



*lifestyle location of choice*

PO Box 396, Kadina 5554 • 51 Taylor St, Kadina 5554 • **ABN** 36 670 364 373  
Tel 08 8828 1200 • Email [info@coppercoast.sa.gov.au](mailto:info@coppercoast.sa.gov.au) • Web [www.coppercoast.sa.gov.au](http://www.coppercoast.sa.gov.au)

## PUBLIC COMMENT SUBMISSION

RECORD NO : .....  
FILE NO : 18.20.2

APPLICANT			
NAME			
ORGANISATION (If applicable)			
ADDRESS		POSTAL	
MOBILE PHONE		ALTERNATE NUMBER	
EMAIL			

DETAILS	
SUBMISSION FOR	
1.	<hr/> <hr/> <hr/>
2.	<hr/> <hr/> <hr/>
3.	<hr/> <hr/> <hr/>
4.	<hr/> <hr/> <hr/>
5.	<hr/> <hr/> <hr/>
6.	<hr/> <hr/> <hr/>

DECLARATION	
I declare that the information I have provided is true and correct.	
SIGNATURE	DATE

# INFORMATION SHEET

## FOR PUBLIC COMMENT

Public comment periods are a common consultation method employed by the Council on a range of Council proposals and functions. A public comment period ensures that those affected by a Council decision have a genuine opportunity to be informed of, and provide input into, the decision-making process.

Public comment periods are undertaken in accordance with Council's Public Consultation Policy.

## WHY MAKE A SUBMISSION?

Making a written submission will ensure that your comments of support or concern for a certain issue or proposal are considered when Council is making a decision. Council would like to encourage active participation in consultation to promote ownership and empowerment within the Copper Coast.

## HOW TO MAKE A SUBMISSION?

Items out for public comment are advertised in the Yorke Peninsula Country Times. Notices are also displayed on the notice board at the Council Offices and Libraries, and on the website at [www.coppercoast.sa.gov.au](http://www.coppercoast.sa.gov.au).

A formal display area has been established in the reception area at the Council Office for the display of plans and other information for public inspection. Further information may also be available on the Council's website.

Council will stipulate a closing date for receipt of submissions in the advert. You should ensure your comments are received by the advertised closing date, so that your comments can be considered.

## CONSIDERATION OF SUBMISSIONS

All submissions received will be summarised in a schedule of submissions for consideration by Council at a Council workshop or formal Council meeting. This consideration may result in the proposal being modified to address the issues; approved without modification; or refused.

## PLEASE NOTE

Please note that submissions received may be included in Council's Agenda and that these are available to the general public. Public access to the submissions will also be permitted under the Local Government Act 1999 or the Freedom of Information Act 1991.

Once a decision has been made on the matter, the Council will communicate its decision through at least one of the following mediums:

- Personal letter
- Council meeting minutes
- Council website
- Council Newsletter
- Local newspaper

## AN EFFECTIVE SUBMISSION

To be effective a submission should:

- Clearly state your opinion and reasons for or against the proposal or sections thereof,
- State how your concerns could be addressed or outline any suggestions for resolving a problem or issue (if possible),
- List any references or provide evidence, relevant material, or specific examples to help demonstrate your views or suggestions,
- Include the section, recommendation and page number of the proposal to which your comments refer (if relevant),
- To ensure accurate interpretation of your comments into the Schedule of Submissions, please keep your comments concise and number all issues you wish to address.

A public submission form is included on the back of this guide for your convenience. If you prefer to make your submission in a different format, please remember to include the relevant details as outlined in the submission form.

**This information is intended as a guide only. The Council, its employees and agents disclaim all liability in respect of any act or omission occurring in reliance on the contents of this brochure.**