

---

# City of Adelaide Information Statement 2017/2018

---

## Table of Contents

---

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. THE STRUCTURE &amp; FUNCTIONS OF THE COUNCIL .....</b>	<b>3</b>
2.1 History of the Adelaide City Council.....	3
2.2 Council Decision Making Structure .....	4
<b>3. SERVICES TO THE COMMUNITY.....</b>	<b>8</b>
<b>4. PUBLIC PARTICIPATION .....</b>	<b>9</b>
4.1 Council Meetings.....	9
4.2 Community Consultation .....	9
<b>5. ACCESS TO COUNCIL DOCUMENTS.....</b>	<b>9</b>
5.1 Policy Documents .....	9
5.2 Brochures .....	10
5.3 Documents Required by Legislation.....	10
5.4 Other Information Requests .....	11
5.5 Amendment to Council Records .....	11

## 1. Introduction

This information Statement has been prepared to meet the requirements of Section 9(1a) of the Freedom of Information Act 1991. The purpose of the Information Statement is to provide the public with:

1. A description of the structure and functions of the Council and any committee or other body that is part of or advises the Council;
2. A description of the ways in which the functions (including, in particular, the decision-making functions) of the Council affect members of the public;
3. A description of any arrangements that exist to enable members of the public to participate in the formulation of the Council's policy and the exercise of the agency's functions;
4. A description of the various kinds of documents that are usually held by and are available from the Council;
5. A description of the arrangements that exist to enable a member of the public to obtain access to the Council's documents and to seek amendment of the Council's records concerning his or her personal affairs; and
6. A description of the procedures of the Council in relation to the giving of access to the Council's documents and to the amendment of the Council's records concerning the personal affairs of a member of the public.

## 2. The Structure & Functions of the Council

### 2.1 History of the City of Adelaide (Adelaide City Council)

The Adelaide City Council was founded on 4<sup>th</sup> November 1840, following the Colonial Municipal Act of the same year. Nineteen Common Council men (the Mayor and three Aldermen being selected by the members from among their numbers) attended a meeting in a room in a Hindley Street hotel, and marked the beginning of local government in Australia. The Corporation became legally defunct in September 1843, but reformed by Act of Parliament in 1852. In 1861 the Mayor was first elected by the citizens.

In June 2006, the State Government passed the *City of Adelaide (Representation Review) Amendment Act 2006*. The Act allows City of Adelaide to carry out a Representation Review to establish if the community would benefit from amendments to the electoral structure of Council.

The outcome of this Representation Review resulted in a change to the Council structure from the October 2007 Elections.

A further Representation Review was held in 2013 and from the November 2014 Elections the Council was elected from 12 positions as follows;

- Lord Mayor
- Four (4) Area Councillors
- Seven (7) Ward Councillors (two Councillors each from North and South Wards, and three Councillors from Central Ward)

From the November 2010 elections, the term of office became four (4) years.

The role of the Council is to administer the affairs of the City by maintaining and, where necessary, renewing the infrastructure and responding to the needs of residents, workers, visitors and city users. It services an area of 15.57 square kilometres represented by approximately 23,000 electors.

The Council has adopted the following Vision:

“Adelaide is a welcoming and dynamic city full of rich and diverse experiences.”

The functions of Council are carried out to benefit the community. The services and infrastructure provided are done so to provide for the welfare, well-being and interests of individuals and groups within Council’s community. Council is responsive to the needs, interests and aspirations of individuals and groups within the City of Adelaide community.

## **2.2 Council Decision Making Structure**

All meetings are open to the public, except when confidential reports are being discussed, and copies of the Agendas and Minutes of the meetings can be easily obtained from:

- Customer Centre, 25 Pirie Street Adelaide; and
- Adelaide City Council website:  
<http://www.cityofadelaide.com.au/your-council/meetings/agendas-minutes/>

Council and Committee meetings are conducted in accordance with the relevant Regulations under the Local Government Act, 1999 (S.81-86) and the Local Government (Procedures at Meetings) Regulations, 2013. Council is bound by all relevant Australian law, both State and Federal.

Council and Committee meetings are held within a fortnightly meeting cycle, meeting twice each calendar month on Tuesday evenings.

- Council commences at 6.00pm in the Council Chamber, Town Hall, King William Street, Adelaide.
- The Committee meeting commences at 5.30pm in the Colonel Light Room, Town Hall, King William Street, Adelaide.
- Other Committees determine meeting schedules and meeting place having taken into account the availability of members of the Committee and the nature and purpose of the Committee.

Council Assessment Panel (CAP) meetings are held within a fortnightly meeting cycle, meeting twice each calendar month on a Monday.

- CAP commences at 5.30pm in the Colonel Light Room, Town Hall, King William Street, Adelaide, on the first and third Mondays of the month.

## Capital City Council Membership

Presiding Member:	The Right Honourable the Lord Mayor (Mr Martin Haese)
Area Councillors:	Councillor Natasha Malani Councillor Anne Moran Councillor Sandy Verschoor (Deputy Lord Mayor) Councillor Sandy Wilkinson
South Ward Councillors:	Councillor Alex Antic Councillor Priscilla Corbell
Central Ward Councillors:	Councillor Houssam Abiad Councillor Megan Hender Councillor David Slama
North Ward Councillors:	Councillor Susan Clearihan Councillor Phillip Martin

### 2.2.1 The Committee

The Committee meeting has an advisory role to Council and does not have any delegation for decision making. The mechanism for decision making will be through recommendations provided to Council by The Committee.

To deliver upon Council's strategic and corporate plan outcomes, The Committee makes recommendations to Council on Planning & Partnerships, Finance & Business Services, Infrastructure & Public Works, and Economic Development, City Growth, Promotion & Attraction, Community, Social & Cultural Development. It fulfils the following functions:

- Provide advice in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy
- Provide advice in relation to creating a city that is well designed, planned and developed while respecting the City's unique heritage and Park Lands
- Provide advice that will prepare the City for climate change and promote environmental sustainability
- Provide advice in relation to major projects and initiatives being undertaken by the Council
- Provide advice in relation to the implications for Council of major projects and initiatives being pursued by State Government and other key stakeholders in the City of Adelaide
- Provide advice on the implementation of affordable housing policies set out in the Planning Strategy within the City of Adelaide
- Provide advice in relation to strategic planning and development policy issues when preparing a Strategic Directions Report or a Development Plan Amendment Proposal
- Provide advice that supports effective and accountable city governance of the City of Adelaide
- To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives

- Provide advice that supports effective and accountable council governance and administration of the City of Adelaide
  - Provide advice to oversight those activities of Council which cut across multiple programs such as development of the business plan
  - Provide advice that supports the achievement of greater accountability for public expenditure
  - Provide oversight of business services delivered by Council (eg Upark)
  - To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives
- 
- Provide advice to ensure the public realm is clean, well presented and maintained
  - Provide advice in relation to the planning, coordination and execution of Council's capital works and infrastructure program
  - Provide advice in relation to major projects and initiatives being undertaken by the Council
  - Provide advice on planning and management of Council owned assets and properties
  - To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives
- 
- Provide advice that promotes and supports economic prosperity, employment and investment in the City
  - Provide advice in relation to stimulating activity in the central City through increased residential population density and social mix
  - Provide advice to ensure the City is positioned as the hub of South Australia for sporting and other events, cultural, creative and artistic activities
  - Provide advice in integrating transport planning and land use planning and ensuring that transport and parking meets the needs of all visiting and moving around the City
  - Provide advice in relation to providing opportunities for the community to be active, maintain their health and participate in recreation and community sports programs
  - Provide advice that will facilitate the development of a strong and productive community, supporting all who choose to live in or use the City and promote participation, volunteering and strong community life
  - Provide advice that delivers services which help people live, use or visit the City safely
  - To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives

The Committee has responsibility for the following directorates/sub-directorates:

- Design & Strategy
- Planning & Development
- Sustainability
- Finance and Businesses
- Property
- Public Realm
- Infrastructure
- Economic Development & Tourism
- Growth
- Community and Culture
- Customer

## 2.2.2 Other Committees

### Adelaide City Council Reconciliation Committee

To enable Council to facilitate the engagement of City communities in the process of reconciliation and provide a platform for Council's facilitation of Aboriginal and Torres Strait Islander involvement in city life.

### Adelaide City Council Audit Committee

Responsible for reporting to and providing advice and recommendations to Council on matters relating to financial reporting, internal control and risk management systems, whistle blowing, internal audit and external audit.

## 2.2.3 Subsidiary

### Adelaide Park Lands Authority

**PRESIDING MEMBER:** Lord Mayor

**DEPUTY PRESIDING MEMBER:** Sally Smith

The Adelaide Park Lands Authority ("the Authority") has been established by Section 5 of the Park Lands Authority Act 2005 and is taken to be a single Council Subsidiary of the Council under Section 42 of the Local Government Act 1999. The Authority is a key advisor to both the Council and the State Government on the protection, management, enhancement and promotion of the Adelaide Park Lands. Meetings of the Authority are held in the Colonel Light Room, Town Hall, Adelaide 5.30pm on selected Thursdays (monthly), as set out in the meeting schedule.

### Rundle Mall Management Authority

The Rundle Mall Management Authority ("the Authority") has been established under Section 42 of the Local Government Act 1999 as a Subsidiary of the Council. The Authority is responsible for marketing and management of the Rundle Mall precinct as defined by the area bounded by Pulteney Street, North Terrace, King William Street and Grenfell Street. Meetings of the Authority are held in the Rundle Mall Management Office, in private, at the discretion of the Board.

### Adelaide Central Market Authority

The Adelaide Central Market Authority ("the Authority") has been established under Section 42 of the Local Government Act 1999 as a Subsidiary of the Council. The Authority is responsible for overseeing the management and operation of the Market. Meetings of the Authority are held at the discretion of the Board.

## 2.2.4 City of Adelaide Council Assessment Panel

To facilitate the expeditious assessment of applications made to the council, the City of Adelaide Council Assessment Panel is the relevant authority to exercise or perform, its powers and functions in accordance with the Development Act 1993 namely;

- The consideration of matters submitted by the Administration relating to assessment and determination of applications for planning consent;
- The provision of comment or advice to the Development Assessment Commission on major matters submitted to the Council by the Commission;
- The consideration of such other assessment matters as may be referred to the Panel by the Administration or as may be initiated by the Panel on its own volition.

### 2.2.5 Delegations

Some Committees and the Chief Executive Officer have been delegated authority from Council to make decisions on a number of specified administrative and policy matters. The Chief Executive Officer has further delegated some authority to various Council Officers. These delegations are listed in the Council's Instruments of Delegation, which are available to the public, and are reviewed annually by Council.

## 3. Services to the Community

The services Council currently provides include:

### Business Operations

- Adelaide Town Hall
- Adelaide Aquatic Centre
- Adelaide Golf Links
- UPark

### Property Portfolio

- Corporate Real Estate Management & Adelaide Central Market

### Corporate Support Services

- Corporate ICT System Management & Records Management
- Council & Committee Support
- Executive Management Support
- Financial Support Services (including Rating & Grants Administration)
- People & Culture
- Governance Services
- Strategic & Corporate Business Planning

### Policy & Planning Services

- Development Policy
- Park Lands & Sustainability Policy
- Residential Growth & Affordable Housing Policy
- Social & Neighbourhood Planning
- Strategic Property Projects
- Visitor Growth & Arts and Culture
- Workforce, Student & Economic Growth

### Community & Civic Services

- Archives & Civic Collection Management
- Civic Functions
- Customer Service
- Event Management
- Intergovernmental Relations
- Library Services
- Marketing, Media & Communications
- Volunteer & Community Services

### Infrastructure Management & Maintenance

- Capital Works – Project Delivery
- Capital Works & Maintenance
- City Design Services
- Cleansing, Horticulture & Workshop Services
- Infrastructure Asset Management

### Regulatory & Statutory Services

- Compliance & Technical Services
- Development Assessment
- Development Compliance & Permits Services
- Environmental Health Services
- On Street Parking Services

## 4. Public Participation

City of Adelaide provides a variety of ways for the community to participate in decisions made by Council.

### 4.1 Council Meetings

In addition to Deputations, the Council has established a Public Forum that provides an opportunity for the Elected Members of the City of Adelaide to hear members of the public in a formal setting, in relation to issues in which the Council has a direct interest or responsibility. An application form to participate in the Public Forum is available from the City of Adelaide website.

Members of the public can contact the Elected Members of Council to discuss any issue relevant to Council.

Written requests for information can be made by members of the public to Council regarding any Council policy, service or activity.

### 4.2 Community Consultation

City of Adelaide is committed to open, responsive and accountable government; being sensitive to the needs, interests and aspirations of individuals and groups within the community; and seeking to ensure a proper balance within the community between economic, social, environmental and cultural considerations.

Council's Public Communication and Consultation Policy ensures Council's responsibilities to effectively communicate and consult with stakeholders are fulfilled. This policy is available on the City of Adelaide website and in Council's Customer Centre.

## 5. Access to Council Documents

Council documents (Policies & Strategies / Brochures) are available for public inspection:

In person:	25 Pirie Street Adelaide
Telephone:	08 8203 7203
Fax:	08 8203 7575
Email:	<a href="mailto:city@cityofadelaide.com.au">city@cityofadelaide.com.au</a>
Internet:	<a href="http://www.cityofadelaide.com.au/">http://www.cityofadelaide.com.au/</a>
Mail:	GPO Box 2252 Adelaide SA 5001

### 5.1 Policy Documents

Adelaide City Council has various Policy Documents. These are available either through the Customer Centre or on [Council's website](#).

## 5.2 Brochures

A number of brochures regarding City of Adelaide services, attractions, history and current issues are available from the City of Adelaide Customer Centre, Library & Community Centres, Visitor Information Centre and the Central Market.

## 5.3 Documents Required by Legislation

City of Adelaide is required to make the following documents available to the public under various Acts. These are all available either through the Customer Centre or the website and most are free to inspect, however in some instances to obtain an extract, payment of a fee will be required.

Document	Details
<a href="#">Annual Business Plan &amp; Budget</a>	Website
<a href="#">Annual Report</a>	Customer Centre & Website
Assessment Record	Customer Centre*
<a href="#">Audited Financial Statements</a>	Contained within Annual Report
<a href="#">Code of Practice – Access to Meetings &amp; Documents</a>	Customer Centre & Website
Community Land Management Plans	Customer Centre
<a href="#">Contract &amp; Tender Policies</a>	Website
<a href="#">Council / Committee Agenda</a>	Customer Centre & Website
<a href="#">Council / Committee Minutes</a>	Customer Centre & Website
<a href="#">Council Members Expenses, Facilities &amp; Support Policy</a>	Website
Record of Delegations	Available on Request
Information Statement	Website
List of Fees and Charges	Customer Centre*
<a href="#">Notice and Agenda for Meetings</a>	Customer Centre & Website
<a href="#">Order Making Policy</a>	Customer Centre & Website
Public Consultation Policy	Customer Centre
Rating Policy	Customer Centre
<a href="#">Recommendations adopted by Council</a>	Customer Centre & Website (recorded in minutes)
Register of Allowances & Benefits	Customer Centre
Register of By-Laws and Certified Copies	Customer Centre
Register of Community Land	Customer Centre
Register of Expenditure & Campaign Donations	Customer Centre
Register of Interests (Elected Members)	Customer Centre

Register of Public Roads	Customer Centre*
Salaries Register	Customer Centre*
<a href="#">Strategic Management Plan</a>	Customer Centre and Website
Register of Land Management Agreements	Customer Centre
<a href="#">Register of Development Applications</a>	Customer Centre and Website

\*Copies/extracts subject to fee

#### 5.4 Other Information Requests

Requests for other information not included in 5.1, 5.2 and 5.3 above will be considered in accordance with the [Freedom of Information Act, 1991](#).

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 \$34.25 must accompany the application. Application forms are available from the Customer Centre or on the website <https://www.cityofadelaide.com.au/your-council/other-government-information/freedom-of-information/>. Applications under this legislation will be dealt with as soon as practicable (and in any case, within 30 days) after receipt.

Fees and charges will be waived for persons demonstrating financial hardship, in accordance with the [Freedom of Information \(Fees and Charges\) Regulations, 2003](#).

Freedom of Information requests should be addressed to:

Freedom of Information Officer  
Adelaide City Council  
GPO Box 2252  
ADELAIDE SA 5001

#### 5.5 Amendment to Council Records

Under the Freedom of Information Act, a person 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.

Where the documents require amending, details of the changes should be lodged with Council's Freedom of Information Officer.

There are no fees or charges for the lodgement or processing of this application and where significant correction of personal records is required and the mistakes were not the applicant's, all fees and charges paid for the original application will be fully refunded.