

	STATUTORY POLICY		Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT		Last reviewed:	19/8/2026
			Next review	July 2027

Category:	Governance	Classification:	Statutory
First Issued:	20 th August 2013	Review Frequency:	Annually
Legislation:	Freedom of Information		
Relevant Policies:	CoP to Access Council meeting, committees minutes and documents		
Related Procedures:			
Responsible Officer:	Coordinator People & Governance	Signed:	
Adopted by Council :	19/8/2026		

FREEDOM OF INFORMATION STATEMENT

This Freedom of Information Statement is published by the District Council of Ceduna in accordance with the Freedom of Information Act 1991 (FOI Act).

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. The FOI Act requires the Council to publish at intervals of not more than 12 months an up-to-date information statement.

This statement was published on 19 August 2026

1. Structure and Functions of Council

The Council consists of the Principal Member, referred to as the Mayor and 8 Elected Members who represent residents and ratepayers in the Council area.

Council is a body corporate as constituted under the *Local Government Act 1999* (the Local Government Act) and is established to provide for the government and management of its area at the local level and, in particular:

- a) to act as a representative, informed and responsible decision-makers in the interest of its community; and
- b) to provide and co-ordinate various public services and facilities and to develop its community and resource in a socially just and ecologically sustainable manner; and
- c) to encourage and develop initiatives within its community for improving the quality of life of the community; and
- d) to represent the interests of its community to the wider community; and
- e) to exercise, perform and discharge the powers, functions and duties of local government under the Local Government Act and other acts in relation to the area for which it is constituted. [s.6, *Local Government Act 1999*]

Pursuant to section 7 of the Local Government Act, the functions of the Council are:

- a) to plan at the local and regional level for the development and future requirements of its area;
- b) to provide services and facilities that benefit its area, its ratepayers and residents, and visitors to its area;
- ba) to determine the appropriate financial contribution to be made by ratepayers to the

	STATUTORY POLICY		Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT		Last reviewed:	19/8/2026
			Next review	July 2027

resources of Council;

- c) to provide for the welfare, well-being and interests of individuals and groups within its community;
- d) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;
- e) to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity;
- f) to provide infrastructure for its community and for development within its area;
- g) to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism;
- h) to establish or support organisations or programs that benefit people in its area or local government generally;
- i) to manage and, if appropriate, develop, public areas vested in, or occupied by, the Council;
- j) to manage, improve and develop resources available to the Council;
- k) to undertake other functions and activities conferred by or under the Act.

Pursuant to section 8 of the Local Government Act, the Council must act to uphold and promote observance of the following principles in the performance of its roles and functions:

- a) provide open, responsive and accountable government;
- b) be responsive to the needs, interests and aspirations of individuals and groups within its community;
- c) participate with other Councils, and with State and national governments, in setting public policy and achieving regional, State and national objectives;
- d) give due weight, in all its plans, policies and activities, to regional, State and national objectives and strategies concerning the economic, social, physical and environmental development and management of the community;
- e) seek to co-ordinate with State and national government in the planning and delivery of services in which those governments have an interest;
- ea) seek to collaborate, form partnerships and share resources with other Councils and regional bodies for the purposes of delivering cost-effective services (while avoiding cost-shifting among Councils), integrated planning, maintaining local representation of communities and facilitating community benefit;
- f) seek to facilitate sustainable development and the protection of the environment and to ensure a proper balance within its community between economic, social, environmental and cultural considerations;
- g) manage its operations and affairs in a manner that emphasises the importance of service to the community;

	STATUTORY POLICY	Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT	Last reviewed:	19/8/2026
		Next review	July 2027

- h) seek to ensure that Council resources are used fairly, effectively and efficiently and Council services, facilities and programs are provided effectively and efficiently;
- i) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs;
- ia) seek to balance the provision of services, facilities and programs with the financial impact of the provision of those services, facilities and programs on ratepayers;
- j) achieve and maintain standards of good public administration;
- k) ensure the sustainability of the Council's long-term financial performance and position.

Whilst the majority of the functions of the Council are set out in the Local Government Act, 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.

The way in which the functions of the Council affect members of the public include the nature of the services, facilities and programs provided by the Council that benefit the Council's community. The Council is required to use its resources fairly, effectively, and efficiently as well as ensure equitable access. Decisions made by the Council can affect the community as a whole or individuals as the Council is responsible for the government and management of its area at a local area. The Council's regulatory role can affect members of the public who act in contravention of legislation. Further, the Council imposes rates and charges on ratepayers which is used to fund the activities of the Council. Rating decisions can affect individuals and groups within the Council's community differently.

1.1 Public Meetings

Ordinary meetings of the Council are held at the main Council Office 44 O'Loughlin Terrace Ceduna as determined by resolution of Council and commence at 3.00pm on the third Wednesday of each month. All ordinary Council and committee meetings are open to the public (with Council meetings live streamed), with the exception of any matters which are required to be considered in confidence, as per Section 90 of the Local Government Act 1999. From time to time a special meeting may be called.

One of the main opportunities for the community to gain information about the business of Council is through the agendas, and associated reports prepared for Council and committee meetings. Agendas and minutes for these meetings are publicly available from Council's website www.ceduna.sa.gov.au. Printed copies can be provided on request from Council's principal office, 44 O'Loughlin Terrace, Ceduna (on payment of a fee (if any) fixed by the Council).

	STATUTORY POLICY	Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT	Last reviewed:	19/8/2026
		Next review	July 2027

1.2 Council Committees and subsidiaries

The Council may establish committees:

- to assist the Council in the performance of its functions.
- to inquire into and report to the Council on matters within the ambit of the Council's responsibilities;
- to provide advice to the Council;
- to exercise, perform or discharge delegated powers, functions or duties.

The Council has established the following committees:

Committee	Purpose
Audit & Risk Committee	Provides independent assurance and advice to the Council on accounting, financial management, internal controls, risk management and governance matters.
Davenport Creek Management Committee	To report on and provide advice to Council in relation to the management of at Section 52 Hundred of Bartlett. DCDB – H660100, CR 5607 / 881.(portion of Davenport Creek)
Ceduna Bushfire Management Advisory Committee	Responsible to provide advice to Council and the Upper Eyre Peninsula Bushfire Management Committee in relation to the districts bushfire prevention strategies.
Australia Day Judging Panel	Responsible to review all nominations received by Council for an Australia Day Award and recommend to Council the nominated person/s or event deemed most appropriate to receive an Australia Day Award.
Strategic Planning & Development Committee	To provide advice to Council on Council's strategic planning and development policies
Water West Advisory Committee	Responsible to disseminate information to the users of the scheme and to provide recommendations to Council in relation to general operation and improving efficiencies of the Water West Scheme.

	STATUTORY POLICY		Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT		Last reviewed:	19/8/2026
			Next review	July 2027

Ceduna Aerodrome Emergency Committee	To prepare and review Ceduna Aerodrome Emergency Plan and provide advice to Council.
--------------------------------------	--

The membership of committees is determined by the Council. Further information including copies of agenda, minutes, terms of reference and details of committee membership, is available from Council's website www.ceduna.sa.gov.au

Council's Assessment Panel

Council is a member of the Eyre Peninsula Regional Assessment Panel (EPRAP) which comprises of 10 council areas. The EPRAP is the relevant authority for considering qualifying Development Applications under the Planning, Development & Infrastructure Act 2016 within the 10 council areas. The role of the EPRAP is to make decisions on planning applications, as required, in accordance with the relevant Planning policy. Further information (including copies of agendas, minutes, terms of reference and panel members can be obtained via Port Lincoln website [Eyre Peninsula Regional Assessment Panel | City of Port Lincoln](http://www.portlincoln.sa.gov.au)

Subsidiaries

The Council may establish a subsidiary to provide a specified service, to manage or administer property, facilities or activities on behalf of the Council or perform a function of the Council under the Local Government Act or another Act (*Section 42 of the Local Government Act 1999*). The Council may also, with one or more other Councils establish a regional subsidiary to provide a specified service, to manage or perform a function of the Council under the Local Government Act or another Act (*Section 43 of the Local Government Act 1999*).

A list of Council's subsidiaries are as follows:

- Nil.

1.4 Delegations

The Council exercises a range of statutory powers and functions. Most of these powers and functions can be delegated by the Council (Section 44 of the Local Government Act 1999). The Chief Executive Officer has delegated authority from Council to make decisions on specified matters. Delegations made by the Council under the Local Government Act 1999 are reviewed by the Council within 12 months after the conclusion of each periodic election. The Council's Delegations Register reflects the delegated authority from the Council to the CEO (and subsequently any further sub-delegations). A record of delegations is available on Councils website www.ceduna.sa.gov.au

2 Public Participation

	STATUTORY POLICY	Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT	Last reviewed:	19/8/2026
		Next review	July 2027

Members of the public have a number of opportunities to express their views on particular issues before Council. These include:

Attendance at public meetings – Members of the public are welcome to attend Council and committee meetings which are open to the public.

Deputations to Council – A written request to address the Council by way of a deputation in a Council meeting can be made by a member of the public to address Council personally or on behalf of a group of residents for up to 15 minutes. Further information including how to submit a deputation is available on Council's website www.ceduna.sa.gov.au or at Council's administration office 44 O'Loughlin Terrace, Ceduna.

Petitions – Written petitions can be addressed to the Council on any issue within the Council's jurisdiction. Further information including how to submit a petition are available on Council's website www.ceduna.sa.gov.au

Council Members – Members of the public can contact Members of Council to discuss any issue relevant to Council. Contact details for all Members are available on Council's website www.ceduna.sa.gov.au

Written Requests – Members of the public can write to the Council on any Council policy, activity or service via council@ceduna.sa.gov.au

Community engagement – The Council is committed to open, honest, accountable and responsible decision making. Council's Public Consultation Policy facilitates effective communication between Council and the community, encouraging community involvement and partnerships in planning and decision making. The Council's Community Engagement Policy sets out the steps Council will take in relation to public consultation and ensures that the most cost effective methods of informing and involving the community, which are appropriate for specific circumstances and consultation topics, are used. The policy is available on the Council's website www.ceduna.sa.gov.au

	STATUTORY POLICY	Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT	Last reviewed:	19/8/2026
		Next review	July 2027

3 Access to Council Documents

3.1 Documents held by Council

Most information and documentation held by Council is available for public inspection and is readily available without recourse to the FOI Act and we invite you to discuss your information needs with us.

Records System - Council operates an electronic records and document management system for the effective management of Council's records.

Land and Property Information System - Council's Land and Property Information system contains property-related information (valuation, rates, ownership details) on each property in the Council area.

3.2 Policies and publicly accessible information

At the time of publishing this statement, Council has the following policies:

GOVERNANCE POLICIES			
1.01	Policy & Procedure Development & Review	1.49	Complaint Handling
1.02	Caretaker (Elections)	1.50	Order Making
1.13	Community Consultation	1.54	Selection of road & Public Place Names
1.16	Elected Member Allowances & Benefits	1.56	Enforcement Policy
		1.60	Register of Interests
1.21	Code of practice Access to Council & Committee Meetings & Documents	1.63	Provision of Council resources to support Emergency Services in Emergencies
1.24	Elected Member Training and Development	1.64	Public Interest Disclosure
1.28	Fraud & Corruption	1.65	Unsolicited Proposal
1.40	Prudential Policy	1.66	Behavioural Management
1.41	Request for Services	2.7	CCTV
1.43	FOI Statement	2.27	Child & Young Person Safe Environment
ADMINISTRATION POLICIES			
3.1	Records Management	3.4	Use of Council's Resources & Facilities
FINANCE POLICIES			
4.2	Debtors	4.11	Private Works
4.3	Credit Card Use	4.12	Treasury Management
4.4	Tenders & Purchasing	4.13	Grants
4.5	Donations	4.14	Asset Capitalisation & Depreciation
4.9	Sale of Assets	4.15	Financial Hardship
4.10	Financial Hardship – Water Services	4.16	Rating Policy
DEVELOPMENT POLICIES			

	STATUTORY POLICY		Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT		Last reviewed:	19/8/2026
			Next review	July 2027

5.6	Advertising Signs on Roads		
ASSETS & INFRASTRUCTURE			
6.1	Waste & Recycling Services	6.8	Memorials
6.3	Use of Street for Stalls & Side Walk Sales	6.9	Flag Policy
6.4	Alteration & Business Use of a Public Road	6.10	Kerb Crossover & Crossing Place
6.5	Memorial Hall Hire	6.12	Water Leakage Allowance
6.6	Tree Management	6.13	Mobile Food Vendor
6.7	Cemeteries & Natural Burial Grounds		

Pursuant to section 132 and Schedule 5 of the Local Government Act 1999 the following categories of documents are available on Council's website www.ceduna.sa.gov.au

Upon request a printed copy can be provided (on payment of a fee (if any) fixed by the Council).

- Reviews of council constitution, wards and boundaries
- Registers and Returns
- Codes
- Strategic Plan
- Community Land Management Plans
- Annual Business Plan & Budget
- Audited financial statements
- Annual Report
- Fees and Charges
- Meeting papers
- Information and briefing session papers
- Policy and administrative documents
- By-laws

All general inquiries regarding access to Council documents should be made to:
Coordinator People & Governance
44 O'Loughlin Terrace
Ceduna SA 5690

4 Freedom of Information Application Fees and Processing Charges

Freedom of Information requests to the Council are to be addressed to:

Freedom of Information Officer
District Council of Ceduna
PO Box 175
CEDUNA SA 5690

	STATUTORY POLICY	Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT	Last reviewed:	19/8/2026
		Next review	July 2027

An FOI application form is available on Council's website: www.ceduna.sa.gov.au

Or

To download an Application Form, or to use the online Freedom of Information application form, please visit: <https://www.archives.sa.gov.au/finding-information/sa-government-information/making-a-freedom-of-information-application>

Requests for information not publicly available will be considered in accordance with the FOI Act. Under this legislation, applicants seeking access to documents held by Council need to provide sufficient information to enable the documents to which the application relates to be identified.

If the documents relate to the applicant's personal affairs, proof of identity may be requested.

Applications must be made in accordance with the requirements set out in the FOI Act and will be dealt with by an accredited FOI officer on behalf of the Council. In dealing with an application under the FOI Act, consultation with third parties may be required. The Council will provide to the applicant written notice of its determination. There are rights of internal and external review where an applicant is dissatisfied with a determination.

In addition to the application fee, other fees and charges may be payable for dealing with an application.

No fee is required for current concession holders or if payment of the fee would cause financial hardship. At all times Council retains a discretion to waive, reduce or remit a fee for any reason it thinks fit.

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. The request will be accompanied by a notice that sets out the basis on which the amount of the deposit has been calculated. The accredited FOI Officer will endeavour to work with the applicant to define the scope of the request and the costs involved.

4.1 Amendment to Council Records

Under the FOI Act, persons 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 with Council an application form as indicated above outlining the records that they wish to inspect.

If it is found that these records require amendment, details of the necessary changes are to be lodged with Council's accredited FOI Officer. There are no fees or charges for the lodgement, or the first two hours of processing of this type of application and where there is a significant correction of personal records and the

	STATUTORY POLICY	Policy #	1.43 / 10
	FREEDOM OF INFORMATION STATEMENT	Last reviewed:	19/8/2026
		Next review	July 2027

mistakes were not the applicant's, any fees and charges paid for the original application will be fully refunded.