

72 Woodville Road, Woodville, South Australia 5011  
PO Box 1, Woodville SA 5011  
T: 08 8408 1111 F: 08 8408 1122 [charlessturt.sa.gov.au](http://charlessturt.sa.gov.au)



# **FREEDOM OF INFORMATION INFORMATION STATEMENT**

For the period  
1 July 2023 – 30 June 2024

# Contents

- Information Statement..... 2
- Structure and Functions of Council ..... 2
- Services to the Community ..... 6
- Community Engagement and Public Participation ..... 7
- Access to Council Documents ..... 8

*This document refers to arrangements for the 2023/2024 financial year.*

## ***Information Statement***

This information statement is published by the City of Charles Sturt in accordance with the requirements of the Freedom of Information Act 1991.

The City of Charles Sturt 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***

### **Background**

The City of Charles Sturt was proclaimed on 1 January 1997. It joined the former City of Hindmarsh Woodville and the City of Henley and Grange.

Our Council is west of the Central Business District of Adelaide, South Australia. You can see an interactive map of the City of Charles Sturt boundaries.

Our vibrant population of 120,000 lives between the city and the sea. Our community enjoys a relaxed lifestyle close to the beach and CBD, with easy access to the airport and regional shopping centres.

We're known as a major sporting and entertainment hub in Adelaide. We have national basketball, and soccer stadium, three golf courses, and an international rowing course. Our Adelaide Entertainment Centre hosts world-class music and events, and our community centres are constantly hosting a range of workshops and programs.

The tranquil River Torrens Linear Park is just one in our network of parks, reserves and playgrounds. Our city has a range of schools, medical services, sports facilities, community spaces and libraries.

Since early settlement, Charles Sturt has evolved into a thriving community. We're now a mix of residential, industrial and commercial land, with contemporary and highly valued heritage areas.

Our extensive transport networks are growing with exciting developments to better connect the West to the CBD with tram, train and bus upgrades happening now.

Charles Sturt is an innovative, contemporary City that is full of opportunities.

### **Structure**

The Council consists of the Mayor and 16 Council Members representing the eight wards within the City. "Council" is the body corporate consisting of elected members as constituted under the Local Government Act 1999. 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-makers in the interest of its community; and
- b) to provide and co-ordinate various public services and facilities and to develop its community and resource in a socially just and ecologically sustainable manner; and

- c) to encourage and develop initiatives within its community for improving the quality of life of the community; and
- 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 [s.6, LG Act 1999].

### **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;
- j) to manage, improve and develop resources available to the Council; and
- k) to undertake other functions and activities conferred by or under the Act [s.6, LG 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

The membership of such Committees and their terms of reference are determined by the Council. The Planning Development and Infrastructure Act 2016 requires each Council to establish a development assessment panel and determine membership and operating arrangements.

A Council may also establish other working groups to assist in the performance of its functions. Chapter 6 of the Act and the Local Government (Procedures at Meetings) Regulations 2000 prescribe the way meetings of a Council and its Committees are to be conducted.

## **Council Committee Structure**

### **Full Council**

Meetings of Council are held on the second and fourth Mondays of each month, commencing at 7pm (except January and December – in January fourth Monday only, and in December second Monday only). NOTE: Whenever the Monday falls on a public holiday the meeting will be held on the Tuesday night immediately following. Council meetings are held in the Council Chambers at the Civic Centre, 72 Woodville Road, Woodville. Members of the public are invited and welcome to attend all meetings of the Council.

### **Committees**

#### **Asset Management Committee**

Meetings of the Asset Management Committee are held on the third Monday of each month except January and December, commencing at 6.00pm (unless stipulated otherwise). NOTE: This Committee meets concurrently with the City Services Committee. Whenever the Monday falls on a public holiday the meeting will be held on the Tuesday night immediately following.

The basic function of the Asset Management Committee is to make recommendations to Council on its asset management strategy and policy framework and on divisional operations to best meet the needs and aspirations of the Charles Sturt Community.

#### **City Services Committee**

Meetings of the City Services Committee are held on the third Monday of each month except January and December, commencing at 6.00pm (unless stipulated otherwise). NOTE: This Committee meets concurrently with the Asset Management Committee. Whenever the Monday falls on a public holiday the meeting will be held on the Tuesday night immediately following.

The function of the City Services Committee is to make recommendations to Council on community service, environmental health, compliance, library services, economic development activities and development policy. Including the overall priorities, strategies and policies which should be adopted to ensure the provision of the full range of Council services as they relate to the identified areas to best meet the needs and aspirations of the Charles Sturt community.

#### **Corporate Services Committee**

Meetings of the Corporate Services Committee are held on the third Monday of each month except January and December commencing at 6.00pm (unless stipulated otherwise). NOTE: Whenever the Monday falls on a public holiday the meeting will be held on the Tuesday night immediately following.

The basic function of the Corporate Services Committee is to make recommendations to Council on all financial and policy issues affecting the business of Council, to ensure it operates in a corporately responsible, transparent and accountable way. This committee also undertakes annual reviews of Council's policies and delegations.

#### **Audit Committee**

Meetings of the Audit Committee are held quarterly at 6.00pm on the fifth Monday of the month, except January and December, and when the Committee may otherwise deem necessary. NOTE: If the Monday is a public holiday the Committee meets on the following Tuesday. The meeting for the final quarter of the calendar year is held towards the end of October to receive and review the Year

End Audited Financial statements of Council and any subsidiaries allowing insertion into the City of Charles Sturt's Annual Report.

The basic function of the Audit Committee is to liaise with Council's auditor, to consider reports from Council's internal and external auditors, to review the adequacy of internal controls, and to monitor and review the performance of Council's Risk Management Program.

## **Panels**

### **Council Assessment Panel**

Meetings of the Council Assessment Panel are held on the first and third Wednesday of each month at 6.30pm. Additional meetings can be set by agreement of the Panel as necessary. The Presiding Member, in consultation with the Principal Planner, can cancel a normal meeting if there is no business to be conducted.

### **Working Groups**

A number of working groups comprising Elected Members, council staff and/or members of the public have been established to investigate or provide advice on particular issues.

### **Agendas, Reports and Minutes**

Agendas of all Council and Committee meetings are on public display at the Civic Centre, Woodville, no less than three days prior to the meeting. Copies of agendas, reports and minutes can be purchased from the Civic Centre at Woodville or can be downloaded from the City of Charles Sturt website <https://www.charlessturt.sa.gov.au/council/council-documents/agendas-and-minutes>.

## **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 Charles Sturt website, <https://www.charlessturt.sa.gov.au/council/role-of-council/councilmeetings>.

## **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, Woodville and on our [website](#) and are reviewed annually by Council.

## Services to the Community

### Core Operational Services

Local Government is a multi-disciplinary business primarily servicing the needs of its community. The following list is indicative of the extent of our operations:

City Services	Corporate Services
Animal Management	Accounts Payable / Accounts Receivable
Children's Literacy Programs	Budgets
Community Care – Aged & Disability Services	Citizenship
Community Care – Transport	Cleaning Council Property
Community Care – Volunteers	Contracted Services
Community Centres	Corporate Communications
Community Development	Corporate Marketing
Community Safety	Corporate Social Media
Customer Contact	Council & Committee Meetings
Development Assessment	Council Elections
Development Compliance	Electoral Roll Maintenance
Development Control	Emergency Management
Environmental Health	Financial Planning & Reporting
Graffiti	Funds Management
Historical Assets	Geographic Information Systems
Home Maintenance & Security	Governance
Immunisation	Graffiti
Information Literacy	Herbicide & Pesticide Spraying
Library Branches	Human Resource Management
Lifelong Learning Programs	Information Management Services
Local Nuisance	Insurance
Mobile Library Service	Internal Audit
Planning Policy	IT & Administration Systems
Pollution Prevention	Kerb & Gutter Replacement
Public Access Internet	Payroll Services
Youth Services	Playground Maintenance
	Procurement Services
<b>Asset Management Services</b>	Property Certificates for Land Transfers & Sales
Arboriculture	Rating & Property System
Drainage Maintenance	Risk Management
Dune Vegetation Management	Security
Environmental Management	Street Numbering
Fleet Management & Maintenance	Verge Mowing
Footpath Maintenance	Waste Management
Foreshore Maintenance	Work Health & Safety
Litter Bins	
Open Space Planning	
Parks & Reserves Maintenance	
Property Maintenance	
Property Management	
Public Lighting	
Rapid Response	

Road Maintenance	
Road Reseal Backlog Program	
Segmental Paved Footpaths	
Sporting Club Support	
Street Sweeping	
Traffic Management	

## ***Community Engagement and Public Participation***

### **Council Meetings**

Members of the public have several opportunities to express their views on particular issues before Council. These include:

**Deputations**– With the written permission of the Presiding Member of the Committee or the Mayor, a member of the public can address a Committee or the Council personally or on behalf of a group of residents for up to 5 minutes on any item that is relevant to that Committee or the Council, depending on the number of deputations scheduled for a particular meeting. Further information is available on Council’s [website](#).

**Petitions** – a petition is a formal written request or submission to Council, which has been signed by multiple people. A standard petition form is available on Council's [website](#) and provides a good template for compiling a petition. Each page of the petition must repeat details of the request/submission and each signatory must legibly provide name, address and signature.

The Local Government (Procedures at Meetings) Regulations 2013 do require that a petition:

- Be legibly written or typed
- Be an original document
- Clearly set out the request/submission of the petitioners; and
- be delivered to the principal office of the Council.

**Council Members** – Members of the public can contact Councillors to discuss any issue relevant to Council. Contact details for Councillors are available via Council’s [website](#).

**Written Requests** – Members of the public can write to Council on any Council policy, activity or service.

**Online** - Council has a web presence ([www.charlessturt.sa.gov.au](http://www.charlessturt.sa.gov.au)) which provides an opportunity for comment and feedback, and to chat online to a Customer Contact Officer.

Council also has social media platforms including Facebook, Twitter, Instagram, YouTube and LinkedIn.

### **Community Consultation**

The City of Charles Sturt is committed to open, honest, accountable and responsible decision making. Council’s Public Consultation 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 – [www.charlessturt.sa.gov.au](http://www.charlessturt.sa.gov.au)



Consultation with residents can take a variety of forms including but not limited to:

- Hand delivered or posted circular letters
- Questionnaires and surveys
- Community Forums or local area meetings
- Advertising and information in the North Eastern Weekly
- Various pamphlets, flyers or publications
- Telephone sample surveys
- Online Community Panel
- Public meetings, forums or drop-in sessions.

Some examples of issues that Council conducts community consultation on include:

- Local area traffic management
- Major Council projects or proposals for the area
- Development applications
- Tree planting and removal
- Policy and by-law development and review
- Major strategy development or preparation of Strategic Plans
- Management Plans
- Draft Annual Business Plan and Budget

## **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, 72 Woodville Road, Woodville between 8:30am and 5:00pm weekdays or they can be accessed from Council’s website <https://www.charlessturt.sa.gov.au/council/council-documents/policies>.

<b>City of Charles Sturt – External Policies</b>	
Ageing in Charles Sturt Policy	Insurance Policy
Annual Budget Policy	Internal Review of Council Decision (S270) Policy
Asset Accounting Policy	Investment Policy
Asset Fund Policy	Long Term Financial Plan Policy
Asset Management Policy	Media, Communications and Social Media Policy
Audit and Controls Policy	Memorials Policy
Banking Accounts and Services Policy	Mobile Device Policy
Banners Website and Promotions Policy	Obligations of Non-Council Committee Members
Borrowings Policy	Open Data Policy
Breast Feeding Policy	Order Making Policy
Building Inspection Policy	Outdoor Dining Policy

## City of Charles Sturt – External Policies

Caretaker Policy	Parking Controls Policy
Children and Vulnerable Persons Policy	Path Policy
Civic Recognition and Events Policy	Petty Cash Policy
Commonwealth Home Support Programme Fees Policy	Plant Equipment and Fleet Management Policy
Community Care Consumer Rights Policy	Play Space Policy
Community Emergency Management Policy	Privacy Policy
Community Gardening Policy	Private Funded Code Amendments Policy
Community Verge Development Policy	Procurement Policy
Contaminated Site Policy	Prudential Review Policy
Council Member Access to Information Policy	Public Art Policy
Council Member Code of Conduct Policy	Public Consultation Policy
Council Member Electronic Communications Policy	Public Environment – Smoke Free Policy
Council Member Legal Advice Policy	Public Reserves for Commercial Fitness Activities Policy
Council Members' Allowance and Support Policy	Rate Rebate Policy
Council Members Records Management Policy	Rating Policy
Council Members Training and Development Policy	Reserve Naming Policy
Council Policy Framework	Residential Waste and Recycling Policy
Credit Cards Policy	Restricted Assets Policy
Customer Experience Policy	Risk Management Policy
Debt Collection Policy	Road Naming and Premises Numbering Policy
Development Act 1993 Delegations Policy	Sale of Land Due to Non-Payment of Rates Policy
Disposal of Assets Policy	Serious Incident Response Scheme Policy
Dog and Cat Management Policy	Sister City Relationship Policy
Elected Members Use of Unauthorised Hardware and Software Policy	Social Inclusion Policy
Employee Code of Conduct Policy	Sporting and Community Club Loan Guarantees Policy
Encroachment Policy	Sporting and Community Clubs Fees Policy
Enforcement Policy	Sports Awards Event Sponsorship Policy
Environmental Sustainability Policy	Statutory Financial Reporting Policy
Expiation Notice Review Policy	Street Traders Policy
External Grants Funding Policy	Telecommunications and Electricity Infrastructure on Council Land Policy
Flag Pole Usage Policy	Tree and Vegetation Policy
Fringe Benefits Tax Policy	Under 18's Sports Program Policy
Gambling Awareness Policy	Unsolicited Proposals Policy
Goods and Services Tax Policy	Unreasonable Requests for Service, Information and Complaints Policy
Graffiti Policy	Use of Hindmarsh Cemetery Policy
Guidelines to Display Local Government Election Signs	Volunteer Code of Conduct Policy
Hardship Policy for Residential Recycled Water Customers	Volunteer Policy
Healthy Food and Drink Choices Policy	Youth Policy

## City of Charles Sturt – External Policies

Historical Fire Engine Display Policy	
---------------------------------------	--

### Policy Documents Available for Inspection

The following internal policy documents are available for public inspection at the Civic Centre, 72 Woodville Road, Woodville between 8:30am and 5:00pm weekdays.

## City of Charles Sturt – Internal Policies

Additional External Work Policy	Reclassification Policy
Covert Surveillance Policy	Recognition of Service Policy
Electronic Communications Policy – Council Agents	Records Management Policy
Employee Volunteering Policy	Recruitment and Selection Policy
Fringe Benefits Tax Policy	Respectful Workplace Policy
Higher Duties Policy	Salary Sacrifice Policy
Hospitality, Gifts and Employee Expenses Policy	Smoke Free Workplace Policy
Induction Policy	Staff Code of Conduct Policy
Leave Policy	Staff Performance Management Policy
Motor Vehicle Policy	Staff Training and Development Policy
Occupational Health Safety and Welfare Injury Management Policy	Staff Travel Policy
Part-time Studies Assistance Policy	Work-Life Balance Policy
Performance Development Policy	

### 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 shown below.

Document	Fee
Annual Business Plan and Budget Document (free to residents)	40.00
• per single sided A4 page	0.20
Annual Report ( <i>free to residents and promotional</i> )	25.00 each
Area Plans	7.50 each
Audited Financial Statements ( <i>free to statutory bodies and promotional</i> )	30.00
• per single sided A4 page	0.20
Henley Heritage Survey	10.00 each
Hindmarsh Heritage Survey	15.00 each
Historic Conservation Review	5.00 each
Local Heritage Areas	2.50 each
Other Reports	0.33 per single sided A4 page
Parking Control Register Extract (hard copy only)	2.50 per page
Public Exhibition – Draft DPA	5.00 or 10.00 per draft plan depending on size
Register of By-laws	10.00 each
Council Member Register of Interest – per single/double sided A4 Pursuant to the Local Government Act 1999 Section 70	0.20

<b>Document</b>	<b>Fee</b>
Delegations Register – per single/double sided A4	0.20
Procurement Policy – per single/double sided A4	0.20
Public Consultation Policy – per single/double side A4	0.20
Code of Conduct – Staff or Council Member – per single/double sided A4	0.20
Council Member Allowance & Benefits Register – per single/double sided A4	0.20
Council Member Training & Development Policy – per single/double sided A4	0.20
Code of Practice for Meeting Procedure – per single/double sided A4	0.20
Campaign Donations Returns – per single/double sided A4	0.20
Electoral Roll – Inspection at the Council Office during normal business hours	No charge
Between close of nominations and polling day 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 day for an election, nominated candidates for an election can request an additional copy for the voters roll for their nominated area in printed format.	20.00
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.	125.00
Woodville Heritage Survey	15.00 each
Zoning Plans	7.50 each
Copy of prior financial years rates notice	11.00 per notice
Rates assessment book extract fee	5.00 per assessment
<b>Officer Responsible:</b> Manager Financial Services	

The following documents are publicly available via the City of Charles Sturt's website - <https://www.charlessturt.sa.gov.au/council/council-documents/generaldocuments>:

<b>Publicly Available Documents</b>	
Animal Management Plan	Economic Development Strategy
Annual Business Plan and Budget	Environmental Plan
Annual Reports	Fees & Charges Register
Asset Management Plans	FOI - Freedom of Information - Fees and Charges
By-Laws Register	FOI – Freedom of Information – Information Statement
Charles Sturt Development Plan Delegations Register	Freedom of Information - Your Rights to Review and Appeal
City of Charles Sturt Policies	Open Space Strategy
Code of Practice for Meeting Procedures	Organisational Plan
Code of Practice for Public Access to Council and Committee Meetings and Associated Documents	Parking Expiation Review Guidelines

## Publicly Available Documents

Community Land Management Plans	Petition to Council
Community Plan	Plans and Strategies
Community Survey	Regional Public Health Plan
Council and Committee Agendas, Reports and Minutes	Registers
Council and Committee Structure - Terms of Reference and Membership	Transport Plan
Current Freeman and Freedom of the City Roll and Keys to the City Roll - City of Charles Sturt	Net Zero
Development Plan	Your Neighbourhood Plan

## 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 Public Roads
- Register of Salaries
- 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 – Public Access to Council and Committee Meetings and to Associated documents
- Code of Practice for 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 2023
Upon lodging an application for access to an agencies documents or lodging an application for Internal Review of a determination	\$40.75
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 \$15.40 \$15.40
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	\$9.10 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 Charles Sturt are to be addressed to:

**Freedom of Information Officer**  
**City of Charles Sturt**  
**PO Box 1**  
**WOODVILLE SA 5001**

or

Email: [council@charlessturt.sa.gov.au](mailto:council@charlessturt.sa.gov.au) - ATT: **Freedom of Information Officer**

Application forms are available from the Civic Centre and via the City of Charles Sturt'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' 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.

**Paul Sutton**  
**Chief Executive Officer**