



# Freedom of Information Statement

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# Freedom of Information Statement

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<b>Approved by:</b>	Janet Miller Chief Executive Officer
<b>Signature:</b>	

Electronic version on the Authority Intranet is the controlled version.

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## **1 Purpose**

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 aims 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 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.

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 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 and 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 affect the public:

- To provide, equip, operate and maintain one or more public cemetery facilities and crematoriums, mausoleums and mortuaries;
- To provide, sell, lease or hire monuments, tombstones, trees, flowers and other things incidental to interment and memorialisation of cremated and non-cremated remains and burials; and
- To promote the services and facilities of Centennial Park and to carry out any business or operation the Authority considers can enhance the value and render profitable any of the facilities or services of Centennial Park.
- Establish other facilities and services incidental or ancillary to the establishment, operation and management of cemeteries, crematoriums, mortuaries and mausoleums; and
- To promote, investigate or utilise alternative lawful methods of disposing of human remains.

## 5 Access to Documents

### 5.1. 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 [www.centennialpark.org](http://www.centennialpark.org) subject to the terms and conditions outlined in this statement.

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

Document
Operating Policy Statement
Freedom of Information Statement
Annual Reports
Burial Information
Charter
Board of Management Code of Conduct
Competition Policy Statement
Complaints Policy and Procedure
Other Publications (e.g. Brochures)

### 5.2. Other Information Requests

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

A determination as to whether a request must be lodged via a formal Freedom of Information Request process must be sought from the FOI Officer prior to advising the inquirer of the appropriate process to follow.

## 6 Making a Request for Information

Requests for information should be made using the Freedom of Information Request Forms which are available at [www.archives.sa.gov.au/content/foi-forms](http://www.archives.sa.gov.au/content/foi-forms) 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 30 days of the Authority receiving the properly completed Freedom of Information Request Form, together with the application fee.

In the year ended 30 June 2020, the Authority received no requests for information under the Freedom of Information Act 1991.

## 7 Amendment of Personal Records

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.

## 8 Internal Review and Appeal

Requests for an Internal Review should be made using the Application for Internal Review of Determination Forms which are available at [www.archives.sa.gov.au/content/foi-forms](http://www.archives.sa.gov.au/content/foi-forms) and should be lodged with the appropriate fee as published in the Freedom of Information Schedule 1 – Fees and Charges and addressed to:

The Chief Executive Officer  
Centennial Park Cemetery Authority  
760 Goodwood Road  
PASADENA SA 5042

Applications will be responded to as soon as possible within the statutory 30 days of the Authority receiving the properly completed Application for Internal Review of Determination Forms, together with the application fee.

## 9 External Review and Appeal

If an applicant is still aggrieved by the determination of the Internal Review, or where you are unable to apply for an Internal Review, then you may request an External Review.

Applications for an External Review should be made directly to the Ombudsman SA at [ombudsman@ombudsman.sa.gov.au](mailto:ombudsman@ombudsman.sa.gov.au) , or by phoning (08) 82268699.

## 10 Roles and Responsibilities

### 10.1. Freedom of Information Officer

The **Freedom of Information Officer** manages this policy and is responsible for:

- Complying with the requirements of the Act and this policy, including responding within stipulated timeframes; and
- Maintaining knowledge and accreditation as current.

### 10.2. Staff

All staff will comply with this Policy Statement and the Schedule of Fees. Staff will seek clarification from the FOI Officer prior to advising an inquirer to submit a formal Freedom of Information Request.

## 11 Glossary of Terms

Term	Definition
FOI	Freedom of Information
The Authority	Centennial Park Cemetery Authority

## 12 Deviation

Deviations from this policy must be authorised by the Board and the CEO and all deviations recorded.

## 13 Compliance

All Policies and Procedures comply with the formatting and definitions contained within 30.0 Governance Statement Policy.

## 14 Document Control

Author (to whom changes are to be recommended)			
<b>Position</b>		<b>Incumbent</b>	
Manager Corporate Services		Nadia Andjelkovic	
Contributors			
<b>Position</b>		<b>Incumbent</b>	
Records Management Officer		Jane Cubberley	
Reviewed by			
<b>Position</b>		<b>Incumbent</b>	<b>Review date</b>
Freedom of Information Officer		Jane Cubberley	June 2020
Approved by			
<b>Position</b>		<b>Incumbent</b>	<b>Approval date</b>
Chief Executive Officer		Janet Miller	01-07-2020
History			
Date	Author	Revision	Nature of change
28/06/2020	Ellen Pirone	V16.0	<ul style="list-style-type: none"> <li>Updated the Schedule of Fees as per the Regulations.</li> <li>Updated the Administration Fees as per the 2020 – 2021 Services and Prices Guide</li> </ul>
28/06/2019	Jane Griffiths	V15.0	<ul style="list-style-type: none"> <li>Updated the Schedule of Fees as per the Regulations.</li> <li>Updated the Administration Fees as per the 2019 – 2020 Services and Prices Guide</li> </ul>
29/06/2018	Katrina Windebank	V14.0	<ul style="list-style-type: none"> <li>Remove Board Committees</li> <li>Removed Public Participation &amp; Consultation</li> <li>Updated the Schedule of Fees as per the Regulations.</li> <li>Updated the Administration Fees as per the 2017 – 2018 Scale of Fees.</li> </ul>
28/06/2017	Katrina Windebank	V13.0	<ul style="list-style-type: none"> <li>Updated the Schedule of Fees as per the Regulations.</li> <li>Updated the Administration Fees as per the 2017 – 2018 Scale of Fees.</li> </ul>
29-08-2016	Katrina Windebank	V12.0	<ul style="list-style-type: none"> <li>Updated the Schedule of Fees as per the Regulations.</li> <li>Updated the Administration Fees as per the 2016 – 2017 Scale of Fees.</li> </ul>
17-08-2015	Eva Salib	V11.0	<ul style="list-style-type: none"> <li>Updated the Schedule of Fees as per the Regulations.</li> <li>Updated the Administration Fees as per the 2015 – 2016 Scale of Fees.</li> <li>Updated to the new Governance template.</li> <li>Included State Records website address for FOI forms.</li> <li>Added clause to ensure that staff verify a formal FOI Request prior to advising an inquirer of such.</li> </ul>
29-07-2014	Eva Salib	V10.0	<ul style="list-style-type: none"> <li>Updated the Schedule of Fees as per the Regulations.</li> <li>Updated the Administration Fees as per the 2014 – 2015 Scale of Fees.</li> </ul>
19-08-2013	Eva Salib	V9.0	<ul style="list-style-type: none"> <li>Updated to the new Governance template.</li> <li>Updated the Schedule of Fees as per the Regulations.</li> </ul>

### 31.0 Freedom of Information Statement

			<ul style="list-style-type: none"> <li>Updated the Administration Fees as per the 2013 – 2014 Scale of Fees.</li> </ul>
<b>Related documents - (to be read in conjunction)</b>			
<b>Title of document</b>		<b>Document number</b>	
Governance Statement		30.0	
Delegations of Authority Policy		2.0	
Freedom of Information (Fees and Charges) Regulations 2003			
Freedom of Information Schedule 1 – Fees & Charges			
Freedom of Information Act 1991			
The Charter			
Administrative Committees Policy		21.0	
Local Government Act 1999			
<b>Legislation and Standards</b>			
This policy ensures compliance with the following legislation, standards and related governance documents:			
<ul style="list-style-type: none"> <li>Freedom of Information Act 1991</li> <li>Freedom of Information (Fees and Charges) Regulations 2003</li> <li>Freedom of Information (Fees and Charges) Variation Regulations 2003</li> </ul>			
<b>Controlled document location (native)</b>			
TRIM – Governance – Policy – 31.0 Freedom of Information Statement			
<b>Controlled document location (published)</b>			
Intranet – Corporate Documents – Governance Documents - 31.0 Freedom of Information Statement			



**Attachment 2: Publicly Available Documents**

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

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	\$75.00
Annual Reports	\$75.00
Charter	\$75.00
Burial Information	\$75.00
Freedom of Information Statement	\$75.00
Board of Management Code of Conduct	\$75.00
Competition Policy Statement	\$75.00
Customer Service Standards and Complaints Handling Policy	\$75.00
Other Publications (e.g. Brochures)	No Charge