

The Department of Planning, Transport and Infrastructure

Freedom of Information Statement

June 2016



Government of South Australia

Department of Planning,
Transport and Infrastructure

Introduction

This statement is published in accordance with subsection 9 (2) of the *Freedom of Information Act 1991* (FOI Act). The FOI Act gives members of the public a legally enforceable right to access information held by the South Australian Government, subject to certain restrictions.

The Department of Planning, Transport and Infrastructure's (DPTI) Internet site www.dpti.sa.gov.au provides an overview of the roles and functions of the department. It also contains media releases, publications and various news items.

A comprehensive introduction to freedom of information can be found on the State Records website at <http://www.archives.sa.gov.au/content/foi-in-sa>.

Structure and Functions

The department's structure and functions can be found in the latest copy of the [DPTI Annual Report](#).

Community Engagement

Working together to connect the people and places of South Australia

DPTI works as part of our community to deliver effective planning policy, efficient transport and social and economic infrastructure. This is done by harnessing the diversity of our purposes and our people to improve the lifestyle of all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

The department employs around 3,000 people with responsibility for a diverse range of government services which impact the lives of more than a million South Australians every day.

Community Consultation

The department is committed to open, responsive and accountable government. The community is invited to provide feedback on projects and any issues through the department [contact us page](#) or on the various planning, transport and infrastructure project websites.

Project community engagement occurs through community surveys, community liaison sessions and promotional activities at the divisional level.

Public consultation on planning matters and development plan amendments is conducted by the Development Policy Advisory Committee (DPAC).



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Boards and Committees

Minutes of meetings of the following are available for public inspection on the Development Assessment Commission [website](#).

Development Assessment Commission (DAC)

DAC is an independent statutory body established under Part 2 of South Australia's *Development Act 1993*. Its role is to:

- assess and determine development applications, pursuant to Schedule 10 of the Development Regulations 2008
- act as the concurring authority for non-complying applications approved by a council or regional assessment panel
- assess and report on crown development and public infrastructure applications to the Minister for Planning
- assist in the initial stages of proposals being assessed under the major development provisions of the Act
- act as the lodgement authority for all land division applications
- provide advice to the Minister.

Inner Metropolitan Development Assessment Committee

The Inner Metropolitan Development Assessment Committee (IMDAC) is a sub-committee of the DAC and established to act as a delegate to determine applications for which the DAC is the relevant authority under clause 4B or 4C of Schedule 10 or the Development Regulations 2008 (subject to any referral that may be made under section 31(2) of the Act).

Documents held by the agency

Documents held by the department fall within the categories listed below. While most are available in hard copy, it should be noted that some are only available electronically. The listing of these categories does not necessarily mean all documents are accessible in full or in part under the FOI Act.

The document categories include:

- Public policy documents including:
 - [30 Year Plan for Greater Adelaide](#)
 - [Integrated Transport and Land Use Strategy](#)
 - [Planning Reform](#).
- Corporate files containing correspondence, memoranda and minutes on all aspects of the department's operations.
- Departmental policies, procedures and guidelines prescribing the way various activities and programs are to be performed.



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- Personnel files relating to the department's employees.
- Accounting and financial reports relating to the running of the department.
- Departmental annual reports, strategic plans and policy reports.
- Minutes of meetings and terms of reference.
- Online interactive applications across the scope of the departments business and functions on the department website including: boat ramps and facilities, road works, outback road conditions, boating hazards, web cams, Bike Direct cycling maps and Cycle Instead Journey Planner, RAVnet online heavy vehicle map system (RAVnet is an interactive online map system that displays approved heavy vehicle route networks in South Australia), Safe-T-Cam sites, Property Location Browser (PLB). (PLB is a free map-based application that can be used to view land administration boundaries and to access information about the ownership of land) and South Australian Integrated Land Information System (SAILIS) is a single, integrated solution that supports the core functions of survey, land titling and valuation and provides online access to land and property information.
- Data sets of department information are available for download free of charge from Data SA the [South Australian Government Data Directory](#).
- Detailed information on the department's major infrastructure and road projects is provided at infrastructure.sa.gov.au.
- Building Management project information is available through the [Building Project Information Management System](#).
- Documents for contractors are available free of charge on the department [website](#). Most departmental tenders and contracts can be accessed via <https://www.tenders.sa.gov.au/tenders/tenders/index.do>. Those that cannot be sought from the SA Tenders website will require lodgement of an FOI application.
- Bus Service Performance Monitoring reports and Service Reliability Reporting for trains and trams are available free of charge on the Adelaide Metro website at www.adelaidemetro.com.au.
- Information regarding the Kangaroo Island Future's Authority is available at <http://kangarooislandcommissioner.sa.gov.au/>.

Other online information and data resources include:

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| <ul style="list-style-type: none"> • General Publications • Adelaide Metro • Cycle Instead • Development Plans • EzyReg • Government Buildings and Accommodation • My Licence • New Connections • On Deck | <ul style="list-style-type: none"> • Outback Roads • Planning Policies • SAILIS • Property Location Browser • RAVnet Heavy Vehicle Map System • Recreation and Sport • Road Safety • Roadworks |
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There are a number of departmental policies regarding the operation of the agency under the categories as listed below:

- Financial Management
- Administrative
- Record Keeping
- Project Management
- Human Resources
- Environmental
- Audit and Governance
- Information and Communication Technology
- Work Health Safety and Welfare (WHS&W)
- Procurement Management

Making a Freedom of Information application

Applications for access or amendment to documents under the Act must be in writing. You may choose to write us a letter or use the request for access application form available on the [State Records](#) website.

In accordance with the Act, applications for access to documents held by the agency must:

- specify that the application is made under the *Freedom of Information Act 1991*
- be accompanied by the statutory fee – noting that some exemptions apply and additional charges may be levied in processing a request dependant on the nature and complexity
- clearly identify the documents being sought or the matter to which they pertain
- whether the application is for access or amendment of documents
- whether or not the documents contain information of a personal nature
- specify an address in Australia
- specify the method of access to the document, such as inspection at an arranged time and location, or having a hard or electronic copy provided.

Applications under the Act should be forwarded to:

The Accredited Freedom of Information Officer
Department of Planning, Transport and Infrastructure
GPO Box 1533
ADELAIDE SA 5001

For further information:

Any enquires about access to hard copies of documents listed within this Information Statement, or otherwise held by the agency, should be directed to the FOI Unit by email DPTI.FOI@sa.gov.au or by telephone on 1300 872 677 during business hours.

Further detail on the Freedom of Information process and application forms can be found on the State Records [website](#).



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