



CAMPBELLTOWN
CITY COUNCIL

Freedom of Information

Information Statement 2025 – 2026

1. Introduction

This Information Statement is published by the Campbelltown City Council (Council) in accordance with the requirements under the *Freedom of Information Act 1991 (Act)*.

Subject to certain restrictions, the *Act* gives members of the public a legally enforceable right to access information held by South Australian (Local) Government agencies such as Council. The purpose of this statement is to assist members of the public identify the functions and decision-making processes of Council, detail the types of information held by Council and how that information may be accessed by the public.

Council reviews and updates its Freedom of Information Statement annually and provides it on Council's website at www.campbelltown.sa.gov.au.

2. Freedom of Information Requests

Council received 1 Freedom of Information (FOI) requests for access to information under the *Act* from 1 July 2025 to 30 June 2026 (compared to 12 in 2024/2025).

In summary:

FOI Requests	Personal Affairs	Non-Personal Affairs	Total
Number of Applications Received	0	1	1
Brought Forward	0	0	0
Withdrawn	0	0	0
Refused	0	0	0
Transferred to another Agency	0	0	0
Applications requiring consultation	0	1	1
Unfinished (carried forward)	0	0	0
Completed as of 30 June 2026	0	1	1

Access Determination Details:

- One application was released in full

One accredited Freedom of Information Officer spent approximately 1% of their time assessing the application and making their determination.

3. Structure and Functions of the Council

3.1 Council

The Council consists of the Mayor and 10 Elected Members who represent residents and ratepayers within the Gorge, Hectorville, Newton, River and Woodforde Wards. Each Ward is represented by two Elected Members.

Council 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-maker in the interests of its community; and
- (b) 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; 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 this and other Acts in relation to the area for which it is constituted.

Ordinary meetings of the Council are held at the Council Chamber, 172 Montacute Road, Rostrevor on the first and third Tuesday of every month at 7.00 pm, except in January when only 1 meeting is held on the 3rd Tuesday of the month.

All meetings are open to the public, except for any matters where an order of confidentiality is in place in accordance with *Section 90 of the Local Government Act 1999 (LG Act)*.

Members of the public are welcome to attend and have an opportunity to participate in Deputation and Public Question Time processes available at each Council meeting.

3.2 Council Committees

Council may also establish other Committees to assist in the performance of its functions.

Committees streamline Council business and assist in the performance of Council functions. The membership of Committees and the Terms of Reference for each Committee are determined by the Council.

Each Committee meets at intervals determined in its Terms of Reference and make recommendations to Council.

Meetings of Committees are open to the public except for any matters subject to an order of confidentiality under *Section 90* of the *LG Act* and are publicly notified in the same way as Council meetings. The *LG Act* and the *Local Government (Procedures at Meetings) Regulations 2013*, along with Council's Code of Practice for Meeting Procedures prescribe the way meetings of the Council and its Committees are to be conducted.

3.3 Audit and Risk Advisory Committee

The Council has established an Audit and Risk Advisory Committee pursuant to *Section 41* of the *LG Act* for the purposes of *Section 126* of the *LG Act*. The Audit and Risk Advisory Committee is comprised of two Elected Members and three Independent Members.

Meetings of the Audit and Risk Advisory Committee are held at least quarterly in the Council Office, 172 Montacute Road, Rostrevor.

3.4 Other Committees

Council has established the Committees listed below pursuant to *Section 41* of the *LG Act*. Committees may be comprised of Elected Members, Independent Community Members and industry experts / consultants:

- Ageing Well Advisory Committee
- CEO Performance Management Review Committee
- Climate Solutions Advisory Committee
- Disability Access and Inclusion Advisory Committee
- Economic Development Advisory Committee
- Reconciliation Advisory Committee
- Service Clubs Advisory Committee; and

- Youth Advisory Committee.

The meeting frequency for each Committee is in accordance with their Terms of Reference.

3.5 Council Assessment Panel

The Council has established a Council Assessment Panel (Panel) pursuant to the *Planning, Development and Infrastructure Act 2016*. The Panel is comprised of one Elected Member and four Independent Members.

Meetings of the Panel are held in the Council Chamber, 172 Montacute Road, Rostrevor on the fourth Tuesday of every month at 6.30 pm.

Members of the public are welcome to attend.

3.6 Agendas and Minutes

Council, Committee and Council Assessment Panel Agendas are placed on public display at the Council Office, 172 Montacute Road, Rostrevor no less than 3 days prior to scheduled meetings.

Minutes of the Council, Committee and Council Assessment Panel meetings are placed on public display at the Council Office within 5 days of a meeting.

All Council, Committee and Council Assessment Panel meeting notices, agendas and minutes, as well as the audio recordings of Council meetings, can be accessed on Council's website.

3.7 Delegations

The Chief Executive Officer (CEO) has delegated authority from the Council to make decisions on specified administrative and policy matters. The CEO may sub-delegate such authority to other Staff Members or Committees in particular circumstances.

Council's Delegation Register sets out delegated powers, functions and duties. The Delegation's Register is reviewed regularly and is available for viewing by the public on Council's website.

4. Services to the Community

Council makes decisions on policy issues relating to services that are provided to the Community. These services currently include, but are not limited to:

- Administration Building and Hall Maintenance
- Financial Management
- Hall & Community Spaces Hire
- Roads, Footpaths and Stormwater Management
- Cemeteries
- Civic Functions
- Community Events
- Communications
- Community Connections Management
- Community Engagement
- Community Transport
- Corporate Services Management
- Depot Operations
- Economic Development
- Elected Members
- Environmental Control and Public Order
- Environmental Health & Management
- Animal Management
- Parking Management
- Executive Services
- Governance
- Information Services
- Infrastructure, Planning & Sustainability Services Management
- Leisure Services
- Library Services
- Parks and Reserves
- People & Culture
- Planning and Development Assessment
- Policy Planning
- Services for Older People
- Sport & Recreation Facilities
- Strategic Planning
- Street Lighting
- Tree Management
- Waste Management
- Youth Development

5. Public Participation

5.1 Council Meetings

Members of the public have several opportunities to put forward their views on issues before Council and these are detailed within Council's Code of Practice for Meeting Procedures.

These include, but are not limited to:

Public question time allows members of the public to ask a question at a Council or Committee meeting.

Members of the public are invited to ask up to 3 questions per meeting. Questions must be received in writing by 12 noon on the Monday before the scheduled meeting in order to be answered at the meeting. Please submit your question(s) via one of the following methods:

- **Email:** send your request to publicquestiontime@campbelltown.sa.gov.au
- **Post:** mail your request to Chief Executive Officer, Campbelltown City Council, 172 Montacute Road, Rostrevor SA 5073, with correspondence marked *Attention: Public Question Time*.

You are welcome to attend the meeting to read out your question(s) and hear the answer provided if you wish to do so.

A deputation is a verbal way of presenting a matter to Elected Members at a Council meeting.

If you would like to appear and provide a deputation at a Council meeting, please refer to Council's [Code of Practice for Meeting Procedures](#), which provides guidelines on the process and considerations for a deputation to be received.

To request a deputation, you must request one using one of the following methods. The request must include details of the topic to be discussed *and* state who will be delivering the deputation.

- **Email:** send your request to deputation@campbelltown.sa.gov.au
- **Post:** mail your request to Chief Executive Officer, Campbelltown City Council, 172 Montacute Road, Rostrevor SA 5073, with correspondence marked *Attention: Deputation*
- **In person:** personally hand your request to a Staff Member at Council during business hours.

The Mayor will consider the request and you will be advised as soon as possible as to whether your request has been approved.

For a deputation to be delivered at the next Council meeting, the request (including any presentation/documents intended to be discussed at the deputation) needs to be received by 5 pm on the Wednesday (5 clear days) prior to that Council meeting.

Unless of an urgent nature, deputation requests received with less than 5 clear days until an ordinary Council meeting may be presented at the following ordinary meeting of Council at the discretion of the Presiding Member.

Members are also welcome to seek assistance from Council at any time by:

- Sending an email to Council at mail@campbelltown.sa.gov.au
- Writing to Council
- Making direct contact with Senior Staff or Elected Members to discuss a relevant issue

5.2 Website

Council's website, www.campbelltown.sa.gov.au provides an opportunity for Community comment and feedback.

5.3 Community Engagement

Council engages regularly with Community Members and residents on issues which affect them and has adopted a Public Consultation Policy to assist this process. Consultation can be through a variety of forms including but not limited to:

- Hand delivered or posted stakeholder letters
- Questionnaires and surveys
- Community meetings, workshops, forums and drop-in sessions
- Publication in *The Advertiser* and Council's online newsletters
- Various pamphlets, flyers and publications
- Telephone sample surveys
- Online participation via <https://connect2.campbelltown.sa.gov.au>

Some examples of issues that Council conducts Community consultation on include:

- Local area traffic and infrastructure management, including Asset Management Plans
- Major Council projects or proposals for the area

- Development applications (in accordance with requirements of the Community Engagement Charter and the *Planning, Development and Infrastructure Act 2016*)
- Tree Management
- Policy and By-Law development and review
- Major strategy development and preparation of Strategic Plans
- Draft Annual Business Plan and Budget

5.4 Social Media

Council maintains a suite of social media accounts to inform and communicate with Community members on a range of issues.

Council's social media pages are listed at:
www.campbelltown.sa.gov.au/socialmedia.

6. Access to Council Documents

In addition to the documents listed below, audio recordings of Council meetings are available on Council's website. Discussions of confidential matters are excluded from these recordings.

Where documents are available for purchase, charges are set out in the Fees and Charges Schedule available on Council's website.

Enquiries concerning the procedures for inspecting and purchasing Council's documents should be made to a Customer Service Officer in the first instance who may refer the request to another Staff Member.

6.1 Documents Available for Inspection

The following documents are available for public inspection on Council's website for by viewing at the Council Office, 172 Montacute Road, Rostrevor during business hours. Availability of documents will be facilitated with due respect to legislation limitations and prescribed procedures.

Council Policies, Procedures & Guidelines

- Accredited Professionals Policy
- Administrative Policy for Elected Members
- Ageing Well Policy

- Appointments to Committees, CAP and External Bodies Policy
- Arts and Cultural Development Policy
- Asset Management Policy
- Behavioural Support Policy
- Budget Preparation Policy
- Budget Review Policy
- Business Continuity Policy
- Children and Young People’s Safety & Wellbeing Policy
- Children’s Policy
- Climate Solutions Policy
- Community Cemeteries Policy
- Community Grants Policy and Guidelines
- Contract Management Policy
- Council Facility Hire Policy
- Debt Collection Policy
- Depreciation Policy
- Disability Access and Inclusion Policy
- Dog Attacks and Harassment Policy
- Elected Members Allowances and Support Policy
- Elected Members Training and Development Policy
- Election Caretaker Policy
- Emergency Management Policy
- Enforcement Policy
- Events Policy
- Footpath Development and Maintenance Policy
- Fraud and Corruption Prevention Policy
- Heritage Management Policy
- Internal Control Policy
- Internal Review of Council Decisions Policy
- Library Services Policy
- Memorials on Council Land Policy
- Multicultural Policy

- Order Making Policy
- Outdoor Dining Policy
- Parking Policy
- Physical Activity and Sports Policy
- Playground and Exercise Equipment Development and Maintenance Policy
- Privacy Policy
- Procurement Policy
- Prudential Management Policy
- Public and Environmental Health Policy
- Public Consultation Policy
- Public Interest Disclosure Policy and Procedures
- Rating Policy
- Records Management Policy
- Register of Interests Policy
- Request for Service and Complaint Handling Policy
- Risk Management Policy
- Road Verge Development and Maintenance Policy
- Social Media Policy
- Street and Place Naming and Street Numbering Policies
- The ARC Campbelltown Policy
- The ARC Debt Management Policy
- Treasury Management Policy
- Tree Management Policy
- Unsolicited Proposals Policy
- Volunteers Policy
- Vulnerable Persons Safety and Wellbeing Policy
- Waste Management Policy
- Youth Policy

Council Plans and Reports

- Animal Management Plan 2022 – 2026
- Annual Business Plan and Budget
- Annual Financial Statements

- Annual Report
- Asset Management Plans
- Bicycle Plan 2018
- By-Laws and By-Laws Resolutions
- Campbelltown Climate Solutions Strategy
- Campbelltown Urban Village Master Plan
- Chain of Trails Master Plan
- Community Land Management Plan
- Community Wellbeing Plan 2028
- Council Strategic Plan 2028
- Disability Access and Inclusion Plan 2020–2024
- Economic Development Plan 2024
- Environment Plan 2028
- ERA Business Plan
- Industrial Precincts Landscapes Master Plan
- Integrated Urban Water Cycle Management Plan
- Local Area Traffic Management Plans
- Lochiel Park Golf Master Plan
- Lochiel Park Lands Community Land Management Plan
- Lochiel Park Recreation Areas Master Plan
- Long Term Financial Plan
- Open Space Strategy
- Pedestrian Access and Mobility Plan
- Playground and Exercise Equipment Plan
- Regional Public Health and Wellbeing Plan
- Strategic Management Planning Framework 2025
- Thorndon Park Master Plan
- Transport Action Plan & Transport Plan (Southern Section)
- Urban Forest Strategy
- Wadmore Park / Pulyonna Wirra Management Plan 2021–2026

List of Council Registers

Council maintains the following registers as required by the *LG Act* or the *Local Government (Elections) Act 1999*:

- Assessment Record
- By-Laws Register
- Community Land Register
- Fees & Charges Schedule
- Land Management Agreement Register
- Register of Council and Committees Disclosure of Interests
- Register of Delegations and Sub-delegations
- Register of Elected Members Interests
- Register of Elected Members Allowances and Expenses including conference and training costs
- Register of Elected Members Mandatory Training
- Register of Gifts and Benefits – Elected Members
- Register of Gifts and Benefits – Staff Members
- Register of Salaries
- Register of Public Roads

List of Codes of Conduct / Practice

Council maintains the following Codes of Practice in accordance with the *LG Act*:

- Code of Practice for Access to Meetings and Documents; and
- Code of Practice for Meeting Procedures.

6.2 Other Information Requests

Requests for other information will be considered in accordance with the *Freedom of Information Act 1991*. Under this legislation a written application accompanied by an application fee of \$44.70 is required. In addition, if the documents requested relate to the Applicant's personal affairs, proof of identity may be requested.

Applicants will be responded to as soon as practicable, within the statutory 30 calendar days of Council receiving the properly completed Freedom of

Information Request Form together with the prescribed application fee. Forms of access may include inspection of copies of documents, or the production of documents from computerised information.

Forms of access may include inspection or copies, subject to copyright laws, of documents, hearing and/or viewing of audio and/or video tapes, transcripts of recorded documents, transcripts of words recorded in shorthand or encoded form, or the reproduction of documents from digitised information.

Council, on receiving an FOI Application, may assist the Applicant to direct the application to another agency or transfer the application to another agency if appropriate.

If Council refuses access to a document, Council must issue a certificate stating why the document is a restricted document.

In rare cases, retrieving the requested information involves considerable Staff time. FOI Applicants are requested to specify what is required as clearly as possible so Staff can assist quickly and efficiently. If extraordinary Staff time is required to comply with an information request, charges may apply.

The application fee and the fees for dealing with the application are prescribed in the *Freedom of Information (Fees) Notice 2026*. Council may waive or remit fees for concession card holders and other prescribed persons in accordance with Section 53 (Fees and Charges) of the *Freedom of Information Act 1991*.

Freedom of Information Application Forms are available from the Council Office at 172 Montacute Road, Rostrevor, and can also be downloaded from the Council's website at www.campbelltown.sa.gov.au.

Freedom of Information requests should be addressed to:

The Freedom of Information Officer
Campbelltown City Council
172 Montacute Road
ROSTREVOR SA 5073

All general enquiries on FOI Act issues should be directed to a Council Freedom of Information Officer via email to mail@campbelltown.sa.gov.au

7. Amendment of Council Records

A person to whom access to Council documents has been given may apply under the *Freedom of Information Act 1991* for the amendment of the Council's records if:

- the document contains information concerning the person's personal affairs
- the information is available for use by the Council in connection with its administrative functions; and
- the information is, in the person's opinion, incomplete, incorrect, out of date or misleading.

Applications must be in writing and contain the information specified in *Section 31* of the *Freedom of Information Act 1991*.



Paul Di Iulio
Chief Executive Officer