

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*.

An updated Statement will be published on the Council website every 12 months. The next review will be June 2024.

This Information Statement is reflective of Council's administration as at 30 June 2023.

## **1. Structure and Functions of the Council**

### **1.1 Council**

Full council consists of a Mayor and ten (10) Council Members and is the peak decision making body on all policy matters. The following members were elected at the Council Election held in November 2018 for a term of four (4) years;

Mayor:	Karen Redman
Councillors:	Brian Sambell
	Cody Davies
	David Hughes
	Ethan White
	Helen Hennessy
	Isaac Solomon
	Jim Vallelonga
	Mick Launer
	Nathan Shanks
	Paul Koch

Cr Nathan Shanks was appointed Deputy Mayor from 29 November 2022 for a period of twelve months.

### **1.2 Ordinary meetings of the Council**

These meetings are held on the fourth Tuesday of each month commencing at 7pm. Meetings are held in the Council Chamber, Level 1, Gawler Civic Centre, 89-91 Murray Street Gawler.

Special meetings are called as required.

Meetings are open to the public unless the need for confidentiality outweighs the principle of open decision making and the meeting is moved into a confidential session.

Council and Committee meeting times are listed with their relevant meetings below and are also published via the Council diary, available [here](#).

Any change to the meeting schedule, including the calling of additional meetings are advertised in the Council Diary and by public notice on the notice board in the Gawler Administration Centre's foyer.

Agendas and Minutes for meetings (excluding confidential information) will be available on Council's website [here](#). Agendas are published 3 days prior to the meeting and Minutes are published five (5) days after the meeting.

### 1.3 Special Meetings of Council

Special Council Meetings may be held at any time and are generally held in the Council Chamber, Level 1, Gawler Civic Centre, 89-91 Murray Street Gawler.

Similar to Ordinary Meetings, Special Meetings will be open to the public unless the need for confidentiality outweighs the principle of open decision making and the meeting is moved into a confidential session.

Agendas are required to be available to the Council Members at least 4 hours prior to the commencement of the meeting and it is endeavoured that they will be uploaded to the website within the same timeframe (excluding confidential information).

Again, similar to Ordinary meetings, Minutes will be available to Councillors and the public five (5) days after the meeting (excluding confidential information).

### 1.4 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 1999*.

Members of the public are welcome to attend all committee meetings, which are held when listed or required. The public will only be excluded when the need for confidentiality outweighs the principle of open decision making and the meeting is moved into a confidential session.

#### Council Committees

Section 41 Committees:

Corporate and Community Services Committee (CCS) - held bi-monthly on the second Tuesday of the month at 7pm (January / March / May / July / September / November).

Infrastructure and Environmental Services Committee (IES) – held bi-monthly on the second Tuesday of the month at 7pm (February / April / June / August / October / December)

Chief Executive Officer Performance Management Panel (CEO PMP)

Gawler Heritage Collection Committee (GHCC)  
Gawler Youth Advisory Committee (GYAC)

Audit Committee (established pursuant to section 126)

Regional subsidiaries (established pursuant to section 43):  
Gawler River Floodplain Management Authority (GRFMA)  
Northern Adelaide Waste Management Authority (NAWMA)

## 1.5 Information or Briefing Sessions

Where appropriate, an information or briefing session provides a valuable opportunity to enhance the decision-making processes of Council by providing opportunities for Council Members to become better informed on issues and seek further clarification.

Information or briefing sessions must not be utilised in such a way to obtain, or effectively obtain, a decision on a matter outside of a formally constituted meeting of the council or a council committee.

Public notification of information or briefing sessions that are convened to consider matters that will form part of the Council's meeting agenda will be provided. Sessions will be open to the public unless the Council or Chief Executive Officer orders that a session be closed to the public in order to receive, discuss or consider in confidence any information or matter listed in section 90(3) of the *Local Government Act 1999*.

Information or briefing sessions do not involve a formal minute taking process.

## 1.6 Agendas and Minutes

All Council and Committee meeting Agendas are uploaded to the website and made available for public inspection no less than three (3) days prior to the meeting and Minutes are uploaded to the website and made available for public inspection no more than five (5) days from the date of the meeting.  
<https://www.gawler.sa.gov.au/your-council/agendas-and-minutes>

## 1.7 Working Groups

Climate Emergency Action Plan Working Group  
Elderly Centre Advisory Working Group  
Reconciliation Action Plan (RAP) Working Group

Members of the public are welcome to attend.

## 1.8 External Committees/Boards/Associations

Council participates in a number of external committees, boards and associations comprising of Council Members, staff and the public.

Currently they are:

Adelaide and Mount Lofty Ranges Bushfire Management Committee  
Australian Local Government Association  
Barossa Zone Emergency Management Committee  
Gawler Business Development Group  
Gawler Care and Share Group Inc.  
Gawler Community House  
Gawler Community Road Safety Group  
Gawler Community Services Forum  
Gawler District Health Advisory Council  
Gawler Suicide Prevention Group  
Gawler Youth Workers Network  
Greater Adelaide Region of Councils (GAROC)  
Local Government Association of South Australia  
Local Government Finance Authority  
Regional Development Australia Barossa, Gawler, Light, Adelaide Plains

## 1.9 Delegations

Under Section 44 of the *Local Government Act 1999*, 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 which is available on Council's website, [here](#).

## 2 Services for the Community

In accordance with Council's Service Range Policy, the following services are provided

Category	Service	Description of activities
<b>Legislative</b>	Council Members	Support the Elected member body of Council
	Financial Services	Financial management of Council's operations
	General Administration	Manage and administer general operations of the Council
	Other Environmental Services	Various environmental initiatives, State Government NRM Levy collection & payment
	Rates Administration	Administer rating activities and collection of outstanding rates
<b>Regulatory</b>	Records Management	Manage Council records in accordance with State Records Act
	Building Control	Assess and administer compliance with Building Rules
	Animal Control	Compliance with Dog & Cat Management Act
	Inflammable Undergrowth	Compliance with Fire & Emergency Services Act
	Other Regulatory Services	Impounding of abandoned vehicles
	Parking Control	Compliance with Expiation of Offences Act
	Preventive Health Services	Compliance with Public & Environmental Health Act and Food Act
	Town Planning	Compliance with Development Act
<b>Core</b>	Car Parks	Provision and maintenance of Car Parks
	Communication & Marketing	Proactive dissemination of Council information to the community
	Volunteer Services	Support volunteer activities (e.g. Graffiti Removal team, Volunteer Resource Centre etc.)
	Community Centres & Halls	Maintenance of facilities
	Community Support	Support local community events (e.g. Australia Day breakfast & awards, Gawler Show, Fringe Festival etc.) and provision of various Community Grants
	Customer Service	Provision of high quality customer services
	Depot	Administration of outdoor staff and associated facilities
	Elderly Centre	Maintenance of Elderly Centre
	Engineering Services	Design/deliver capital works programs, Asset Management Plan
	Gawler Aquatic Centre	Maintain swimming pool in accordance with community health standards, provide various Swim related programs and activities
	Heritage	Maintenance of local heritage collection

	Human Resources	Manage and administer Council's Human Resources
	Information Technology	Manage Council's IT software/hardware
	Library	Provision of Library services
	Litter Control	Collection and disposal of waste from litter bins
	Council Buildings	Administer and manage building maintenance programs (including investment properties)
	Town Maintenance Services (not elsewhere classified)	Weed spraying and mowing of road reserves, removal of dumped rubbish
	Parks & Gardens	Maintenance of facilities in accordance with service standards (including playgrounds)
	Pest Control	Effective pest/vermin control services
	Plant & Machinery	Maintain fleet vehicles and machines in good order
	Public Conveniences	Maintenance of public conveniences
	Roads	Programmed maintenance of Council's road network - including roads, bridges, footpaths, kerb & gutter
	Sports Facilities - Indoor	Gawler Sports & Community Centre
	Sports Facilities - Outdoor	Maintenance of sporting surfaces and facilities
	Stormwater Drainage	Maintenance of stormwater drainage infrastructure
	Street Cleaning	Programmed street sweeping of urban roads
	Street lighting	Facilitate community safety through appropriate street lighting
	Streetscaping	Maintain urban streetscapes
	Traffic Management	Maintain traffic control signs and infrastructure to Australian Standards
	Waste Management	Collection and disposal of kerbside waste
<b>Non-Core</b>	Caravan Park	Administer lease of Caravan Park
	Willaston Cemetery	Maintenance of facilities
	Youth Services	Support delivery of youth related activities and events (e.g. Youth Week, Gawler Youth Advisory Committee)
	Crime Prevention	Maintenance of CCTV systems
	Home Assistance Scheme	Support provision of Government-funded program
	Immunisation	Support delivery of immunisation programs
	Regional Development	Support regional based programs and initiatives
	Support to Local Businesses	Support the Gawler Business Development Group
	Tourism	Gawler Visitor Information Centre

## 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.

- Deputations – People wishing to appear at a meeting of a Council, or Committee, need approval in advance to attend a meeting. A written request to the Chief Executive Officer including a summary of the deputation should be received, no later than 2 weeks prior to the meeting date. Each deputation is allocated 5 minutes.
- Petitions – Council will receive and consider Petitions at meetings and recommend they are presented in the correct format (as advised on Council's website, [here](#))
- Written Requests – A member of the public can write to the Council regarding any Council policy, activity or service.

- d) Council Members – Members of the public can contact the elected body of Council to discuss any issue relevant to Council. Their contact details can be found [here](#).
- e) Public Open Forum – This session provides an opportunity for people in the gallery to make a statement to Council. The Public Open Forum has a time limit of up to 20 minutes. The time available will be allocated equally to all speakers with a maximum of 5 minutes per speaker. The Mayor will ask at the meeting for the names of people wishing to participate in the Public Open Forum and allocate a time limit. I.e. if there are 5 people wanting to speak, they will be allocated a maximum of 4 minutes each.
- f) Staff Members – Citizens 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:

- a) Members of the community have a right to be informed about issues affecting their area and their lives and to influence Council's decisions about these.
- b) Community interest will vary depending on the issue and the number of people affected, and Council's level of consultation will reflect this.
- c) Community involvement in Council decision making should result in greater confidence in the Council and responsive decision making.
- d) Council decision making will be open, transparent and accountable.

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

- a. Your Voice Gawler, Council's online community engagement platform.
- b. Letters to residents and other stakeholders.
- c. Other direct mail publications or letterbox drops, as appropriate.
- d. Advertising in media outlets as deemed appropriate.
- e. Media releases to appropriate media outlets and community groups.
- f. Community forums and stakeholder meetings.
- g. Direct consultation with community representative groups.
- h. Active and passive use of Council's website and social media.
- i. Use of a community email database.
- j. Customer surveys.
- k. Fixed displays, e.g. community notice boards.

- I. Community group representations to Council workshops.

## 4 **Access to Council Documents**

### 4.1 **Policy documents available for inspection**

At the time of publishing this statement, the following documents can be accessed from Councils website or are available for public inspection at the Principal Office of Council during ordinary business hours. Any new policy adopted by Council after publication of this statement will be similarly available.

#### Section 1 – Corporate Governance

- Code of Conduct for Volunteers
- Code of Practice for Access to Council and Committee Meetings and Council Documents
- Code of Practice for Council and Committee Meeting Procedures
- Code of Practice for Working Groups
- Acting Chief Executive Officer Appointment
- Caretaker Elections
- Complaints
- Complaints Resolution Procedure
- Complaints Handling Under Council Members Code of Conduct Procedure
- Council Members Allowances and Benefits
- Council Emergency Management
- Equality of Information Provision to Council Members
- Flags
- Fraud Corruption Misconduct and Maladministration Prevention
- Induction for Council Members
- Informal Gatherings
- Information Technology Support for Council Members
- Internal Review of a Council Decision
- Internal Review of a Council Decision Procedure
- Mayor Seeking Legal Advice
- Ombudsman Enquiry and Investigation Management
- Order Making
- Public Consultation
- Public Interest Disclosure
- Requests for Services
- Requests for Services Procedure
- Resource Sharing
- Risk Management
- Safe Environment
- Supplementary Election
- Training and Development for Council Members

#### Section 2 – Business Enterprises and Communication

- Art Exhibits and Exhibitions in Council Managed Venues
- Banners
- Gawler Heritage Collection
- Hire Of Gawler Civic Centre Venues

- Media
- Records Management
- Town of Gawler Brand

## Section 3 – Development, Environment and Regulatory Services

- Building Fire Safety
- Busking
- By Law Enforcement Fines
- Code of Practice for Shopping Trolleys (Abandoned)
- Council's Boundary Adjustments - Principles for Gawler
- Development Application Hard Copy Fee Concession/Waiver
- Dog Registrations
- Environment
- Expiations
- Heritage Development
- Land Development Promotional and Directional Signs on Council Property
- Licensed Premises Liquor Licence and Gaming
- Mobile Food Vendors
- Naming of Public Places
- Naming of Roads
- Outdoor Dining
- Proponent Funded Development Plan Amendments
- Rural Green Belt
- Sustainable Urban Development Infrastructure Funding
- Third Party Advertising on Council Reserves
- Town Centre Car Parking Strategy
- Willaston Cemetery Services Offered and Fee
- Wood Collection from Council Property

## Section 4 – Infrastructure and Engineering Services

- Asset Management
- Entranceways Provision
- Footpath and Cycleways
- Land Divisions Indentures Bonds Bank Guarantees
- Landscaping Verge Areas Footways by Residents
- Light Fleet Plant and Heavy Vehicle Replacement and Management
- Management of Unsealed Rural Roads
- Management of Unsealed Urban Roads
- Property Numbering Uniform Numbering on Road Kerbing
- Sporting and Community Clubs/Organisations Agreement Schedule for Ground Leases Exclusive Right of Possession
- Sporting and Community Clubs/Organisations Agreement Schedule for Leases Exclusive Right of Possession
- Sporting Clubs/Associations Agreement Schedule for Shared Facilities Leases Exclusive Right of Possession
- Stobie Poles Painting
- Stormwater Watercourse Management
- Tree Planting for New Land Divisions
- Tree Management

- Tree Removal on Council Land

## Section 5 – Library and Community Services

- Community Gardens
- Community Grants
- Hire of Council Owned Facilities
- Library Service
- Sport and Active Recreation
- Volunteer Management

## Section 6 – Finance and Corporate Services

- Asset Capitalisation
- Audit and Internal Control
- Budget Management
- Community Loans
- Corporate Purchase Card
- Debtor Management
- Depreciation
- Disposal of Land and Assets
- Funding
- Gawler East Development Infrastructure Funding
- National Competition
- Procurement
- Prudential Management
- Rate Rebates
- Rates Financial Hardship
- Separate Rates Relief
- Service Level - Finance
- Service Level - Parking Control
- Service Level - Preventive Health Services
- Service Level - Rates Administration
- Service Level - Records Management
- Service Range
- Strategic Rating
- Treasury Management

### **4.2 Other Council Documents**

Other documents which can be accessed on Council's website include:

- Animal Management Plan
- Annual Budget / Business Plan
- Annual Financial Statements
- Annual Report
- Asset Management Plans
- Biodiversity Management Plan
- Council & Committee Agendas / Minutes
- Council By-Laws
- Customer Service Charter
- Community Plan 2017-2027
- Development Plan
- Environmental Management Plan
- Fees & Charges Register

- Monthly Finance Reports
- Long Term Financial Plan
- Quarterly Budget Reviews

#### 4.3 Other Information Requests

Requests for information not listed above or otherwise publicly available will be considered in accordance with the *Freedom of Information Act 1991* (FOI Act). Under this legislation, applicants seeking access to documents held by council need to provide sufficient information to enable the correct documents to be identified and must complete the required application form and lodge it via email or at 43 High Street, Gawler East.

Applications must be in writing and must specify that said application is being made under Section 13 of the FOI Act.

If the documents relate to the applicant's personal affairs, proof of identity may be requested. Requests will be dealt with as soon as practicable (and in any case, within 30 days) after receipt. If documents are being sought on behalf of another person relating to their personal affairs, Council may ask for a consent form signed by that person.

Forms of access may include inspection or copies (subject to copyright laws) of documents, hearing and/or viewing of audio and/or video tapes, transcripts of recorded documents, transcripts of words recorded in shorthand or encoded form, or the reproduction of documents from digitised information.

Council, on receiving a FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency if appropriate.

If Council refuses access to a document, the Council must issue a determination stating why the document is a restricted document.

In some cases, retrieving the requested information involves considerable staff time. It is important to specify what is required as clearly as possible so staff can assist quickly and efficiently as charges may apply.

#### 4.4 Freedom of Information Application Fees and Processing Charges

Approved application fees are set out in the *FOI (Fees and Charges) Regulations 2018*. Payment of the appropriate amount must be paid when submitting the application. Unless the applicant is the holder of a valid concession card, processing charges may also apply when dealing with the application. Council, at all times, retains discretion to waive, reduce or remit a fee for any reason it sees fit.

These fees and charges are set out in the above-mentioned regulations and also includes some free time when the application is in relation to your personal affairs.

If, in Council's opinion, the cost of dealing with an application is likely to exceed the application fee, an advanced 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 FOI Officer will endeavour to work with the applicant to refine the scope of the requests to lower the costs if able.

Freedom of Information application forms are available at the Gawler Administration Centre at 43 High Street Gawler East or on Council's website [here](#). Enquiries or requests should be emailed to [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au) or posted to:

Freedom of Information Officer  
Town of Gawler  
PO Box 130  
Gawler SA 5118

Applications will be responded to as soon as possible within the statutory timeframe, given the application form is adequately completed and payment of the application fee has been received.

Throughout the period of 01 July 2022 and 30 June 2023, three (3) Freedom of Information applications were received and either withdrawn, refused or determined by Council under the *Freedom of Information Act 1991*.

## **5 Amendment of Council Records**

Under the Freedom of Information Act 1991, 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 he/she wishes to inspect.

If it is found these require amendment, details of the necessary changes are to be lodged with Council's Freedom of Information Officer. There are no fees or charges for lodgement, or for the first two (2) hours of processing. If there is a significant correction needed and the mistakes were not made by the applicant, any fees and charges paid will be fully refunded.

**Henry Inat**  
Chief Executive Officer  
01 July 2023