

The Department for Infrastructure and Transport

Freedom of Information Statement

July 2023



Government of South Australia
Department for Infrastructure
and Transport

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 Internet site Department for Infrastructure and Transport (the Department) www.dit.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 [Freedom of Information in South Australia | State Records of South Australia \(archives.sa.gov.au\)](http://Freedom of Information in South Australia | State Records of South Australia (archives.sa.gov.au)).

Structure and Functions

The Department's structure and functions can be found in the latest copy of the [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. The Department works as part of our community to deliver 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 transport and infrastructure project websites.

Project community engagement occurs through community surveys, community liaison sessions and promotional activities.



BOARDS AND COMMITTEES

Mount Barker Infrastructure Advisory Committee

The Advisory Committee provides advice to the Minister on the timely construction of the District Council (DC) Infrastructure to ensure the orderly and efficient development of the Mount Barker Development Plan Amendment (DPA) area.

Office of Local Government – Behavioural Standards Panel

The Behavioural Standards Panel inquires into complaints about misbehaviour, repeated misbehaviour and serious misbehaviour by council members.

Information about the Panel is available on its website at – [Behavioural Standards Panel \(bsp.sa.gov.au\)](http://bsp.sa.gov.au).

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 at - [OCA Minutes | Outback Communities Authority](#).

Passenger Transport Standards Committee

The Passenger Transport Standards Committee (PTSC) is a statutory committee, established under the *Passenger Transport Act 1994*. The PTSC determines the fitness and propriety of people seeking to obtain or renew their accreditation and to adjudicate in matters relating to a breach of the Passenger Transport Act and Regulations.

Port Adelaide Container Terminal Monitoring Panel

The panel reviews the performance of the Port Adelaide Container Terminal and reviews compliance with performance measures for the Terminal.

Road User Safety Advisory Committee

The Road User Safety Advisory Committee is responsible for providing strategic advice to government on road user safety initiatives across South Australia, including prioritisation of road infrastructure, safety advertising campaigns and grant programs.

South Australian Boating Facility Advisory Committee

The South Australian Boating Facility Advisory Committee is established pursuant to the Harbours and Navigation Regulations 2009. The Committee advises the Minister for Transport on matters affecting the development of boating facilities in South Australia, the amount of the facilities levy that should be imposed and the application of the facilities fund.



South Australian Local Government Boundaries Commission

The South Australian Local Government Boundaries Commission is the independent body that assesses and investigates council boundary change proposals and makes recommendations to the Minister.

Information about the Boundaries Commission is available on its website at - [Local Government Boundaries Commission - Department for Infrastructure and Transport - South Australia \(dit.sa.gov.au\)](http://Local Government Boundaries Commission - Department for Infrastructure and Transport - South Australia (dit.sa.gov.au).).

South Australian Local Government Grants Commission

The Local Government Grants Commission makes recommendations to the Minister on the distribution of untied Commonwealth Financial Assistance Grants to local governing authorities in South Australia.

Information about the Grants Commission is available on its website at - [Local Government Grants Commission - Department for Infrastructure and Transport - South Australia \(dit.sa.gov.au\)](http://Local Government Grants Commission - Department for Infrastructure and Transport - South Australia (dit.sa.gov.au)).

South Australian Public Transport Authority (SAPTA) Advisory Board

The SAPTA Advisory Board provides advice to the government regarding the strategic direction of public transport initiatives, to deliver a customer first focus and support public transport patronage growth in South Australia.

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.
- 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) and Safe-T-Cam sites.



Online information:

- Proactive disclosure of various expenses including chief executive reporting and overseas travel on the Department website - [Disclosure of Departmental Information - Department for Infrastructure and Transport - South Australia \(dit.sa.gov.au\)](#).
- Previous determinations and documents released under FOI are available on the Department's [FOI Disclosure Log](#).
- 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 Home - Department for Infrastructure and Transport - South Australia \(dit.sa.gov.au\)](#).
- 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 <https://adelaidemetro.com.au/About-us/On-Time-Running>.

Other online information and data resources include:

- [General Publications](#)
- [Adelaide Metro](#)
- [Cycle Instead](#)
- [Service SA](#)
- [mySAGOV Driving and Transport Services](#)
- [Government Buildings and Accommodation](#)
- [My Licence](#)
- [Marine Safety SA](#)
- [Outback Roads](#)
- [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
- Record Keeping
- Human Resources
- Procurement Management
- Work Health Safety & Welfare (WHS&W)
- Administrative
- Project Management
- Environmental
- Audit and Governance
- Information & Communication Technology

REGISTRATION OR LICENSING REQUESTS

If you would like to access information regarding your personal vehicle registration or licensing details, you may wish to utilise the FOI process, or apply through the Service SA MR1415 application process, the form is available for download here: [SA.GOV.AU - Forms for use at Service SA centres \(www.sa.gov.au\)](#).



Please note that there is an application fee associated with an FOI application. The MR1415 application attracts a search fee. Fees under both processes may be subject to a fee waiver, reduction or remission.

Should you have any questions, please contact the FOI Unit on (08) 7133 2196 in relation to the FOI application process or Service SA on 13 10 84 in relation to the MR1415 application process, during business hours.

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.

Applications under the Act should be forwarded to:

The Accredited Freedom of Information Officer
Department for Infrastructure and Transport

Via post:
GPO Box 1533
ADELAIDE SA 5001

OR

Via email:
DIT.FOI@sa.gov.au

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 (to receive a copy) or amendment of documents;
- whether or not the documents contain information of a personal nature;
- specify an address in Australia; and
- specify the method of access to the document, such as inspection at an arranged time and location, or having an electronic copy provided.

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 DIT.FOI@sa.gov.au or by telephone on (08) 7133 2196 during business hours.

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

