Freedom of Information Information Statement 2026-27

1. Introduction

The City of Tea Tree Gully is committed to operating with openness and transparency, ensuring our community has access to the information that matters. This Freedom of Information Statement outlines how you can request and obtain information held by Council, in accordance with the Freedom of Information Act 1991 (SA).

An informed community is an empowered one. Council and Committee meetings are held at the Civic Centre, 571 Montague Road, Modbury and, unless confidential matters are being considered, are open for public attendance. Agendas and minutes are published on our website, providing a clear view of the decisions and discussions that shape our city.

Our services span planning and development, environmental management, infrastructure, and local regulations - all designed to support the wellbeing of our community. We also work in partnership with other levels of government and local organisations to ensure our services remain responsive and effective. To learn more about Council's long-term goals and priorities, we invite you to read our Strategic Plan 2030.

There are many ways to engage with Council. Whether you attend a meeting, speak with your local Councillor, provide feedback, or participate in community consultations, your involvement is valued. If you're seeking specific information, we encourage you to explore our website or contact us directly. Where information isn't publicly available, you can submit a formal Freedom of Information request, and we'll assist you through the process.

Read on for more detailed information.

2. Structure and Functions of Council

The Council, consisting of the Mayor and 12 Ward Councillors, is the primary decision-making body of Council, as constituted under the Local Government Act 1999.

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.

2.1. Functions of Council

Council's responsibilities are set out in legislation and guided by principles of good governance (see Chapter 2 of the Local Government Act 1999 at Attachment 1). These responsibilities include planning for the future, delivering services and infrastructure, managing public assets, and supporting community wellbeing. Council must also work collaboratively with other levels of government, promote sustainable development, and ensure decisions are made transparently and efficiently. All activities are to be carried out with a focus on fairness, accessibility, and long-term financial sustainability.

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

Council's functions directly impact the community through the services, facilities and programs it provides. These are designed to support the wellbeing of residents and ensure equitable access across the city. Council is responsible for managing its area and making decisions that can affect individuals or the broader community.

As part of its regulatory role, Council enforces legislation, which may affect those who do not comply with local laws. Council also sets rates and charges to fund its operations. These financial decisions can have varying impacts on different groups within the community.

2.2. Council committees and subsidiaries

The Council can resolve to form Committees under Section 41 of the Local Government Act 1999. At the time of publication, the Council has the following committees:

Audit and Risk Committee - to oversee and provide independent assurance and advice to the Council and contribute to evaluating and improving the effectiveness of accounting, financial management, internal controls, risk management and corporate governance matters.

CEO Performance Review Committee – to undertake the Performance Review of the CEO.

The number of Committees, their terms of reference and membership, is subject to change at the discretion of Council.

Current information on Committees including meeting times, copies of agendas and minutes, is available from Council's website

These meetings are open to the public (with the exception of any matters subject to an order of confidentiality).

2.3. Council's Assessment Panel

The Council has established a Council Assessment Panel pursuant to Section 83 of the Planning, Development and Infrastructure Act 2016. The panel has delegated authority from Council to carry out the assessment of development applications.

Meetings of the panel are held on the fourth Wednesday of every month at the Civic Centre from 6pm (except when there are no reports to be considered). These meetings are open to the public.

Further information including copies of agenda, minutes, terms of reference and details of panel membership, can be found on Council's website

3. Delegations

The Chief Executive Officer, General Managers, Council Assessment Panel, and select Committees have delegated authority from Council to make certain decisions on specified matters.

The Chief Executive Officer or General Managers may sub-delegate such authority to other officers. These delegations are reviewed annually and listed in the Delegations Register, which is published on Council's website

4. Public Participation

Community Members have several opportunities to express their views on particular issues before the Council and/or Committees. These include:

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

Deputations and public forums – Community Members may request to address a Council meeting, Committee meeting, or the Council Assessment Panel either personally or on behalf of a group of residents or interested persons. This can be done by submitting a written request to the relevant Presiding Member. Presentations are generally limited to 10 minutes.

Further information, including how to submit a request, is available on Council's website

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 and the Petitions Management Policy are available on Council's website

Elected Members – Community Members can contact Members of Council to discuss any issue relevant to Council. Contact details for all Members are available on Council's website

Written Requests – Community Members can write to the Council on any Council policy, activity or service via

- Email – customerservice@cttg.sa.gov.au
- Post – PO Box 571, Modbury, SA 5092.

Community engagement – Community engagement is a continuous process that provides residents and other key stakeholders with opportunities to have a greater say in what happens in their City and to be more active in the decision-making process. Council's Community Engagement Public Consultation Policy guides how and when Council will carry out community engagement.

This policy can be found on Council's website

5. Access to Council Documents

5.1. Documents held by Council

Documents required to be kept under the Local Government Act 1999 are available for public inspection. Printed copies can be purchased by paying the applicable fee listed in Council's Fees and Charges Register.

Many of these documents are available on Council's website. If a document isn't online, it can be viewed by appointment at the Civic Centre, 571 Montague Road, Modbury, during business hours (8.45am – 5.00pm).

If you're unsure where to start, we encourage you to contact us to discuss your information needs.

5.2. Policies and publicly accessible information

The following categories of documents are available on Council's website, as required under section 132 and Schedule 5 of the Local Government Act:

- By-laws
- Codes
- Plans and guides
- Policies and administrative documents
- Registers and Returns
- Council and Council Committees meeting papers
- Information and briefing session papers
- Reviews of council constitution, wards and boundaries (Representation Reviews)

At the time of publishing this document, the following policy documents can be accessed from Council's website and are available for inspection:

- Access to Documents Relating to Development Applications Policy
- Asset Capitalisation Policy
- Asset Management Policy
- Asset Revaluation Policy
- Australia Day Awards Policy
- Boundary Fence Management Policy
- Caretaker Policy
- Cemeteries Management Policy
- Children and Vulnerable Persons Safe Environment Policy
- Citizenship Ceremony Policy
- Communications Policy
- Community Engagement Policy
- Community Grants Policy
- Community Safety Policy
- Community Transport Charter Policy
- Compliance and Enforcement Policy
- Control of Election Signs Policy
- Debt Recovery Policy
- Development Fees Variation Policy
- Disposal of Land and Assets and Acquisition of Land Policy
- Drone Policy
- Easements Management Policy
- Elected Member Behavioural Management Policy
- Elected Member Support and Training Policy
- External Grant Funding Policy
- Financial Sustainability Policy
- Flag Management Policy
- Footpath Policy
- Fraud and Corruption Policy
- General Complaints Policy
- Incident Management Policy
- Internal Review of Council Decisions Policy
- Land Division Infrastructure and Open Space Management Policy
- Late Payment and Sale of Land for Non-Payment of Council Rates Policy
- Leases and Licences to Sporting and Community Organisations Policy
- Library Service Policy
- Liquor Licence Application Management Policy
- Major Events Policy

- Memorial Management Policy
- Modbury Precinct Activation Policy
- Open Space Policy
- Order Making Policy
- Pest Plant and Animal Control Policy
- Petition Management Policy
- Privacy Policy
- Private Proponent and Privately Funded Code Amendment Policy
- Procurement Policy
- Property Identification Policy
- Prudential Management Policy
- Public Art Policy
- Public Interest Disclosure Policy
- Public Lighting Policy
- Public Toilets Policy
- Records Management Policy
- Recruitment for Council Committees Policy
- Register of Interests Policy
- Requests for Services Policy
- Risk Management Policy
- Road Alteration or Encroachment Policy
- Signage and Entrance Statement Policy
- Sponsorship Policy
- Sports Field Floodlighting Policy
- Telecommunications Infrastructure Policy
- Temporary Road Closures for Events on Council Roads Policy
- Treasury Policy
- Tree Management Policy
- Unsolicited Proposals Policy
- Use of a Road for Business Purposes Policy
- Volunteer Management Policy
- Waste Management Policy
- Waterworld Management Policy

Community Members may purchase printed copies of these documents by payment of the fees set out in the Fees and Charges Register

All general inquiries regarding access to Council documents should be made to:

- Email – customerservice@cttg.sa.gov.au
- Post – PO Box 571, Modbury, SA 5092.

6. Freedom of Information Application Fees and Processing Charges

The Council's Freedom of information e-application can be accessed on Council's website.

Alternatively, a generic application form can be found at: Making an application

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

Freedom of Information Officer
PO Box 571,
Modbury, SA 5092.

Requests for information not publicly available will be assessed under the Freedom of Information Act 1991 (SA). Applicants must provide enough detail to identify the documents they are seeking. If the request relates to personal information, proof of identity may be required.

Applications are handled by an accredited FOI Officer. In some cases, consultation with third parties may be necessary. Once a decision is made, Council will notify the applicant in writing. If the applicant is dissatisfied with the outcome, they have the right to seek an internal or external review.

An application fee applies, and additional processing charges may be incurred depending on the scope of the request. Fees will be applied and waived in line with relevant sections of the Act and Regulations. Council also retains discretion to reduce or waive fees in other circumstances.

6.1. Amendment to Council Records

Under the Freedom of Information Act 1991 (SA), individuals have the right to request a correction to personal information held by Council if it is incomplete, incorrect, misleading or out of date.

To request an amendment, applicants must complete and lodge an FOI application form, clearly identifying the records they wish to access. If the information is found to require correction, the applicant must provide details of the necessary changes to Council's accredited FOI Officer.

There is no fee for lodging an amendment request, and the first two hours of processing are free of charge. Where a significant correction is made and the error was not caused by the applicant, any fees paid for the original application will be fully refunded.

Attachment 1 – Chapter 2 of the Local Government Act 1999

Chapter 2—The system of local government

Note—

Schedule 1 contains provisions relating to organisations that provide services to the local government sector.

6—Principal role of a council

A council is, under the system of local government established by this Act, 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.

7—Functions of council

The functions of a council include—

(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 resources of the 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 (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any 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 an Act.

8—Principles to be observed by council

A 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;

(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.