

District Council of Robe

Freedom of Information – Information Statement 2011

This Information Statement has been prepared to meet the requirements of Section 9(1a) of the Freedom of Information Act 1991. Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published in accordance with the FOI Act at least every 12 months.

1. STRUCTURE AND FUNCTIONS OF THE COUNCIL

1.1. Full Council

Full Council, consisting of 7 Elected Members including the mayor and Deputy Mayor, is the decision making body for all policy matters. Some of the roles and functions set out in the Act are:

- Being a representative, informed and responsible decision-maker in the interests of the community;
- Participating in public policy development and planning activities with the other spheres of Government;
- Providing and coordinating services and facilities that benefit the area, ratepayers, residents and visitors;
- Developing its community and resources in a socially just and sustainable manner;
- Providing for the welfare, well-being and interests of individuals and groups within its community;
- Representing the interests of its community to the wider community and other levels of Government;
- Planning at the local and regional level for the development and future requirements of its area;
- Managing, developing, protecting and conserving the environment; and
- Regulating local activities such as building, keeping animals, parking, maintaining public health etc.

The operations and affairs of the Council should be managed in a manner that emphasises the importance of service to the community.

Ordinary meetings of Full Council are held monthly, on the second Tuesday of the month at 5.00 pm.

Members of the public are welcome to attend all Council meetings which are held at the Council Chambers, Smillie Street Robe.

Agendas of all Full Council meetings are placed on public display no less than three days prior to those meetings. Minutes are placed on display within five days of meetings. These documents are also available on the District Council of Robe website www.council.robe.sa.gov.au

1.2. Key Committees

1.2.1. Council Development Assessment Panel

The Development Act 1993 requires all Councils in South Australia to establish a Development Assessment Panel to operate as the relevant authority under the Development Act to assess development applications.

The creation of the Panel is to ensure that Council makes development decisions as a relevant planning authority pursuant to the Development Act, 1993 having sole regard to the Council's authorised Development Plan and any referral advice to determine the merit of the proposal. The Local Government Act 1999 does not apply to the Development Assessment Panel.

The membership structure of the Panel is now prescribed under the Development Act 1993 and requires Council to appoint a 7 member Panel comprising an independent Presiding Member, 3 independent members and 3 elected members/ officers of Council. The operation of the Panel is also subject to the delegations of the Council under the provisions of the Act.

The Development Act requires the Panel to achieve the following functions:

- (a) To act as a delegate of Council and make decisions on development applications in accordance with the requirements of the Act;
- (b) To provide advice to Council on trends, issues and other matters relating to planning or development that have become apparent during the assessment of development applications; and
- (c) To perform other roles, except policy formation, as assigned by Council.

The primary role of the Panel is to make decisions on development applications and is responsible for determining and establishing its own meeting and operating procedures. The District Council of Robe Council Development Assessment Panel meets on the third Tuesday of each month. Meetings commence at 4.00 pm at the Council Chamber, Smillie Street, Robe.

1.3. Committees

A number of other Committee's have been established by Council pursuant to Section 41 of the Local Government Act, 1999 comprising elected members, staff and members of the public to investigate and provide advice to Council on particular issues. These are as follows:

- Robe Marina Committee
- Robe Institute Management Committee
- Aged Care Committee
- Child Care On Wheels Management committee

Minutes of these meetings are included in the Agendas for the meetings of the full Council, or are available for perusal at the Council office or on Council's website.

1.4. Delegations

Council may resolve (Local Government Act 1999 Section 44) to delegate certain functions, powers or duties to a Council committee, or an officer or employee. Delegation may be limited by the resolution or by regulation, and is revocable by resolution of Council. A record of all delegations is kept within Council's Delegations Register, and is reviewed annually. Similarly, the Chief Executive Officer may delegate (Local Government Act 1999 Section 101) to any other officer or employee, by instrument in writing, any of his/her functions, powers or duties.

2. **SERVICES TO THE COMMUNITY**

Full Council makes decisions on policy issues relating to services that are provided to members of the public. These services currently include (but are not limited to):

- Aerodrome
- Animal Management
- Arts/ Culture
- Asset Management
- Aged Care
- Bicycle Tracks/ Walking Paths
- Boat Ramp
- Bus Shelters
- Car Parks
- Caravan Park
- Cemetery
- Child Care Services
- Community Halls and Centres
- Development Control
- Dog Control
- Effluent Disposal (STEDS/ CWMS)

- Environmental Health Matters
- Fire Prevention/ Protection
- Foreshore Facilities
- Garbage Disposal
- Impounding of Livestock
- Litter Bins
- Marina
- Parking Controls
- Parks, Reserves and Gardens (public)
- Pest & Plant Control
- Planning Controls
- Playground Equipment
- Public Conveniences
- Public Library
- Public Seating
- Quarries
- Recreational/ Sporting Facilities
- Recycling
- Roads/ Footpaths/ Kerbing
- Roadside/ Street tree planting
- Stormwater drainage
- Strategic Planning
- Street Lighting
- Street Closures
- Street Sweeping
- Tourism
- Waste Management

3. PUBLIC PARTICIPATION

The District Council of Robe provides a variety of ways for the community to participate in decisions made by Council.

3.1. Council Meetings

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

These are:

- (a) Deputations – with the permission of the Council or Mayor, a member of the public can address Council personally or on behalf of a group of residents.
- (b) Presentations to Council – with prior notification and arrangement with the Mayor, a member of the public can address the Council on any issues relevant to Council.
- (c) Petitions – written petitions can be address to the Council on any issues within the Council’s jurisdiction.
- (d) Written Requests – a member of the public can write to the Council on any Council policy, activity or service.
- (e) Elected Members – members of the public can contact their Elected Members of Council to discuss any issue relevant to Council.

3.2. Public Consultation

Council has adopted a Public Consultation Policy in accordance with Section 50 of the Local Government Act, 1999.

The policy is designed to outline the principles and procedures that the District Council of Robe will follow to involve the community in planning and decision-making in the local area, and to ensure accountability of the Council to the community through effective communication and consultation strategies. The policy is available on Council’s website.

4. ACCESS TO COUNCIL DOCUMENTS

4.1. Documents Available for Inspection

In accordance with Section 132 of the Local Government Act, 1999 a member of the public is entitled to:

- 4.1.1. Inspect the following documents at the Council Office during ordinary hours without charge; and
- 4.1.2. Obtain a copy of the following documents at the Council Office during ordinary hours

Document
Employee Code of Conduct
Elected Member Code of Conduct
Notice and agenda for meetings of the Council and Committees
Minutes of meetings
Record of delegations under the Local Government Act, 1999
Contract and Tenders Policy
Elected Members Allowances, Support and Facilities Policy
Strategic Management Plan
Annual Business Plan & Summary
Annual Budget
Audited Financial Statements
Annual Report
Assessment Record
Fees and Charges Register
Public Consultation Policy
Community Land Management Plan
Order Making Policy
Internal Review of Council Decision Policy
Information Statement for Freedom of Information
Council By-Laws
Register of Interests
Register of Allowances and Benefits
Register of staff remuneration, salaries and benefits
Register of community land
Register of public roads

4.2. Other Information Requests

Requests for other information not included in Clause 4.1 above will be considered in accordance with the Freedom of Information Act, 1991. Under this legislation, an application fee and a search fee must be forwarded with the completed request form as provided for in Section 9, unless the applicant is granted an exemption.

Freedom of Information Requests should be addressed to:

Freedom of Information Officer
 District Council of Robe
 PO Box 1, Robe SA 5276

Forms are available at the Council Office.

Applications under this legislation will be responded to as soon as possible within the statutory 30 days of Council receiving the properly completed Freedom of Information Request Form, together with the application and search fees.

5. AMENDMENT OF COUNCIL RECORDS

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

To gain access to these Council records, a person must complete and lodge with Council an application form as indicated above outlining the records that he/she wishes to inspect. Where the documents require amending, details of the changes should be lodged with the Council's Freedom of Information Officer.

Authorised by:

A handwritten signature in cursive script, appearing to read 'Bill Hender', is positioned below the text 'Authorised by:'.

Bill Hender

Chief Executive Officer

30 June 2011