

INFORMATION STATEMENT

A snapshot of what Council does, the type of information and documents held by council, and how to access them



FEBRUARY 2018

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Record Number: 3381446

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1. INTRODUCTION

Council is required under Section 9(1a) of the *Freedom of Information Act 1991* and Section 132(3)(j) of the *Local Government Act 1999* to publish annually an *Information Statement*. The purpose of the Statement is to provide people wanting access to information held by Council a snapshot of what the Council does, the types of documents held by Council, and how they can access such information.

This Information Statement includes:

- The structure and functions of the Council and Committees
- How the functions of the Council affect members of the public
- The various types of documents held by the City of Mitcham which are available for access, and
- A description of how the public can obtain access or seek amendment to documents.

This Statement also includes information about how members of the community may participate in Council's processes and decisions. All information is current as at February 2018.

2. STRUCTURE AND FUNCTIONS OF COUNCIL

Council is established to provide for the government and management of its area at the local level, and in particular

- (a) to act as a representative, informed and responsible decision-maker in the interests of its community
- (b) to provide and co-ordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner
- (c) to encourage and develop initiatives within its community for improving the quality of life of the community
- (d) to represent the interests of its community to the wider community, and
- (e) to exercise, perform and discharge the powers, functions and duties of local government under the *Local Government Act 1999* and other Acts in relation to the area for which it is constituted

The functions of Council are set out in Section 7 of the *Local Government Act 1999* (the Act) and 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
- (j) to manage, improve and develop resources available to the council
- (k) to undertake other functions and activities conferred by or under an Act.

In addition, Council is involved in the determination of policies, the adoption of strategic management plans and the adoption of a budget which outlines the services Council facilitates and provides, together with a range and scope of projects to be undertaken.

3. COUNCIL

Council comprises the Mayor and thirteen Ward Councillors, a total of fourteen Elected Members, representing the residents and ratepayers in the Boorman Ward, Gault Ward, Overton Ward, Babbage Ward, Craighburn Ward and The Park Ward. Each ward is represented by two Councillors, except for the Craighburn Ward which has three. The Mayor represents the City as a whole.

Council is a body corporate and can only make decisions by resolution. Decisions made by the Full Council provide the direction and authority for Council's ongoing operation. These decisions also provide direction to the Chief Executive Officer and are implemented by Council staff.

Council meets at 7:00 pm on the second and fourth Tuesday of each month (except for December where it is only the second Tuesday and January where it is only the fourth Tuesday) in the Council Chambers at the Civic Centre located at 131 Belair Road, Torrens Park. Members of the community are encouraged to attend.

4. SECTION 41 COMMITTEES OF COUNCIL

Section 41 of the Act empowers Council may establish committees to:

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

Section 41 committees make recommendations to Council on a range of matters.

Council has established four Section 41 Committees:

- Audit Committee
- CEO Performance Review Committee
- Community Development Grants Committee
- Strategic Planning and Development Policy Committee

Audit Committee

The Audit Committee assists Council in fulfilling its oversight responsibilities relating to accounting, audit, legislative compliance (e.g. annual financial statement), financial and operational risk management (e.g. strategic management plans or annual business plans), ensuring effective communication between Council and management and the external Auditor, and reviewing the adequacy of internal controls, reporting and practices of the Council on a regular basis.

The Committee is an advisory committee to Council and does not enjoy any delegated powers other than the power to adopt its own Minutes.

Membership of the Committee comprises up to five members with at least three independent members (not being Elected Members of the Council) with relevant experience in professions such as, but not limited to, accounting, audit, financial, legal, risk management and governance.

The Audit Committee generally meets four times a year.

CEO Performance Review Committee

The CEO Performance Review Committee undertakes the annual performance review of the Chief Executive Officer. The role of the Committee is to establish key performance objectives for the Chief Executive Officer, to appraise his actual performance against those objectives and to carry out a review of his salary.

Membership of the Committee comprises a panel of five members; the Mayor who chairs the meetings and up to four Elected Members.

The committee meets each year when required to evaluate the performance of the Chief Executive Officer

Community Development Grants Committee

The Community Development Grants Committee has delegated authority under section 44(2)(a) of the Act to assess applications under the Grants Policy and to allocate funds as assigned in the annual budget to eligible community groups and organisation in accordance with the Selection Criteria.

Membership of the Committee comprises the Mayor and up to five Elected Members.

The Committee meets at such times and days as it may determine following the closure of each round of grants.

Strategic Planning and Development Policy Committee

The Strategic Planning and Development Policy Committee assists Council, pursuant to Section 101A of the *Development Act 1993*, in undertaking strategic planning and monitoring and provides advice in relation to:

- the extent to which the Council's strategic planning and development policies accord with the State Planning Strategy
- strategic planning and development policy issues for Strategic Directions Report and Development Plan Amendments.

All members of Council were deemed to be members of the Committee which meets at least once a year. Special meetings may be held as and when required.

5. OTHER COMMITTEES OF COUNCIL

Council Assessment Panel

The Council Assessment Panel operates separately from Council and has its own procedures, terms of reference and Code of Conduct.

The role of the CAP is to make decisions to either approve or refuse certain types of development applications. The Council's Development Act Delegations Policy provides more detail on the role of the CAP and applications that they consider and determine. This Policy is available on the Council's website.

Membership of the Panel consists of five members and one deputy member. Of the five members, there is one Elected Member of the Council and four members that are independent of the Council. The deputy member is only able to act in the absence of the Elected Member. The independent members are selected through an Expression of Interest process that is open to members of the public.

The CAP meetings are generally held on the first Thursday of each month (excluding January), commencing at 6.30pm at the City of Mitcham Civic Centre (131 Belair Road, Torrens Park). Special meetings may be held as and when required.

6. COUNCIL AND COMMITTEE MEETINGS TO BE OPEN TO THE PUBLIC

Council and Committee meetings are open to the public and attendance is encouraged, except where the Council (or the Council Committee) believes it is necessary in the broader community interest to exclude the public from the discussion (and, if necessary, decision) of a particular matter.

The public will only be excluded when the need for confidentiality outweighs the principle of open decision-making, in accordance with the provisions of Section 90(3) of the Act.

Council has adopted a Code of Practice – Access to Meetings and Documents relating to the principles, policies, procedures and practices that the Council applies in relation to confidential matters. The Code is available at the Council Civic Centre and on Council's website.

Agendas and Minutes

Agendas for all ordinary meetings of Council, its Committees and the Council Assessment Panel are on public display at the following locations no less than three days prior to the meeting:

- Council Civic Centre, 131 Belair Road Torrens Park
- Mitcham Library, 154 Belair Road, Hawthorn
- Blackwood Library, 215 Main Road, Blackwood

Minutes are also available no later than five days after the meeting.

Special meetings of Council or Committees can be called with only four hours' notice and on these occasions, Agendas are posted within four hours at the Council Civic Centre.

Agendas and Minutes from Full Council, Committee and the Development Assessment Panel meetings are also available from Council's website.

7. INFORMAL GATHERINGS

From time to time informal gatherings or discussions will be held for Elected Members in the form of:

- planning sessions associated with the development of policies or strategies
- briefing or training sessions
- workshops
- social gatherings to encourage informal communication between members or between members and staff.

Informal gatherings are for information purposes only and not for decision making.

Such gatherings are usually open to the public but may also be closed. The requirement to hold an informal gathering that is closed to the public will be determined on a case by case basis and in accordance with Council's Informal Gathering Policy.

Informal gatherings are generally held on the third Tuesday of each month and at 6.15pm on the fourth Tuesday of each month prior to the Council Meeting. Public notice of informal gatherings is provided on Council's website.

8. SECTION 43 REGIONAL SUBSIDIARIES

Section 43 of the Act enables Council to establish a Regional Subsidiary.

Regional Subsidiaries allow more than one Council to join together to perform a particular function, beneficial to all its members. The City of Mitcham has two regional subsidiaries:

- Centennial Park Cemetery Authority
- Eastern Waste Management Authority

Centennial Park Cemetery Authority

Centennial Park Cemetery Authority is a regional subsidiary established by the City of Mitcham and the City of Unley for the purpose of ensuring that the assets and facilities of the Authority are maintained and operated in an efficient manner delivering effective and sustainable service provision for the constituent Councils and customers of the Authority.

A Board of Management consisting of two Councillors from each Council and three independent members (chosen for their specific areas of expertise) are responsible for the administration of affairs of the subsidiary. A formal charter agreed on by the two constituent Councils sets out the powers, functions and duties of Centennial Park Cemetery Authority. The main interface between the Authority and the public involves provision of cemetery, memorial, cremation and chapel services and facilities.

Eastern Waste Management Authority

Eastern Waste Management Authority is a regional subsidiary established by the City of Mitcham, City of Burnside, City of Norwood, Payneham & St Peters, City of Prospect, Adelaide Hills Council, Campbelltown City Council, and Corporation of the Town of Walkerville. It is responsible for the collection and disposal of Waste, primarily within the areas of the constituent Councils.

A Board of Management consisting of four Councillors and three Chief Executive Officers representing the constituent Councils and an independent chair are responsible for the administration of the affairs of the subsidiary. A formal Charter agreed on by all Constituent Councils sets out the powers, functions and duties of Eastern Waste Management Authority.

9. DELEGATIONS

The Council Assessment Panel and the Chief Executive Officer (CEO) have delegated authority from Council to make decisions on specified administrative and policy matters. This is because it is not practical or efficient for Council as a body of Elected Members to perform the many operational activities that are required in the day-to-day administration of the Council's role and functions. The CEO may further sub-delegate to other responsible staff.

A list of all the delegations from Council to the Panel and CEO (and subsequent sub-delegations) is contained in Council's Delegations Manual available at the Civic Centre and on Council website. These delegations are reviewed annually by Council.

10. ADMINISTRATION

Council employs a number of people to implement the decisions of Council. This is generally known as the Council Administration. It is headed by the Chief Executive Officer.

Four separate divisions report to the Chief Executive Officer:-

- Corporate Services & Innovation
- Engineering & Horticulture
- Development Services & Community Safety
- Organisational & Community Development

A list of the broad functions undertaken / services provided by each division appears in **Appendix 1**.

11. EFFECTS ON MEMBERS OF THE COMMUNITY

Council decisions impact on the quality of life of its residents, businesses and visitors in a range of ways. A list of Council Strategic Plan Goals, Objectives and Strategies is contained in Councils Strategic Management Plan Mitcham 2017 – 2027, 'Let Us Build for Posterity'. This document is available on Council's website.

12. BECOMING INVOLVED IN DECISIONS

Members of the community are encouraged to participate in the Governance of Council and in particular the formulation of strategic policies and the delivery of Councils functions in the following ways:

Voting in Local Government Elections

These are held every four years. The next election is due in November 2018. Voting is voluntary and available to all persons on Council's Voters Roll. Persons who are registered on the State Electoral Roll are automatically on the Council roll but other residents or landowners must apply to be on the roll. They should enquire at the Council offices.

Standing as Candidates for Election

All persons included on Council's Voters Roll and who are Australian citizens are eligible to stand as a candidate in a Local Government election.

Contacting Elected Members

Members of the community are encouraged to contact their Elected Members directly with any issues of concern or questions. The contact details for all Elected Members of Council are available on Council's website.

Attending Council Meetings

Members of the community are encouraged to attend Council and Committee meetings.

Signing a Petition

Members of the public may collect names, addresses and signatures on a petition and present this to Council for its consideration. To ensure your Petition is treated in the best possible way, please read Council's Code of Practice – Meeting Procedures, located on Council's website. A petition template is available from the Council Civic Centre and also on Council's website.

Making a Deputation

Anyone is able to make a written request to the Chief Executive Officer seeking permission to make a deputation to Council or a Committee. The Chief Executive Officer will then refer the request to the Presiding Member of Council or the Committee for approval (or refusal). To ensure your Deputation is treated in the best possible way, please read Council's Code of Practice – Meeting Procedures, located on Council's website. A deputation request form is available from the Council Civic Centre and also on Council's website.

Asking a Question

Mitcham Council provides the general public with an opportunity to ask questions of Council during Gallery Question Time. Members of the Gallery may ask two questions and may speak for 3 minutes without leave of the meeting. These questions must be in writing and supplied to the Minute Secretary. The name and suburb of the questioners, along with the questions and answers will be recorded in the minutes, or in a later agenda if necessary.

Writing to Council

Anyone can write to Council about any Council policy, activity, service or other issues. Letters should be addressed in the first instance to the Chief Executive Officer and can be sent by post or by email to mitcham@mitchamcouncil.sa.gov.au.

Becoming a Member of a Committee

Some Committees of Council invite participation by community members. Advertisements are placed in local papers (and on Council's website) seeking applications.

Participating in a Consultation

Council undertakes public consultation from time to time in relation to policy development, and specific issues or projects. These consultations may be promoted

across the City using any number of methods including Council's website, the *Mitcham Community News*, Mitcham Matters column in the local *Messenger Press* and other media. Interest groups and individuals within the community may also be identified as key stakeholders and be specifically approached to participate in a consultative process.

Consultation is undertaken in accordance with the Public Consultation Policy or a specific resolution of Council.

Responding to Development Applications

Some development applications may require community notification by Council before Council can make a decision on the application. Notifications are sent to adjacent property owners with some applications advertised in *The Advertiser* newspaper. Submissions are accepted within the stated timeframes. Queries or concerns from community members are then brought before the Council Assessment Panel for consideration.

Review of Council Decisions

The Act states that Councils must develop a policy and procedure for the internal review of Council decisions. The policy (Independent Review of Decision Policy) is available on Council's website. Essentially, it provides for a formal review to take place when a written application for a Section 270 review is received. The Reviewer will review the decision in question to ensure that the decision-maker complied with all procedural requirements and made the best possible decision in the circumstance. It may not necessarily mean the decision will be overturned.

13. BECOMING INFORMED

Members of the community are encouraged to make use of Council information services and publications to become informed of services provided and of the issues presented to Council in the following way:

Attending Community Forums

These informal meetings are held once a year and provide an opportunity for members of the community to air or discuss issues pertinent to that ward with their Ward Councillors. These meetings are publicised through *Mitcham Community News*, local newspapers and Council's website. Dates for approaching community forums are available from Council's website.

Attending public meetings

Council holds public meetings from time to time in relation to particular issues or projects. These meetings are publicised throughout the City.

Council Surveys

From time to time Council conducts surveys on specific topics. Council also conducts a resident survey every two years. Members of the community are encouraged to take advantage of these opportunities when they occur.

14. DOCUMENTS HELD BY COUNCIL

Council holds a number of different types of documents. Those documents which are required to be available for public inspection and/or purchase are listed in **Appendix 2**. There is no charge to inspect the documents and many are available on Council's

website. In most cases copies of the documents (or extracts) may be purchased by the public at a small fee set by Council. The summary of the Annual Business Plan is available free of charge.

There is a range of other documents which Council makes available for public inspection. These can be accessed at the Customer Service Centre during ordinary business hours and many are available on Council's website. These documents are listed in **Appendix 3**.

A schedule of the remaining records held by Council appears in **Appendix 4**.

A list of Council's corporate policies appears in **Appendix 5**.

Right to Inspect Documents

Section 12 of the *Freedom of Information Act 1991* (the FOI Act) gives a person a legally enforceable right to gain access to most Council documents. However, some documents are not available for inspection.

Requests for publicly available information should, in the first instance, be directed to a Council Officer through the Customer Service Centre.

Requests for other information not publicly available must be accompanied by a completed Freedom of Information Application Form and addressed to:

Freedom of Information Officer
City of Mitcham
PO Box 21
Mitcham Shopping Centre
TORRENS PARK SA 5062

The FOI Application Form and information relating to FOI are available on Council's website.

Council has a right to charge an application fee as well as a charge related to the time it takes to satisfy the request. Such charges are set, not by the Council, but by the FOI Act. Details are available in Council's Schedule of Fees and Charge on Council's website.

Amendment of Records

Under Section 30 of the FOI Act, members of the public may apply to have any information contained in documents which relate to their personal affairs amended. Such request must be in writing and addressed to the Freedom of Information Officer (details provided above). The request must contain sufficient information to identify the document and the information to be updated and be accompanied by relevant supporting documentation/information.

The FOI Application Form – Request for Amendment is available on the State Records of South Australia website. A link to this site is provided on Council's website.

15. ACCESS TO INFORMATION AND DOCUMENTS

All inquiries to inspect or purchase Council documents should in the first instances be directed to a Council Officer at Customer Service Centre located at the Council Civic Centre.

16. CITY OF MITCHAM CONTACT DETAILS

Civic Centre

Street address: 131 Belair Road, Torrens Park SA 5062
Postal address: PO Box 21, Mitcham Shopping Centre, Torrens Park SA 5062
Telephone: (08) 8372 8888 (24 hrs assistance)
Facsimile: (08) 8372 8101
Website: www.mitchamcouncil.sa.gov.au
E-mail: mitcham@mitchamcouncil.sa.gov.au
Opening hours: Monday to Friday from 9am to 5pm (excluding public holidays and festive season closures revised annually)

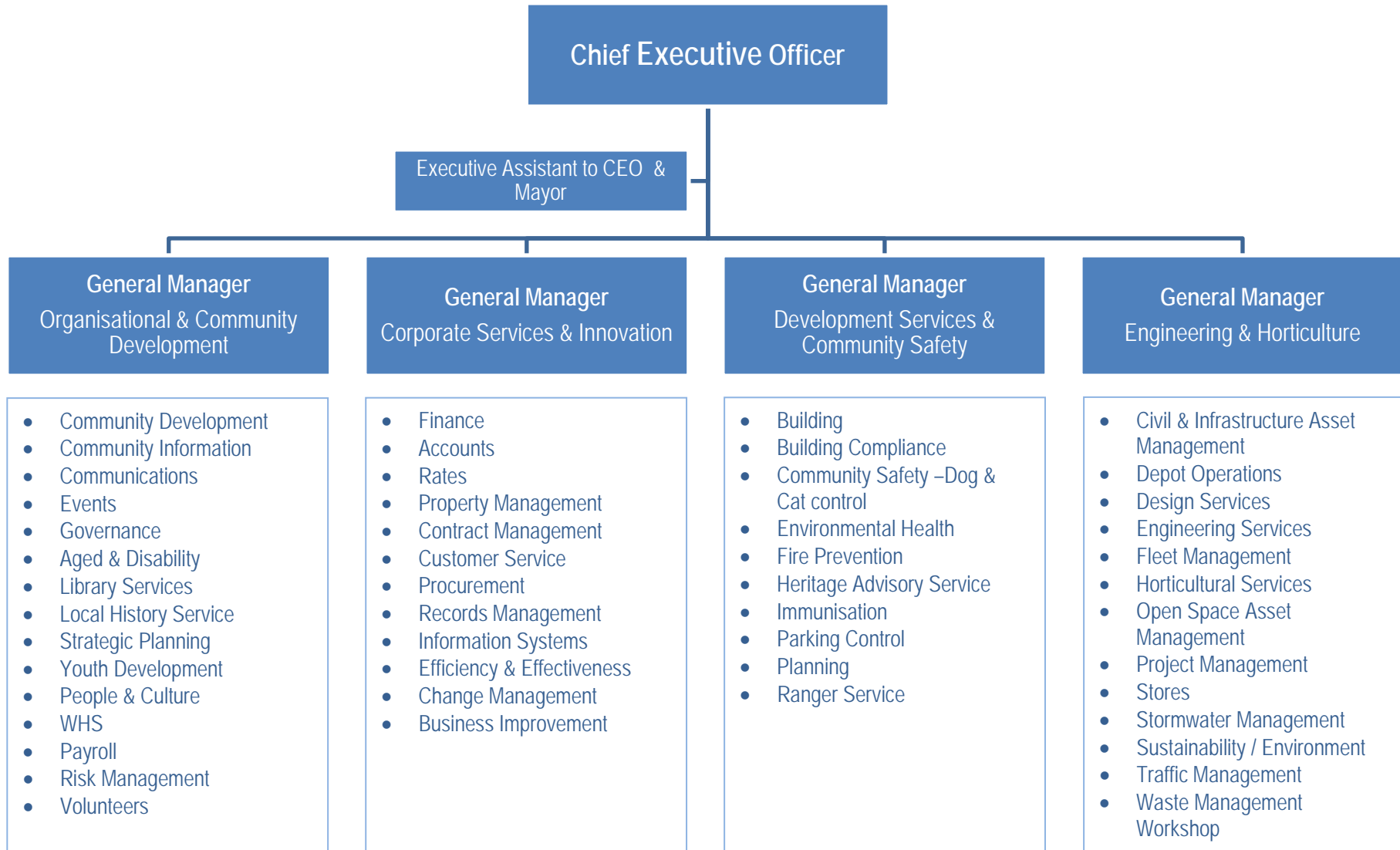
Mitcham Library

Street address: 154 Belair Road, Hawthorn SA 5062
Telephone: (08) 8372 8244
Facsimile: (08) 8372 8107
E-mail: library@mitchamcouncil.sa.gov.au
Opening hours: Refer to Council's website

Blackwood Library

Street address: 215 Main Road, Blackwood SA 5051
Telephone: (08) 8372 8255
Facsimile: (08) 8372 8108
E-mail: library@mitchamcouncil.sa.gov.au
Opening hours: Refer to Council's website

APPENDIX 1 - City Of Mitcham - Organisation Structure and Functions



APPENDIX 2

Documents Available For Public Inspection

Document	Inspect	Purchase	Availability	Type of document
Registers and Returns				
Register of Gifts and Benefits – Elected Members [cl.3.10, Code of Conduct for Council Members]	✓ cl.3.10	---	Governance	Hard copy/ Website
Register of Interests - Elected Members [s68, LG Act 1999]	✓ s70(1)	✓ s70(2)	Governance	Hard copy
Register of Members' Allowances and Benefits [s79, LG Act 1999]	✓ s79(3)	✓ s79(4)	Governance	Hard copy
Register of Remuneration, Salaries and Benefits (Council Employees) [s105, LG Act 1999]	✓ s105(3)	✓ s105(4)	Finance	Hard copy
Register of Community Land [s207, LG Act 1999]	✓ s207(3)	✓ s207(4)	Customer Service	Hard copy
Register of Roads [s231, LG Act 1999]	✓ s231(3)	✓ s231(4)	Engineering Services	Electronic
Register of By-laws [s252, LG Act 1999]	✓ s252(3)	✓ s252(4)	Customer Service	Hard copy
Voters roll [s15, LG (Elections) Act 1999]	✓ s15(14)	---	Rates	Hard copy
Register of Campaign Donation Returns [s87, LG (Elections) Act 1999]	✓ s87(2)	✓ s87(3)	Governance	Hard copy
Register of Dogs [s26 Dog & Cat Management Act 1995]	✓ s26(1)(ad)	✓ s26(6)	Customer Service	Electronic
Register of Planning and Building Applications [r98, Development Regulations 2008]	✓ r98(1)	✓ r98(3)	Planning Services	Electronic
Register of Land Management Agreements (LMAs) [s57, Development Act 1993]	✓ s57(2c)	✓ s57(2d)	Planning Services	Hard copy
Register of LMAs – development applications [s57A, Development Act 1993]	✓ s57A(6)	✓ s57A(7)	Planning Services	Hard copy

Document	Inspect	Purchase	Availability	Type of document
Codes				
Code of Conduct for Elected Members [s63, LG Act 1999]	✓ s63(4)	✓ s63(5)	Customer Service	Hard copy/ Website
Code of Conduct for Council Employees [s110, LG Act 1999]	✓ s110(6)	✓ s110(7)	Customer Service	Hard copy/ Website
Code of Practice - Access to Meetings and Documents [s92, LG Act 1999]	✓ s92(6)	✓ s92(7)	Customer Service	Hard copy/ Website
Code of Practice – Meeting Procedures [r6(1), LG (Procedures at Meetings) Regulations 2013]	✓ r6(5)	✓ r6(5)	Customer Service	Hard copy/ Website
Meeting papers				
Public notice and agenda (inc. reports) of Council meetings – with exception of confidential items [s84, LG Act 1999]	✓ s84(2)	✓ s84(3)	Customer Service	Hard copy/ Website
Public notice and agenda (inc. reports) of Committee meetings - with exception of confidential items [s88, LG Act 1999]	✓ s88(2)	✓ s88(3)	Customer Service	Hard copy/ Website
Minutes of Council and Committee meetings – with exception of confidential items [s91, LG Act 1999]	✓ s91(4)	✓ s91(6)	Customer Service	Hard copy/ Website
Policy and Administrative documents				
Assessment Record [s172, LG Act 1999]	✓ s174(1)	✓ s174(2)	Customer Service	Electronic
Delegations Register [s44, LG Act 1999]	✓ s44(7)	✓ s44(8)	Governance	Hard copy/ Website
Procurement Policy [s49, LG Act 1999]	✓ s49(4)	✓ s49(5)	Customer Service	Hard copy/ Website/
Public Consultation Policy [s50, LG Act 1999]	✓ s50(8)	✓ s50(9)	Customer Service	Hard copy Website
Elected Members’ Allowances and Support Policy [s77, LG Act 1999]	✓ s77(3)	✓ s77(4)	Customer Service	Hard copy/ Website
Induction Training & Development for Elected Members Policy [80A(1), LG Act 1999]	✓ s80A(4)	✓ s80A(5)	Customer Service	Hard copy/ Website

Document	Inspect	Purchase	Availability	Type of document
Strategic Management Plans - inc. long term financial plan and asset management plans [s122, LG Act 1999]	✓ s122(7)	✓ s122(7)	Customer Service	Hard copy/ Website
Annual Business Plan [s123, LG Act 1999]	✓ s123(9)(b)	✓ s123(9)(b)	Customer Service	Hard copy/ Website
Summary Annual Business Plan [s123, LG Act 1999]	✓ s123(9)(b)	s123(9)(b) No Cost	Customer Service	
Annual Budget [s123, LG Act 1999]	✓ s123(9)(b)	✓ s123(9)(b)	Customer Service	Hard copy/ Website
Audited financial statements [s127, LG Act 1999]	✓ s127(5)	✓ s127(5)	Customer Service	Hard copy/ Website
Annual Report [s131, LG Act 1999]	✓ s131(8)	✓ s131(8)	Customer Service	Hard copy/ Website
Fees and charges [s188, LG Act 1999]	✓ s188(6)	---	Customer Service/ Rates	Hard copy/ Website
Road Naming Policy [s219(5), LG Act 1999]	✓ s219(7)	---	Customer Service	Hard copy/ Website
Order Making Policy [s259, LG Act 1999]	✓ s259(6)	✓ s259(7)	Customer Service	Hard copy/ Website
Procedure for the Review of Council Decisions [s270, LG Act 1999]	✓ s270(5)	✓ s270(5)	Customer Service/ Governance	Hard copy/ Website
Charter for Centennial Park Cemetery Authority [Sch.5, LG Act 1999]	✓ Sch.5	✓	Customer Service/ Governance	Hard copy/ Website
Charter for East Waste Management Authority [Sch.5, LG Act 1999]	✓ Sch.5	✓	Customer Service/ Governance	Hard copy/ Website
Policy - Applications for determination by the Development Assessment Panel (Policy 03.04) [s34(27)(a), Development Act 1993]	✓ s34(27)(b)	---	Customer Service	Hard copy/ Website
Development Plan and Development Plan Amendments [s31, Development Act 1993]	✓ s31(3)	✓ s31(3)	Customer Service	Hard copy Website
Information Statement [s9, Freedom of Information Act 1991]	✓ s10(1)	✓ s10(1)	Customer Service/ Governance	Hard copy/ Website

Document	Inspect	Purchase	Availability	Type of document
Electoral Roll [s26, Elections Act 1985]	✓ s26(1)	---	Rates	Microfiche

NOTE: *Unless otherwise stated, copies of public documents, or extracts from public documents are available on Council's website and can be purchased (refer to the Schedule of Fees and Charges available on Council's website). A summary of the Annual Business Plan must be provided on request at no cost.*

APPENDIX 3

Other Publicly Available Documents

The following documents are available for inspection at the Customer Service Centre:

Document	Availability	Type of document
Community land management plans	Customer Service	Hard copy/ Website
Management plans for specific land / areas	Customer Service	Hard copy/ Website
Corporate Policy Manual	Customer Service	Hard copy/ Website
City of Mitcham Resident Survey	Customer Service/ libraries	Hard copy/ Website
Community engagement documents (various)	Customer Service	Hard copy/ Website

APPENDIX 4

Types of Records Held By Council

Document / Information	Explanation	Type of record
Administration and Finance information	Council has a suite of computer programs to manage its assets	Electronic
Correspondence Register	A list of all official records received by Council	Electronic
File Register	A list of all files held by Council	Electronic
Functional Files (or subject files)	documents associated with specific projects or subjects	Electronic/ Hard copy
Property Files	Documents relating to properties within the Council area	Hard copy
Street Files	Documents relating to streets within the Council area	Hard copy
Titles	Certificates of Title for land held by the Council	Hard copy
Legal documents	Relating to properties / areas in which Council has a legal interest	Hard copy
Personnel files (not available for public inspection)	Files on past and present employees	Electronic/ Hard copy
Parking Permit Register	A list of all residential parking permits	Electronic/ Hard copy
Parking Infringement Notices	A system which tracks the infringement from the time it is recorded until the time of discharge	Electronic
Customer Request Management system (CRM)	Enables complaints / compliments / requests to be tracked through to completion	Electronic/ Hard copy
Library system	A complete catalogue of the book/AV/other stock held by the library as well as borrower details	Electronic/ Website
Local History Collection	A collection of photographs and documents held by the Local History Centre	Hard copy
Old computer records	If required for future reference	Microfiche
Cemetery Records (Mitcham Cemetery)	Burial plot locations, leases and maps	Electronic/ hard copy

Storage of inactive files

Inactive files are stored in the archival section of Council's filing system with some inactive temporary files at a State Records approved offsite storage facility. Some files are sent to the State Records Department or are destroyed in accordance with the General Disposal Schedules for Local Government Authorities in South Australia.

APPENDIX 5

Policy Documents

Copies of Council Policy Documents are available for inspection at the City of Mitcham Civic Centre, 131 Belair Road, Torrens Park or on Council's website at:

www.mitchamcouncil.sa.gov.au

For ease of reference policies are grouped in alphabetical order on Councils website:

COUNCIL POLICIES BY FUNCTION

Function	Policy Name
Community Relations	Awards
	Collections for Charitable Projects
	Customer Complaints
	Customer Service
	Media
	Neighbourhood Watch - Assistance to Programmes
	Petitions Requiring Signatures
	Public Consultation
	Sporting Clubs - Recognition of Achievement
	Trading Table Sites
Development Control	Amended Plans - New Applications
	Amendment to Approved Plans
	Appeal Determinations
	Applications for Determination by the Development Assessment Panel
	Building Approvals - Supply of Lists
	Building Audit Inspections
	Deferrals
	Development Act Delegations
	Development Application Checklist
	Development Applications - Industrial or Commercial
	Environment Resource and Development (ERD) Court - Actions
	ERD Court - Elected Member Evidence
	ERD Court - Third Party Joiner Appeals
	Heritage Subsidy

Function	Policy Name
Development Control (cont'd)	Land Management Agreements - Associated with Development Application
	Landscaping
	Notification Procedures
	Notification to Elected Members
	Planning Inspection
	Provisional Development Plan Consents
	Stormwater Disposal from Low Side Developments
	Survey Certificates
	Telecommunication Facility Planning Guidelines
	Trees - Emergency Removal of Significant
	Waste Control Systems - Approvals
Environmental Management	Anti Graffiti
	Banners and Signs (temporary) for Local Functions
	Biodiversity
	Environmental Improvement - Operations Organisation
	Tree
	Waste Management
	Waste Management Recycling
	Water Use and Catchment Protection
Financial Management	Budget Management & Framework
	Capital Funding of Major External Facilities and Projects
	Financial Indicators and Measures
	Grants
	Internal Controls
	Other Debtors Management
	Procurement
	Prudential Management Policy
	Rating
	Re-Budgeting into Next Financial Year
	Sponsorship - Charity
	Sponsorship, Grants and Donations Received by Council
Treasury Management	
Fleet Management	Greening the Fleet

Function	Policy Name
Governance	Caretaker
	Code of Conduct for Development Assessment Panel Members
	Code of Conduct for Elected Members
	Code of Practice - Access to Meetings and Documents
	Code of Practice - Meeting Procedures
	Complaints Handling Procedure under Code of Conduct for Council Members
	Criticism of Officers by Council Members
	Delegations
	Elected Members Allowances and Support
	Elected Members Attendance at Conferences
	Elected Members Records Management
	Elected Members Use of Email
	Election Signs
	Flying of Flags
	Gifts & Benefits - Staff & Elected Members
	Induction Training and Development for Elected Members
	Informal Gatherings
	Independent Review of a Decision
	Nomination of Outside Persons to External Bodies
	Order Making
	Private Use of Goods and Services
	Unincorporated Bodies
Whistleblower Protection	
Government Relations	Protocols for Joint Council Projects
Human Resource Management	Code of Conduct - Council Employees
	Code of Conduct - Volunteers
	Corporate Wardrobe
	Occupational Health and Safety Statement
	Volunteer
	Youth Employment and Training
Information Management	Elected Members' Information Management
Infrastructure	Bus Stop Shelters
	Directional Signs
	Driveways

Function	Policy Name
Infrastructure (cont'd)	Footpath Levels
	Footpaths/Paving
	Grass Cutting - Council Controlled Areas
	Infrastructure Maintenance
	Kerbside Numbering and Street Naming
	Laneway
	Major Vegetation Pruning or Trimming
	Nature Strips/Verges - Conditions for Use
	Outdoor Dining
	Resident Access to Properties along Public Roads
	Road Naming
	Roadside - Significant Vegetation
	Roadside Reserve Maintenance
	South Road Streetscaping
	Street Lighting - Energy Efficiency
	Street Lights - Shading
	Street Litter Bins
	Streetscapes and the Undergrounding of Services
Tree	
Legal Provisions	Legal Advice
Property Management	Asset Management
	Commemoration/Naming
	Commemoration of Service to the Community
	Council Offices - Use of Mayor's Parlour and Committee Room
	Developments on Council Land
	Fences between Private and Council Property
	Gaming Machines
	Lease of Council Houses
	Leasing and Licensing of Council's Sport Facilities
	Liquor Licence Applications - Consultation
	Minor Works for School Ovals
	Objectives for Recreational Areas
	Open Space - Acquisition, Development and Disposal
	Picking Olives on Council Properties
	Public Toilets - Cleaning

Function	Policy Name
Property Management (cont'd)	Reserve Reinstatements
	Reserves - Extension of
	Reserves - Quarries in
	Reserves - Special Use of Reserves and Sporting Facilities by Various Groups
	Reserves - Management of Woodland Using Watiparinga Procedures
	Reserves Creekline - Additional and Development along the Sturt River and Minno and Brown Hill Creeks
	Signs - Criteria for Sponsorship on Sporting Grounds
	Sport and Recreation/Community Facilities - Condition for Use
	Sturt Gorge Management
	Unauthorised Use of Council Land
	Vandalism - Council Property
Social, Cultural and Community Services	Access and Inclusion
	Community Care Services
	Community Collections and Information Services
	Community Gardens
	Community Noticeboards - Conditions of Use
	Community Wellbeing Client Contribution
	Libraries Closures on Public Holidays
	Mountain Bike
	Public Art
	Social Development
	Youth Services
Strategic Management	Disposal of Assets
	Efficiency and Effectiveness
	Risk Management
	Social Development
Traffic Management	Residential Parking Permits