



Freedom of Information Statement July 2025

This Freedom of Information Statement is published by District Council of Robe (Council) in accordance with the Freedom of Information Act 1991 (FOI Act).

Subject to certain restrictions, the FOI Act gives members of the public a legally enforceable right to access information held by South Australian Government agencies such as councils. The FOI Act requires the Council to publish at intervals of not more than 12 months an up-to-date information statement.

The Freedom of Information Regulations 2017 require an information statement to be published on a website maintained by the Council and/or in the Council's annual report.

Each financial year an updated Information Statement will be published on the Council's website: www.robe.sa.gov.au

This statement was published in July 2025

Structure and Functions of Council

The Council consists of the Principal Member, referred to as the Mayor and six (6) Council Members who represent residents and ratepayers in the Council area.

Council is a body corporate as constituted under the *Local Government Act 1999* (the Local Government Act) and is established to provide for the government and management of its area at the local level and:

- a) to act as a representative, informed and responsible decision-makers in the interest of its community; and
- b) to provide and co-ordinate various public services and facilities and to develop its community and resource in a socially just and ecologically sustainable manner; and
- c) to encourage and develop initiatives within its community for improving the quality of life of the community; and
- d) to represent the interests of its community to the wider community; and
- e) to exercise, perform and discharge the powers, functions and duties of local government under the Local Government Act and other acts in relation to the area for which it is constituted.

Pursuant to section 7 of the Local Government Act, the functions of the Council are:

- a) to plan at the local and regional level for the development and future requirements of its area;
- b) to provide services and facilities that benefit its area, its ratepayers and residents, and visitors to its area;
- ba) to determine the appropriate financial contribution to be made by ratepayers to the resources of Council;
- c) to provide for the welfare, well-being and interests of individuals and groups within its community;
- d) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;
- e) to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity;
- f) to provide infrastructure for its community and for development within its area;

- g) to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism;
- h) to establish or support organisations or programs that benefit people in its area or local government generally;
- i) to manage and, if appropriate, develop, public areas vested in, or occupied by, the Council;
- j) to manage, improve and develop resources available to the Council;
- k) to undertake other functions and activities conferred by or under the Act.

Pursuant to section 8 of the Local Government Act, the Council must act to uphold and promote observance of the following principles in the performance of its roles and functions:

- a) provide open, responsive and accountable government;
- b) be responsive to the needs, interests and aspirations of individuals and groups within its community;
- c) participate with other Councils, and with State and national governments, in setting public policy and achieving regional, State and national objectives;
- d) give due weight, in all its plans, policies and activities, to regional, State and national objectives and strategies concerning the economic, social, physical and environmental development and management of the community;
- e) seek to co-ordinate with State and national government in the planning and delivery of services in which those governments have an interest;
- ea) seek to collaborate, form partnerships and share resources with other Councils and regional bodies for the purposes of delivering cost-effective services (while avoiding cost-shifting among Councils), integrated planning, maintaining local representation of communities and facilitating community benefit;
- f) seek to facilitate sustainable development and the protection of the environment and to ensure a proper balance within its community between economic, social, environmental and cultural considerations;
- g) manage its operations and affairs in a manner that emphasises the importance of service to the community;
- h) seek to ensure that Council resources are used fairly, effectively and efficiently and Council services, facilities and programs are provided effectively and efficiently;
- i) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs;
- ia) seek to balance the provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers;
- j) achieve and maintain standards of good public administration;
- k) ensure the sustainability of the Council's long-term financial performance and position.

Whilst the majority of the functions of the Council are set out in the Local Government Act, it also has functions under other pieces of legislation including:

- Planning, Development and Infrastructure Act 2016;
- South Australian Public Health Act 2011;
- Food Act 2001;
- Road Traffic Act 1961; and
- Dog and Cat Management Act 1995.

The way in which the functions of the Council affect members of the public include the nature of the services, facilities and programs provided by the Council that benefit the Council's community. The Council is required to use its resources fairly, effectively, and efficiently as well as ensure equitable access. Council decisions can impact both the broader community and individuals, as Council is responsible for the governance and management of its local area. The Council's regulatory role can affect members of the public who act in contravention of

legislation. Further, the Council imposes rates and charges on ratepayers which is used to fund the activities of the Council. Rating decisions can affect individuals and groups within the Council's community differently.

Public meetings

Ordinary meetings of the Council are held at the Council Chambers (3 Royal Circus Robe SA 5276) as determined by resolution of Council and commence at 6:30pm and occur on the second Wednesday of every month. All Ordinary Council and committee meetings are open to the public, except for any matters which are required to be considered in confidence (under Section 90 of the Local Government Act 1999). From time to time a special meeting may be called.

One of the main opportunities for the community to gain information about the business of Council is through the agendas, and associated reports prepared for Council and committee meetings. Agendas and minutes for these meetings are publicly available from Council's website www.robe.sa.gov.au/council. Printed copies can be provided on request from Council's principal office (3 Royal Circus Robe SA 5276) on payment of a fee (if any) fixed by the Council.

Council committees and subsidiaries

The Council may establish committees:

- to assist the Council in the performance of its functions.
- to inquire into and report to the Council on matters within the ambit of the Council's responsibilities;
- to provide advice to the Council;
- to exercise, perform or discharge delegated powers, functions or duties.

The Council has established the following committees:

- Audit and Risk Committee - provides independent assurance and advice to the Council on accounting, financial management, internal controls, risk management and governance matters.
- Heritage Advisory Committee – supports Council by providing strategic advice and guidance on heritage matters, including local partnerships, preservation and the Robe Cemetery.
- Chief Executive Officer Performance Review Committee – to assist Council by ensuring that a review of the Chief Executive Officer's performance is conducted annually (or more frequently if the Council requires) in accordance with the terms and conditions of their Contract of Employment. The Committee is also responsible for considering any other matter which is within the powers and functions of the Council.
- Building Fire Safety Committee - the appropriate authority responsible for investigating whether commercial building owners are maintaining a proper level of building fire safety for the protection of all occupants of their buildings.

The membership of committees is determined by the Council. Further information including copies of agenda, minutes, terms of reference and details of committee membership, is available from Council's website www.robe.sa.gov.au/council.

Limestone Coast Southern Regional Assessment Panel

The Council formed the Limestone Coast Southern Regional Assessment Panel (LCSRAP) as a relevant authority under the Planning, Development and Infrastructure Act 2016, which consists of:

- District Council of Robe;
- City of Mount Gambier;

- District Council of Grant; and
- Wattle Range Council.

The LCSRAP replaced the District Council of Robe Council Assessment Panel (CAP) as the relevant authority to exercise or perform its powers and functions in accordance with the Planning, Development and Infrastructure Act 2016. Further information including copies of agenda, minutes, terms of reference and details of panel membership, can be found on Council's website www.robe.sa.gov.au/council/CommitteesandReferenceGroups/limestone-coast-southern-regional-assessment-panel.

Subsidiaries

The Council may establish a subsidiary to provide a specified service, manage or administer property, facilities or activities on its behalf, or perform a function under the Local Government Act 1999 or another Act. It may also, in partnership with one or more other councils, establish a regional subsidiary for the same purposes. Council is part of the Limestone Coast Local Government Association which is a regional subsidiary established under Section 43 of the Local Government Act 1999.

External Committees/Boards/Associations

Council participates in a number of external Committees, Boards and Associations that comprise Elected Members, Council Officers, representatives of other government and non-government organisations, and the public. Agendas and minutes of meetings of such external Committees, Boards and Associations may be published or otherwise accessible from their respective organisations in accordance with their own governing arrangements.

Delegations

The Council exercises a range of statutory powers and functions. Most of these powers and functions can be delegated by the Council. The Chief Executive Officer has delegated authority from Council to make decisions on specified matters. Delegations made by the Council under the Local Government Act 1999 are reviewed by the Council within 12 months after the conclusion of each periodic election. The Council's Delegations Register reflects the delegated authority from the Council to the CEO (and subsequently any further sub-delegations). A record of delegations is available on Council's website:

www.robe.sa.gov.au/council/delegations-register

Public Participation

Members of the public have a number of opportunities to express their views on particular issues before the Council. These include:

- **Attendance at public meetings** – Members of the public are welcome to attend Council and committee meetings which are open to the public.
- **Deputations to Council** – A written request to address the Council by way of a deputation in a Council meeting can be made by a member of the public to address Council personally or on behalf of a group of residents for up to 10 minutes. Further information including how to submit a deputation is available on Council's website www.robe.sa.gov.au/documents/managementplans/policies.
- **Petitions** – Written petitions can be addressed to the Council on any issue within the Council's jurisdiction. Further information including how to submit a petition are available on Council's website www.robe.sa.gov.au/documents/managementplans/policies.
- **Council Members** – Members of the public can contact Members of Council to discuss any issue relevant to Council. Contact details for all Members are available on Council's website www.robe.sa.gov.au/council/contacts.
- **Written Requests** – Members of the public can write to the Council on any Council policy, activity or service via council@robe.sa.gov.au.

- **Community engagement** – The Council is committed to open, honest, accountable and responsible decision making. Council's Public Consultation Policy facilitates effective communication between Council and the community, encouraging community involvement and partnerships in planning and decision making. The Council's Public Consultation Policy sets out the steps Council will take in relation to public consultation and ensures that the most cost effective methods of informing and involving the community, which are appropriate for specific circumstances and consultation topics, are used. The policy is available on the Council's website www.robe.sa.gov.au/documents/managementplans/policies.

Access to Council Documents

Documents held by Council:

Most information and documentation held by Council is available for public inspection and is readily available without recourse to the FOI Act and we invite you to discuss your information needs with us.

- **Records System** - Council operates an electronic document records management system (EDRMS) for the effective management of Council's records.
- **Land and Property Information System** - Council's Land and Property Information system contains property-related information (valuation, rates, ownership details) on each property in the Council area.

Policies and publicly accessible information

At the time of publishing this statement, the following documents can be accessed from Council's website and are available for purchase (on payment of a fee in accordance with Council's Schedule of Fees and Charges) at Council's Principal Office, 3 Royal Circus, Robe SA 5276 during business hours (8:30am to 5:00pm Monday to Friday, closed public holidays).

Policies

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| • Procedure for Internal Review of Council Decision | • Township Burning Permit Policy |
| • Code of Practice for Access to Meetings & Documents | • Mobile Food Vendor Location Rules Policy |
| • Equal Employment Opportunity | • Behavioural Management Policy (Elected Members) |
| • Equal Employment Opportunity Guidelines | • Behavioural Support Policy (Elected Members) |
| • Elected Member Access to Information | • Asset Management Policy |
| • Elected Members Allowance & Benefits | • Customer Services, Complaints and Compliments Policy |
| • Order Making | • Fund Raising Charitable & Community Groups |
| • Public Consultation | • Septic Tank Effluent Drainage Connection Guidelines |
| • Caretaker | • Waste & Recycling Collection |
| • Council Members Training & Development Policy | • Australia Day Awards |
| • Fraud, Corruption, Misconduct and Maladministration Prevention | • Privacy Policy |
| • Mayor Seeking Legal Advice | • Debt Collection |
| • Procurement | • Environmental |
| • Prudential Management | • Streets & Parks Tree Planting Maintenance |
| • Disposal of Land and Assets Policy | • Child Safe Environment |
| • Internal Financial Control | • Interaction of Development Act 1993 |
| • Naming Roads and Places | • Busking |
| • 2025-26 Rating Policy | • Footpath Dining |
| • Cemetery Policy | • Underground Power Lines |
| • Code of Practice for Meeting Procedures | |

- Asset Capitalisation & Materiality Thresholds
- Budget Reporting and Amendment Policy
- External Grant Funding Policy
- Media Contact Policy
- CCOWS Fees Policy
- Market Engagement and Innovation Policy
- Community Grants Program Policy
- Financial Hardship Policy
- Building and Swimming Pool Inspection
- Contribution to the Provision of Roads
- Council Enforcement- Unlawful Development
- Subdivision Bonding Policy
- Corporate Credit Card Policy
- Risk Management Policy
- Enforcement Policy
- Enforcement Notice Decision Review Policy
- Artificial Intelligence Policy
- Closed Television Policy
- Park and Street Furniture Policy
- Fees and Charges Policy
- Short Term Moorings Policy
- Community Groups Fee Waiver Policy

Pursuant to section 132 and Schedule 5 of the LG Act the following categories of documents are available on Council's website. Upon request a printed copy can be provided (on payment of a fee (if any) fixed by the Council).

- Register of (Certified) By-Laws
- Register of Confidential Items
- Council Member Register of Interests
- Register of Council Members Allowances and Benefits
- Gifts & Benefits Register (Members and Staff)
- Register of (Employees) Salaries
- Community Land/Management Plan Register
- Register of Land Management Agreements
- Delegation Register
- Records under s90A(4), (5) & (7)
- Subsidiary Charter (LCLGA)
- Strategic Management Plans (including Long Term Financial Plan and Infrastructure and Asset Management Plan)
- Draft Annual Business Plan and Budget
- Adopted Annual Business Plan & Budget
- Annual Report
- Audited Financial Statements
- Schedule of Fees and Charges
- Employee Behavioural Standards
- Meeting Notices, Agenda, Reports, Attachments, Recommendations and Minutes
- Community Land Management Plans

The following documents, where applicable, are also accessible to inspect from Council's Principal Office during Council's ordinary business hours and hardcopies/extracts are available (on payment of a fee, if any, fixed by the Council)

- Assessment Record extract
- Public Road Register

All general inquiries regarding access to Council documents should be made to council@robe.sa.gov.au. For relevant fees and charges please refer to Council's Schedule of Fees and Charges.

Freedom of Information Application Fees and Processing Charges

Freedom of Information requests to the Council are to be addressed to the Freedom of Information Officer and can be posted to PO Box 1, Robe SA 5276 or emailed to council@robe.sa.gov.au.

An FOI application form is available on Council's website
www.robe.sa.gov.au/documents/applicationforms/freedomofinformation.

Requests for information not publicly available will be considered in accordance with the FOI Act. Under this legislation, applicants seeking access to documents held by Council 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 FOI Act and will be dealt with by an accredited FOI officer on behalf of the Council. In dealing with an application under the FOI Act, consultation with third parties may be required. The Council will provide to the applicant written notice 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 Council retains a discretion to waive, reduce or remit a fee for any reason it thinks fit.

If, in the Council'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.

Amendment to Council Records

Under the FOI Act, persons 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 they wish to inspect.

If it is found that these records require amendment, details of the necessary changes are to be lodged with Council's accredited FOI Officer. There are no fees or charges for the lodgement, or the first two 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.

Nat Traeger
Chief Executive Officer
XX July 2025