	<i>Freedom of Information Statement</i>	Version No:	6
		Issued:	Month 2009
		Next Review:	Month 2010



Centennial Park

FREEDOM OF INFORMATION STATEMENT

_____	_____
Chief Executive Officer Centennial Park Cemetery Authority	Date September 2009
Policy Review Date:	Date September 2010
Next Policy Review Date:	Date _____
Issue Date:	Date _____


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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. 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 STRUCTURE & PROCEEDINGS OF THE AUTHORITY'S BOARD OF MANAGEMENT

2.1 THE BOARD

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.

This appointment panel is made up of the Mayors and Chief Executive Officers of the two Constituent Councils and a lawyer. It also appoints the Chairperson of the Board who shall come from the ranks of the three (3) Independent Members.

Ordinary meetings of the Board are held on the last Thursday of every month at 6:30pm. Meetings will not be open to the public unless the Board so resolves (Charter 2.6.2).

2.2 COMMITTEES


Committees have been formed to streamline business and comply with the Charter of the Authority.

2.2.1 Marketing Committee

The Marketing Committee is comprised of at least one Board Member, on manager and supported by the Marketing & Client Services Manager.

The role of the Marketing Committee is to ensure the development of an integrated Marketing Plan, and to review and accelerate the implementation of the plan to monitor the value it provides to the Authority. The Marketing Committee recommends the annual Marketing and Promotions Budget to the Board for adoption.

Marketing Committee meetings are held as required, usually on a monthly to bi-monthly basis.

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2.2.2 Audit and Risk Management Committee

The Charter of the Authority (4.7.7) requires the establishment of an Audit Committee, comprising of five persons nominated by the Board and approved by the Constituent Councils, two of whom must be professionally qualified officers, each from the staff of the Constituent Councils, with the three independent members representing the Board of the Authority. The Audit Committee functions in respect of the Authority in the same way, the context permitting, as Section 126(4) of the Local Government Act 1999. The Board has established an Audit and Risk Management Committee to meet the requirements of the Charter of the Authority. The Board has resolved that the three independent members of the Board will be the Board representatives on the committee. The committee meets a minimum of four times a year in February, May, August and November.

2.2.3 Administrative Committees

A number of administrative committees also exist to assist in the management and implementation of specific plans and policies that have been adopted by the Board. These committees may include representatives of the Board who have volunteered their time due to a special interest or knowledge pertinent to the committee. These committees will be charged with reporting to the Board in accordance with agreed reporting timeframes.

2.3 AGENDAS & MINUTES


Meetings of the Board will not be open to the public unless the Board so resolves. The Charter of the Authority requires that (2.6.14) all Board Members must keep confidential all documents and any information provided to them for their consideration prior to a meeting of the Board.

Under the above circumstances agendas of Board Meetings are available at the public office of the Authority no later than three (3) days after those meetings, except for those items the Board has resolved to keep confidential.

Minutes of Board Meetings are available within five (5) days of those meetings and shall include all items discussed, except those items the Board has resolved to keep confidential.

2.4 DELEGATIONS

The Chief Executive Officer and other officers have the delegated authority from the Board to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Delegations of Authority Policy.

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3 ROLES & FUNCTIONS OF THE BOARD

3.1 ROLE OF THE BOARD

The Authority is a body corporate and in all things is governed by a Board, which is charged with the responsibility to manage the business and affairs of the Authority, ensuring that the Authority observes the objectives set out in this Charter.

3.2 FUNCTIONS OF THE BOARD (Charter 2.2)


- Striving to position the Authority as the premier provider of cemetery services;
- Formulating strategic plans and strategies aimed at improving the business of Centennial Park;
- Providing professional input and policy direction to the Authority;
- Ensuring strong accountability and stewardship of the Authority;
- Monitoring, overseeing and measuring the performance of the Chief Executive Officer of the Authority;
- Ensuring that a code of ethical behaviour and integrity is established and implemented in all business dealings of the Authority;
- Subject to confidentiality provisions of its Charter, ensuring that the business of the Authority is undertaken in an open and transparent manner;
- Allocating a financial contribution to the constituent Councils in accordance with responsible business management practices;
- Pay a guaranteed fee in accordance with the provisions of the Charter;
- Assisting in the development of strategic and business plans;
- Developing and adopting a governance policy;
- Exercising the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons;
- Avoiding investments that are speculative or hazardous by nature; and
- Developing and giving effect to policies that reflect the Authority's responsibilities under the National Competition Policy and Trade Practices Act.

4 THE AUTHORITY AND ITS SERVICES

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 Centennial Park are maintained and operated in an efficient manner delivering effective and sustainable service provision for the constituent Councils and customers of Centennial Park and the community of South Australia. In achieving this primary objective the Authority will:

- Undertake the care, protection, management operation and improvement of Centennial Park;

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- Manage Centennial Park facilities and services utilising sound business concepts;
- Establish and demonstrate ethical policies and standards, in accordance with the rights of customers and industry standards;
- Provide security of tenure for all interment licences through sound financial and business management;
- Pro-actively manage the business of Centennial Park in a competitive and changing environment;
- Undertake key strategic and policy decisions for the purpose of enhancing and developing Centennial Park; and
- Be financially self-sufficient.

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. These are:

- Deputations - a person or persons, with prior notification and arrangement with the Chairperson, can address a 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.


5.2 PUBLIC CONSULTATION

Customer Satisfaction surveys are carried out to assess public response to Centennial Park Cemetery Authority services.

6 ACCESS TO AUTHORITY DOCUMENTS

6.1 PUBLICLY AVAILABLE DOCUMENTS

The following documents are available for inspection free of charge by members of the public at the office of the Authority subject to the terms and conditions outlined in this statement in 2.3.

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Copies of these documents may be purchased at the following charges:

Document	Fee
Agenda Sheets, Board	\$44.00
Public Board Minutes and Reports	\$44.00
The Policy Manual	\$44.00
The Strategic Plan The Business Plan The Budget	\$44.00 per set
The Annual Report	No Charge (available on Centennial Park's website)
Annual Financial Statements	\$44.00
Delegation Register	\$44.00
Charter	\$44.00
Environmental Management Plan	\$44.00

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, *Schedule 1 – Fees and charges* (refer **Attachment 1**).

6.3 Making a Request for Information

Requests for information should be made using the Freedom of Information Request Forms that are available at the Centennial Park Cemetery Authority office, 760 Goodwood Road, Pasadena and should be lodged with the appropriate fee 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 2009, the Authority received no requests for information under the Freedom of Information Act 1991.

7 AMENDMENT OF AUTHORITY 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.

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8 RESPONSIBILITIES

The Board of Management 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.

9 REFERENCES:

- 9.1 Freedom of Information (Fees and Charges) Variation Regulations 2009
- 9.2 Freedom of Information Act 1991
- 9.3 The Charter
- 9.4 Administrative Committees Policy
- 9.5 Delegations of Authority Policy

SIGNED:

Chief Executive Officer

Date: ____/____/____

