FREEDOM OF INFORMATION STATEMENT 2026-2027

This Information Statement is published by the Yorke Peninsula Council (Council) in accordance with the Freedom of Information Act 1991 (FOI Act).

The FOI Act serves to promote openness and transparency in governance and accountability and Council welcomes enquiries. However, before applying please ensure you check Council's website (www.yorke.sa.gov.au) or contact Council directly, via phone on 08-8832-0000 or email admin@yorke.sa.gov.au, as many Council documents are readily available at no cost.

1 STRUCTURE AND FUNCTIONS OF COUNCIL

1.1 Council

Council, consisting of the Mayor and eleven Elected Members, has been established to provide for the governance and management of the Council area at the local level, including:

a) to act as a representative of its community and be an informed and responsible decision-maker in the interests of its community;

b) to provide and co-ordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner;

c) to encourage and develop initiatives within its community for improving the quality of life of the community;

d) to represent the interests of its community to the wider community;

e) to exercise, perform and discharge the powers, functions and duties of local government under the Local Government Act 1999 (LG Act) and other Acts in relation to the area for which it is constituted.

Council functions 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, health, welfare or community services or facilities, and cultural or recreational services or facilities;

(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 (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any 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, Council;

(j) to manage, improve and develop resources available to Council;

(k) to undertake other functions and activities conferred by or under an Act.

Ordinary meetings of Council are held on the second Wednesday of every month (except January, falling on the third Wednesday), commencing at 5.30pm and members of the public are welcome to attend. The meetings are held at the Council Chamber, 57 Main Street, Minlaton. Agendas are available on Council's website www.yorke.sa.gov.au and at Council's principal office, 8 Elizabeth Street, Maitland. Minutes from these meetings are available on Council's website.

The LG Act also allows Council to hold informal gatherings, provided the discussions do not lead to decisions, for purposes that include workshops, information sharing, planning sessions, educational sessions and social gatherings.

There will be no formal meeting procedures or formal minute taking process at informal gatherings. Those gatherings will be chaired by the Chief Executive Officer (CEO) or another senior Council officer and may be led by an invited trainer or presenter.

Council has determined to hold informal gatherings (in the nature of information and briefing sessions) on the fourth Wednesday of each month (except December), usually held in the Minlaton Council Chamber and commencing at 5.30pm, subject to the CEO's determination that there is appropriate subject matter. Information and briefing sessions will be open to the public wherever possible.

1.2 Council Committees

Council committees have been formed to meet statutory obligations and to assist Council in the performance of its functions. These committees meet at times as required by legislation, the relevant Terms of Reference, and as deemed necessary by the Chairperson or the committee. Members of the public are welcome to attend.

Council committee agendas are available on Council's website (www.yorke.sa.gov.au) and at Council's principal office, 8 Elizabeth Street, Maitland, three clear days prior to those meetings. Minutes from these meetings are available on Council's website within five days of the meeting being held and are subject to confirmation at the subsequent meeting.

1.2.1 Council Assessment Panel

Pursuant to Section 83 of the Planning Development and Infrastructure Act 2016 (PDI Act), Council established the Yorke Peninsula Council Assessment Panel (CAP) for the purpose of performing the powers and functions assigned to it under the PDI Act.

Council's only role is to determine the membership and the terms of office of the CAP.

The membership of the CAP is to be constituted of no more than five members, currently comprised of:

- Four Independent Members
- One Elected Member of Council
- One Deputy Council Member (Elected Member)

If the Deputy Member appointed is an Elected Member of the Council, that person will only be entitled to sit as a Member of the CAP when the appointed Elected Member is not present at a CAP meeting.

When appointing CAP Members, Council will have regard to qualifications and experience in a field that is relevant to the activities of the CAP, the PDI Act and Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019, and relevant experience for Elected Member positions.

The CAP is a decision-making authority in its own right and is not a delegate of Council. Council cannot influence or overturn any decision made by the CAP. An Assessment Manager is appointed by the Chief Executive of the Council. In addition to acting as a decision-making authority for certain development applications the other functions of the Assessment Manger is to provide advice to, and to manage the staff and operations of the CAP.

The CAP holds its meetings generally on the fourth Tuesday of the month, commencing at approximately 9.30am in the Council Chamber, 57 Main Street Minlaton, unless otherwise determined by the Assessment Manager. Members of the public are welcome to attend CAP meetings

Under Section 55 of the Planning, Development and Infrastructure Act 2016 the Freedom of Information Act 1991 does not apply to documents and development application records held in the PlanSA portal (the online planning system).

1.2.2 Audit and Risk Committee

The Audit and Risk Committee is a statutory committee established under the LG Act and in accordance with the Local Government (Financial Management) Regulations 2011, to meet the purposes of Section 126 and 41 of the LG Act. The purpose of the Audit and Risk Committee is to provide independent assurance and advice to the Council on accounting, financial management, internal controls, risk management and governance matters.

The Audit and Risk Committee is appointed by Council and currently consists of two Elected Members and three independent members. Council also appoints the Presiding Member from the appointed members.

The Audit and Risk Committee is required to meet at least four times per year (one meeting to be held in each quarter) in accordance with its adopted Terms of Reference and the LG Act.

The Audit and Risk Committee Terms of Reference outlines the functions and membership of the Audit and Risk Committee.

1.2.3 Building Fire Safety Committee

The Yorke Peninsula Council Building Fire Safety Committee is a statutory committee established under Section 157(17) of the PDI Act.

The Building Fire Safety Committee is established for the purpose of acting as the 'appropriate authority' (PDI Act) in respect of all fire safety matters arising under the PDI Act. The Building Fire Safety Committee is appointed by delegation of the Yorke Peninsula Council Chief Executive Officer and comprises:

- A person who holds prescribed qualifications in building surveying
- One authorised officer under Part 3, Division 5 or Section 86 of the Fire and Emergency Services Act 2005, approved by the Chief Officer of the South Australian Country Fire Service
- One person with expertise in the area of fire safety
- A person/s selected by the CEO who the CEO considers to be an appropriate person/s to be members

The Building Fire Safety Committee have a Terms of Reference which outlines the functions, membership, meeting details, frequency of meetings, notice of meetings

and reporting responsibilities. Council also appoints the Chairperson from the appointed members.

1.3 Regional Subsidiaries

Two or more councils are able to establish a regional subsidiary, under Section 43 of the LG Act, to assist in strategic planning and service delivery activities. Council is a member of the Northern and Yorke Local Government Association (formerly Legatus Group), a regional subsidiary of:

- Adelaide Plains Council
- Barunga West Council
- Clare & Gilbert Valleys Council
- Copper Coast Council
- District Council of Mount Remarkable
- District Council of Orroroo/Carrieton
- District Council of Peterborough
- Light Regional Council
- Northern Areas Council
- Port Pirie Regional Council
- Regional Council of Goyder
- The Barossa Council
- The Flinders Ranges Council
- Wakefield Regional Council
- Yorke Peninsula Council

The purpose of the Northern and Yorke Local Government Association is to undertake the co-ordination, advocacy and representation of the constituent councils at a regional level. Through the increased facilitation and co-ordination of Local Government activities, relating to economic and community development at a regional level with the objective of improving benefits to the communities of the constituent councils.

1.4 Informal Working Parties

There are a number of informal working parties, comprising Elected Members, staff and members of the public, who function as consultative groups and whose role is to provide feedback relating to various Council activities, to Council. They have no formal status, delegated powers or any decision making ability. Working parties may have a Terms of Reference to explain the working party's purpose, objectives and governance framework. Meetings are held as determined by the relevant departmental director and/or the applicable Terms of Reference as deemed necessary. Matters for consideration during meetings and the outcomes are reported to the relevant departmental director and subsequently to the CEO and Council as deemed necessary by the departmental director.

Currently they are:

- Access Advisory Working Party
- CEO Annual Performance Review Working Party
- Coastal Management Strategy Working Party
- Edithburgh Tidal Pool Working Party
- Grants Working Party
- Roads Working Party
- Tender Evaluation Panel
- Arts & Culture Working Party
- Reconciliation Action Plan Working Party
- Wheeled Sports Working Party

1.5 Delegations

Council has delegated relevant powers and/or functions to the CEO who has then sub-delegated certain powers to Council personnel, occupying a particular office or position.

The Delegations Register is available on Council's website (www.yorke.sa.gov.au) which details the delegated powers.

2 SERVICES FOR THE COMMUNITY

Council is required by legislation to provide certain services but also provides other services and activities by choice, in response to the needs, interests and aspirations of its community. Council also makes decisions based on policy issues relating to services that are to be provided for members of the public. These services currently include (but are not limited to):

Allocates house numbers	EFTPOS/Credit Card Payment Facilities	Playgrounds
Arts and Cultural Programmes	Employment/Training Programmes	Public Toilets
Authorised Landing Areas	Environmental Health	Reconciliation and working with the local Narungga (traditionally spelled Nharangga) People
Boat Ramp Construction and Maintenance	Festivals and Events	Recreation/Sporting Facilities
Building Fire Safety Inspections	Fire Prevention	Recycling
Building Inspections	Food Safety Inspections	Reserves, Picnic and Camping Areas
Bush Camping	Footpaths	Roadside Vegetation Management
Business Support	Free Internet use in Libraries	Rubbish Collection and Waste Transfer Stations
Caravan Parks	Halls	Rural Property Addressing
Cemeteries	Information Services	Stormwater Drainage
Citizenship Ceremonies	Jetty Construction and Maintenance	Street Lighting
Coastcare and Dunecare Projects	Landcare Programs	Street Sweeping

Community Buses and Transport Schemes	Leisure Options and Disability Programmes	Support for ANZAC Day events
Community Development Programmes	Libraries	Swimming Centres (Point Turton & Edithburgh)
Community Engagement	Local Museums and Heritage Support	Tourism Information and Support
Community Grants Program	Local Representation	Town Planning
Community Leadership	Local Road Construction and Maintenance	Traffic Management
Community Wastewater Management Schemes	Local Strategic Planning	Transport Network
Compliance	Natural Resource Management	Walking Trails / Cycling Tracks
Development Assessment	Online Services	War Memorials
Dog and other Animal Management	Ovals	Water Supply
Economic Development	Parks and Gardens	Youth events and activities

3 PUBLIC PARTICIPATION

Council is fully committed to the principles of open, accountable, transparent and informed decision-making and encourages appropriate community participation in its affairs.

3.1 Council and Council Committees

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

These are:

1. Deputations – a person or group of persons may appear personally before Council or a Council Committee in order to address Council or a Council Committee and present their opinions to the meeting with prior, written notification and arrangement with the CEO.
2. Presentations – a person or group of persons may, with prior, written notification and arrangement with the CEO, make a presentation to Council or a Council Committee on any issue relevant to Council.
3. Petitions – written petitions can be addressed to Council on any issue within Council's jurisdiction in accordance with Council's Petition Management Policy PO140.

4. Written Submissions – a member of the public can write to Council on any Council policy, activity or service.
5. Elected Members – members of the public can contact the Elected Members to discuss any issues relevant to Council. Contact information is provided via Council's website.

3.2 Public Consultation

Council recognises that community engagement plays an important role in its decision making processes.

Council's Community Engagement Policy PO057 ensures Council's responsibilities to effectively communicate and consult with stakeholders are fulfilled in accordance with Section 50 of the LG Act.

This policy aims to provide the community, stakeholders, Council staff and Elected Members with an understanding of the role of community engagement in the decision making processes of Council. It also outlines the minimum standards of community engagement techniques used by Council and the circumstances of when and how each technique will be used.

Where there are specific legislative requirements requiring Council to consult, then these requirements must be met as a minimum. Various procedures are specified in the policy in respect of how the consultation process is to proceed.

4 ACCESS TO DOCUMENTS

4.1 Available Documents

Most information and documentation held by Council is available for public viewing and is readily available without recourse to the FOI Act and we invite you to discuss your information needs with us.

In accordance with Section 132 of the LG Act and Council's Access to Council and Committee Meetings and Documents Code of Practice Policy PO015 a member of the public is entitled:

(a) to inspect a document referred to in Schedule 5 of the LG Act at the Principal Office of Council, 8 Elizabeth Street, Maitland, during ordinary office hours without charge;

(b) to purchase a copy of a document referred to in Schedule 5 of the LG Act at the Principal Office of Council, during ordinary office hours for a fee, as set out in Council's Fees and Charges Register.

Council may also make a document available in electronic form.

COUNCIL DOCUMENT DESCRIPTION

Agendas and Minutes
Annual Business Plan
Annual Financial Statements
Annual Report
Assessment Book (extracts)
Budget/Budget Reviews
By Laws
Community Land Management Plans
Council Policies and Procedures
Delegations Register
Fees and Charges Register
Freedom of Information Statement
Long Term Financial Plan

Members Register of Allowances and Benefits
Members Register of Interests
Register of By Laws
Register of Community Land
Register of Public Roads
Register of Salaries
Strategic Management Plans
Terms of Reference

Most documents identified above are also available for viewing or downloading free from Council's website (www.yorke.sa.gov.au).

LIST OF COUNCIL POLICIES		
No.	**Title**	**Responsible Officer**
PO001	Peak Work Health Safety and Return to Work Policy	Manager People Culture and Safety
PO002	Hazard Management Policy	Senior Safety Advisor (Audit and Risk)
PO003	Administration of the Work Health Safety Management System Policy	Senior Safety Advisor (Audit and Risk)
PO004	Hazardous Work Policy	Senior Safety Advisor (Audit and Risk)
PO005	Workplace Emergency Management Policy	Senior Safety Advisor (Audit and Risk)
PO006	Contractor Management Policy	Senior Safety Advisor (Audit and Risk)
PO007	Work Health Safety Consultation and Communication Policy	Senior Safety Advisor (Audit and Risk)
PO008	Bad Debts – Delegation of Authority Policy	Director Corporate & Community Services
PO010	Caravan Annexes and Minor Structures in Caravan Parks Policy	Director Development Services
PO011	Training and Development Policy	Manager People Culture and Safety
PO014	Employee Behavioural Standards Policy	Chief Executive Officer
PO015	Access to Council and Committee Meetings and Documents Code of Practice Policy	Governance Officer
PO016	Fitness for Work Policy	Senior Safety Advisor (Audit and Risk)
PO018	Hardship Policy for Residential Customers of Minor and Intermediate Water Retailers Policy	Manager Financial Services
PO019	Work Health Safety Document Management System Policy	Senior Safety Advisor (Audit and Risk)
PO020	Social Media Policy	Manager Economic Development and Business Sustainability

Yorke Peninsula Council

LIST OF COUNCIL POLICIES		
No.	**Title**	**Responsible Officer**
PO021	Safe Environment Policy	Governance Officer
PO026	Diversity, Equity and Fair Treatment Policy	Manager People Culture and Safety
PO027	Business Continuity Policy	Director Corporate & Community Services
PO035	Property Numbering Policy	Senior Rates & Assessment Officer
PO037	Internal Review of a Council Decision Policy	Governance Officer
PO040	Commercial Use of Footpaths Policy	Senior Compliance Officer
PO043	Underground Service Installation Policy	Director Assets & Infrastructure Services
PO044	Guidelines for Control of Election Signs – for Federal, State and Local Government Elections, Referenda and Polls Policy	Senior Compliance Officer
PO048	Management & Recovery of Outstanding Debts Policy	Manager Financial Services
PO049	Mobile Food Vendors Policy	Senior Compliance Officer
PO051	Council Caravan Parks Policy	Caravan Park Coordinator
PO056	Council Infrastructure Policy	Director Assets & Infrastructure Services
PO057	Community Engagement Policy	Manager Economic Development and Business Sustainability
PO058	Purchasing and Procurement Policy	Manager Financial Services
PO060	Rates Relief Policy	Manager Financial Services
PO061	Rating Policy	Manager Financial Services
PO063	Records and Information Management Policy	Manager People Culture and Safety
PO066	Yorke Peninsula Art Policy	Manager Economic Development and Business Sustainability
PO072	Disposal of Land and Other Assets Policy	Manager Financial Services
PO074	Native Plant Collection Permits Policy	Senior Compliance officer
PO075	Customer Service Request Policy	Governance Officer
PO083	Authorisation to Collect Fallen Timber Policy	Senior Compliance officer
PO084	Corporate Purchase Card Policy	Manager Financial Services
PO088	Elected Members use of Council Supplied Electronic Equipment Policy	Head of Information Systems and Technology

Yorke Peninsula Council

LIST OF COUNCIL POLICIES		
No.	**Title**	**Responsible Officer**
PO089	Elected Members Allowances and Benefits Policy	Manager Financial Services
PO091	Enterprise Risk Management Policy	Governance Officer
PO094	Annual Allocation to Progress Associations Policy	Director Corporate & Community Services
PO095	Financial Institutions Authority Policy	Director Corporate & Community Services
PO096	Memorial Plaques Policy	Director Assets & Infrastructure Services
PO098	Waiving Development Application Fees Policy	EA to Director Development Services
PO100	Order Making Policy	Senior Compliance Officer
PO105	Council Ceremonies & Civic Events Policy	Executive Assistant to CEO and Mayor
PO116	Cashed Back Reserves – Objectives and Use Policy	Manager Financial Services
PO121	External Grant Funding Policy	Director Corporate & Community Services
PO122	Loans to Community Groups Policy	Manager Financial Services
PO124	Asset Accounting Policy	Manager Financial Services
PO125	Waste Management Services	Director Assets & Infrastructure Services
PO126	Street, Road and Public Place Naming Policy	Director Development Services
PO128	Asset Management Policy	Asset Manager
PO132	Cemetery Management Policy	Property Tenure Officer
PO135	Elected Members Training and Development Policy	Executive Assistant to CEO and Mayor
PO138	Caretaker Policy	Governance Officer
PO139	Treasury Management Policy	Manager Financial Services
PO140	Petition Management Policy	Governance Officer
PO141	Enforcement Policy	Senior Compliance Officer
PO142	Budget Reporting & Amendment Policy	Manager Financial Services
PO145	Desalination Plant Policy	Manager Infrastructure
PO147	Complaints Policy	Governance Officer
PO148	Fraud Corruption Misconduct and Maladministration Prevention Policy	Governance Officer
PO149	Community Grants Scheme Policy	Director Corporate & Community Services

LIST OF COUNCIL POLICIES		
No.	**Title**	**Responsible Officer**
PO150	Gifts and Benefits Policy	Governance Officer
PO152	Information Systems Acceptable Use Policy	Head of Information Systems and Technology
PO153	Information Systems Access Control Policy	Head of Information Systems and Technology
PO154	Password and Authentication Policy	Head of Information Systems and Technology
PO156	Internal Financial Control Policy	Manager Financial Services
PO157	Camping on Council Land Policy	Senior Compliance Officer
PO160	Leases, Licences and Permits Policy	Governance Officer
PO161	Prudential Management Policy	Manager Financial Services
PO162	Tree Management Policy	Operations Manager
PO164	Guide Dog Access in YPC Holiday Parks Policy	Caravan Parks Coordinator
PO166	Related Party Disclosures Policy	Manager Financial Services
PO167	Open Space Contributions Policy	Director of Development Services
PO171	Public Interest Disclosure Policy	Governance Officer
PO172	Working Party Policy	Governance Officer
PO173	Leave Management Policy	Manager People Culture & Safety
PO174	YP Leisure Options Member Incident Management and Reportable Incidents Policy	YP Leisure Options Coordinator
PO175	Flexible Work Arrangements (Work From Home) Policy	Manager People Culture & Safety
PO176	YP Leisure Options Feedback, Complaints Management and Resolution Policy	YP Leisure Options Coordinator
PO177	YP Leisure Options Worker Screening Requirements Policy	Manager People Culture and Safety
PO178	Community Emergency Management and Disaster Recovery Policy	Manager People Culture & Safety
PO179	Council Assessment Panel Review of Decision of Assessment Manager Policy	Manager Development Services
PO180	Notification – Accredited Professionals Policy	Director Development Services
PO183	YP Leisure Options Dignity of Risk and Duty of Care Policy	YP Leisure Options Coordinator
PO184	Business Enhancement Program Policy	Manager Economic Development and Business Sustainability

LIST OF COUNCIL POLICIES		
No.	**Title**	**Responsible Officer**
PO185	Recreational Vehicles Overnight Stays Policy	Caravan Park Coordinator
PO186	YP Leisure Options Hot Weather Policy	YP Leisure Options Coordinator
PO187	Sponsorship and Donation Policy	Manager Economic Development and Business Sustainability
PO188	Leisure Options - Advocacy Access Policy	YP Leisure Options Coordinator
PO189	Leisure Options - Behaviour Management and Restrictive Practices Policy	YP Leisure Options Coordinator
PO191	Leisure Options - Food Handling Practices	YP Leisure Options Coordinator
PO192	Leisure Options – Prevention of Infectious Diseases	YP Leisure Options Coordinator
PO193	Leisure Options – Practice Standards Policy	YP Leisure Options Coordinator
PO194	Leisure Options - Dignity, Choice and Control in Decision Making	YP Leisure Options Coordinator
PO195	Leisure Options - Philosophy and Objectives	YP Leisure Options Coordinator
PO196	Leisure Options - Inability to Provide a Service	YP Leisure Options Coordinator
PO197	Leisure Options - Staffing Ratio Summary	YP Leisure Options Coordinator
PO199	Leisure Options - Confidentiality and Privacy Policy	YP Leisure Options Coordinator
PO200	Leisure Options - Access to Services	YP Leisure Options Coordinator
PO201	Leisure Options - Monitoring Compliances with National Standards	YP Leisure Options Coordinator
PO203	Council Member Behavioural Management Policy	Governance Officer
PO205	General Ledger Policy	Manager Financial Services

4.2 Other Information Requests

Council is committed to open and transparent decision making and will, if at all possible, make all publicly available information available upon request. Prior to making a formal Freedom of Information (FOI) request please contact Council's Accredited FOI Officers to discuss your request for information.

Requests for other information not included in clause 4.1 above or available upon request, will be considered in accordance with the provisions of the FOI Act. Under this legislation, an application fee must be forwarded with the appropriate application

form, Freedom of Information - Request for Access to Documents (SF011), as provided for in the Freedom of Information - (Fees and Charges) Regulations 2018 and as set out in Council's Fees & Charges Register, unless the applicant is granted an exemption.

Additionally, should the applicant require copies of any documents inspected pursuant to a FOI request, charges may apply in accordance with the provisions of the FOI Act and Freedom of Information - (Fees and Charges) Regulations 2018.

4.3 Council Designated Officer

All enquiries concerning:

- the lodgement procedures for FOI requests;
- the procedures for inspecting or purchasing the identified Council administrative and/or policy documents;
- procedures for access to other Council documents;
- requests for amendments to be made to any Council records, concerning the personal affairs of a member of the public (refer clause 5);

are to be directed to:

Accredited FOI Officer
PO Box 57
MAITLAND SA 5573

Phone: 8832 0000
Email: admin@yorke.sa.gov.au

FOI applications will be responded to as soon as possible within the statutory thirty days of Council receiving the appropriately completed Freedom of Information – Request to Access Documents (SF011), together with the application fee and all other information necessary to enable a response to be provided.

An application for access to a Council document:

(a) must be in writing;

(b) must specify that it is made under the FOI Act;

(c) must be accompanied by such application fee as may be prescribed;

(d) must contain such information as is reasonably necessary to enable the document to be identified;

(e) must specify an address in Australia to which notices under the FOI Act should be sent;

(f) must be lodged at an office of Council; and

(g) may request that access to the document be given in a particular way.

5 AMENDMENT OF COUNCIL RECORDS

A member of the public may gain access to Council documents for the purpose of making amendments concerning their personal affairs by making a request under the FOI Act. A member of the public may then make an application, utilising Application for Amendment of Personal Records (SF490), for a correction to any information about themselves that is incomplete, incorrect, misleading or out of date.

Andrew Cameron
CHIEF EXECUTIVE OFFICER

Last Reviewed:	*July 2026*
Next Review:	*June 2027*
Content Manager Record No:	*17/70178 [v13]*
Responsible Officer:	*Executive Assistant to the Chief Executive Officer and Mayor in consultation with the Accredited Freedom of Information Officer(s).*