



# Freedom of Information Statement 2022/2023

# 1. Introduction

This Information Statement is published by the Town of Walkerville in accordance with the requirements of the Freedom of Information Act 1991.

The Information Statement is also available for viewing on Council's web site: <https://www.walkerville.sa.gov.au/council/council/freedom-of-information>

## 2. Freedom of Information requests 2022 – 2023

Council received 11 requests for information under the Freedom of Information Act from 1 July 2022 to 30 June 2023. In summary:

| FOI Requests                        | Personal Affairs | Non-Personal Affairs | Total |
|-------------------------------------|------------------|----------------------|-------|
| Number of Applications Received     | 2                | 9                    | 11    |
| Brought Forward                     | 0                | 0                    | 0     |
| Withdrawn                           | 0                | 2                    | 2     |
| Transferred                         | 0                | 0                    | 0     |
| Applications requiring consultation | 0                | 0                    | 0     |
| Completed as of 30 June 2022        | 2                | 9                    | 11    |
| Unfinished (carried forward)        | 0                | 0                    | 0     |

Council publishes an updated Freedom of Information Statement on its website annually in accordance with Section 9(1a) of the Freedom of Information Act 1991.

## 3. Structure and Functions of the Council

### 3.1 Council

Council, consisting of eight Councillors and the Mayor is the decision-making body on all policy matters. Ordinary meetings of the full Council are held on the third Monday of each month, except public holidays when meetings are held on the Tuesday immediately following the public holiday at 7.00pm.

All meetings of Council are held at the Town of Walkerville Civic and Community Centre's Chambers. Members of the public are welcome to attend and have an opportunity to participate in the 'Questions from the Gallery' time.

In keeping with legislative requirements, the Council:

- Acts a representative, informed and responsible decision-maker in the interests of its community.
- provides and co-ordinates various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner.
- Encourages and develops initiatives within its community for improving the quality of life of the community.
- represent the interests of its community to the wider community.

### 3.2 Council Assessment Panel (CAP)

The Council has established a Council Assessment Panel pursuant to Section 56A of the Development Act 1993. The Panel is comprised of one Elected Members and four Independent Members.

Where there are items to be considered by the Panel, meetings of the CAP are held in the Council Chambers. Members of the public are welcome to attend.

The Council Assessment Panel meets every second Monday of each month at 5:30pm in the Walkerville Council Chambers at 66 Walkerville Terrace, Gilberton.

### 3.3 Decision-making forums and processes:

Decision-making is the most important activity undertaken by the Town of Walkerville, both by Council and by Administration. Effective decision-making processes increases the likelihood that the decisions themselves will be in the best interests of the entire community. The Council can only make decisions by resolution, that is, a motion being considered at a formal meeting of Council.

Council meetings are formal meetings of Council as defined under the Act and are required to be open to the public, although under certain conditions, meetings can be closed when Council considers certain items of business, in confidence, as prescribed by the Act. To promote transparency and accountability required for good governance, the closure of meetings is applied as infrequently as possible.

During the year under review Council met to consider information, reports and recommendations from the Administration to set budgets and arrive at decisions on strategies and policies to benefit the community.

Council's Code of Practice – Access to Meetings and Documents (Code) details Council's commitment to the principle of open and accountable government and encourages appropriate community participation in the business of Council.

### 3.4 Agendas and Minutes

Agendas of Council and Committees are placed on public display no less than three full days prior to the meeting.

Minutes of the meetings are placed on public display within five days following the meetings. Agendas and Minutes can be viewed at the Town of Walkerville Civic and Community Centre.

Meeting agendas and minutes can also be viewed on Council's website.

### 3.5 Public Participation

The community were able to participate in Council meetings through presentations, deputations, petitions, and questions from the gallery.

### 3.6 Committees established under the *Local Government Act 1999*

#### 3.6.1 Section 41 Committees

Committees established under the *Local Government Act 1999* are colloquially known as section 41 Committees as this is where Council derives the power to establish such Committees. Each Committee performs a specific purpose, and its recommendations are presented to Council as the decision-making body.

Committees may comprise of:

- Elected Members only.
- Elected Members and Independent Members.
- Elected Members and members of the community.

All of the Committees are required to operate within their own Terms of Reference and may be required to make recommendations to Council. The recommendations will only take effect when adopted by Council.

During 2022 / 2023 the Town of Walkerville had the following section 41 Committees:

- CEO's Performance Review Committee
- Walkerville Community Committee (WCC) – formerly known as the Women of Walkerville Committee (WOW)

### 3.6.2 Audit & Risk Committee

The Town of Walkerville Audit Committee is established under s126 of the Act. The Committee comprises of two Elected Members and three Independent Members. The Mayor is an ex-officio member of the Audit Committee. During 2022/2023 the Committee met to evaluate and provide advice to Council on ways to improve the effectiveness of Council's:

- Financial management
- Risk management
- Internal and external audit
- Internal controls

The Committee also presented recommendations to Council on the annual budget and business plan and Council policies.

### 3.7 Advisory Groups

A Council may also establish advisory groups as a mechanism for facilitating and improving community participation in the City's decision-making process. While not formally established under legislation, advisory groups provide expertise and advice to help the Council make its decisions or help engage community resources and opinion.

Decisions or recommendations from the Advisory Groups will be presented a formal meeting of Council for consideration.

### 3.8 Delegations

The Chief Executive Officer has the delegated authority from Council to make decisions on several administrative and regulatory matters. The Chief Executive Officer may sub-delegate such authority to other officers in particular circumstances.

Council makes policy decisions, which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the resources which are to be made available to undertake such works and services.

Council's delegation register is available for inspection at the Town of Walkerville Civic and Community Centre and on Council's website.

## 4. Services for the Community

Council makes decisions on policy issues relating to services that are provided to the community. These services currently include, but are not limited to:

1. Administrative Services
2. Asset and Infrastructure Management & Maintenance
3. Community Services
4. Construction & Project Management
5. Corporate Communications & Marketing
6. Corporate Planning
7. Development Assessment
8. Development Plan Policy
9. Economic & Business Development
10. Elections
11. Environmental Management
12. Financial Management
13. Fleet Management
14. Governance
15. Historical Records

16. Home & Community Care
17. Library Service
18. Legislative Compliance
19. Parks & Gardens
20. Policy Development
21. Public Health
22. Significant Trees
23. Subsidiaries
24. Town Planning

The range of services provided by Local Government may be because of statutory requirements or in response to the needs and priorities of the community as determined by Council.

## 5. Community Consultation and Engagement

The Town of Walkerville's commitment to community consultation is outlined in Council's Community Consultation and Engagement Policy. The Township utilises a range of consultation and engagement methods to inform decision-making on major projects, issues, and policies to obtain feedback from the community, key stakeholders and interested persons.

This includes:

- Direct consultation via surveys, hardcopy and online, and in person;
- Information available on Council's website;
- Weekly Round Up (e-newsletter);
- Social media posts and advertising;
- Public Notices.

## 6. Access to Council Documents

Council documents are available for viewing at the Civic and Community Centre and from Council's website [www.walkerville.sa.gov.au](http://www.walkerville.sa.gov.au). Printed copies may also be purchased as per Council's Fees and Charges Schedule.

Inquiries concerning the procedures for inspecting and purchasing the Council's Policy documents should be referred to the Council's Governance department.

The available documents are listed below.

### 6.1 By- Laws

By-Law no 1: Permits and penalties: to provide for a permit system and penalties in Council by-laws, to clarify the construction of such by-laws, and to repeal by-laws.

By-Law no 2: Local Government land: for the management and regulation of the use and access to Local Government land (other than roads) including the prohibition and regulation of particular activities on Local Government land and public places.

By-Law no 3: Roads: For the management, control and regulation of certain activities on Council roads.

By-Law no 4: Moveable Signs: To set standards for moveable signs on roads and to provide conditions of, and the placement of, such signs.

By-Law no 5: Dogs: For the management and control of dogs in the Council area.

## 6.2 Codes

The following is a list of Codes that the Town of Walkerville maintains in accordance with the *Local Government Act 1999*:

- Mandatory Code of Conduct for Council Members
- Mandatory Code of Conduct for Council Employees
- Code of Practice - Access to Meetings and Documents
- Code of Practice – Procedures at Meetings
- Council Assessment Panel Code of Conduct.

## 6.3 Terms of Reference

The following Council Committees are guided by Terms of Reference which define the purpose and authorities of each entity:

- Audit Committee
- Chief Executive Officer's Performance Review Committee
- Council Assessment Panel
- Eastern Waste Management Authority Board
- Wesleyan Cemetery Advisory Committee
- Women of Walkerville Committee (now WCC)

## 6.4 Policies

Council has endorsed the following policies:

- Budget Management Policy
- Building and Swimming Pool Inspection Policy
- Building Over Easements Policy
- Caretaker Policy
- Cemetery and Memorials Policy
- Collections Policy
- Community Engagement and Consultation Policy
- Community Fund Program Policy
- Complaints Handling Procedure under Council Members Code of Conduct
- Damage to Council Infrastructure
- Development Act Delegations Policy
- Development Enforcement and Compliance Policy
- Disposal of Land and Assets Policy
- Elected Members Allowances and Benefits
- Elected Member Training and Development Policy
- Elections – Casual Vacancies Supplementary Elections Policy
- Financial Internal Controls Policy
- Fraud and Corruption Prevention Policy
- General On-Street Parking Policy
- Heritage Management Policy
- Heritage Plaques Policy
- Heritage Plaques Fund Policy
- Informal Gatherings Policy
- Internal Review of Council Decisions Policy

- Interpretative Signage Policy
- Lease and Licence for Community Land and Buildings Policy
- Liquor Licence Management Policy
- Order Making Policy
- Outdoor Dining Policy
- Plaques Policy
- Privately Funded Development Plan Amendment Policy
- Public Question Time Policy
- Public Interest Disclosure Policy
- Public Interest Disclosure Procedure
- Procurement Policy
- Public Land Encroachment Policy
- Rating Policy
- Request for Service and General Complaint Handling Policy
- Residential Parking Permit Policy
- Risk Management Policy
- Selection of Road Names Policy
- Social Media Policy
- Sponsorship Policy
- Temporary Road Closure Policy
- Treasury Management Policy
- Urban Forest Management Policy
- Use of Council Reserves Parks Gardens and Open Spaces Policy

## 6.5 Registers

- Assessment register (rateable land)
- Campaign donations returns for the 2022 Local Government Elections\*.
- Community land management plans
- Community land (open space)
- Confidential and Released Documents for Council and Committee Meetings
- Declaration of Interests Register for Council and Committee Meetings
- Delegations Register
- Development applications (DA) /consents/approvals (DA register)
- Dog Register
- Elected Members allowances & benefits\*
- Elected Members gifts and benefits register
- Employees gifts and benefits register
- Register of Interests – Elected Members
- Register of Interests –Council Assessment Panel
- Register of By-Laws and certified copies
- Elected Members conflict of interest register
- Register of Public Roads
- Salaries register (remuneration, salaries & benefits – staff
- Schedule of Fees and Charges

*\*A written application must be received by the Chief Executive Officer to view these registers.*

## 6.6 Other Corporate Documents listed under responsible portfolio

### 6.6.1 Office of the Chief Executive

- 2020 - 2024 Living in the Town of Walkerville
- Town of Walkerville Annual Report
- Administration policies and procedures
- WHS Instructions
- HR Policies
- Agendas and minutes of Council and Council Committees
- Codes of Conduct – Council Members and Employees
- Codes of Practice
- Terms of Reference
- Council Policies
- Delegations Register
- Business Continuity Plan
- Zone Emergency Management Plan for Eastern Adelaide Zone
- Voters Roll
- Weekly Round Up

### 6.6.2 Marketing and Communications

- About Town
- Public Art Strategy
- Collections Policy

### 6.6.3 Community Development and Engagement

- 2020-2024 Living Walkerville: wellbeing for every age and stage
- 2020-2024 Disability and Inclusion Plan

### 6.6.4 Assets and Infrastructure

- Open Space strategy
- Town of Walkerville Traffic Plan 2017-2022
- Town of Walkerville - Movement Action Plan
- Infrastructure and Asset Management Plans
  - Transport
  - Stormwater
  - Buildings
  - Regional Climate Adaptation Plan
  - Integrated Vulnerability Assessment Report
  - Climate Projections Report

### 6.6.5 Corporate Services

- Annual Business Plan and Budget
- Long Term Financial Plan;
- Assessment Record
- Council's Schedule of Fees and Charges
- Community Land Management Plans
  - Parks, Reserves and Open Spaces
  - Walkerville Oval Precinct
  - Walkerville Memorial Gardens



- Linear Park
- Smith Street Sports and Recreation
- Creswell Reserve Sports and Recreation
- Walkerville Wesleyan Cemetery
- Levi Park
- Audited Financial Statements
- Financial Guiding Principles
- Insurance
- Key Hazards and Risks Summary

#### 6.6.6 Planning, Environmental and Regulatory Services

- Animal Management Plan 2018/19 – 2023
- Strategic Directions Report.

## 7. Freedom of Information

Requests for access to other Council documents will be considered in accordance with the *Freedom of Information Act 1991*. Under this legislation, a written application, which complies with the standard as defined in the *Freedom of Information Act 1991*, accompanied by the prescribed application fee, is required.

The application fee and the fees for dealing with the application, including photocopying of documents, are prescribed in the Freedom of Information (Fees and Charges) Regulations 2018. The Council must waive or remit fees for pensioners and other prescribed persons.

Freedom of Information requests should be addressed to:

Freedom of Information Officer  
Town of Walkerville  
PO Box 55  
WALKERVILLE SA 5081

Forms are available from the Town of Walkerville Civic and Community Centre.

Applications will be responded to as soon as practicable and in any event within 30 calendar days of Council receiving a compliant, written request, together with the prescribed application fee.

## 8. Amendment of Council Records

A person to whom access to Council documents has been given may apply under the Freedom of Information Act 1991 for the amendment of the Council's records if:

- the document contains information concerning the person's personal affairs; and
- the information is available for use by the Council in connection with its administrative functions;
- the information is, in the person's opinion, incomplete, incorrect, out-of-date, and misleading.

Applications must be in writing and contain the information specified in section 31 of the *Freedom of Information Act 1991*. Forms for this purpose are available at the Town of Walkerville Civic and Community Centre, located at 66 Walkerville Terrace Gilberton.