

Freedom of Information Statement 2025



1. INTRODUCTION

This Freedom of Information (FOI) Statement is published by Copper Coast Council (Council) in accordance with the [Freedom of Information Act 1991 \(FOI Act\)](#).¹ Its purpose is to assist members of the public to understand the type of information held by Council and how it can be accessed.

Subject to certain restrictions, the [FOI Act](#) gives members of the public a legally enforceable right to access information held by South Australian Government agencies, such as councils. Council must publish an up to date information statement at least every 12 months.

2. COUNCIL STRUCTURE AND FUNCTIONS

Council is a body corporate, constituted under Section 6 of the [Local Government Act 1999 \(LG Act\)](#) and consists of the Principal Member, the Mayor, and nine Council Members, established to:

- Provide for the government and management of its area at the local level.
- Act as a representative, informed and responsible decision-maker in the interests of its community.
- Provide and co-ordinate various public services and facilities.
- Develop its community and resources in a socially just and ecologically sustainable manner.
- Encourage and develop initiatives for improving community life quality.
- Represent the interests of its community to the wider community.
- Exercise, perform and discharge the powers, functions and duties of local government under the [LG Act](#) and other legislation.

Section 7 of the [LG Act](#) sets out Council functions, including:

- Planning at the local and regional level for the development and future requirements of its area.
- Providing services and facilities that benefit its area, ratepayers, residents and visitors.
- Determining the appropriate ratepayer contribution to Council resources.
- Providing for the welfare, well-being and interests of individuals and groups within its community.
- Taking measures to protect its area and mitigate any effects from natural/other hazards.
- Managing, developing, protecting, restoring, enhancing and conserving the environment in an ecologically sustainable manner and improving amenity.
- To provide for infrastructure and develop its area.
- Promoting its area.
- Providing an attractive climate and locations for business, commerce, industry and tourism.
- Managing and, if appropriate, developing, public areas for which Council is responsible.

¹ Part 2—Publication of certain information FOI Act and Regulation 5 FOI (General) Regulations 2017

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- Establishing/supporting organisations/programs that benefit people in its area and Local Government generally.
- Managing, improving and developing Council resources.
- Undertaking other legislative functions and activities.

Council must uphold and promote the principles set out in Section 8 of the [LG Act](#), which include:

- Providing open, responsive and accountable government.
- Responding to the needs, interests and aspirations of individuals and groups within its community.
- Participating with other Councils and tiers of government, in setting public policy and achieving regional, State and national objectives.
- Giving due weight, in all its plans, policies and activities, to regional, State and national objectives and economic, social, physical and environmental development and community management strategies.
- Where State and national governments have an interest, seeking to co-ordinate the planning and delivery of services.
- Collaborating, forming partnerships and sharing resources with other Councils/regional bodies to deliver cost-effective services (avoiding cost-shifting), integrated planning and local community representation and benefit.
- Facilitating sustainable development, protecting the environment and ensuring a proper balance between economic, social, environmental and cultural considerations.
- Managing its operations and affairs in a way that emphasises the importance of community service.
- Ensuring that Council resources are used fairly, effectively and efficiently.
- Ensuring that Council services, facilities and programs are provided effectively and efficiently.
- Providing adequate, appropriate and equitably accessible services, facilities and programs.
- Ensuring balance between the services, facilities and programs provided and the financial impact to ratepayers.
- Achieving and maintaining standards of good public administration.
- Ensuring Council's long-term financial performance is sustainable.

While the majority of Council functions are set out in the [LG Act](#), there are also functions contained in other pieces of legislation including:

- [Planning, Development and Infrastructure Act 2016 \(PDI Act\)](#)
- [South Australian Public Health Act 2011](#)
- [Food Act 2001](#)
- [Road Traffic Act 1961](#)
- [Dog and Cat Management Act 1995](#).

Council functions, decisions, services, facilities and programs can affect the community as a whole or as individuals. The rates and charges imposed by Council are used to fund Council activities which can affect individuals and groups within Council's community differently.

Council's regulatory role can also affect members of the public in relation to legislative breaches.

2.1. Public Meetings

Ordinary Council meetings are held at 6pm on the first Wednesday of each month, in the Council Chambers located at 51 Taylor Street, Kadina, and are also live streamed (as determined by resolution of Council).

All Ordinary Council and Council Committee (Committee) meetings are open to the public, with the exception of the Building Fire Safety Committee (BFSC), and any matters which are required to be considered in confidence². Matters that have been considered in confidence are summarised in Council's Annual Report. From time to time a special meeting may also be called.

One of the main opportunities for the community to gain information about Council business is through meeting agendas, minutes and the associated reports, which are publicly available via Council's website www.coppercoast.sa.gov.au (Website) (with the exception of the BFSC and confidential matters). Printed copies can be provided upon request from Council's principal office 51 Taylor Street, Kadina, upon payment of applicable fees fixed by Council (as set out in Council's Register of Fees and Charges, available via Council's [Website](#)).

2.2. Information or Briefing Sessions

Under Section 90A of the [LG Act](#), Council or Chief Executive Officer (CEO) may hold/arrange a session that is not a formal meeting of Council/Committee, where more than one member of Council/Committee is invited to attend/be involved in, for the purposes of providing information or a briefing (Session).

A matter must not be dealt with at one of these Sessions in such a way to obtain, or effectively obtain, a decision on the matter outside of a formal Council/Committee meeting. Sessions must be conducted in a place open to the public during any period where a matter that is, or is intended to be, on the agenda for a formal Council/Committee meeting is discussed. Council or CEO may order that a Session be closed to the public, to the extent considered necessary.

Information relating to the place date and time of a Session, matters discussed and whether or not the Session was open to the public, is published on Council's [Website](#).

2.3. Council Committees

Council may establish committees³ to:

- Assist Council in performing its functions.
- Inquire into and report on matters relating to Council's responsibilities.
- Provide advice to the Council.
- Exercise, perform or discharge delegated powers, functions or duties.

Council has established the following committees:

- Audit and Risk Committee

Provides independent assurance and advice to Council on accounting, financial management, internal controls, risk management and governance matters.

- Council Assessment Panel

A relevant authority in its own right under the [PDI Act](#) and generally considers planning consent

² Section 90 LG Act

³ Section 41 (2) LG Act

requests for performance assessed development subject to public notification.

- Building Fire Safety Committee

An appropriate authority in its own right under the [PDI Act](#) and has the responsibility for matters relating to building fire safety. Members of the public, including building owners, are not entitled to attend a meeting of the BFSC and deliberations are confidential, unless otherwise determined by the BFSC.

Committee membership is determined by Council and further information is available via Council's [Website](#).

2.4. Subsidiaries

Council may establish subsidiaries to provide a specified service(s), manage or administer facilities/activities or perform a function on behalf of Council⁴. One or more Councils can also establish regional subsidiaries, to provide a specified service(s) or manage/perform a Council function.⁵

The Northern and Yorke Local Government Association has been established as a regional subsidiary of:

- Adelaide Plains Council
- Barunga West Council
- Clare and Gilbert Valleys Council
- Copper Coast Council
- District Council of Mount Remarkable
- District Council of Orroroo/Carrieton
- District Council of Peterborough
- Light Regional Council
- Northern Areas Council
- Port Pirie Regional Council
- Regional Council of Goyder
- The Barossa Council
- The Flinders Ranges Council
- Wakefield Regional Council
- Yorke Peninsula Council.

2.5. Advisory Groups/Working Parties

There are a number of informal consultative groups that involve any combination of Council Members, staff and members of the public, whose role is to provide feedback to Council on specific Council activities; commonly referred to as advisory groups or working parties. They have no formal status, delegated powers or any decision making ability and currently include:

- Cemeteries Working Party
- Community Grants Review Panel
- Copper Coast Agricultural Freight Task Group
- Disability Discrimination Action Group

⁴Section 42 LG Act

⁵Section 43 LG Act

- Dog and Cat Management Focus Group.

At the discretion of Council, these groups may/may not have a terms of reference (TOR) as deemed necessary (TORs developed will be made available on Council's [Website](#)). Meetings are held as determined by the relevant departmental director, in line with any applicable terms of reference and/or as deemed necessary. Matters for consideration during meetings and the outcomes, are reported to the relevant departmental director and subsequently to Council as deemed necessary.

2.6. Delegations

Most of Council's statutory powers and functions can be delegated by Council⁶. The Council's Delegations Register reflects the delegations made to the CEO (or an alternative delegate as required/deemed necessary) and any further sub-delegations made by the CEO (or alternative delegate) are contained in the Instruments of Sub-Delegation (both are available via Council's [Website](#)). Delegations are reviewed by Council within 12 months after the conclusion of each periodic election and as deemed necessary.

3. PUBLIC PARTICIPATION

Members of the public have a number of opportunities to actively participate in Council activities, which include:

- Staying connected via the My Local Services App, which provides up-to-date information about Council activities, places and services.
- Attendance at public meetings.

Members of the public are welcome to attend Council/Committee meetings which are open to the public.

- Deputations to Council.

A written request to address Council/Committee during a Council/Committee meeting (Deputation) can be made by a member(s) of the public. A Deputation can be made by an individual or group (or on behalf of a group) in accordance with Councils Code of Practice – Meeting Procedures, available via Council's [Website](#).

- Petitions.

Written petitions can be addressed to Council on any issue within the Council's jurisdiction. Further information is available in Councils Code of Practice – Meeting Procedures, available via Council's [Website](#).

- Contacting Council Members.

Contact details for all Council Members are available via Council's [Website](#).

- Contacting any Council office.
- Submitting written requests.
- Participating in community engagement opportunities.

Council's Public Consultation Policy, available via Council's [Website](#), sets out Council's public consultation processes/approach to informing/involving the community.

- Voting in Local Government elections.

⁶Section 44, LG Act.

4. ACCESS TO COUNCIL DOCUMENTS

4.1. Documents held by Council

Most information and documentation held by Council is readily available for public inspection, without making an FOI application. Council invites you to discuss your information needs with us before making an FOI application.

Council operates an electronic records management system. More information about records management is available in Council's Records Management Policy (available via Council's [Website](#)).

4.2. Policies and publicly accessible information

Many of the following policies are available for viewing/downloading for free via Council's [Website](#):

Community Services

Code of Conduct for Volunteers
DDA Access and Inclusion Policy
Public Art Policy
Social Inclusion and Diversity Policy
Volunteer Policy

Development Services

Assessment Panel Members Code of Conduct
Assessment Panel Review of Decision of Assessment Manager Policy
Carparking Fund Discretionary Policy
Control of Election Signs Policy
Development Assessment Application Fee Waiver and Refund Policy
Land Management Agreement and Encumbrances Policy
Landscaping Policy
Making Available Information to the Public Policy
Open Space Policy
Outdoor Advertising Policy
Outdoor Trading Policy
Port Hughes and Moonta Bay Cliff Top Seawall Policy
Street Permit Policy
Terms of Reference Building Fire Safety Committee
Terms of Reference of the Council Assessment Panel

Environmental Services

Advertising on Vehicles on a Public Road Policy
Community Wastewater Management System (CWMS) Financial Contribution Policy
Mobile Vending Policy
On Street Activities and Occupation of Park Lands Policy
Onsite Wastewater System Application Fee Refunds Policy

Safe Handling and Disposal of Biosolids Policy
Tree Management Policy
Waste Management Policy

Financial Services

Asset Accounting Policy
Audit and Risk Committee Terms of Reference
Budget Reporting and Amendment Policy
Community Support Policy
Debt Collection Policy
Disposal of Land and Other Assets Policy
External Grant Funding Policy
Financial Hardship Rates Policy
Funding Policy
Hardship Policy for Residents and Retailers
Internal Control Policy
Mayors Community Fund Guidelines Policy
Procurement Policy
Prudential Management Policy
Rates Rebate Policy
Rating Policy
Treasury Management Policy

Governance

Banner Pole Policy
Behaviour Management Policy
Caretaker Policy
Code of Practice Access to Meetings and Documents
Code of Practice - Meeting Procedures
Complaints Policy
Council Enforcement Policy
Council Induction Policy
Council Member Conduct Complaint Handling Policy
Council Member Training and Development Policy
Council Members Allowance and Benefits Policy
Drone Policy

External Communication Policy
 Flag Flying Policy
 Fraud Corruption Misconduct and
 Maladministration Prevention Policy
 Gifts and Benefits Policy
 Internal Review of Council Decision Policy
 Media and Communications Policy
 Naming of Streets, Roads and Public Places
 Policy
 Order Making Policy
 Public Asset Donations to Council Policy
 Public Consultation Policy
 Public Interest Disclosure Policy
 Request for Services Policy
 Risk Management Framework Policy
 Supplementary Election Policy

Human Resources

Children and Vulnerable Persons Safe
 Environment Policy
 Code of Conduct for Council Employees Policy
 Conduct Counselling and Discipline Policy
 Drug and Alcohol Policy
 Employee Assistance Policy
 Employee Grievance Policy
 Equal Opportunity and Sexual Harassment Policy
 Induction and Probation Policy
 Leave Policy
 Mobile Phone Usage Policy
 Motor Vehicle and Equipment Use Policy
 Recruitment and Selection Policy
 Staff Development Review Policy
 Training and Development Policy
 Travel and Accommodation Policy
 Uniform Policy

Zero Tolerance to Bullying Policy

Infrastructure Services

Cemetery Management Policy
 Illumination of Council Assets Buildings
 Management and Disposal of Unmade Roads
 Policy
 Roadside Directional Signage Policy
 Upgrade of Roads Policy
 Verge/Footpath Development by Residents Policy

Library Services

Behaviours in the Library Policy
 Collection Development Policy

Records Management

Privacy Policy
 Records Management Policy

Technology

Body Worn Cameras, CCTV Systems and GPS
 Technology Policy
 Information Communication and Cyber Security
 Policy

Tourism Services

Brochure Acceptance Policy
 Farm Shed Hire Policy
 Visitor Information Outlet (Non Accredited) Policy

Work Health and Safety and Return to Work

Contractor Management Policy
 Emergency Management Policy
 Hazard Management Policy
 Hazardous Work Policy
 Health and Safety Committee Terms of Reference
 Smoke Free Workplace Policy
 Work from Home Policy
 Work Health Safety and Return To Work Policy

In accordance with Section 132 and Schedule 5 of the [LG Act](#), the documents listed in Schedule 5, which include:

- Reviews of council constitution, wards and boundaries
- Registers and Returns
- Codes
- Meeting papers
- Information and briefing session papers
- Policy and administrative documents
- By-laws

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

- Inspected at Council's Principal Office (shown above) during ordinary office hours without charge.

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- 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](#)).

General enquiries regarding access to Council documents can be made by email to info@coppercoast.sa.gov.au, by telephone 88281200 or in person at Council's principle office (shown above).

5. FREEDOM OF INFORMATION APPLICATION

Most information held by Council is readily available, without needing to make an FOI application, and we invite you to discuss your information needs with us before doing so.

All enquiries relating to FOI requests, including:

- How to Lodge an FOI request
- The process for inspecting or purchasing Council documents
- Requesting amendments to Council records

are to be addressed to Council's:

Freedom of Information Officer
PO Box 396
KADINA SA 5554

Phone: 8828 1200

Email: info@coppercoast.sa.gov.au

A Freedom of Information (FOI) Request for Access to Documents form (FOI Request Form) is available on Council's [Website](#). Applications must be made in accordance with the requirements set out in the [FOI Act](#) and sufficient information needs to be provided to enable the correct document(s) to be identified.

An Accredited FOI Officer will manage the application on behalf of the Council. Consultation with third parties may also be required. Proof of identity may be requested for documents relating to an applicant's personal affairs. Applicants will receive a written notice of the determination made and, where an applicant is dissatisfied with a determination, the applicant has rights of internal and external review.

Requests for information that is not publicly available will be considered in accordance with the [FOI Act](#).

5.1. Application Fees and Processing Charges

Approved FOI application fees are set in the [FOI \(Fees and Charges\) Regulations 2018](#). Payment can be made over the phone or in person at Council's Principal Office (shown above).

In addition to the application fee, other fees and charges may be payable. No fee is required for current concession holders or if payment of the fee would cause financial hardship. At all times Council has the discretion to waive, reduce or remit a fee for any reason it deems necessary.

If, in the Council's opinion, the cost of dealing with an application is likely to exceed the application fee, an advance deposit may be requested (a notice setting out the how the deposit has been calculated will be provided).

The Accredited FOI Officer will work with applicants to define the scope of the request and the costs involved.

5.2. Amendment to Council Records

A person may request:

- A correction to any information about themselves that is incomplete, incorrect, misleading or out of date.
- Amendment to any Council records.

Requests must be made in writing or by completing and submitting an FOI Request Form (as set out above).

Where an FOI Request Form is submitted for this type of request, there are no fees or charges for the lodgement itself or for the first two hours of processing. Where a significant personal records correction is required and the mistakes were not the applicant's, any fees and charges paid for the original application will be fully refunded.



Dylan Strong
CHIEF EXECUTIVE OFFICER

Date: 20/01/2025