

Policy Reference Number:	2.7
Classification:	Legislative
Last Reviewed:	14 December 2022 (Res 107/2023)
Next Review Date:	December 2026
Responsible Officer:	Chief Executive Officer
Approved by:	Council Resolution
Applicable Legislation:	Local Government Act 1999
Related Policies, Procedures and Standards:	

1. POLICY STATEMENT

Council is committed to providing Elected Members with tools, documentation and support to ensure they are able to perform their duty as Elected Members for the District Council of Robe.

2. PURPOSE

A member of a council is entitled at any reasonable time to have access to any relevant council document as per s61 of the Local Government Act.

Applications are to be addressed to the Chief Executive Officer (CEO) in writing and must include a date as to when the information is required to be supplied by. Written requests for access to information may be lodged using the attached pro forma document for ease of administration.

The CEO will make every effort to provide the information by the requested date. However, this is subject to the complexity of the request and the time required to access the information. If the information cannot be provided within the requested timeframe, the CEO will advise the Elected Member of an estimated date in writing.

All requests for access to information will be recorded in Council's Records Management System.

An Elected Member may lodge a review with the Ombudsman, who may carry out an investigation if it appears (to the Ombudsman) that the CEO may have unreasonably denied or delayed access due to an unreasonable impact on Council resources.

3. FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.robe.sa.gov.au

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email council@robe.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

4. POLICY REVIEW

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).

<Date>

Chief Executive Officer
District Council of Robe
PO Box 1
Robe SA 5276

Dear CEO

Pursuant to Section 61 of the Local Government Act, I hereby request access to the following document(s):

I require (if possible) the information by (date):

Please contact me by my Councillor email address when the information is ready.

The information is required in connection with the performance or discharge of the functions and duties of the elected member.

Preference of obtaining the document:

- ☐ Copy of document
- ☐ View at office
- ☐ Email (if possible)

Please note that some items may only be available for viewing.

Elected Member:

Date:

Elected Member Signature: