

Freedom of Information Statement

Northern Adelaide Waste Management Authority (NAWMA) is a Regional Subsidiary established in accordance with *Section 43* of the *Local Government Act 1999* by the City of Playford, City of Salisbury and the Town of Gawler (Constituent Councils) to provide local waste management and resource recovery services and infrastructure on behalf of the Constituent Councils.

NAWMA, in accordance with *Section 9(1a)* of the *Freedom of Information Act 1991* and associated *Regulations*, is required to publish an annual Freedom of Information Statement (Statement). The Statement must contain specified content and must be published in NAWMA's Annual Report and/or on NAWMA's website. Annually, NAWMA will publish an updated Statement on its website at:

[Corporate Documents - NAWMA - Northern Adelaide Waste Management Authority](#)

This Statement was published on XX October 2025.

1. Structure and Functions of NAWMA

NAWMA is governed by a Board of Management which is responsible for managing the business and other affairs of NAWMA and ensuring that NAWMA acts in accordance with the *Local Government Act 1999*, the NAWMA Charter and its associated delegations.

NAWMA is a Regional Subsidiary established pursuant to *Section 43* and *Parts 2 and 3* of *Schedule 2* to the *Local Government Act 1999* for the purposes of providing and exploring options to deliver waste management and recycling services to the Constituent Councils in accordance with the objects, functions and powers conferred by the NAWMA Charter.

NAWMA's is responsible for managing waste, including by receiving, processing and disposing of recyclable and other waste materials collected, primarily, within the areas of the Constituent Councils and has the following specific functions in this regard:

- To operate or obtain services for the collection of waste on behalf of the Constituent Councils and/or other approved Councils
- To provide waste management services whether in or (so far as the *Local Government Act 1999* and the NAWMA Charter allows) outside the area of any of the Constituent Councils, including waste collection, recycling of organic and inorganic materials and disposal of waste
- To undertake management and collection of waste (in accordance with regulatory approvals) and kerbside materials recovery, on behalf of the Constituent Councils (and/or other approved Councils) in an environmentally responsible, effective, efficient, economic and competitive manner
- To enter into or engage in any waste related project approved in the Business Plan, or otherwise as resolved by Unanimous Decision
- To research, develop and facilitate activities and/or enterprises, of any waste related nature, where the objective is the beneficial and circular use of waste and other resources
- Noting that any contract arrangement or other transaction which will incur expenditure by NAWMA in excess of \$100, 000 and which is not referred to in an approved budget and the Business Plan requires a Unanimous Decision.

2. Board Meetings

The Board will determine procedures to apply in relation to its meetings, which are set out in the Board's *Code of Practice – Meeting Procedures*, as adopted and varied from time to time by resolution of the Board.

Chapter 6, Part 3 of the Local Government Act 1999 does not apply to NAWMA. As such meetings of the Board are not open to the public unless the Board otherwise resolves. *Chapter 6, Part 4 of the Local Government Act 1999* does not apply to NAWMA. The Agenda, Agenda Reports and Minutes of all Board meetings will be confidential and not available for public inspection unless the Board otherwise resolves.

Ordinary meetings of the Board are held at NAWMA's Principal Office 71-75 Woomera Avenue, Edinburgh, or as the Board may determine otherwise. From time to time a special meeting may be called.

3. Board Committees

Audit Committee

The NAWMA Audit Committee was established under *Schedule 2 Part 2 Clause 30 of the Local Government Act 1999* and *Clause 12 of NAWMA's Charter*.

The Audit Committee provides independent assurance and advice to the Board on accounting, financial management, internal controls, risk management and governance matters.

The membership of the Audit Committee is determined by the Constituent Councils in accordance with the NAWMA Charter.

CEO Performance Development and Review Committee

The CEO Performance Development and Review Committee has been established to assist the Board with the review of the CEO's performance. The CEO Performance Development and Review Committee is responsible for conducting an Annual Performance Review in accordance with the Charter, which requires the Board to monitor, oversee and measure the performance of the CEO.

Balefill Management Consultative Committee

The Balefill Management Consultative Committee BMCC was established to monitor the Uleybury balefill site and its operations and to receive reports and recommendations from NAWMA. The BMCC generally meets bi-monthly but may alter meeting frequency by agreement of the BMCC members

The BMCC consists of:

- Residents from adjoining properties within 500 metres of the balefill site
- Environment Protection Authority Representative
- City of Playford Environmental Representative
- Board Member
- Identified NAWMA Staff (who also provide administrative support).

The structure of the BMCC will operate for the life of the Uleybury site.

Chapter 6, Part 3 of the Local Government Act 1999 does not apply to NAWMA. As such meetings of the Audit Committee, Balefill Management Consultative Committee and CEO Performance Development and Review Committee are not open to the public unless the Board otherwise resolves.

Chapter 6, Part 4 of the Local Government Act 1999 does not apply to NAWMA. The Agenda, Agenda Reports and Minutes of all Audit Committee, Balefill Management Consultative Committee and CEO Performance Development and Review Committee meetings will be confidential and not available for public inspection unless the Board otherwise resolves.

Ordinary meetings of the Audit Committee, Balefill Management Consultative Committee and CEO Performance Development and Review Committee are held at NAWMA's Principal Office 71-75 Woomera Avenue, Edinburgh, or as the Board may determine otherwise. From time to time a special meeting may be called.

4. Delegations

The Board exercises a range of statutory powers and functions. Most of these powers and functions can be delegated by the Board to either a Constituent Council or the Chief Executive Officer (CEO). The CEO has delegated authority from the Board to make decisions on specified matters. Delegations made by the Board under the *Local Government Act 1999* are reviewed by the Board every twelve (12) months. NAWMA's Delegations Register reflects the delegated authority from the Board to the Constituent Council's and the CEO and subsequently any further sub-delegations to NAWMA Staff.

The Board may not delegate the following powers or functions:

- to impose charges
- to enter into transactions in excess of \$100,000 unless authorised in an Annual Plan
- to borrow money or obtain any other form of financial accommodation unless authorised in an Annual Plan
- to approve expenditure of money on the works, services or operations of the Authority not set out in a Budget approved by the Authority or, where required by this Charter, approved by the Constituent Councils
- to approve the reimbursement of expenses or payment of allowances to members of the Board
- to adopt or revise a Budget
- to adopt or revise an Annual Plan
- to adopt or revise a Business Plan (or any component thereof)
- to adopt or revise financial estimates and reports; and/or
- to make any application or recommendation to the Minister.

5. Public Participation

Members of the public have the following opportunities to express their views on issues regarding NAWMA. These include:

Written Requests – Members of the public can write to the NAWMA on any NAWMA policy, activity or service via NAWMA's website:

[Contact Us - Northern Adelaide Waste Management Authority \(NAWMA\)](#)

6. Access to NAWMA Documents

Some information and documentation held by NAWMA is available for public inspection and is readily available without recourse to the *Freedom of Information Act 1991 (FOI Act)* and we invite you to discuss your information needs with us.

Records System - NAWMA operates an internal based records management system for the effective management of its records.

Publicly accessible information

NAWMA has the following documents:

- NAWMA Charter
- Strategic Plan 2018 – 2025
- Annual Reports

All general inquiries regarding access to NAWMA documents should be made to:

[Contact Us - Northern Adelaide Waste Management Authority \(NAWMA\)](#)

7. Freedom of Information Application Fees and Processing Charges

Freedom of Information requests to NAWMA are to be addressed to:

Freedom of Information Officer

71 – 75 Woomera Avenue

Edinburgh

5111 SA

A *Freedom of Information Application Form* is available to download, or to use the online Freedom of Information application form, please visit:

<https://www.archives.sa.gov.au/finding-information/sa-government-information/making-a-freedom-of-information-application>

Requests for information not publicly available will be considered in accordance with the *Freedom of Information Act 1991*. Under this legislation, applicants seeking access to documents held by NAWMA need to provide sufficient information to enable the documents to which the application relates to be identified.

If the documents relate to the applicant's personal affairs, proof of identity may be requested.

Applications must be made in accordance with the requirements set out in the *Freedom of Information Act 1991* and will be dealt with by an accredited FOI Officer on behalf of NAWMA. In dealing with an application, consultation with third parties may be required. NAWMA will provide written notice to the applicant of its determination. There are rights of internal and external review where an applicant is dissatisfied with a determination.

In addition to the application fee, other fees and charges may be payable for dealing with an application.

No fee is required for current concession holders or if payment of the fee would cause financial hardship. At all times NAWMA retains a discretion to waive, reduce or remit a fee for any reason. If, in the NAWMA's opinion, the cost of dealing with an application is likely to exceed the application fee, an advance deposit may be requested. The request will be accompanied by a notice that sets out the basis on which the amount of the deposit has been calculated. The accredited FOI Officer will endeavour to work with the applicant to define the scope of the request and the costs involved.

8. Amendment to NAWMA Records

Under the *Freedom of Information Act 1991*, individuals may request a correction to any information about themselves that is incomplete, incorrect, misleading, or out of date.

To gain access to these records, an individual must complete and lodge with NAWMA an application form as indicated above outlining the records that they wish to inspect.

If it is found that these records require amendment, details of the necessary changes are to be lodged with NAWMA's FOI Officer. There are no fees or charges for the lodgement, or the first two (2) hours of processing of this type of application and where there is a significant correction of personal records and the mistakes were not the applicant's, any fees and charges paid for the original application will be fully refunded.