

Roxby Council Freedom of Information Statement

24 June 2026





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This information statement is published by the Municipal Council of Roxby Downs in accordance with the requirements of Section 9 (1a) of the *Freedom of Information Act 1991* (FOI Act). The information contained herein will be reviewed and updated annually.

1. STRUCTURE OF THE COUNCIL

The Municipal Council of Roxby Downs is located in outback South Australia and encompasses an area of 110 square kilometres. Roxby Downs was built as a service centre for the nearby Olympic Dam Mine and the Council operates under the provisions of the *Roxby Downs (Indenture Ratification) Act 1982* and *Local Government Act 1999*.

Council operates with all the powers, functions and duties of a South Australian Local Government Authority but with a number of exceptions.

These include:

- The appointment of an Administrator who performs all the functions of a council. The requirement to have elected members has been suspended.
- The operation of power and water authorities
- The requirement that the State Government and BHP Copper SA approve the Council budget and fund an annual operating Municipal deficit
- External contractors carrying out all construction and maintenance work.

2. COUNCIL FUNCTIONS (as set out in the **LOCAL GOVERNMENT ACT 1999**)

A council, under the system of local government created by the *Local Government Act 1999*, is established to provide for the government and management of its area at the local level and, in particular:

- to act as a representative, informed and responsible decision-maker in the interests of its community
- to provide and co-ordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner
- to encourage and develop initiatives within its community for improving the quality of life of the community
- to represent the interests of its community to the wider community.
- to exercise, perform and discharge the powers, functions and duties of local government under this and other Acts in relation to the area for which it is constituted.

The functions of a Council include:

- to plan at the local and regional level for the development and future requirements of its area
- to provide services and facilities that benefit its area, its ratepayers and residents, and visitors. This includes general public services or facilities such as electricity and water services, and waste collection, control or disposal services or facilities, health, welfare or community services or facilities, and cultural or recreational services or facilities
- to provide for the welfare, well-being and interests of individuals and groups within its community
- to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards
- to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity
- 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).



- to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism
- to establish or support organisations or programs that benefit people in its area or local government generally
- to manage and, if appropriate, develop, public areas vested in, or occupied by, the council
- to manage, improve and develop resources available to the council
- to undertake other functions and activities conferred by or under an Act.

Whilst the majority of the functions of the Council are set out in the *Local Government Act 1999*, it also has functions under other pieces of legislation including:

- *Planning, Development and Infrastructure Act 2016*;
- *South Australian Public Health Act 2011*;
- *Food Act 2001*;
- *Road Traffic Act 1961*; and
- *Dog and Cat Management Act 1995*.

3. DECISION MAKING STRUCTURE

The decision-making structures of Roxby Council are unique in South Australia. Under the *Roxby Downs (Indenture Ratification) Act 1982* ("Indenture") the position of Administrator is an Officer of the Crown subject to the direction of the Minister for Energy and Mining. Decisions of the Administrator become the decisions of the Council like any other council in South Australia. Compliance with the *Local Government Act 1999* and other legislation is still required, albeit with minor modifications as set out in the Indenture.

3.1 Council Meetings

Council meetings are formal meetings as defined under the *Local Government Act 1999* and are required to be open to the public, although under certain conditions, meetings can be closed when Council considers certain items of business, in confidence, as prescribed by the Act. In order to promote transparency and accountability required for good governance, the closure of meetings is applied as infrequently as possible.

Ordinary Council meetings are held on the fourth Thursday of each month unless otherwise advertised. Meetings are held at 6 Richardson Place, Roxby Downs.

Agendas are placed on Council's [website](#) no less than three clear days prior to those meetings. Minutes are available for public inspection within five days of the meeting

3.2 Section 41 Committees

The provisions of the Indenture suspend the requirement for elected members while there is an Administrator, and as a result the normal mechanism of establishing a Committee of Council pursuant to the provision of Section 41 of the *Local Government Act 1999* cannot be applied.

3.3 Audit & Risk Committee

Council is required to establish an Audit & Risk Committee in accordance with Section 116 of the *Local Government Act 1999*. The Audit & Risk Committee makes recommendations to the Council within its terms of reference. The role of the Audit & Risk Committee is to assist Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and risk management, asset management and liaising with the external auditor. The Audit & Risk Committee comprises three independent members. Audit & Risk Committee meetings are scheduled 4 times per year and as required.



3.4 Development Assessment Panel

Pursuant to Section 83 of the *Planning, Development and Infrastructure Act 2016* (PDI Act), Council established a Council Assessment Panel (CAP). Recommendations for members of the panel were endorsed at the Ordinary Council Meeting dated 28 August 2024. The CAP comprises of three (3) members;

- Council Administrator
- Two (2) Independent Members.

All of Council's decision under PDI Act are undertaken by the Council as the relevant Authority defined in section 34 of the Act. The Council makes decisions following independent advice from Council's Planning Consultant.

3.5 Delegations

The Administrator performs all the functions of Council. The Chief Executive has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Delegations Register and are reviewed annually by Council.

In keeping with the legislative requirement, the 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 able to be made available to undertake such works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

4. SERVICES PROVIDED BY COUNCIL

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 & Risk Committee
- Develop appropriate policies, practices and processes of internal control
- Set performance objectives
- Establish policies and procedures for dealing with complaints, requests for service and internal review of Council decisions
- Determine the type, range and scope of projects 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 administration services to support Council's functions

Other services and activities are provided through the decision-making processes of Council in response to local needs, interests and aspirations of individuals and groups within the community to ensure Council's resources are used equitably.

Council makes decisions on policy issues relating to services that are provided to ratepayers, residents and members of the public.



These services are listed below and include but are not limited to:

- Administration
- Animal Control
- Art Gallery
- Asset and Risk Management
- Building Fire Safety
- Bushfire Management
- Cemetery
- Civic Events
- Communications
- Community Buildings
- Community Consultation
- Community Development
- Community Youth Centre
- Corporate Planning
- Council Meetings and Committees
- Customer Services
- Development Assessment
- Dog and Cat Management
- Economic Development
- Electricity Retail and Distribution
- Emergency Management
- Environmental Health
- Environmental Management
- Festivals and Events
- Finance
- Fire Prevention
- Fleet Management
- Food Premises Inspections
- Footpaths
- Human Resources
- Information Services
- Information Technology
- Library Services
- Liquor Licensing
- Litter Control
- Marketing
- Parking Control
- Parks, Reserves and Ovals
- Pest Plants and Weeds
- Playgrounds
- Policy Development
- Public Conveniences
- Public Relations
- Public Seating
- Purchasing and Contract Management
- Rates and Assessments
- Road construction and maintenance
- Service SA
- Signage
- Sport and Recreation Facilities
- Stormwater
- Strategic Planning
- Street Lighting
- Street Sweeping
- Street Tree Maintenance
- Traffic Management
- Vandalism
- Visitor Information Services
- Waste Management
- Water and Sewerage Retail and distribution
- Work Health and Safety

5. PUBLIC PARTICIPATION

5.1 Council Meetings

Members of the public have a number of options to put forward their views on particular issues before Council via the following methods:

(1) Deputations

With the permission of the Administrator, a member of the public may address the Council personally or on behalf of a group of residents for up to five (5) minutes.

(2) Presentations to Council

With prior notification and arrangement with the Administrator, a member of the public may address the Council for up to five (5) minutes on any issue relevant to Council.

(3) Petitions

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



5.2 Community Participation and Consultation

Applications may be lodged in person, by post or by email.

(1) Written Requests

A member of the public can write to the Council on any Council policy, activity or service. This can be carried out by post addressed to the Chief Executive, Municipal Council of Roxby Downs, PO Box 124, Roxby Downs, SA 5725 or by email to roxby@roxbycouncil.com.au

(2) In person

Contacting a member of staff to discuss any issues relevant to Council

(3) Public Meetings or Community Consultation Sessions

Council uses a range of methods to keep the community up to date including information sessions and displays, mail outs, Community Board and Forum meetings, Council website and social media notifications.

Examples where Council will seek consultation include:

- Annual Business Plan & Budget
- Long Term Financial Plan
- Infrastructure & Asset Management Plan
- Classification of Community Land
- Proposals for major infrastructure or community asset development
- A Council By-law
- Significant changes to service levels or charges
- Community Land Management Plan
- Public Health Plan
- Revocation of Community Land Classification

6. INFORMATION PUBLICLY AVAILABLE

6.1 Documents available for inspection at the Council Office

The following policies, codes and registers are available through Council's Reception (6 Richardson Place, Roxby Downs) for inspection and/or purchased by the public (for a fee as set out in Council's Fees & Charges Policy). Many of these can also be accessed on Council's website at no charge.

Local Government Act 1999 Registers

- Register of Employees' Salaries and Wages and Benefits (Section 105)
- Officer's Register of Interests (Section 126)
- Fees and Charges (Section 188)
- Community Management Plans (Sec 196)
- Community Land (Section 207)
- Public Roads (Section 231)
- By-laws made (Section 252)
 - i. Permits and Penalties (No.1)
 - ii. Dogs (No.2)
 - iii. Cats (No.3)
 - iv. Local Government Land (No.4)
 - v. Moveable Signs (No.5)
 - vi. Roads (No.6)
 - vii. Waste Management (No.7)

Local Government Act 1999 Codes

- *Local Government (General) Employee Code of Conduct) Variation Regulations 2018*



Local Government Act 1999 Statutory Policies

The following policies are available for inspection on Council's website:

- Prudential Management Policy (Section 48)
- Procurement Policy (Contracts and Tenders) (Section 49)
- Public Consultation Policy (Section 50)
- Financial Internal Control Policy (Section 125)
- Naming of Roads and Public Places Policy (Section 219)
- Order Making Policy (Section 259)
- Internal Review of Council Decision Policy (Section 270)

Policies

The following additional policies are available for inspection on Council's website:

- | | |
|---|--|
| • Asset Accounting Policy | • Financial Internal Control Policy |
| • Bad Debt Policy | • Fit for Work Policy |
| • Budget Management Policy | • Flag Management Policy |
| • Business Units Financial Accounting Policy | • Food Hygiene Policy |
| • Capital Contributions | • Fraud Corruption Misconduct and Maladministration |
| • Cemetery Guidelines | • Funding Policy |
| • Cemetery Management | • Gifts and Benefits Policy |
| • Child and Vulnerable Persons Safe Environment Policy | • Healthy Eating Policy |
| • Climate Change Policy | • Hospitality, Gifts and Employee Expenses Policy |
| • Code of Conduct for Volunteers | • ICT Acceptable Use Policy |
| • Code of Practice for Access to Council Meetings and Documents | • Internal Audit Policy |
| • Code of Practice for Meeting Procedures | • Leases and Licenses to Sporting and Community Organisations Policy |
| • Communications and Media Policy | • Library Conditions of Use Policy |
| • Community Grants Policy | • Mobile Food Vendors Policy |
| • Complaints Policy | • Municipal Rating Policy |
| • Contract Management Policy | • Privacy Policy |
| • Corporate Credit Card Holder Policy | • Procurement Policy |
| • Council Community Land and Playground Policy | • Public Interest Disclosure Policy |
| • Customer Service Policy | • Public Lighting Policy |
| • Disposal of Land and Assets Policy | • Rates Debt Recovery Policy |
| • Dog and Cat Management Policy | • Records Management Policy |
| • Dog and Cat Registrations Policy | • Recycled Water Policy |
| • Electricity Bond | • Risk Management Policy |
| • Electricity, Water and Rates Payments Policy | • Road Verge and Footpath Development and Maintenance Policy |
| • Emergency Management Policy | • Roxby Power Hardship Policy |
| • Employee Code of Conduct Policy | • Roxby Power Family Violence Policy |
| • Employee Grievance Resolution Policy | • Roxby Water Code for Establishing and Applying Property Units Policy |
| • Enforcement Policy | • Roxby Water Customer Charter Policy |
| • Expiation Review Policy | • Roxby Water Hardship Policy |
| • Fair Treatment Policy | |



Policies cont...

- Roxby Water Leakage Allowance Policy
- Roxby Water Pricing Policy
- Sundry Debtor Credit Policy
- Surveillances Devices Policy
- Tendering Procedures Manual
- Town Oval Policy
- Treasury Policy
- Tree Management Policy
- Vehicle Use Policy
- Volunteer Management Policy
- Waste Collection Policy
- Work Health Safety and Return to Work Policy
- Workplace Bullying Policy

Council Strategic Plans

The following plans are available on Council's Website:

- Annual Business Plan and Budget
- Annual Report
- Community Land Management Plan
- Disability Access and Inclusion Plan
- Infrastructure and Asset Management Plan
- Regional Public Health Plan
- Strategic Plan

6.4 Other requests for information

Various Council documents and other information are available on Council's website without the need for a formal application under the *Freedom of Information Act 1991* ("FOI Act"). Some information may be available for viewing at no charge whilst some may be copied at a small charge, providing that the copying does not infringe copyright. In some cases, where an extraordinary amount of staff time is required to comply with a request for information, charges may be imposed to recover costs.

7. INFORMATION SUBJECT TO A FOI REQUEST

Requests for information other than that provided in clause 6 will be considered in accordance with the FOI Act which gives individuals the right to access documents (subject to certain restrictions) that are in Council's possession.

7.1 Requirements for submitting a FOI request

A person wishing to seek access to the Council's documents that are not available publicly must apply in writing. As prescribed in the FOI Act the application must:

- Be in writing and preferably on the form provided;
- Specify that it is made under the *Freedom of Information Act 1991*;
- Be accompanied by the application fee as prescribed on the form; and include proof of identity where documents relate to the applicant's personal affairs;



- Must contain information as is reasonably necessary to enable the document to be identified; and
- Specify an address in Australia to which notices under the FOI Act should be sent; and
- Be lodged at the Council Office and may specify that access to the document be given in a particular way

The application will be dealt with by the Corporate Governance Officer (Accredited Freedom of Information Officer) and will be dealt with within 30 days after it has been received. The Freedom of Information Officer will work with the applicant to define the scope of the request and the costs involved.

Access to documents under the FOI Act is subject to exceptions and exemptions necessary to protect essential public interests and the private and business affairs of persons. Council supports the aims of the FOI Act which is to promote openness and accountability in government and to emphasize the importance of government held information being made available to the public. If Council refuses access to a document, it will issue a letter stating, why the document is a restricted document.

Under this legislation, unless the applicant is granted an exemption, an application fee must be forwarded with the application to Council's Freedom of Information Officer. In the event that the applicant requires copies of any documents requested pursuant to a FOI request, charges may apply. If extraordinary staff time is required to comply with an information request additional charges may also apply.

Further information regarding the Freedom of Information Act 1991, including application forms, fees and review rights, is available from State Records of South Australia and the Ombudsman South Australia. Applicants may also contact Council's accredited Freedom of Information Officer on (08) 8671 0010 for assistance.

- **Freedom of Information Officer**
Roxby Council
PO Box 124
ROXBY DOWNS SA 5725
FOI@roxbycouncil.com.au



7.2 Fees & Charges

Current fees and charges are prescribed by the Freedom of Information (Fees and Charges) Regulations and are available from Council or State Records South Australia

Records - Freedom of Information Act 1991		Description	Fee
Freedom of information application lodgement	Determined by Freedom of Information (Fees and Charges) Regulations	<i>GST Exempt</i>	\$44.70
Freedom of information/additional time on application (per 15 minutes)	Determined by Freedom of Information (Fees and Charges) Regulations	<i>GST Exempt</i>	\$16.90
Freedom of information - access is to be given in the form of a photocopy of the document (per page)	Determined by Freedom of Information (Fees and Charges) Regulations	<i>GST Exempt</i>	\$0.30
Freedom of information - access is to be given in the form of a written transcript of words recorded or contained in the document (per page)	Determined by Freedom of Information (Fees and Charges) Regulations	<i>GST Exempt</i>	\$10.00
Freedom of information - access is to be given in the form of a copy of a photograph, x-ray, DVD or other medium in or on which information is recorded or stored	Determined by Freedom of Information (Fees and Charges) Regulations. Actual costs incurred by the agency in producing the copy.		Price on application (POA)
Freedom of information - internal review	Determined by Freedom of Information (Fees and Charges) Regulations	<i>GST Exempt</i>	\$44.70
<i>All charges as determined by statutory Freedom of Information (Fees) Notice 2026.</i>			

7.2 Review Rights

An applicant dissatisfied with a determination may seek an internal review in accordance with the *Freedom of Information Act 1991*. If dissatisfied with the outcome of the internal review, the applicant may seek an external review by the Ombudsman South Australia or exercise any further review rights available under the Act



7.3 Amendment to Council Records

Under the FOI Act any member of the public 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 the “Request to Amend a Document Containing Personal Affairs Information” with Council outlining the records that they wish to inspect.

If it is found that these require amendment, details of the necessary changes are to be lodged with the Council's Freedom of Information Officer. There are no fees or charges for the lodgment 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 refunded.

Mick Nelson
Chief Executive
24 June 2026



CONTACT US

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Roxby Downs, South Australia 5725

PO Box 124
Roxby Downs,
South Australia 5725

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Email: roxby@roxbyCouncil.com.au
Web: www.roxbydowns.sa.gov.au