

# *Centennial Park*

## **FREEDOM OF INFORMATION STATEMENT**

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Chief Executive Officer  
Centennial Park Cemetery Authority

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**Date**

August 2011

Policy Review Date:

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**Date**

August 2012

Next Policy Review Date:

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**Date**

Issue Date:

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**Date**

Version No.: **7**

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## FREEDOM OF INFORMATION STATEMENT

### 1. Introduction

The Centennial Park Cemetery Authority (the Authority) is a responsible corporate entity which complies with all relevant legislation, including the Freedom of Information Act 1991 (the Act). In complying with the Act the Authority has to strike a balance between corporate transparency and the need to protect commercial-in-confidence information as well as protecting personal details of employees and clients.

### 2. The Authority's Structure

The Authority is a body corporate and is governed by the Act and its Charter. The Board of Management (the Board) is the Authority's governing body and has the responsibility for the administration of the affairs of the Authority ensuring that the Authority acts in accordance with its Charter and all relevant legislation including the Act.

The Board consists of seven (7) Members, comprising two (2) Elected Members from each of the Constituent Councils of Unley and Mitcham and three (3) Independent Members appointed by a panel.

There are three (3) Board Committees:

- The Audit and Risk Management Committee;
- The Marketing Committee; and
- The Heritage Committee.

The Board delegates day-to-day management of the Authority to the Chief Executive Officer.

### 3. The Functions of the Authority

The Authority is a regional subsidiary established by the City of Mitcham and the Corporation of the City of Unley pursuant to section 43 of the Local Government Act, 1999.


The primary objective of the Authority is to ensure 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 and the community of South Australia.

### 4. The Authority's Functions and the Public

The major interface between the Authority with the public involves provision of cemetery, memorial, cremation and chapel services and facilities.

The Charter outlines the following functions that the Authority is responsible for which effect the public:

- To operate and maintain a public cemetery facility and crematoriums;

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- To provide, sell, lease or hire monuments, tombstones, trees, flowers and other things incidental to interment and memorialisation of cremated and non-cremated human remains; and
- To promote ancillary services that can enhance the value of services or the facilities of the Authority.

## **5. Public Participation**

### **5.1 Board Meetings**

Members of the public have a number of opportunities to put forward their views on particular issues before the Board.

While meetings of the Board are not open to the public the following options are available for public participation:

- Deputations - a person or persons, with prior notification and arrangement with the Chair of the Board, can address a Board Committee or the Board personally or on behalf of a group on any relevant issue.
- Petitions – written petitions can be addressed to the Board on any issue within its jurisdiction.
- Written requests – a Member of the Public can write to the Board on any Board policy, Authority activity or service.
- Board Members – Members of the Public can contact Board Members to discuss any issue relevant to the Board.
- Board Members are to direct Members of the Public to the Authority Policies and refer them to the Chief Executive Officer if further information is required.

### **5.2 Public Consultation**


Customer Satisfaction surveys are carried out to assess public response to the Authority services and the public can provide feedback via the Contact page on the Authority website.

## **6. Access to Documents**

### **6.1 Publicly Available Documents**

The following documents are available free of charge for inspection by members of the public at the office of the Authority or online at [.centennialpark.org](http://centennialpark.org) subject to the terms and conditions outlined in this statement.

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Copies of these documents may be purchased in accordance with *Schedule 1 – Fees and Charges*:

<b>Document</b>
Operating Policy Statement
Freedom of Information Statement
Annual Reports
Annual Financial Statements
Charter
Board of Management Code of Conduct
Competition Policy Statement
Customer Service Standards and Complaints Handling Policy
Governance Statement
Other Publications (e.g. Brochures)

**6.2 Other Information Requests**

Requests for other information not included in above will be considered in accordance with the Freedom of Information Act 1991.

**7. Making a Request for Information**


Requests for information should be made using the Freedom of Information Request Forms that are available at the Authority office, 760 Goodwood Road, Pasadena and should be lodged with the appropriate fee as published in the Freedom of Information Schedule 1 – Fees and Charges and addressed to:

The Freedom of Information Officer  
 Centennial Park Cemetery Authority  
 760 Goodwood Road  
 PASADENA SA 5042

Applications will be responded to as soon as possible within the statutory 45 days of the Authority receiving the properly completed Freedom of Information Request Form, together with the application fee.

In the year ended 30 June 2011, the Authority received no requests for information under the Freedom of Information Act 1991.

**8. Amendment of Personal Records**

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A Member of the Public may upon request gain access to Authority documents pertaining to their personal details to ascertain the veracity of the details contained within. A Member of the Public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out-of-date upon provision of supporting documentation.

To gain access to these records, a Member of the Public must complete a Freedom of Information Request Form as indicated above, outlining the records he/she wishes to inspect. Proof of identity must be provided and only documents that contain the individual's details will be made available.

**9. Responsibilities**

The Board has ultimate responsibility but has delegated operational responsibility to the Chief Executive Officer or delegate. The Freedom of Information Officer is responsible for complying with the requirements of the Act and this policy, including responding within stipulated timeframes.

**10. References:**


- This Statement should be read in conjunction with the following:
- 10.1 Freedom of Information (Fees and Charges) Regulations 2003
  - 10.2 Freedom of Information Schedule 1 – Fees & Charges
  - 10.3 Freedom of Information Act 1991
  - 10.4 The Charter
  - 10.5 21.0 Administrative Committees Policy
  - 10.6 2.0 Delegations of Authority Policy
  - 10.7 Local Government Act 1999

**SIGNED:** .....

Chief Executive Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_


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**Attachment 1: Schedule 1 – Fees & Charges as at 1 July 2011**

1	On application for access to an agency's document (Section 13(c))	\$29.50
2 (1)	<p>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)):</p> <p>(a) In the case of a document that contains information concerning the personal affairs of the applicant –</p> <p>(i) For up to the first 2 hours spent by the agency in dealing with the application and giving access</p> <p>(ii) For each subsequent 15 minutes so spent by the agency</p> <p>(b) In any other case – for each 15 minutes so spent by the agency</p>	<p>No charge</p> <p>\$11.00</p> <p>\$11.00</p>
2 (2)	<p>In addition to the fees specified in subclause (1), the following fees are payable in respect of the giving of access to an agency's document:</p> <p>(a) Where access is to be given in the form of a photocopy of the document (per page)</p> <p>(b) Where access is to be given in the form of a written transcript of the words recorded or contained in the document (per page)</p> <p>(c) Where access is to be given in the form of a copy of a photograph, x-ray, video tape, computer tape or computer disk.</p> <p>Note:</p> <p>If the applicant requires that a document be posted or delivered, the applicant must pay the actual costs incurred by the agency in posting or delivering the document.</p>	<p>\$0.15</p> <p>\$6.60</p> <p>The actual cost incurred by the agency in producing the copy</p> <p>The actual cost incurred by the agency for postage</p>
3	On application for review by an agency of a determination made by the agency under Part 3 of the Act (Section 29(2)(b))	\$29.50

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Copies of these documents may be purchased upon payment of the appropriate fee as listed below:

<b>Document</b>	<b>Fee (including GST)</b>
Operating Policy Statement	\$55.00
Annual Reports	\$55.00
Annual Financial Statements	\$55.00
Charter	\$55.00
Freedom of Information Statement	\$55.00
Board of Management Code of Conduct	\$55.00
Competition Policy Statement	\$55.00
Customer Service Standards and Complaints Handling Policy	\$55.00
Governance Statement	\$55.00
Other Publications (e.g. Brochures)	No Charge