Information Statement

Section 9 Freedom of Information Act 1991
1 Purpose

This Information Statement is published by City of Prospect (Council) to meet the requirements of Section 9(1a) of the Freedom of Information Act 1991 (the FOI Act). The purpose of the Information Statement is to provide the public with an overview of information held by Council and details on how to access the information. The Information Statement will be updated annually and published on Council’s website.
2 Structure and Functions of Council

Under the Local Government Act 1999, Council is established to provide for the
government and management of City of Prospect 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.

The functions of Council as stated in Local Government Act 1999, 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 (including general public services or facilities
(including electricity, gas and water services, and waste collection, control or
disposal services or facilities), health, welfare or community services or facilities,
and cultural or recreational services or facilities);

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.

2.1 Full Council

Council consists of the Mayor and 8 Ward Councillors. Meetings of the full Council are held on the fourth Tuesday of the month starting at 7.00 pm at the Nails worth Community Hall, 31 D'Erlanger Ave, Collinswood SA 5081. Members of the public are welcome to attend.

2.2 Informal Workshops

Councillor Information and Workshop Sessions are held on the first and second Tuesday of the month starting at 6.15 pm (except for January) at the Prospect Petanque Club, 14-32 Buchanan Street, Nails worth SA 5083. Elected Members and the Executive Leadership Team attend the Workshops, and members of the public are welcome to attend.

2.3 Audit Committee

The objective of the Audit Committee is to oversee Council’s risk management, and audit initiatives and to act as a source of advice to the Council and Chief Executive Officer (CEO) in relation to these matters. The committee is comprised of two appointments of Council (one being the Mayor) and three independent positions.

Meetings of the Audit Committee are held at least four times a year at appropriate times in the reporting and audit cycle as required.

The Audit Committee agenda, associated reports and minutes of previous meetings are published on Council’s website under Agendas and Minutes by the Friday prior to the meeting.

2.4 Council Assessment Panel (CAP)

Council Assessment Panel is the body established by Council to be the relevant authority appointed pursuant to Section 56A of the Development Act 1993. The panel is comprised of up to 3 Elected Members, 1 independent presiding member and a minimum of 3 independent members.

The Council Assessment Panel (CAP) meets on the second Monday of the month starting at 5.30 pm (unless this date falls on a public holiday and then an alternative date will be selected if required) at Payinhti, 128 Prospect Road, Prospect SA 5082. The CAP agenda, associated reports and minutes of previous meetings are published on Council’s website under Agendas and Minutes by the Friday prior to the meeting.

2.5 Strategic Policy and Development Planning Committee
The Strategic Planning and Development Policies Committee is to provide assistance and advice to Council in relation to preparing Development Plan Amendment (DPA) proposals, and to act as a source of advice to the Council and CEO. The Committee will comprise the Mayor and 4 Elected Members.

Meetings of the Strategic Policy and Development Planning Committee occur as required, and once a year as a minimum.

2.6 Chief Executive Officer Performance Development Review Committee

The Chief Executive Officer Performance Development Review Committee is established for the purpose of engaging in and undertaking the CEO's development process.

The process determines, in conjunction with the CEO, relevant Key Performance Measures for undertaking the formal review process of the performance of the CEO and for making other recommendations to the Council relevant to the employment and performance of the CEO.

The committee is comprised of the Mayor and four Elected Members.

Meetings of the Chief Executive Officer Performance Development Review Committee occur twice a year.

2.7 Agendas and Minutes

As documented within the Code of Practice for Public Access to Meetings and Documents, Council and Committees are to ensure agendas are publically available 3 days prior to meetings and minutes are published within five days after the meeting.

Agendas and minutes are available at Payinthi, 128 Prospect Road, Prospect. They can also be viewed on Council’s website, www.prospect.sa.gov.au.

2.8 Working Parties and Groups

A number of Council working parties, management and staff working parties and groups comprising elected members, staff and members of the community have been established to examine and investigate specific issues. These include (but are not limited to):

- City Wide Public Art Advisory Board
- Work Health and Safety Committee

2.9 Informal Gatherings

Section 90(8) of the Local Government Act allows informal gatherings or discussions to be held provided that the gathering or discussion does not obtain, or effectively obtain, a decision on a matter outside a formally constituted meeting of the Council or Council committee.
Designated informal gatherings or discussions will be held at a place open to the public, except where the designated informal gathering or discussion has been declared by the Council or CEO to be a 'confidential informal discussion'.

The Informal Gatherings Policy is made available for public inspection on Council’s website www.prospect.sa.gov.au and from Payinthi, 128 Prospect Road, Prospect.

2.10 Delegations

The CEO has delegated authority from Council to make decisions on a number of specified administrative and policy matters. The CEO may sub-delegate such authority to other officers in particular circumstances.

Delegations are reviewed annually and listed in the City of Prospect Delegations Register, published on Council’s website www.prospect.sa.gov.au.
3 Services to the Community

Council makes decisions on policy issues relating to the services that are provided to the community. The services Council currently provide are:

Infrastructure, Assets and Environment

- Street and Footpath Maintenance
- Public Lighting, Stormwater and Drainage
- Street Trees and Nature Strips
- Environmental Management and Waste Management
- Work Health and Safety
- Property Management
- Traffic Management and Parking Control
- Open Spaces – Parks and Reserves
- Depot Operations and Fleet Management
- Animal and Pest Control

Business and Innovation

- Communications
- Economic Development

Corporate Services

- Governance and Elected Members
- Financial Management and Rates
- Employee Relations
- Customer and Administrative Support
- Information Management
- Information Technology
- Freedom of Information

Community and Development

- City Planning and Development
- Development Assessment and Heritage
- Community Development
- Recreation and Sport
- Arts, Gallery and Events
- Commonwealth Home Support Program
- Facility and Parks and Gardens Hire
- Youth Development
- Community Services
- Library and Digital Hub
4 Public Participation and Community Engagement

4.1 Public Participation

Members of the public have a number of opportunities to put forward their view on particular issues before Council. These include:

Deputations - with the permission of the Presiding Member a member of the public can address a Council Meeting personally or on behalf of a group of residents. A deputee will be given the opportunity to address Council at a Council Meeting for a maximum of five (5) minutes.

Elected Members – Members of the public can contact Elected Members of Council to discuss any issues relevant to Council. Contact details can be found on Council’s website.

Petitions - Written petitions can be addressed to Council on any issue within Council's jurisdiction. The head petitioner or their nominee will be invited to attend the appropriate Council Meeting and offered an opportunity to speak to the petition for a maximum of five (5) minutes.

Written Requests - a member of the public can write to the Council on any policy, activity or service via email admin@prospect.sa.gov.au or via post PO Box 171, Prospect, SA 5082.

Website – Council has a website, www.prospect.sa.gov.au, which provides an opportunity for comment and feedback.

Social Media – Members of the public can leave comments, ask questions or private message Council on all social media accounts managed by City of Prospect. The official City of Prospect social media accounts are:

Twitter

City of Prospect – www.twitter.com/CityofProspect
Prospect Rd – www.twitter.com/ProspectRd

Facebook

City of Prospect - www.facebook.com/CityofProspect
Prospect Library - www.facebook.com/ProspectLibrary
Prospect Gallery - www.facebook.com/ProspectGallery
Network Prospect - www.facebook.com/NetworkProspect
Club5082 - www.facebook.com/Club5082
Tourrific Prospect - www.facebook.com/TourrificProspect

YouTube
4.2 Community Consultation and Engagement

City of Prospect consults local residents and the business community on particular issues that affect their neighbourhood and has adopted a Community Engagement Policy to assist with this process and fulfil requirements of Section 50 of the Local Government Act 1999.

Some examples of activities that Council conducts community consultation on include:

- Annual Business Plan
- Local area traffic management
- Reserve naming, renaming or leasing
- Local Government boundary issues and electoral representation
- By-Laws
- Policy development.

4.3 Development Application Consultation

Pursuant to the Development Act 1993, development applications determined to be either Category 2 and 3 applications are publicly notified in a manner prescribed with the Act.

For Category 2 development applications, owners and occupiers of adjacent land are provided with written notice of the proposed development.

For Category 3 development applications, owners and occupiers of adjacent land and land that would be affected to a significant degree are provided with written notice of the proposed development. A notice is also placed in the local newspaper advising the public generally.

Those notified have the opportunity to write to Council expressing their view of the development application and, in respect to Category 3 applications, to subsequently personally address Council’s Assessment Panel before a decision is made.
5 Access to Council Documents

5.1 Documents required by Legislation

Under various Acts, City of Prospect is required to publish the below documents. These documents are available to inspect either in person at Council’s Payinthi or online at www.prospect.sa.gov.au. The documents are free to inspect however to obtain an extract, payment of a fee will be required. The fees and charges are documented within Council’s Fees and Charges Register.

5.2 List of Registers

As required under the Local Government Act 1999 or Local Government (Elections) Act 1999, the below documents are required to be kept:

- City of Prospect Delegations Register
- Elected Member Gifts and Benefits Register– Value over $100
- Elected Member Gifts and Benefits Register– Value under $100
- Fees and Charges Register
- Register of By-Laws
- Register of Elected Member Allowances and Benefits
- Register of Interests (Elected Members)
- Register of Public Roads
- Register of Community Land
- Register of Remuneration, Salaries and Benefits
- Fees and Charges Register
- Voters Roll

5.3 List of Codes

- Code of Conduct for Council Employees
- Code of Conduct for Council Members
- Code of Conduct for Council Members – Complaint Handling Procedure under Part 2
- Code of Conduct for Volunteers
- Code of Practice – Meeting Procedures for Meetings of Council and Council Standing Committees
- Code of Practice for Public Access to Meetings and Documents
- Council Assessment Panel Code of Conduct
5.4 Council Policies

- Access to Development Application Plans Policy
- Accounting Policy and Procedures
- Art Collection Management Policy
- Asset Management Policy
- Budget Framework Policy
- Building Inspection Policy
- Business Use of a Road Policy
- Caretaker Policy
- Children and Vulnerable Persons Safety Policy
- Community Engagement and Consultation Policy
- Community Hall Hire Policy
- Community Street Event Policy and Procedures
- Community Transport Policy
- Corporate Governance & Internal Control Framework
- Corporate Risk Management Policy
- Credit Card Policy
- Development and Associated Public Realm (Urban Corridors) Enforcement Policy
- Development Assessment Panel Complaints Handling Policy
- Elected Member Training and Development Policy
- Elected Members Allowance and Benefits Policy
- Elected Members Records Management Policy
- Fixed Asset Financial Reporting Policy
- Flying of Flags Policy
- Fraud and Corruption Prevention Policy and Reporting
- Informal Gatherings Policy
- Internal Review of Council Decisions Policy
- Kerbside Waste Management Policy
- Knowledge and Information Management Policy
- Lease and Licence of Community Facilities Policy
- Liquor Licensing Policy
- Mobile Food Vendor Location Policy
- Narrow Streets Policy and Procedure
- Off Street Car Parking Development Fund Policy
- Order Making Policy
- Petition Policy
- Policy Manual
- Procurement Policy
- Protection of Information Policy
- Prudential Management Policy
- Sale or Disposal of Assets Policy
- Selection of Road Names Policy
- Small Memorials in Parks and Reserves Policy
- Social Media Policy
- Traffic Management Policy
- Volunteer Management Policy
- Whistleblowers Protection Policy and Reporting Process

5.5 Other publically available documents

- Annual Business Plan and Budget
- Annual Report
- Assessment Books
- Better Living Better Health – Regional Public Health and Wellbeing Plan
- City of Prospect and Town of Walkerville Draft Ageing Strategy
- Customer Service Charter
- Delegations Register
- Digital Economy Strategy
- Elected Member Training and Development Plan
- Environmental Action Plan 2018 - 2022
- LGA Conflict Interest Guidelines
- Reconciliation Statement
- Strategic Economic Development Plan 2014 - 2018
- Strategic Plan 2016 – 2020
- Strategic Urban Animal Management Plan
- Street Tree Manual
- Terms of Reference – Audit Committee
- Terms of Reference – Chief Executive Officer’s Performance Development Review Committee
- Terms of Reference - City Wide Public Art Advisory Board
5.6 Other Information Requests – Freedom of Information

Request for other documents not listed above will be considered in accordance with the Freedom of Information Act 1991 (FOI Act).

A written application must be accompanied by an application fee of $36.75, unless the applicant is granted an exemption. Council must waive or remit fees for concession card holders and other prescribed persons. All applicable fees and charges (including photocopying of documents) can be found in the Freedom of Information – (Fees and Charges) Regulations 2003.

Freedom of Information Application forms are available from City of Prospect, Payinthi at 128 Prospect Road, Prospect and can also be downloaded from Council’s website at www.prospect.sa.gov.au.

Freedom of Information requests should be addressed to:

Freedom of Information Officer
City of Prospect
PO BOX 171
PROSPECT SA  5082

Applications will be responded to within the statutory 30 calendar days of Council receiving the completed Freedom of Information request form including the prescribed application fee.

5.7 Amendment to 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 Council’s records if:

- The document contains information concerning the person’s personal affairs; and
- The information is available for use by Council in connection with its administrative functions: and
- The information is, in the person’s opinion, incomplete, incorrect, out-of-date and misleading.
6 City of Prospect Contact Information

Opening Hours:

Customer Service
Monday – Friday, 9:00am – 5:00pm

Library
Monday - Wednesday - Friday, 9:00am - 5:00pm
Tuesday - Thursday, 9:00am - 7:00pm
Saturday, 11:00am - 4:00pm
Sunday, 2:00pm - 5:00pm

Address: 128 Prospect Road, Prospect,
SA 5082

Postal Address: PO BOX 171, Prospect, SA 5082

Telephone: (08) 8269 5355

Website: www.prospect.sa.gov.au

Email: admin@prospect.sa.gov.au