

# The Department of Planning, Transport and Infrastructure

## Freedom of Information Statement

July 2018



**Government of South Australia**

Department of Planning,  
Transport and Infrastructure

## Introduction

This statement is published in accordance with section 9 of the *Freedom of Information Act 1991* (the Act). The 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](http://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

The department manages a diverse range of government services which impact the lives of more than a million South Australians every day. 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.

### 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.

Public consultation on planning matters and development plan amendments is conducted by the the State Planning Commission.



Government of South Australia

Department of Planning,  
Transport and Infrastructure

## Boards and Committees

### State Planning Commission

The State Planning Commission assumed the functions, powers and duties of the Development Assessment Commission (DAC) on 1 August 2017. On the same day the State Planning Commission established the State Commission Assessment Panel (SCAP) to continue the assessment functions formerly undertaken by the DAC. The SCAP has the same membership as the former DAC to provide for a smooth transition to the new system.

The State Commission Assessment Panel (SCAP) is established under South Australia's *Planning, Development and Infrastructure Act 2016*. The SCAP has assumed the functions, powers and duties of the Development Assessment Commission. These include:

- 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

Minutes of meetings are available for public inspection on the State Planning Commission [website](#).

### Building Committee

The Building Committee has been established by the State Planning Commission to assume the functions, powers and duties of the Building Advisory Committee (BAC) and Building Rules Assessment Commission (BRAC).

The Building Committee can consider matters referred to it under the *Development Act 1993* and the *Planning, Development and Infrastructure Act 2016* and administer, as appropriate, any delegated functions of the State Planning Commission.

Minutes of meetings are available for public inspection on the State Planning Commission [website](#).

### Outback Communities Authority (OCA)

The OCA was established by the *Outback Communities (Administration and Management) Act 2009* to manage the provision of, and promote improvements in, public services and facilities for outback communities. It also has a responsibility to articulate the views, interests and aspirations of these communities.

The minutes for the OCA can be found on their [website](#).



Government of South Australia

Department of Planning,  
Transport and Infrastructure

## 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. 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 departmental 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](http://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.
- On time running of bus, train and tram services is monitored and weekly operational performance outcomes are available free of charge on the Adelaide Metro website at [www.adelaidemetro.com.au](http://www.adelaidemetro.com.au).
- Information regarding the Kangaroo Island Futures Authority is available at <http://kangarooislandcommissioner.sa.gov.au/>.



Government of South Australia

Department of Planning,  
Transport and Infrastructure



Other online information and data resources include:

- General Publications
- Adelaide Metro
- Cycle Instead
- Development Plans
- SA Planning Portal
- EzyReg
- Government Buildings and Accommodation
- My Licence
- On Deck
- Outback Roads
- Planning Policies
- SAILIS
- Property Location Browser
- RAVnet Heavy Vehicle Map System
- Road Safety
- Roadworks

There are a number of departmental policies regarding the operation of the agency under the categories 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

### Registration or Licensing Requests

The DPTI FOI Unit is **not** able to release information captured under the *Motor Vehicles Act 1959*, as it would be a breach of the confidentiality of the *FOI Act 1991* and the *Motor Vehicles Act 1959*.

If you wish to request access to information regarding vehicle registration or licensing, please contact the department on 13 10 84 and ask to speak with the **Information Services Unit**.

Please note - there is a search fee for the application and you will have to satisfy criteria under Section 139D of the *Motor Vehicles Act 1959* before the Registrar of Motor Vehicles can ascertain if the information can be released.



Government of South Australia

Department of Planning,  
Transport and Infrastructure

## 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 email, use the request for access application form available on the [State Records](#) website or lodge an [online](#) application.

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

*Via post:*  
GPO Box 1533  
ADELAIDE SA 5001

*Via email:*  
[DPTI.FOI@sa.gov.au](mailto:DPTI.FOI@sa.gov.au)

### 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](mailto:DPTI.FOI@sa.gov.au) or by telephone on 8260 0531 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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