



FREEDOM OF INFORMATION INFORMATION STATEMENT

**For the period
1 July 2022 – 30 June 2023**

Information Statement

This Freedom of Information Statement is published by the City of Holdfast Bay in accordance with the requirements of the *Freedom of Information Act 1991*.

The City of Holdfast Bay is pleased to comply with the legislation and publishes an updated Information Statement on our website annually to provide an overview of the types of information held by Council.

Structure and Functions of Council

Composition of Council

The City of Holdfast Bay consists of the Principal Member (Mayor) and 12 Elected Members (Councillors).

The City is made up of four wards – Glenelg, Somerton, Brighton and Seacliff ward. Each ward is represented by three elected members, with the Mayor representing the whole City.

Council elections are held every four years with the next election scheduled to occur in November 2022.

Members of the public can contact their Elected Members to discuss any issue relevant to the Council (contact details are on the City of Holdfast Bay Council's [webpage](#)).

The Council employs staff to implement the decisions of Council (generally referred to as Council's administration), which is headed by the Chief Executive Officer (CEO).

Four separate departments report to the CEO:

- Alwyndor Aged Care
- Strategy and Corporate
- Community and Business
- Assets and Delivery.

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 other regulations.

Functions of Council

The functions of 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
- 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

- 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 to manage, improve and develop resources available to the Council to undertake other functions and activities conferred by or under the Act (section 6, *Local Government Act 1999*).

Section 41 of the *Local Government Act 1999* empowers a Council to establish committees:

- to assist the Council in the performance of its functions
- to enquire into and report to the Council on matters within the ambit of the Council's responsibilities
- to provide advice to the Council
- to exercise, perform or discharge delegated powers, functions or duties.

Council Committee Structure

Full Council

Meetings of Council are held on the second and fourth Tuesday of each month commencing at 7pm, except in the months of December and January of each year when there is only one meeting held in each of these months.

Council meetings are held in the Council Chamber, Glenelg Town Hall on the north western corner of Moseley Square, Glenelg on the first floor.

Council Meetings are conducted in accordance with Council's Code of Conduct for Meeting Procedures which incorporates the Local Government Act (Procedures of Meetings) Regulations 2013. These are available to view on the City of Holdfast Bay Council's [webpage](#).

Committees

Council committees are appointed under section 41 of the Act. These are advisory in nature and do not have any delegated decision making powers, unless specified otherwise in their Terms of Reference.

Committees can assist the Council in the performance of its functions and present an opportunity to address issues or projects in more detail in a less formal and interactive way.

Council has five Committees:

- Alwyndor Management Committee
- Audit Committee
- Executive Committee
- Jetty Road Mainstreet Committee.

The membership of all Council Committees and their Terms of Reference are determined by the Council and are reviewed regularly in accordance with Council's decision making structure.

Alwyndor Management Committee

The Alwyndor Management Committee (AMC) is a special purpose management committee, appointed to assist the Council to perform its functions of carrying out the terms of the Dorothy Cheater Trust and the provision of an Aged Care Facility at 52–64 Dunrobin Road, Hove.

AMC meets on the last Thursday of every month, except December. A strategic planning workshop is held in January.

Meetings are held at the Alwyndor, 52 Dunrobin Road, Hove and the minutes are tabled at the following meeting of Council.

Audit Committee

The Audit Committee is a special purpose advisory committee appointed to provide advice and recommendations to Council about actions in relation to financial governance.

The Committee considers a number of issues which include:

- financial reporting – monitor and/or review financial statements, accounting policies and standards, clarity of financial reports
- strategic management plans and annual business plan – provide information and/or review Council's strategic management plans or business plan and review and provide recommendations to Council on financial performance and proposals with respect to debt levels included in the plans and in the long-term financial plan
- internal controls and risk management – monitor and review the effectiveness of internal controls and risk management systems
- public interest disclosure – review Council's arrangements for its employees to raise concerns, in confidence, about possible wrong-doing in financial reporting (previously whistleblowing)
- internal audit – review and assess needs to establish an internal audit function
- external audit – development and recommend to Council a policy on the supply of non-audit service by external auditor
- economy and efficiency audits – to propose, review and receive a report prepared by external auditor or other person appointed by Council.

Meetings are held at least four times a year (at least once per quarter) at appropriate times in the budgeting and financial reporting cycle and otherwise as required. They are held at the Civic Centre, 24 Jetty Road, Brighton and the minutes are tabled at the next meeting of Council.

Executive Committee

The Executive Committee is a special purpose committee appointed to undertake the CEOs appointment and annual performance appraisal.

Meetings are held as required in the Chamber, Glenelg Town Hall, Glenelg and the minutes are presented at the next Council meeting.

Jetty Road Mainstreet Committee

The Jetty Road Mainstreet Committee is a special purpose management committee appointed to undertake work to benefit the traders on Jetty Road, Glenelg using the separate rate raised for this purpose.

Meetings are held monthly at 6pm on the first Wednesday of the month at the Mayor's Parlour Glenelg Town Hall, Glenelg.

Council Assessment Panel

The Council Assessment Panel (CAP) is granted delegated powers and is formed by Council in accordance with the requirements of section 83 of the *Planning, Development & Infrastructure Act 2016* (the PDI Act). Its delegated powers are administered in accordance with the Operating Procedures adopted by Council and the statutory requirements set out under the PDI Act. The delegations allow CAP to act as the relevant authority for all matters under the PDI Act, in relation to hearings and decisions of certain types for development applications.

CAPs meeting practices are prescribed by the Planning Act as well as its Operating Procedures set by the CAP and adopted by Council.

Meetings are held on the fourth Wednesday of every month at the Civic Centre, 24 Jetty Road, Brighton at 7.00pm.

Section 43 Regional Subsidiaries – Southern Region Waste Resource Authority

Section 43 of the Act provides Council's with the ability to establish a regional subsidiary. Regional subsidiaries allow two or more Council's to join together to perform a particular function, beneficial to all its members.

The City of Holdfast Bay is a member of the Southern Region Waste Resource Authority (SRWRA) which was established in December 1998 by the cities of Onkaparinga, Marion and Holdfast Bay. Under its charter, SRWRA is responsible for providing and operating waste management services on behalf of the constituent councils.

Every council representative on the board has one vote on every issue and decisions are carried by simple majority. The chairperson has a deliberative vote only. The proportional interest of council members may only be amended by unanimous agreement.

Workshops and Informal Gatherings

At Council, we recognise our duty to conduct all business in public. An exception is in cases of specific confidentiality orders. Sometimes we use workshops for training, to better understand an issue, or to explore a topic. In this case, staff, experts or paid consultants will provide information. They may be available to answer questions to the group. These workshops are not used to make decisions. All decision making happens in Council meetings. Details for meeting dates and locations can be found on the City of Holdfast Bay website.

Delegations

Delegations are the powers delegated by Council to Committees and to various staff members enabling the delegate to conduct activities and make decisions on a number of specified administrative and policy matters within their authorisation without referring to Council. Section 44 of the *Local Government Act 1999* provides that Council may delegate a power or function vested or conferred under this or another Act.

These delegations are listed on Council's Delegations Register available at the Civic Centre, 24 Jetty Road, Brighton and on the City of Holdfast Bay Council's [website](#).

Services provided by Council

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

Community and Business Animal Management Arts and Culture Bay Discovery Centre (Museum, Gallery and Visitor Information Outlet) Brighton Beachfront Caravan Park Children's Literacy Programs Communications and Community Engagement Community Care – Aged & Disability Services Community Care – Transport Community Care – Volunteers Community Centres Community Development Community Safety Customer Contact Destination Management and Regional Development Economic Development and Business Mentoring Environmental Health Events (NYE, Australia Day, Proclamation Day, Christmas Pageant and Street Parties) Graffiti Historical Assets History, Community and Historical Information Services at Ringwood House Immunisation Information Literacy Jetty Road Mainstreet Development Library Branches Local Nuisance Partridge House Pollution Prevention Public Access Internet Tourism Development Youth Services	Assets and Delivery Herbicide & Pesticide Spraying Kerb & Gutter Replacement Litter Bins Waste Management Parks & Reserves Maintenance Playground Maintenance Property Maintenance Property Management Public Lighting Rapid Response Road Maintenance Sign Maintenance Street Sweeping and Cleaning Security
Assets and Delivery Arboriculture Beach Cleaning Building and Facilities – Maintenance Cleaning Council Property Drainage Maintenance Dune Vegetation Management	Strategy and Corporate Accounts Payable / Accounts Receivable Budgets Citizenship Contracted Services Council & Committee Meetings Council Elections Development Assessment Development Compliance Development Control Electoral Roll Maintenance Financial Planning & Reporting Funds Management Strategy and Governance Human Resource Management Information Management Services Insurance Internal Audit IT & Administration Systems Open Space Planning Payroll Services Planning Policy Procurement Services Property Certificates for Land Transfers & Sales Rating & Property System Risk Management

Environmental Management	Work Health & Safety
Fleet Management & Maintenance	
Footpath Maintenance	
Foreshore Maintenance	

Community Engagement and Public Participation

Council Meetings

The public can attend Council and Committee meetings to listen to proceedings, except in the case of confidential items when the public are excluded for specific reasons.

Opportunities are provided to allow members of the public to represent their views to Council or Council Committee meetings when they are considering items of interest to the community.

Deputations

This is where a person or group of persons wish to appear personally before Council in order to speak on a particular matter.

A written request must be provided to the Council for approval by the Mayor. If the deputation is on behalf of an organisation the applicant must include the date of incorporation of the organisation, a copy of the constitution, list of members and evidence that the organisation approved the deputation.

A request for a deputation to the Council must be received no less than 6 clear days prior to the date of the next ordinary meeting of the Council (in this case as the Council meets on a Tuesday, the deadline is 5.00pm the prior Tuesday). Any request for a deputation received after this time will be treated as a request to appear at the next subsequent meeting.

The duration of a deputation is 5 minutes with no more than 3 people, Elected Members are invited to ask questions after each deputation.

Petitions

This is a formal submission to the Council signed by numerous petitioners. Typically a petition draws the attention of Council to a particular matter. Petitions must: be legibly written, clearly state the request or submission of the petitioners, include the name and address of each person who signed or endorsed the petition and be addressed and delivered to the principal office of the Council. Each page of the petition must identify the head petitioners name and contact details and restate the whole request or submission; and each page of the petition is to restate the whole of the request or submission of the petitioners.

A petition to the Council must be received no less than 6 clear days prior to the date of the next ordinary meeting of the Council (in this case as the Council meets on a Tuesday, the deadline is 5.00pm the prior Tuesday), or the date at which the head petitioner requests that the petition be presented to the Council. Petitions received less than 6 clear days will be tabled at the next subsequent meeting. A petition template is available on Council's webpage.

Community Consultation

The City of Holdfast Bay is committed to open, honest, accountable and responsible decision making. Council's Community Consultation and Engagement Policy facilitates effective communication between Council and the community, encouraging community involvement and partnerships in planning and decision making. The policy sets out the steps Council will take in relation to public consultation and ensures that the most cost-effective methods of informing and involving the

community, which are appropriate for specific circumstances and consultation topics are used. The policy is available via Council's [website](#).

Access to Council Documents

Documents held by Council

Records System

Council through its Information Management team operates a fully electronic records and document management system for the effective management of Council's records.

Land and Property Information System

Council's Land and Property Information system contains property-related information (valuation, rates, ownership details) on each property in the Charles Sturt Council area.

Policy Documents Available for Inspection

The following external policy documents are available for public inspection at the Civic Centre, 24 Jetty Road, Brighton between 8:30am and 5:00pm weekdays, contact area: Strategy and Governance, or they can be accessed from the City of Holdfast Bay Council's [website](#).

Policies Adopted by the City of Holdfast Bay	
Anti-racism Policy	Naming of Public Places Policy
Asset Accounting Policy	Order Making Policy
Asset Management Policy	Privacy Policy
Beach Wrack (Seagrass) Removal Policy	Procurement Policy
Caretaker Period Policy	Property Policy
Cat Management Policy	Prudential Management Policy
Civic Functions, Awards and Ceremonies Policy	Public Art Policy
Code of Practice – Meeting Procedures	Rating Policy 2022-2023
Commercial Activation of Community Land Policy	Risk Management Council Policy
Community Centres Policy	Smoke Free Council Facilities Policy
Community Centre Leasing Policy	Sporting Community Leasing Policy
Community Consultation and Engagement Policy	Stormwater Drainage- Building and Construction Policy
Council Policy Code of Practice Access to Meetings and Documents	Treasury Management Policy
Corporate Credit Card Policy	Tree Management Policy
Customer Feedback and Complaints Policy	Verge Management Policy
Development Application Policy	Volunteer Policy
Directional Signs Policy	Waste Management Policy
Disposal of Land and Assets Policy	Youth Policy
Dog Management Policy	Commercial Leasing and Licensing Policy
Elected Members Entitlements Policy	Closed Circuit Television And Surveillance Policy
Elected Member Training and Development Policy	Display Of Goods On Footpath Policy
Election Signs Policy	Document Development And Management Policy
Entertainment and Hospitality Policy	Elected Members Code Of Conduct Complaints and Investigations Policy
Fees and Charges Policy	Glenelg Football Club SANFL Football Tickets
Financial Hardship Policy	Graffiti Policy

Healthy Catering Policy Heatwave Response Policy Hoarding, Scaffolding or Other Equipment and Damage Policy Holdfast Bay Car Parking Contributions Fund Policy Inclusion Policy International Relations Policy Internal Review Of Council Decisions Policy Liquor Licensing Policy Local Heritage Grants Policy Memorials Policy	Mobile Trading Policy Outdoor Dining Policy Parking Control Policy Personal Trainers Policy And Permit System Privately Funded Development Plan Amendments Policy Social Development Policy Unsolicited Proposal Policy Public Interest Disclosure Policy Employee Code of Conduct Code Of Conduct for Council Members
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Internal policies are also available for inspection at the Civic Centre, 24 Jetty Road, Brighton, contact area: Strategy and Governance, between 8:30am and 5:00pm weekdays.

Other Documents Available for Inspection and Purchase

The following documents are available for public inspection and purchase at the Civic Centre. Members of the public may purchase copies or extracts of these documents and the charges are reflected in our [Fees and Charges Statement](#):

ADMINISTRATIVE FEES	
Copy of previous year's rates notice (per rateable property, per quarter)	\$12.00
Assessment record extract	\$12.00
Photocopies – A4 size (per side)	\$1.00
Photocopies – A3 size (per side)	\$1.00
Voters roll (copy of)	\$110.00
Freedom of Information *	(Legislated Fee to be advised 1 July 2022)
*MPs only charged for FOI access if costs exceed \$1000	

Document
Annual Business Plan and Budget Document (free to residents)
Annual Report (<i>free to residents and promotional</i>)
Area Plans
Audited Financial Statements (<i>free to statutory bodies and promotional</i>)
Other Reports
Parking Control Register Extract (hard copy only)
Register of By-laws
Council Member Register of Interest – per single/double sided A4
Delegations Register – per single/double sided A4
Code of Conduct – Staff or Council Member – per single/double sided A4
Council Member Allowance & Benefits Register – per single/double sided A4
Council Member Training & Development Policy – per single/double sided A4
Code of Practice for Meeting Procedure – per single/double sided A4
Campaign Donations Returns – per single/double sided A4
Electoral Roll – Inspection at the Council Office during normal business hours (free)
Between close of nominations and polling for an election, nominated candidates for an election are entitled to one copy for the voters roll for their nominated area in digital format (free)

Between close of nominations and polling for an election, nominated candidates for an election can request an additional copy for the voters roll for their nominated area in printed format
Between close of nominations and polling day for an election, nominated Mayoral candidates for an election can request an additional copy of the voters roll in printed format
Zoning Plans
Copy of prior financial years rates notice
Rates assessment extract

List of Registers

The following are the registers that Council is required to keep under the *Local Government Act 1999* and the *Local Government (Elections) Act 1999*:

- By-Laws Register
- Confidential Items Register
- Council Members Gifts and Benefits Register
- Council Staff Gifts and Benefits Register
- Delegations Register
- Fees and Charges Register
- Register of Allowances and Benefits (Elected Members)
- Register of Community Land
- Register of Interests (Council members)
- Register of Interests (Council officers)
- Register of Public Roads
- Register of Salaries and Wages
- Register of Credit Card Transactions
- Register of Campaign Donation Returns.

List of Codes of Conduct or Practice

The following is a list of the Codes of Conduct or Practice that Council is required to keep under the *Local Government Act 1999*:

- Code of Conduct – Elected Members
- Code of Conduct – Employees
- Code of Practice – Access to Meetings and Documents
- Code of Practice – Meeting Procedures.

Other Information Requests

Requests for other information not publicly available will be considered in accordance with the *Freedom of Information Act 1991*. Under this legislation, applicants seeking access to documents held by Council need to provide sufficient information to enable the correct documents to be identified and must complete the required application form and lodge it at the Council offices. If the 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 (subject to copyright laws) of documents, hearing and/or viewing of audio and/or video tapes, transcripts of recorded documents, transcripts of words recorded in shorthand or encoded form, or the reproduction of documents from digitised information.

Freedom of Information Application Fees and Processing Charges

Approved application fees are set in the Regulations. A cheque/money order/cash for the appropriate amount must be forwarded to the agency with the Freedom of Information Application. Processing charges may also apply for dealing with the application. These are set in the Freedom of Information Regulations and may include some free time when the request relates to the personal affairs of the applicant.

Schedule	Fees and Charges as at 1 July 2022
Upon lodging an application for access to an agency's document or lodging an application for Internal Review of a determination	\$39.00
For dealing with an application for access to an agency's document and in respect of the giving of access to the document (section 19(1)(b) and (c)) (a) in the case of a document that contains information concerning the personal affairs of the applicant (i) for up to the first 2 hours spent by the agency in dealing with the application and giving access no charge (ii) for each subsequent 15 minutes so spent by the agency \$14.40 (b) in any other case—for each 15 minutes so spent by the agency	No Charge \$14.70 \$14.70
Where access is given in the form of a photocopy of the document	0.25 per page
Where access is to be given in the form of a written transcript of words recorded or contained in the document	\$8.70 per page
Where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape, or computer disk	The actual cost incurred by the agency in producing the copy
Postage or delivery charges	Actual cost incurred by the agency

Fees will be waived for disadvantaged persons, as set in the Freedom of Information Regulations.

Freedom of Information requests to the City of Holdfast Bay are to be addressed to:

Accredited Freedom of Information Officer

City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048

Or

Email: mail@holdfast.sa.gov.au - **ATT: Freedom of Information Officer**

Application forms are available from the Civic Centre and via the City of Holdfast Bay's [website](#).

Amendment to Council Records

Under the *Freedom of Information Act 1991*, 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.

If it is found that these require amendment, details of the necessary changes are to be lodged with Councils' Accredited Freedom of Information Officer. There are no fees or charges for the lodgement, or the first two hours of processing of this type of application and where there is a significant correction of personal records and the mistakes were not the applicant's, any fees and charges paid for the original application will be fully refunded.



Roberto Bria
Chief Executive Officer
City of Holdfast Bay