

	Function: INFRASTRUCTURE SERVICES	Adopted: 3 rd April 2024 Resolution No: C83:0424
	Policy Number: INF008	Last Review: 5 th August 2026 Resolution No.: C191:0826
	Version Number: 2	Next Review: August 2030
ILLUMINATION OF COUNCIL ASSETS POLICY		

1. POLICY OBJECTIVES

Copper Coast Council (Council) is committed to preserving and protecting its Assets. This policy aims to ensure a consistent and structured approach for:

- Receiving;
- Considering;
- Determining;
- Managing;

requests to Illuminate Council Assets.

2. SCOPE

This policy applies to all requests received from the community/external organisations (External Party(s)) to Illuminate Council Assets.

3. DEFINITIONS

Definitions are provided in Attachment 1.

4. POLICY STATEMENT

All requests to Illuminate a Council Asset(s) are considered and managed:

- In accordance with this policy;
- On a first come, first served basis.

Council may approve or decline any request to illuminate a Council Asset(s), at its absolute discretion.

Illumination is always subject to the capability/availability the relevant technology and may not be possible, for varying reasons, at any given time.

4.1 Illumination Frequency

Illumination of Council Assets for External Parties is limited to a:

- Maximum of 12 times per calendar year;
- Static single colour;
- Maximum of two consecutive nights:

except for Illumination conducted in association with major Copper Coast Council events/campaigns.

4.2 Illumination Conditions

Approval for Asset(s) Illumination is subject to the following conditions being met; requests must:

- Relate to a major community event or project;
- Not:
 - be detrimental to the heritage value of the Asset(s);
 - adversely impact on other events taking place at or in the vicinity;
 - unduly interrupt other normal operations at or in the vicinity;
 - adversely intrude on the site's public environment;
- Provide information about:
 - concepts for the proposed design and colour;
 - any relevant technical specifications;
 - any relevant marketing/awareness campaigns;
- Be:
 - consistent with Council's role in the community;
 - aesthetically appropriate;
 - apolitical in nature;
 - submitted to Council in writing, addressed to:
The Chief Executive Officer
Via email: info@coppercoast.sa.gov.au
Via post: PO Box 396
KADINA SA 5554
In person: 51 Taylor Street, KADINA
at least two months prior to the proposed Illumination date, to allow adequate time for consideration and determination;
- Appropriately acknowledge Council as part of the Illumination;
- Acknowledge acceptance of any costs that may be incurred by Council in relation to the Illumination.

Any Costs associated with the Illumination that may be incurred, must be met by the requesting External Party(s).

4.3 Request Outcome

Requests will be considered and determined by the Chief Executive Officer (or delegate) in accordance with this policy. The person(s) making the request will be notified of the outcome of their request in writing.

5. COMPLAINTS

Complaints relating to this policy must be in writing and lodged in accordance with Council's Complaints Policy GOV012, available via Council's [Website](#).

6. DELEGATION

Any applicable delegations are set out in Council's Delegations Register, available via Council's [Website](#).

7. REVIEW

This Policy will be reviewed every four years, or more frequently as deemed necessary in consideration of any changes to legislation, relevant standards, codes and guidelines, audit findings and/or any corrective actions/controls.

8. TRAINING

Training needs will be reviewed during induction, individual performance reviews and as necessary in consideration of any changes to legislation, relevant standards, codes and guidelines, audit findings, any corrective and preventative actions/Controls arising from Risk Assessment and/or hazard/incident reports and stakeholder feedback.

9. RECORDS MANAGEMENT

Records will be managed in accordance with Council's Records Management Policy RM001, available via Council's [Website](#).

10. POLICY AVAILABILITY

Policies are made available on Council's [Website](#) and can be:

- Inspected at Council's Principal Office, during ordinary office hours, without charge;
- Made available in electronic form without charge;
- Provided in printed format upon request and payment of a fee (if any), as set out in Council's Register of Fees and Charges (available via Council's [Website](#)).

11. REFERENCES AND LEGISLATION

Local Government Act 1999

Copper Coast Council By-Law No 1 – Permits and Penalties

Copper Coast Council By-law No 2 – Local Government Land

Copper Coast Council By-Law No 3 - Roads

12. RELATED COUNCIL OBJECTIVES, POLICIES AND DOCUMENTS

Strategic Plan 2025 – 2035

- Good Governance
 - Policies and Procedures
 - Risk Management
 - Continuous Improvement
 - Transparency and Accountability
- Theme 3 PROSPEROUS
 - Strategic investments in public infrastructure, facilities, and services
- Leadership Commitments
 - Manage our finances and resources for a sustainable future
 - Operate with honesty and integrity and be accountable for the decisions we make

2025-2035 Strategic Asset Management Plan

Complaints Policy GOV012

Records Management Policy RM001

Risk Management Framework Policy GOV029

Signed

Mayor

Chief Executive Officer

Date

07/08/2026

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Attachment 1 – Definitions

Asset(s)	Property, plant, equipment and infrastructure that Council owns which have benefits that are expected to last more than 12 months (as per the Australian Accounting Standards) which includes iconic structures of architectural, heritage and cultural significance.
External Party(s)	The community and/or external organisations.
Illuminate	The action of supplying or brightening with light.
Worker	All personnel undertaking tasks/duties for and/or on behalf of Council, including persons employed directly by Council in a full time, part-time or casual basis, volunteers, contractors, agency personnel, consultants and work experience/student placements.