

1. Introduction

This Information Statement is published by the Town of Gawler in accordance with the *Freedom of Information Act 1991* (the FOI Act). This statement was published on 1 July 2026.

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.

2. Structure and Functions of the Council

The Council consists of the Principal Member, referred to as the Mayor, and 10 Councillors who represent residents and ratepayers in the Council area.

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

- 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 1999*, 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;
- c) to determine the appropriate financial contribution to be made by ratepayers to the resources of Council;
- d) to provide for the welfare, well-being and interests of individuals and groups within its community;
- e) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;
- f) to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity;
- g) to provide infrastructure for its community and for development within its area;
- h) to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism;
- i) to establish or support organisations or programs that benefit people in its area or local government generally;
- j) to manage and, if appropriate, develop, public areas vested in, or occupied by, the Council;
- k) to manage, improve and develop resources available to the Council;
- l) to undertake other functions and activities conferred by or under the Act.

Pursuant to section 8 of *Local Government Act 1999*, 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;
- f) 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;
- g) 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;
- h) manage its operations and affairs in a manner that emphasises the importance of service to the community;
- i) seek to ensure that Council resources are used fairly, effectively and efficiently and Council services, facilities and programs are provided effectively and efficiently;
- j) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs;
- k) 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;
- l) achieve and maintain standards of good public administration;
- m) ensure the sustainability of the Council's long-term financial performance and position.

Although many functions of Council detailed in the *Local Government Act 1999*, Council also operates in accordance with many other pieces of legislation including:

- *Planning, Development and Infrastructure Act 2016*
- *Public Health Act 2011*
- *Food Act 2001*
- *Road Traffic Act 1961*
- *Local Nuisance and Litter Control Act 2016*
- *Fire and Emergency Services Act 2005*
- *Dog and Cat Management Act 1995*

Council's role includes the provision of services, infrastructure, facilities and programs for the benefit of the community. Council must use resources fairly, effectively, efficiently to ensure equitable access for residents. Decisions made by the Council, as the responsible authority for local governance and management of the area, can affect the community as a whole or individuals. The Council imposes rates and charges on ratepayers used to fund infrastructure, services and programs.

a. Public meetings

Ordinary meetings of the Council commence at 7 pm on the fourth Tuesday of each month and are held in the Council Chamber at the Gawler Civic Centre, 89-91 Murray Street Gawler.

All ordinary Council and committee meetings are open to the public, with the exception of any matters required to be considered in confidence per section 90(3) of the Act. From time to time, special meetings may be called when urgent business needs to be considered.

The community can obtain information about the business of Council through meeting agendas for, which contain reports and associated attachments on items to be considered by Council or the respective Committee. Agendas and minutes for these meetings are publicly available from [Council's website](#). Printed copies can be provided on request upon payment of a fee (as contained in the Register of Fees and Charges) from Council's principal office 43 High Street, Gawler East.

b. Council committees

The Council must have statutory Committees required by legislation and may establish additional committees in accordance with section 41 of the *Local Government Act 1999*, in order to assist the Council:

- 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.

Current Committees include:

Statutory and other Committees

- **Audit & Risk Committee** Requirement of section 126 of the *Local Government Act 1999*
- **Council Assessment Panel (CAP)** Established pursuant to sections 82 & 83 of the *Planning, Development and Infrastructure Act 2016*
- **Building Fire Safety Committee** Established under section 157 of the *Planning, Development and Infrastructure Act 2016*
- **Chief Executive Officer Performance Management Panel** Operate according to Terms of Reference adopted by the Council

Section 41 Committees

- **Gawler Youth Advisory Committee**(GYAC)
- **Gawler Heritage Collection Committee**(GHCC)
- **Gawler Business & Economic Development Committee**

Membership of committees is determined by the Council. Further information including copies of agendas, minutes and terms of reference, is available from Council's website [Council and Committee Meetings | Town of Gawler Council](#). Further information about the Council Assessment Panel can be accessed by the following link [Council Assessment Panel \(CAP\) | Town of Gawler Council](#).

c. Subsidiaries

Councils may establish a subsidiary or a regional subsidiary (two or more constituent councils), to provide a specified service or perform a function of Council under the *Local Government Act 1999* or another Act.

Council is a Member of two regional subsidiaries:

- Northern Adelaide Waste Management Authority (NAWMA)
- Gawler River Floodplain Authority (GRFMA)

d. Delegations

The Council exercises a range of statutory powers and functions and grants the Chief Executive Officer delegated authority to use these to make decisions on specified matters. The CEO can then sub delegate to staff as required so they can undertake and perform the functions and duties associated with their roles.

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 and following legislative amendment. Council's Delegations Register contains the delegations granted to the CEO by Council and is available on Council's website.

3. Public Participation

Members of the public have various opportunities to express their stance and 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 open to the public and observe proceedings.

Deputations to Council – A written request to address the Council by way of a deputation at a meeting can be made by a member of the public. This enables a person/s to address Council personally or on behalf of a group for up to 5 minutes. Further information including how to submit a deputation is available on Council's website [Council and Committee Meetings | Town of Gawler Council](#)

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 [Council and Committee Meetings | Town of Gawler Council](#)

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 [Council Members | Town of Gawler Council](#)

Written Requests – Members of the public can write to the Council on any Council policy, activity or service via council@gawler.sa.gov.au

Community engagement – The Council is committed to open, honest, accountable and responsible decision making. The draft Community Engagement Policy (the draft Policy) has been developed following the introduction of the Community Engagement Charter (the Charter) on 11 December 2025 which resulted from amendments to the *Local Government Act 1999* (the Act).

The Charter establishes a new legislative framework for community engagement and requires all councils to adopt a Community Engagement Policy by 11 September 2026. The draft Policy will replace Council's Public Consultation Policy. The draft Policy aligns Council's engagement practices with the Charter, introduces proportionate engagement requirements based on the significance of decisions, and strengthens Council's commitment to transparent and meaningful community participation.

4. Access to Council Documents

a. Documents held by Council

Many documents held by Council are available for public inspection and is readily available without recourse to the Freedom of Information Act. Council invites members of the public to discuss their information needs with staff.

Records System - Council operates an electronic records and document management system 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.

b. Policies and publicly accessible information

The following policy documents are available on Council's website and can be individually accessed via the [Codes and Policies](#) page

Codes

- 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

Policies

- Acting Chief Executive Officer Appointment
- Art Exhibits and Exhibitions in Council Managed Venues
- Asset Capitalisation
- Asset Management
- Audit and Internal Control
- Banners
- Budget Review
- Budget Management
- Building Fire Safety
- Busking
- By Law Enforcement Fines
- Caretaker Policy
- Community Gardens
- Community Grants Policy
- Community Loans Policy
- Complaints
- Complaints Resolution Procedure
- Corporate Purchase Card Policy
- Council Emergency Management
- Council Members Allowances and Benefits
- Council Member Behavioural Management Policy
- Council Members Training and Development
- Debtor Management
- Development Application Hard Copy Fee Concession/Waiver (PDF 160.6 KB)
- Enforcement
- Environment
- Expenditure Policy
- Flags
- Fraud Corruption Misconduct and Maladministration Prevention Policy
- Funding
- Gawler East Development Infrastructure Funding
- Gawler Heritage Collection Policy
- General Waste Upgrade Exemption
- Heritage Development
- Hire of Council Owned Facilities Policy
- Hire of Council Owned Facilities Procedure
- Hire of Gawler Civic Centre Venues Policy
- Information Technology Support for Council Members
- Internal Review of a Council Decision
 - Internal Review of a Council Decision Procedure
- Land Divisions Indentures Bonds Bank Guarantees
- Landscaping Verge Areas by Residents
- Library Service
- Licensed Premises - Liquor Licence and Gaming
- Light Fleet Plant and Heavy Vehicle Replacement and Management
- Management of Unsealed Rural Roads
- Management of Unsealed Urban Roads
- Managing Unreasonable Complainant Conduct Policy

- Managing Unreasonable Complainant Conduct Procedure
- Mayor Seeking Legal Advice
- Media
- Mobile Food Vendors
- Naming of Public Places
- Naming of Roads
- Order Making
- Outdoor Dining
- Procurement
- Prudential Management
- Public Art Policy
- Public Consultation
- Public Interest Disclosure Procedure
- Rate Rebate
- Rates Financial Hardship
- Requests For Services
 - Requests For Services Procedure
- Resource Sharing
- Records Management
- Risk Management
- Safe Environment
- Sale or Disposal of Land and Assets Policy
- Sport and Active Recreation
- Sporting and Community Clubs/Organisations Agreement Schedule for Sharing Facilities Leases Exclusive Right of Possession
- Sporting and Community Clubs/Organisations Agreement Schedule for Ground Leases Exclusive Right of Possession
- Sporting and Community Clubs/Organisations Agreement Schedule for Structural Leases Exclusive Right of Possession
- Strategic Rating
- Supplementary Election
- Town of Gawler Brand
- Treasury Management
- Tree Management Policy
- Tree Management Procedure
- Unsolicited Proposals Policy
- Volunteer Management

Pursuant to section 132 and Schedule 5 of the Act the following categories of documents are available on Council's website [Town of Gawler Council | Town of Gawler Council](#):

- Reviews of council constitution, wards and boundaries
- Registers and Returns
- Codes
- Meeting papers
- Information and briefing session papers
- Policy and administrative documents
- By-laws

Upon request a printed copy can be provided (on payment of a fee (if any) fixed by the Council). All general inquiries regarding access to Council documents should be made to: council@gawler.sa.gov.au

5. Freedom of Information Application Fees and Processing Charges

Freedom of Information requests to the Council are to be addressed to:

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

An FOI application form is available on Council's website: [Freedom of Information | Town of Gawler Council](#) or available from the front counter at Council's Administration Centre 43 High Street, Gawler East.

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.

a. 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.

Chris Cowley
Chief Executive Officer
01 July 2026