



## FREEDOM OF INFORMATION STATEMENT 2017/2018

This Information Statement is published by the Clare & Gilbert Valleys Council to meet the requirements of Section 9 of the Freedom of Information Act 1991 (“the Act”). An updated Information Statement will be uploaded on our website annually ([www.claregilbertvalleys.sa.gov.au](http://www.claregilbertvalleys.sa.gov.au))

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### PROFILE OF COUNCIL

The Clare & Gilbert Valleys Council was proclaimed on 1 July 1997, having been formed through the amalgamation of the District Council of Clare, the District Council of Riverton and the District Council of Saddleworth & Auburn.

The Council comprises of a total area of 185,142 hectares. There are 9 Councillors, plus the position of Mayor.

Our district comprises some of the most productive lands and scenic landscapes in Australia which deliver premium products and experiences. Located adjacent to the outer metropolitan area of South Australia’s capital Adelaide, the Clare & Gilbert Valleys enjoy the advantages of proximity and accessibility with an enviable rural lifestyle.

The Clare Valley wine region is famous for its world class Riesling and has achieved recognition as Australia’s Capital of Riesling. Combined with Shiraz as another staple, and emerging wine varieties, the Clare Valley continues to have a strong future in viticulture and winemaking.

The corner stone of the economy is productive and fertile lands of the Clare & Gilbert Valleys combined with favourable climatic conditions result in excellent broad acre cropping opportunities and livestock production. This strength provides a strong foundation for enviable food experiences and an increasing trend towards value-adding before and beyond the farm gate.

The vision for the Clare & Gilbert Valleys is described as “attractive, prosperous, welcoming and harmonious”. This statement embraces the tapestry of towns, villages and rural landscapes across which our population of 9,311 is dispersed. Ranging from the service towns of Clare, Riverton, Saddleworth and Auburn through to the villages of Stockport, Tarlee, Rhynie, Manoora, Mintaro, Watervale, Sevenhill, Armagh, Waterloo, Hilltown, Leasingham, Stanley Flat and Marrabel each has a proud history, great stories and a positive future.

The Clare & Gilbert Valleys form part of the traditional lands of the Ngadjuri peoples and their rich connection and association with this place is recognised.

The Clare & Gilbert Valleys attract the focus of South Australia's trails network. Home to the renowned Riesling Trail, which hosts cycling and walking from Barinia in the north to Auburn in the south, it covers more than 35kms along the old railway corridor. A southern extension through the Rattler Trail, from Auburn through to Riverton, makes a total distance of 60kms. The Heysen, Mawson, Kidman and Lavender Trails also traverse the Council's landscape offering a diversity of active experiences.

Education is a focus for the Clare & Gilbert Valleys with excellent public and private schools and a number of training organisations. A quality library service is provided through full time libraries at Clare, Saddleworth and Riverton, with an agency in Auburn. The strong presence of the University of the Third Age enables a wide variety and range of interests to be explored.

The high level of health and associated services available locally, including two hospitals and an excellent ambulance service along with the presence of the Mid North Community Passenger Network Scheme, provide well for those that need assistance.

The Clare & Gilbert Valley region is an accessible destination for visitors to utilise the many excellent accommodation venues, function centres and tourist facilities available, including the wide variety of historic sites and events which occur in the area.

The Clare & Gilbert Valleys comprise safe communities with a low crime rate and a strong police presence. An active and efficient emergency service is present throughout the region provided by dedicated and well trained volunteers of the Country Fire Service and State Emergency Services. The region also has access to many State and Federal Government agencies including: Primary Industries and Regions SA, Natural Resource Management and Department of Environment Water and Natural Resources, Regional Development Australia Yorke and Mid North, Department of Education and Children's Services, Country Health SA, SA Water, Department of Planning, Transport and Infrastructure and Centrelink.

## SERVICES TO THE COMMUNITY

Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the resources which are to be made available to undertake such works and services. Council makes decisions on policy issues relating to services provided for members of the public.

These services include:

- Community Halls and Centres
- Dog Control
- Environmental Health Matters
- Garbage Collection & Disposal
- Immunisation Programmes
- Parking Controls
- Parks and Reserves

- Playground Equipment
- Public Cemeteries
- Public Libraries
- Public Toilets
- Recreational/Sporting Facilities
- Roads/Footpaths/Kerbing
- Stormwater Drainage
- Street Lighting
- Street Tree Planting
- Traffic Control Devices

## COUNCIL MEETINGS, AGENDAS & REPORTS

Clare & Gilbert Valleys Council encourage members of the public to attend regular Council meetings which are held every third Monday of the month, commencing at 7pm. Public question time is held during the meetings and anyone wishing to ask a question of Council is encouraged to attend. Further information about public question time and Council meetings is available from the Council offices (Clare, Riverton and Saddleworth).

Agendas & Minutes of monthly Council meetings are placed on public display at the Council offices and also posted on Councils website. Agendas are available no less than three days prior to the meetings. Minutes are available within 5 days after the meetings.

The following documents are available for public inspection at the Clare & Gilbert Valleys Council offices free of charge or members of the public may purchase copies at a set fee:

- Annual Business Plan
- Annual Report
- Annual Budget
- Policy Manual
- Agendas and Minutes of all meetings
- Audited Financial Statements

## FREEDOM OF INFORMATION (FOI) APPLICATIONS

If the information and documents you want cannot be accessed by any of these means, then the Freedom of Information Act 1982 gives you a right of access to documents that we hold. You can make a request or you can authorise another person to make a request on your behalf (for example, a solicitor). If you want someone to make the request on your behalf, we will not process the request unless we receive your written authorisation.

Similarly, if the documents are about your personal affairs, please provide us with evidence of your identity (for example, a copy of your driver's licence). The term 'document' is broad and covers written documents, whether printed or in electronic form, the contents of files, maps, film, microfiche, photographs and audio and video recordings.

Requests for information will be considered in accordance with the Freedom of Information Act 1991 (SA). The Act gives individuals the right to access documents (subject to certain restrictions) that are within the Council's possession. It also allows for the amendment of documents which contain personal information that is incomplete, incorrect, out of date or misleading.

The Freedom of Information Act 1991 provides legislation and guidelines for access and provision of information to the public. Most information and files held by the Clare & Gilbert Valleys Council are available for public viewing. There are a few exceptions, such as personal and personnel records and matters which are subject to litigation, but generally, information is readily available for viewing at no charge or a minimal reproduction charge.

In rare cases, retrieving the requested information involves considerable staff time. It is important to specify what you require as clearly as possible so staff can quickly and efficiently assist. If extraordinary staff time is required to comply with an information request, charges may apply.

For the year 1 July 2017 to 30 June 2018, Council received only 1 request under provisions of the Freedom of Information Act to provide information.

All general enquiries on Freedom of Information Act issues should be directed to Accredited Freedom of Information Officer, Lynda Salter.

Requests under the Freedom of Information Act 1991 for access to documents in the possession of Council should be directed in writing to:

Freedom of Information Officer  
Clare & Gilbert Valleys Council  
4 Gleeson Street  
CLARE SA 5453

How long will the process take?

A request for access will be dealt with as soon as practicable, or within 30 (calendar) days of it being received. In certain circumstances Council may extend the timeframe for dealing with applications and Council will advise within 20 (calendar) days if an extension is necessary.

How much will it cost?

The fees and charges for making and processing a Freedom of Information application for access to documents is \$35.00.

Additional charges may apply as set out in the Freedom of Information (Fees and Charges) Regulations 2003 under the Freedom of Information Act 1991.