This Information Statement is published by the Wattle Range Council (Council) in accordance with the requirements of Section 9(1a) of the *Freedom of Information Act 1991* (the FOI Act).

Subject to certain exemptions (refer to Schedule 1 of the FOI Act for a list of exempt documents), the FOI Act gives members of the public a legally enforceable right to access information held by South Australian Local Government agencies such as councils. The purpose of this statement is to assist members of the public to understand the functions and decision-making processes of Council, detail the type of information held by Council and advise how it can be accessed by the public.

A variety of Council documents are available on Council's website www.wattlerange.sa.gov.au including Council and Committee agendas, minutes, policies, procedures, strategic documents and registers.

1. STRUCTURE AND FUNCTIONS OF THE COUNCIL

1.1 Council

The Council consists of the Principal Member (Mayor) and 11 Councillors who represent residents and ratepayers in four (4) Wards:

- Corcoran Ward (5 Councillors)
- Kintore Ward (2 Councillors)
- Riddoch Ward (2 Councillors)
- Sorby Adams Ward (2 Councillors).

"Council" is the body corporate consisting of elected members as constituted under the *Local Government Act 1999*. Pursuant to section 6 of the *Local Government Act 1999*, Council 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.

Ordinary meetings of Council are held on the second Tuesday of every month at 5.00 pm, except for the January meeting which is held on the third Tuesday. Members of the public are welcome to attend the meetings that are held in the Council Chamber, 12 North Terrace, Millicent. All meetings are open to the public, with the exception of any matters subject to an order of confidentiality (section 90 of the *Local Government Act 1999*). Notices of all meetings of Council and its Committees are available on Council's website and at Council's Principal Office.

One of the main opportunities for the community to gain information about the business of Council is through its agendas, associated reports and minutes prepared for Council and Committee meetings. Meeting notices and agendas, including minutes of previous meetings, are available on Council's website and at Council's Principal Office during business hours.

Minutes and resolutions from meetings are published on Council's website and are accessible within five days after a meeting. This includes confidential items where the conditions for release have been met.

1.2 Functions of Council

The functions of Council, set out in section 7 of the *Local Government Act 1999,* include:

(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 the 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 (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any 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 an Act.

1.3 Council Committees and Subsidiaries

Council has established a number of Committees as detailed below. Committees support Council decision-making by providing information and advice to inform Council's deliberations.

Meetings of Council Committees are open to the public except for any matters that are subject to a confidentiality order under section 90 of the Local Government Act. Agendas and minutes are published and accessible in the same way as for Council meetings.

1.3.1 Regional Assessment Panel (RAP)

The RAP is established under the *Planning, Development and Infrastructure Act 2016* as a Relevant Authority. The RAP comprises Wattle Range Council, Southern Limestone Coast Council, District Council of Robe and the City of Mount Gamber and its role is to assess certain types of development applications. The Regional Assessment Panel meets

on the third Thursday of each month commencing at 5:00pm (unless otherwise determined).

1.3.2 Audit and Risk Committee

Council is required to establish an Audit and Risk Committee in accordance with section 126 of the Local Government Act. The Audit and Risk Committee makes recommendations to the Council on any area (within its terms of reference) where, in its view, action or improvement is needed. The Audit and Risk Committee meets at least once per quarter.

1.3.3 Section 41 Committees

Council may establish Committees pursuant to section 41 of the Local Government Act to assist Council in the performance of its functions. The membership of Committees and their terms of reference are determined by the Council.

Meetings of Committees are open to the public, with the exception of any matters subject to an order of confidentiality (under section 90 of the *Local Government Act 1999*).

The following section 41 committees were in operation during the financial year:

- Greenrise Lake Advisory Committee
- Lake McIntyre Management Committee
- Rendelsham Community Hall Management Committee.

Committees may comprise Council members, Council officers and members of the public.

Each Committee has a different function and purpose, which is detailed in the Committees' terms of reference (available on Council's website or at Council's Principal Office).

Committees meet at intervals determined in their respective terms of reference and may make recommendations to Council.

Chapter 6 of the Local Government Act and the Local Government (Procedures at Meetings) Regulations prescribe the way meetings of a Council and its Committees are to be conducted.

1.4 Delegations Register

Council is charged with making decisions which determine its strategic direction and other activities, functions and services related to a broad range of powers and duties of Council.

Council has delegated relevant powers and functions to the Chief Executive Officer and other Council Officers to make decisions on certain matters on its behalf. The Chief Executive Officer may further sub-delegate to another person or position, subject to section 101 of the Local Government Act.

Council's Delegations Register records the powers and duties delegated by Council or delegated/sub-delegated by the Chief Executive Officer. This register is published on Council's website https://www.wattlerange.sa.gov.au/our-council/council-documents/registers and is accessible for viewing at Council's Principal Office during Council's business hours.

1.5 Services for the Community

Council is required by legislation to:

- determine policies to be applied by the Council
- develop and adopt Strategic Management Plans

- prepare and adopt annual business plans and budgets
- establish an Audit and Risk Committee
- develop appropriate policies, practices and processes of internal control
- set performance objectives
- establish policies and processes for dealing with complaints, requests for service, and internal review of Council decisions
- determine the type, range and scope of projects to be undertaken by the Council
- deliver planning and development, dog and cat management, fire prevention and certain public health services
- provide the necessary administrative services to support Council's functions.

Other services and activities are provided by Council in response to local needs and interests.

Core services provided by Council include:

Roads/footpaths/kerbing
Cemeteries
Street lighting
Streetscapes
Fire Protection and Prevention
Waste management, collection and recycling
Swimming pools
Development control
Tourism services
Community development
Parks and reserves
Youth services
Effluent disposal (CWMS Schemes)
Caravan parks
Traffic management/traffic lights/school crossings
Stormwater drainage
Street sweeping
Public conveniences
Public libraries
Parking control
Animal management
Environmental health
Community buildings
Childcare services
Recreation and sport facilities
Truck wash facilities
Foreshore management
Aircraft landing facilities
Boat launching facilities
Art gallery/arts cultural services

2. PUBLIC PARTICIPATION

Members of the public have opportunities to put forward their views to Council on issues. These include:

Deputations/Presentations to Council or a Committee – With a prior written request to the Chief Executive Officer and with the permission of the relevant Presiding Member, a member of the public or a group can address Council or a Committee for a time limit set by the Presiding Member on any item that is relevant to Council or the Committee.

Petitions – Written petitions can be addressed to the Council on any issue within the Council's jurisdiction.

Written Requests – A member of the public can write (including by email) to the Council on any Council policy, activity or service.

Elected Members – Members of the public can contact the Elected Members of Council to discuss any issues relevant to Council. Contact details for Elected Members are provided on the Wattle Range Council website.

Community Consultation/Engagement - The Wattle Range Council is committed to open, accountable and responsible decision making. Council's Community Engagement Policy ensures that cost-effective steps are taken in relation to public consultation to facilitate effective communication between Council and the community and encourage community involvement

in planning and decision making. The policy is available on Council's website at www.wattlerange.sa.gov.au.

3. ACCESS TO COUNCIL DOCUMENTS

3.1 Documents held by Council

Most information and documentation held by Council is available for public viewing and is available without recourse to the FOI Act. We invite members of the public to discuss their information needs with us before submitting an FOI application.

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 Wattle Range Council area.

3.2 Documents held by Council

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 Fees and Charges Schedule) at Council's Principal Office, 12 North Terrace, Millicent during business hours (8:30am to 5:00pm Monday to Friday, closed public holidays).

Codes

- Public Access to Council and Committee Meetings and Associated Documents Code of Practice
- Volunteers' Code of Conduct (included in Volunteer Policy)
- Meeting Procedures Code of Practice
- Safe Environments Code of Conduct
- Corporate Standards for Employees
- Gladys Smith Early Learning Centre Code of Conduct

Mandatory Policies, Procedures and Related Documents

- Behavioural Management Policy – Elected Members
- Caretaker Guideline
- Caretaker Policy
- Community Engagement Policy
- Customer Experience Policy
    - Compliments and Complaints Handling Procedure
    - Requests for Service Procedure
    - Internal Review of Decisions Procedure
    - Unreasonable Customer Conduct Procedure
- Council Member Training and Development Policy
- Council Member Training and Development Plan
- Deputations to Council Procedure
- Enforcement, Compliance and Order Making Policy
- ESCOSA Pricing Policy Statement
- Internal Control Policy
- Naming of Roads Policy
- Petitions to Council Procedure
- Procurement Policy
- Prudential Management Policy
- Public Interest Disclosure Procedure
- Safe Environments Policy

- Safe Environments Risk Management Plan

Other Policies, Procedures and Related Documents

- Asset Policy
- Australia Day Citizen of the Year Awards Policy
- Behavioural Support Policy
- Cemeteries and Memorials Policy
- Community Grants, Scholarship and Sponsorship Program Guidelines
- Community Infrastructure Grants Guidelines
- Sale of Land and Assets Policy
- Council Member Allowances and Benefits Policy
- Customer Charter Sewerage Services
- Debt Recovery Procedure
- Development – Provision of Infrastructure Policy
- Emergency Management Policy
- Financial Assistance Grants Guidelines
- Fraud and Corruption Prevention Policy
- Gifts and Benefits Guideline
- Guarantee of Community Loans Policy
- Guarantee of Community Loans Procedure
- Hall and Facilities Hire Policy
- Hardship (for Residential Customers of Minor and Intermediate Retailers) Policy
- Kerbside Waste and Recycling Collection Service Procedure
- Media and Online Communications Policy
- Mobile Food Vendor Operating Guidelines
- Outdoor Dining Guidelines
- Permits - Approval of Street Stalls, Raffles and Badge Days Policy
- Provision of Property Information Policy
- Public Art on Private Assets Grants Guidelines
- Rating (Concessions and Rebates) Policy
- Records Management Policy
- Risk Management Policy
- Shop Façade Upgrade Program Guidelines
- Treasury Management Policy
- Tree Management Policy
- Volunteer Policy

3.3 Other Council Documents

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

- Annual Business Plan and Budget
- Annual Reports
- Asset Management Plan – CWMS
- Asset Management Plan – Stormwater
- Asset Management Plan – Buildings and Structures
- Asset Management Plan – Plant and Equipment
- Asset Management Plan – Road, Kerb and Footpath
- Asset Management Strategy
- Beachport Coastal Adaptation Strategy
- Beachport Sand Management Plan
- By-laws
- Council and Committee Meeting Agendas
- Council and Committee Meeting Minutes
- Committee Charters/Terms of Reference

- Delegations Register
- Dog and Cat Management Plan
- Fees and Charges Schedule
- Freedom of Information Statement
- Long Term Financial Plan
- Register of Salaries
- Register of Allowances and Benefits
- Register of Gifts and Benefits
- Register of Interests
- Revised Sand Management Plan
- Road Register – Sealed
- Road Register – Unsealed
- Strategic Plan.

The following documents are available for public inspection at Council's Principal Office, 12 North Terrace, Millicent:

- Assessment Record
- Audited Financial Statements
- Community Land Register
- Development Application Register
- Parking Control Register
- Voters Roll.

Policies relating to the Gladys Smith Early Learning Centre are available from the Centre and on the Council website.

3.4 Other Information Requests

Requests for other information not published or otherwise available for viewing or release under the Local Government Act or other legislation will be considered in accordance with the provisions of the FOI Act. Under this legislation, persons seeking access to documents held by Council need to make an application, including payment of the prescribed fee, and provide sufficient information to enable the requested documents to be identified.

An application under the FOI Act for access to Council document/s must be:

(a) in writing; and

(b) specify that it is made under s13 of the Freedom of Information Act; and

(c) accompanied by such application fee as may be prescribed by Regulation; and

(d) contain such information as is reasonably necessary to enable the document to be identified; and

(e) specify an address in Australia to which notices under the FOI Act should be sent; and

(f) lodged at the Council's office or relevant agency and may request that access to the document be given in a particular way.

If the documents relate to the applicant's personal affairs or are sought on behalf of another person relating to their personal affairs, Council may ask for proof of identity or a consent form signed by that person.

Forms of access may include inspection or the provision of 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.

On receiving an FOI application, Council 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 may involve considerable staff time and/or other document production costs. It is important to specify what is required as clearly as possible to assist staff in quickly and efficiently locating the relevant document/s. Charges may be applied to the time spent dealing with an application in accordance with the Regulations.

All general enquiries on FOI Act issues and applications should be directed to Council's Accredited Freedom of Information Officer:

Accredited FOI Officer
Wattle Range Council
PO Box 27
MILLICENT SA 5280

Or emailed to: council@wattlerange.sa.gov.au

Applications will be responded to as soon as possible within the statutory period of 30 days (or such extended period as approved by the Chief Executive Officer) of Council receiving the appropriately completed FOI request together with the application fee and all other information necessary for a response to be provided.

4. FREEDOM OF INFORMATION APPLICATION FEES AND PROCESSING CHARGES

Approved application fees are set out in the Freedom of Information (Fees) Notice as published annually in the SA Government Gazette, available from the Freedom of Information Act home page Freedom of Information Act 1991 | South Australian Legislation. Payment of the appropriate fee must be forwarded to Council with the FOI Application.

Processing charges may also apply for dealing with the application. These are also set out in the Fees Notice. For requests relating to accessing personal affairs information of the applicant, there is no charge for the first two hours spent by the agency processing the application.

Fees will be waived for concession card holders or where payment of the fee would cause financial hardship, as set in the Freedom of Information (Fees and Charges) Regulations 2018. Council may seek proof of concession card status or hardship. At all times, Council retains a discretion to waive, reduce or remit a fee.

If, in 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 Freedom of Information Officer will endeavour to work with an applicant to define the scope of the request to minimise the costs involved.

5. APPLICATION TO AMEND PERSONAL INFORMATION

Under section 30 of the FOI Act, persons may request a correction to any information held by Council about themselves that is incomplete, incorrect, misleading or out of date.

To request amendment of such Council records, a completed application form must be lodged with Council outlining the records that are to be corrected.

No fees or charges apply in relation to applications to amend personal information.

6. REVIEW

This document must be reviewed annually, in accordance with section 9(1a) of the *Freedom of Information Act 1991*.

7. AVAILABILITY

This document is publicly available on Council's website: www.wattlerange.sa.gov.au.

A printed copy may be purchased from Council offices upon payment of the relevant fee in Council's Fees and Charges Schedule.

8. REFERENCES & FURTHER READING

References	
Relevant Legislation:	• Freedom of Information Act 1991
Relevant Policies /Procedures/ Guidelines	

9. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of this statement.

Version No:	Issue Date:	Authorised by:	Description of Change:
1	11 August 2020	CEO	Updated document titles, section 41 committee, subsidiary, Mayor and CEO meetings
2	23 August 2021	CEO	Updated policy and procedure document titles and removed previous policies and procedures that have been archived.
3	01 August 2022	CEO	Updated policy and procedure lists included description about the Regional Assessment Panel. Reviewed current Section 41 Committees. Updated to reflect changes to section 70 of the Act.
4	30 August 2023	CEO	Updated policy and procedure lists to reflect changes due to new and superseded documents. Updated section 41 committee list.
5	18 November 2024	CEO	Updated policy and procedure lists to reflect changes due to new and superseded documents. Updated section 41 committee list and removed reference to monthly Mayor and CEO community meetings.
6	23 Sept 2025	CEO	Updated policy and procedure lists. Removed reference to former subsidiaries. Updated Council address and business hours. Clarified information relating to Freedom of Information Fees and Charges.
7	24 Sept 2026	CEO – Refer to Governance SharePoint id 745	Minor wording changes, including updated document titles.