Information Statement – 2026/2027

1. Purpose:

This Information Statement is published by City of Prospect (Council) to meet legislative requirements.

Its purpose is to provide the public with an overview of information held by Council and details of how to access this information.

2. Structure and Functions of Council:

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;
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;

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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 ofany 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 with the exception of public holidays which impact meeting cycles, at Payinthi, 128 Prospect Road, Prospect. 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 6.15pm (except for January and December) at Payinthi, 128 Prospect Road, Prospect. Council Members and the Executive Leadership Team attend the Workshops, and members of the public are welcome to attend.

2.3 Audit and Risk Committee

The objective of the Audit and Risk Committee (the Committee) is to:

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

The Committee is comprised of two appointments of Council (one being the Mayor) and three Independent Members.

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

The Audit and Risk Committee agenda, associated reports and minutes of previous meetings, including its Terms of Reference are published on Council's website.

2.4 Council Assessment Panel (CAP)

City of Prospect's Council Assessment Panel is the body established by Council to be the relevant authority appointed pursuant to Section 83 of the *Planning, Development and Infrastructure Act 2016*. The panel is comprised of up to 3 Council Members, 1 independent presiding member and a minimum of 3 Independent Members.

2.5 Strategic Planning and Development Policies Committee

The Strategic Planning and Development Policies Committee is established to review code amendments of relevance lodged with the State Planning Commission by third parties and to prepare submissions to the State Planning Commission in relation to Code Amendment proposals.

2.6 Chief Executive Officer Performance Development Review Committee

The Chief Executive Officer Performance Development Review Committee is established for the purpose of ensuring Council's compliance with legislative responsibilities including;

- Appointing a Chief Executive Officer should a vacancy in office occur, including appointment procedures
- Assessing the Chief Executive Officer's performance.

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 Council relevant to the employment and performance of the CEO.

The committee is comprised of the Mayor, a qualified independent person and four Council Members.

Meetings of the Chief Executive Officer Performance Development Review Committee occur in accordance with its Terms of Reference.

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 publicly available three (3) days prior to meetings and minutes are published within five (5) days after the meeting.

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

2.8 Eastern Health Authority (EHA) – Section 43 Committee

City of Prospect, in combination with other constituent councils, established this Regional Subsidiary for the purpose of providing public and environmental health services primarily to and within Member Council areas.

Member Council's include, City of Prospect, City of Norwood Payneham & St Peters, City of Burnside, Campbelltown City Council and Town of Walkerville.

The Board of Eastern Health Authority Meets five times a year at the EHA Office, 101 Payneham Rd, St Peters.

EHA is governed by a Charter which is administered by a Board (the Board), which includes two persons from each Council. Meetings for the Board are made available on the East Waste Website and, where appropriate, on Council's website.

2.9 Eastern Waste Management Authority – Section 43 Committee

City of Prospect, in combination with other constituent councils, established this Regional Subsidiary for the purpose of regional management of waste, recycling and green organics.

Member Council's include Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Norwood Payneham & St Peters, City of Mitcham, City of Prospect, the City of Unley and Town of Walkerville.

East Waste is governed by a Charter which is administered by a Board of Management (the Board), which includes a director appointed by each Council and an Independent Chair. Meetings for the Board are made available on the East Waste website and, where appropriate, on Council's website.

2.10 Working Parties and Groups

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

- City Wide Public Art Roundtable
- Access and Inclusion Community Advisory Group
- Payinthi Kumangka Aboriginal Advisory Group
- Prospect Arts Action Network
- Work Health and Safety Committee

2.11 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 provides are on Council's website www.prospect.sa.gov.au.

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.

Public Question Time – at a Council Meeting, members of the community can attend to ask questions of Council. A maximum time of 15 minutes is given for this item on the agenda, with a maximum of three (3) minutes per person. The Presiding Member may allow for an extension of time as appropriate.

Council Members – Members of the public can contact Council 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 178, 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 available online.

4.2 Community Consultation and Engagement

City of Prospect consults local residents and the business community on various matters that affect their neighbourhood and has adopted a Community Engagement Policy to assist with this process to fulfil its legislative requirements.

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

- Annual Business Plan and Budget and Long-Term Financial Planning
- 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

The Planning and Design Code is the cornerstone of South Australia's planning system and is the single source of planning policy for assessing development applications.

Council Assessment Panel (CAP)

The CAP is the body established by Council to be a relevant authority appointed pursuant to Section 83 of the *Planning, Development and Infrastructure Act, 2016*.

Its role is to make decisions on development applications presented by Council planning staff as required by the *Planning, Development and Infrastructure Act 2016*.

The CAP is bound by an Assessment Panel Members - Code of Conduct as determined by the Minister which sets out standards of conduct and professionalism that are to be observed by all members of assessment panels under the Act.

CAP Review of Assessment Manager Decision

As described in Clause 10 of the CAP's Terms of Reference, and prescribed by Section 201 of the *Planning, Development and Infrastructure Act 2016*, under certain circumstances an applicant may have a right to request that the CAP review a decision made by the City of Prospect Assessment Manager. Requests for review must be lodged using the relevant form.

The completed application form should be provided to Council in hard copy, or via email to admin@prospect.sa.gov.au.

If you would like any more information on the Council Assessment Panel, please phone Council on (08) 8269 5355, or email us at admin@prospect.sa.gov.au.

5. Access to Council Documents

5.1 Council Documents

Under various Acts, City of Prospect is required to publish a range of various 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.

Alternatively, documents are available for inspection at council's office located at Payinthi, 128 Prospect Road, Prospect.

The range of documents available on council's website includes, but is not limited to:

- Strategic Plans
- Financial Plans
- Policies and Procedures
- Registers
- Codes
- Committee Terms of Reference
- Minutes and Agendas
- By-Laws

5.2 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, unless the applicant is granted an automatic exemption or the fee is able to be waived. 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 2018*.

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.

5.3 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
- 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 - Friday, 9:00am - 5:00pm Saturday, 10:00am - 4:00pm
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