collection Development Policy  
Library Outreach Services Policy  
Live Music  
Local Area Traffic Management  
Local Government Elections Caretaker Policy & Guidelines  
Mobile Food Vendor Guidelines  
Naming of Roads and Public Places Policy & Procedure  
Norwood Oval Football Passes  
Order Making  
Plaques, Monuments & Memorials  
Policy of Notification – Accredited Professionals  
Privacy Policy  
Private Laneways Policy & Procedure  
Procurement Policy Guidelines  
Procurement Policy  
Public Art  
Public Interest Disclosure Policy & Procedure  
Public Liability Insurance for Community Groups when Hiring Council Owned Facilities  
Rate Rebate Policy  
Rating Policy  
Reconciliation  
Records Disposal  
Records Management Guidelines  
Removal and Impounding of Vehicles  
Requests for Services Policy and Procedure  
Review of Decisions Policy & Procedure  
Risk Management  
Safe Environments Policy  
Smoke-Free Policy  
Social Media Policy  
Temporary Road Closures for Non-Council Initiated Road Events  
Unreasonable Complainant Conduct Policy & Procedure  
Verge Landscaping and Maintenance Policy & Guidelines  
Waste Management Policy  
Work Health & Safety Policy Statement

### **Service**

Closed Circuit Television Policy  
Directional Signage  
Footpaths and Driveway Crossovers  
Irrigation  
Mobile Garbage Bins  
On-Street Parking Permit  
Outdoor Dining  
Public Buildings  
Reinstatement of Council Infrastructure by Public Utilities  
Tennis Facilities  
Tree

### **Planning & Development**

Building Inspection  
Development Assessment & Development Compliance Reporting & Monitoring  
Planning Approval Compliance & Development Complaint Handling Policy

## **Other Information Requests**

Requests for other information not included above will be considered in accordance with the *Freedom of Information Act 1991*. Under this legislation, applicants seeking access to Council documents need to complete the required application form and lodge it at the Council Offices. An application fee and processing charges may apply. If those documents relate to the applicant's personal affairs, proof of identity may be requested. Requests will be dealt with as soon as practicable (and, in any case, within 30 days) after receipt.

Forms of access may include inspection or copies of documents, or the production of documents from computerised information.

Freedom of Information requests should be addressed to:

Freedom of Information Officer  
City of Norwood Payneham & St Peters  
PO Box 204  
KENT TOWN SA 5071

Or via email: [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)

## **4. AMENDMENT TO COUNCIL RECORDS**

Pursuant to the *Freedom of Information Act 1991*, a person may request an amendment and/or 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 lodge with the Council, an application 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 the Council's Freedom of Information Officer. There are no fees or charges for the lodgement or processing of this application and where there is a significant correction of personal records and the mistakes were not the applicant's, all fees and charges paid for the original application will be fully refunded.

## **REVIEW PROCESS**

This Information Statement was reviewed in January 2022 and will be reviewed annually in accordance with the *Freedom of Information Act 1991*.

## **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's General Manager, Governance & Community Affairs, telephone 8366 4549.

## **TO BE REVIEWED**

January 2023



