This Information Statement is published by the Town of Gawler in accordance with the requirements of Part 2 of Section 9 of the Freedom of Information Act, 1991 and Regulation 5 of the Freedom of Information (General) Regulations 2002.

The Town of Gawler is pleased to comply with the legislation and welcomes enquires from the public for information.

An updated Information Statement will be published on Council’s website every 12 months and placed in Council’s Annual Report.

This Information Statement is reflective of Council’s administration as at 30 June, 2014

1 STRUCTURE AND FUNCTIONS OF THE COUNCIL

1.1 COUNCIL

Full Council consists of a Mayor and ten (10) Elected Members and is the peak decision making body on all policy matters. The following members were elected at the Council Election held in November, 2010 for a term of 4 years

Mayor: Brian Sambell
Councillors: Brian Thom – (Deputy Mayor from November 2013)
Kevin Fischer
Diane Fraser
Scott Fraser
David Hughes – (Deputy Mayor to November 2013)
Paul Koch
Karen Redman
Adrian Shackley
Barry Neylon
Dianne Hockley

Ordinary meetings of the Council are held on the fourth Tuesday of each month commencing at 7pm. Meetings are held in the Town Hall Council Chamber, 89 Murray Street, Gawler. Special meetings are called as required.

Meetings are open to the public. The public will only be excluded when the need for confidentiality outweighs the principle of open decision making.

Council and Committee meeting times are listed below and published in the Council’s Diary on Council’s website www.gawler.sa.gov.au

Any cancellations or additional meetings are advertised in the Council Diary on Council’s website and by public notice on Council’s public notice board in the Town Hall foyer.

Agendas for meetings (excluding confidential information) will be available on Council’s website 3 days prior to the meeting. Minutes of meetings (excluding confidential information) will be available on Council’s website 5 days after meetings.

1.2 COMMITTEES

A number of committees have been established to streamline the consideration of Council business in accordance with the requirements of the Local Government Act (Section 41):
COUNCIL COMMITTEES

Corporate & Community Services Committee – are generally held bi-monthly on the second Tuesday of the month at 7.pm. They were held in July, September and November 2013 and January, March and May 2014.

Infrastructure & Environmental Services Committee – held bi-monthly on the second Tuesday in the month at 7.00pm. They were held in August, October and December 2013 and February, April and June 2014.

Members of the public are welcome to attend Council and committee meetings, which are held as listed or when required (unless there is a need for the public to be excluded when the need for confidentiality outweighs the principle of open decision making)

OTHER COMMITTEES (under Local Government Act Section 41)

Audit Committee
Elderly Centre Advisory Committee (ECAC)
External Funds Committee
Gawler Skate Park Committee
Gawler Volunteer Advisory Committee (GVAC)
Gawler Youth Advisory Committee (GYAC)
CEO Performance Management Panel (PMP)

OTHER COMMITTEES (under Development Act)

Development Assessment Panel (Section 34 & 56)

1.3 AGENDAS AND MINUTES

Agendas of Council and Committee meetings are placed on public display no less than three days prior to meetings. Minutes are available for viewing within five days of that meeting and on Councils website www.gawler.sa.gov.au

1.4 SUBSIDIARIES

The following subsidiary committees have been established in accordance with the requirements of the Local Government Act:

REGIONAL

Gawler River Floodplain Management Authority (Section 43)
Local Government Association of South Australia
Local Government Finance Authority (LGFA)
Metropolitan Local Government Group
Northern Adelaide Waste Management Authority (NAWMA) (Section 43)
Wakefield Group
1.5 EXTERNAL COMMITTEES/BOARDS/ASSOCIATIONS

Council participates in a number of external committees, boards and associations comprising elected members, staff and the public. Currently they are:

Adelaide and Mount Lofty Ranges Bushfire Management Committee
Australian Local Government Association
Barossa ICAN FLO Schools and Communities Action Group
Barossa Sustainable Environments Committee
Barossa Zone Emergency Management Committee
Child and Youth Friendly Greater Gawler Action Group
Gawler Business Development Group
Gawler Care and Share Group Inc
Gawler Community (Neighbourhood) House
Gawler District Health Advisory Committee
Gawler Mental Health Network
Gawler & District College Council (previously Gawler High School Governing Council)
Gawler Community Road Safety Group
Jibba Jabba
Regional Development Australia Barossa
Wakefield Group – Road Projects Subcommittee
Wakefield Group – Gawler Water Reuse Scheme Steering Committee

1.6 DELEGATIONS

Under Section 44 of the Local Government Act the Council has delegated certain powers to the Chief Executive Officer who may sub-delegate to staff members. Delegated Authority is reviewed annually. Council maintains a register of such delegations.

2 SERVICES FOR THE COMMUNITY

ANIMAL MANAGEMENT
Cat control
Dog control
  - barking
  - dog Attacks
  - impounding wandering dogs
  - registration
  - education programs
Pest animals & plant control

COMMUNITY RELATIONS
Art gallery support
Arts & cultural programs
Australia Day awards
Australia Day ceremony
Citizenship ceremonies
Civic functions
Community leadership & Advocacy
Community organisation support
Festivals & events
Museums & community history/archives support
Reconciliation Week

INFRASTRUTURE
Bridges
Concrete driveway (from kerb to property boundary)
Cycle tracks
Street lighting
Footpath sweeping
Footpaths
Road construction & maintenance
Signage
Street lighting
Street sweeping
Street trees

LEGAL PROVISIONS
Bylaws

PROPERTY MANAGEMENT
Asset & Infrastructure management
DEVELOPMENT CONTROL
Building controls & regulation
(includes swimming pools, 
pergolas & toolsheds; tree removal 
on private property approval; fences of certain heights & construction)
Development assessment
Heritage advice, protection & Funding

ECONOMIC DEVELOPMENT
Business support/levy
Community development
Economic development
Regional/industry partnerships
Tourism support
Gawler Visitor Information Centre

ENVIRONMENTAL MANAGEMENT
Dry zones (no/restricted alcohol zones)
Environmental management
Bee control on Council property
European wasp nest eradication
Fire hazard prevention
Flammable undergrowth
Flood Prevention
Noxious weed control on Council land
Nuisances control/unsanitary
Conditions Septic tank controls
Shopping trolley controls
Stormwater drainage & reuse
Unsightly premises action
Litter control
Waste management; including collection of household rubbish, green waste & recycling

FINANCIAL MANAGEMENT
Financial management (including
annual budget/report & statutory/statistical returns)

FLEET MANAGEMENT
Vehicle/plant & equipment Management

Cemetery
Elderly Centre
Halls & public meeting places
Open space, parks & gardens
Ovals/recreation/reserves & facilities
Playgrounds
Parks and picnic areas
Public toilets
Skate park
Sport & Community Centres
Street furnishings
Swimming Pool
Vandalism repairs
Visitor Information Centre

SOCIAL, CULTURAL & COMMUNITY SERVICES
Aged care (Elderly Centre)
Clock Tower Support Group
Community grants
Community information (inc directory)
Community safety/crime prevention
Community services
Community transport facilitation
Employment Training Programs
Family & local history reference service
Graffiti removal
History week
Home Assistance & Community Care
Library & public internet (includes Children's book week, short story & poetry competitions; youth & children’s services)
Library – Local History Collection
Library – home visiting service
Library/Information Week
National Volunteer Week
Project support “Significant women of Gawler”
Public art
Recreational programs
Swimming education
Gawler Aquatic Centre
Vacation care
Volunteer programs
Gawler Volunteer Resource Centre
Youth Advisory committee
Youth services, resources, support & development
Gawler Youth Services Office
Youth week events
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<tr>
<th>GOVERNANCE</th>
<th>STRATEGIC MANAGEMENT</th>
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<tbody>
<tr>
<td>Governance/Mayor &amp; Councillors/</td>
<td>Disaster preparedness &amp; response</td>
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<td>community representation</td>
<td>Emergency response</td>
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<td>Project Management</td>
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<td>Risk Management</td>
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<td>Strategic planning</td>
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<tr>
<th>GOVERNMENT RELATIONS</th>
<th>TECHNOLOGY &amp; COMMUNICATION</th>
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<tr>
<td>Intergovernmental relations</td>
<td>Information technology</td>
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<tr>
<td>Local Government sector</td>
<td>Mapping</td>
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<tr>
<td>representation (LGA membership)</td>
<td>Website/online services</td>
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<td>Resource sharing with neighbouring Councils</td>
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<tr>
<th>HEALTH MANAGEMENT</th>
<th>TRAFFIC MANAGEMENT</th>
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<td>Environmental &amp; public health inspections</td>
<td>Parking facilities</td>
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<td>Food complaints/poisoning investigations</td>
<td>Parking restriction enforcement</td>
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<td>Food premises inspections</td>
<td>Road closures</td>
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<td>Health education, promotion &amp; fitness programs</td>
<td>Traffic management</td>
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<td>Immunisation Clinics (free)</td>
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<td>Supported residential facilities licensing</td>
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<td>Swimming pool inspections (public)</td>
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3 PUBLIC PARTICIPATION

3.1 COUNCIL MEETINGS

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

a) Deputations – People wishing to appear at a meeting of Council, or Committee, must make a written request to the Chief Executive Officer, no later than 2 weeks prior to the meeting date. The request must include a summary of the deputation.

b) Petitions – Written petitions (including letters of multiple signatories) can be addressed to the Council on any issue within the Council’s jurisdiction. An example Petition format is published on Council’s website.

c) Written Requests – A member of the public can write to the Council regarding any Council policy, activity or service.

d) Elected Members – Members of the public can contact the Elected Members of Council to discuss any issue relevant to Council.

e) Public Open Forum – is held at the commencement of each ordinary Council Meeting to encourage direct communication between the public and Council. There is a 20 minute open segment to make statements or ask questions. The time available will be allocated to speakers on an equal basis with provision of a maximum 5 minutes per speaker. Therefore if five people want to participate, then a maximum of 4 minutes each will be allocated. The Mayor will ask at the meeting for the names of people wishing to participate.
f) Staff Members – Members of the public can contact Council staff to discuss any issue relevant to Council.

3.2 PUBLIC CONSULTATION POLICY

The purposes of this Policy is to outline the principles and procedures that Council 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 principles underpinning this policy are:

- The community has a right to be involved in, and informed about, decisions affecting their area
- Community involvement in Council decision making will result in greater confidence in the Council and responsible decision making
- Council decision making should be open, transparent and accountable
- The Council recognises that the level of consultation with the community will vary depending on the community interest in the topic, the number of persons potentially affected by the topic and the requirements for consultation set out in the Act for specific topics.
- The Council’s desire to balance community views and interests with the other influences such as budgetary constraints
- The community has a right to be informed and to influence decisions which affect their lives.

Council consultation involves seeking and receiving feedback, as well as providing information. Consultation with residents can take a variety of forms including:

a) hand delivered or posted circular letters
b) letters personally addressed to individuals, including questionnaires
c) street meetings or local area meetings
d) various pamphlets or publications
e) telephone sample surveys

The following are some examples of consultation undertaken by Council:

(1) Reserve Development - Local residents may be consulted on the types of facilities and equipment during the design of some reserves.

(2) Development Applications - Residents are notified (where legislative requirement to do so) of some Development Applications. When an application is publicly notified, residents have the opportunity both to write to Council expressing their view on the application and to subsequently personally address the Council before a decision is made.

(3) Local Area Traffic Management - Local residents may be consulted on design requirements for traffic management.

(4) Resident Forums – Various forums are convened on an “as needed” basis to enable residents to discuss proposals that may affect them with both the Officers and Council members.
4 ACCESS TO COUNCIL DOCUMENTS

4.1 DOCUMENTS AVAILABLE FOR INSPECTION

Documents marked with an asterisk * are available for downloading from Council’s website (www.gawler.sa.gov.au) and are available for public inspection at the Council Offices (free of charge) between the hours of 9am – 5pm Monday to Friday. Members of the public may obtain copies of these documents, according to fees and charges policy adopted by council on 25 June 2013 (generally at 75c per page or as listed below). Copies may be obtained from the Records Management Officers

<table>
<thead>
<tr>
<th>Document</th>
<th>Price</th>
<th>On Website</th>
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<tbody>
<tr>
<td>Reviews of council constitution, wards &amp; boundaries</td>
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<tr>
<td>- Representation options papers &amp; reports on</td>
<td>$0.80 p/page</td>
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<td>- Reports to Minister provided to Council by</td>
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<td>- Boundary Adjustment Facilitation</td>
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<td>Registers and Returns under the Local Government Act &amp; Local Government (Elections) Act 1999 (as follows):</td>
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<td>- Council Voters Roll – (public inspection only)</td>
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<td>- Campaign Donations returns under Local Government (Elections) Act 1999</td>
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<td>- Register of Community Land</td>
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<td>- Register of Interests of Elected Members (subject to written request to CEO)</td>
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<td>- Register of Allowances &amp; Benefits (Elected Member Register)</td>
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<td>- Register of Remuneration, salaries &amp; benefits (Staff/Employee Register)</td>
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<td>- Register of Public Streets &amp; Roads</td>
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<td>- Fees &amp; Charges Register (levied by Council)</td>
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<td>Codes</td>
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<td>- Code of Practice for Access to Council &amp; Committee Meetings &amp; Council Documents (includes Confidentiality provisions)</td>
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<td>- Code of Practice for Council Meeting Procedures</td>
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<td>- Code of Practice for Committee Meeting Procedures</td>
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<td>- Code of Practice for Working Groups</td>
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<tr>
<td>- Code of practice – Shopping Trolley (abandoned)</td>
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<td>Meeting Papers</td>
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<tr>
<td>- Current and prior Council / Committee Agendas and Minutes</td>
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Document Price On Website

**Policy documents**

- Any policy document of the Council $0.80 p/page *
  within the meaning of the FOI Act 1991
  (as listed below & on the intranet)

POLICY MANUAL – updated prior to July 2014

**Section 1 - CODES**
- 1.1 Code of Practice for Council Meeting Procedures
- 1.2 Code of Practice for Access to Council & $0.80 p/page *
  Committee Meetings & Council Documents
  (includes Confidentiality provisions) $0.80 p/page *
- 1.3 Code of Practice for Committee Meeting Procedures *
- 1.4 Code of Practice for Working Groups *

**Section 2 - MANDATORY POLICIES**
- 2.1 Order making policy
- 2.2 Review of Council decisions
- 2.3 Public consultation
- 2.4 Procurement
- 2.5 Internal control policy
- 2.6 Building inspection policy & Swimming Pool
  policy
- 2.7 Caretaker policy (Elections)
- 2.8 Prudential Management
- 2.9 Disposal of Land & Assets

**Section 3 - COUNCIL & ELECTED MEMBERS**
- 3.2 Council & Committee meetings
- 3.3 Mayor Seeking legal advice
- 3.4 Council Members Allowances and benefits
- 3.5 Equality of information provision to
  Elected Members
- 3.6 Training & development for Elected
  Members
- 3.7 Supplementary Election Policy
- 3.8 Induction for Elected Members

**Section 4 - GENERAL**
- 4.1 Acting Chief Executive Officer - Appointment
- 4.2 Resource sharing
- 4.3 Risk management
- 4.4 Safe environment
- 4.5 Volunteer Management
- 4.6 Records Management
- 4.7 Whistle blower Protection policy
- 4.9 Town of Gawler Brand
- 4.10 Environment
Policy Manual documents (continued)

4.11 Ombudsman Enquiries & Investigation Management
4.12 Social Media

Section 5 - COMMUNITY
5.1 Community development grant
5.7 Sporting & Community Club Organisations Agreement schedule for ground leases - exclusive right
5.8 Sporting & Community Club Organisations agreement schedule for leases - Exclusive Right
5.9 Sporting Clubs Associations Agreement Schedule for Shared Facilities leases
5.10 Hire of Council owned facilities

Section 6 - FINANCE
6.1 Budget Management
6.2 Light Fleet, Plant & Heavy Vehicle replacement and Management
6.3 Use of Council Vehicles
6.4 Treasury Management
6.5 Funding Policy
6.6 Business Credit & Purchase Card policy
6.7 National Competition Policy & Complaints Mechanism
6.8 Strategic Rating Policy
6.9 Asset Capitalisation Policy
6.10 Rates Rebate Policy
6.11 Debtor management
6.12 Depreciation
6.13 Service Range Policy
6.14 Community Loans

Section 7 - ROADS & FOOTPATHS
7.1 Flags and Banners
7.2 Car Parking & Traffic Control – Gawler Show Days
7.3 Entranceways – Provision
7.4 Footpath Design guidelines – Gawler Town Centre
7.5 Footpaths – guidelines for the Construction of concrete footpaths in cul-de-sacs and other local roads
7.6 Footpath & Cycleways Policy
7.7 Landscaping of Footways
7.8 Property Numbering – Uniform Numbering on Road Kerbing
7.10 Stobie Poles - Painting
7.11 Naming of Roads and Public Places
7.12 Street Tree Planting for new Land Divisions
Document Price On Website

Policy Manual documents (continued)

7.13 Street Trees – Removal

Section 8 - PLANNING & DEVELOPMENT
8.1 Council’s boundary adjustments– Principles for Gawler
8.2 Caravans on Building allotments – Occupation of Caravans on vacant Land
8.3 Compliance Development Act (Planning)

8.5 Green Belt Policy
8.6 Heritage Development
8.7 Land Divisions – Indentures, Bonds & Bank Guarantees
8.8 Licensed premises – Liquor License & Gaming
8.9 Liquor Booths
8.10 Planning Appeals – Notification to Members
8.12 Signs – Third party advertising on Council Reserves
8.13 Sustainable Urban Development & Infrastructure Funding
8.15 Outdoor Dining
8.16 Town Centre Carparking
8.17 Busking
8.18 Proponent-Funded Development Amendment Plans

Section 9 - COUNCIL SERVICES
9.1 Council Services - Change
9.2 Library Service
9.3 Recreation
9.4 Willaston Cemetery – Services Offered and fees

Section 10- ASSET MANAGEMENT
10.1 Infrastructure Asset Management Policy
10.2 Stormwater (Watercourse) Management Policy

Section 11- INSPECTORIAL
11.1 By-law Enforcement - Fines
11.2 Dog Registrations – Strategic policy and Notification procedure
11.3 Shopping Trolleys (Abandoned) – Code of Practice
11.4 Wood Collection from Council Property
11.5 Expiations
<table>
<thead>
<tr>
<th>Document</th>
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<tr>
<td><strong>Administrative documents</strong></td>
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<tr>
<td>▪ Delegated Authority Manual (Single Delegation)</td>
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<td>▪ Strategic Plan</td>
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<td>▪ Business Plan (inc Rating Policy)</td>
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<td>- Annual - after Council adoption</td>
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<tr>
<td>- Draft Annual business Plan</td>
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<tr>
<td>- Summary</td>
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<tr>
<td>▪ Walking and Cycling Plan (full Report/Study)</td>
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<td>▪ Annual Budget Statement (after adoption by Council - located in Annual Business Plan)</td>
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<td><strong>Administrative documents (continued)</strong></td>
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<td>▪ Annual Report</td>
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<td>▪ Church Hill Management Plan</td>
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<tr>
<td>▪ Council’s Assessment Record (extract)</td>
<td>$1.70 p/record</td>
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<td>In accordance with Section 174(2) of Local Government Act</td>
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<tr>
<td>▪ Development Policies – Protecting Gawler’s Heritage</td>
<td>No Charge</td>
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<tr>
<td>▪ Executive Summary &amp; recommendations</td>
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<td>▪ Management plans for Community Land</td>
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<td>▪ Procedure for Internal Review of Council Decisions</td>
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<td>▪ Charter for subsidiaries established by Council or for whom Council is a constituent Council</td>
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<td>▪ Information statement under FOI Act 1991 (most recent)</td>
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<td><strong>Bylaw</strong></td>
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<td>▪ Bylaws made by Council -</td>
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<tr>
<td><strong>Other public documents per page</strong></td>
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Concession holders charged 75% of any of the above General Council document fees (photocopier fee includes staff labour cost).
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. Under this legislation, an application fee and a search fee must be forwarded with the completed request form, unless the application is granted an exemption.

Should the applicant require copies of any documents inspected pursuant to a Freedom of Information request, the charges set out in the Freedom of Information Act will apply. Unless the applicant is granted an exemption the following charges apply from 01/07/2014:

a) application fee of $32.25
b) dealing with an application (other than personal affairs) $12.00 per 15 minutes
c) dealing with personal affair's application - $12.00 per 15 minutes after first 2 hours
d) photocopied copies of documents – $0.20 p/page
e) written transcripts $7.20 p/page
f) photograph, video/computer tape or disc (cost of producing copy)
g) actual cost incurred for postage or delivery
h) application for review fee $32.25

Freedom of Information application forms are available at the Council Office at 89 Murray Street Office or on Council’s website www.gawler.sa.gov.au. Enquiries or requests should be addressed to:

Accredited Freedom of Information Officer
Town of Gawler
P O Box 130
GAWLER SA 5118

Applications will be responded to as soon as possible within the statutory timeframe of Council receiving the properly completed Freedom of Information request form, together with application search fees.

Six (6) Freedom of Information applications were received and determined under the Local Government Freedom of Information Act in the twelve months to 30 June, 2014

5 AMENDMENT OF COUNCIL RECORDS

Members of the public may request access to Council documents concerning their personal affairs by completing a Freedom of Information “Request for Access to documents” form outlining the records that they wish to inspect.

A request may then be made to correct any information about themselves that is incomplete, incorrect, misleading or out of date by completing an application for “Amendment of personal records” form.

These forms are available at the Council Office or on Council's website www.gawler.sa.gov.au. (under Your Council/Freedom of Information)

Henry Inat
Chief Executive Officer
Date: 30 June, 2014