

# **AGENDA**

## **Ordinary Council Meeting Tuesday, 28 November 2023**

Members of the public are advised that meetings of Council are live streamed on Council's YouTube Channel and video recorded.

**I hereby give notice that an Ordinary Meeting of Council will be held  
on:**

**Date: Tuesday, 28 November 2023**

**Time: 7pm**

**Location: Tirkanthi Kuu Room  
Level 1 at Payintha  
128 Prospect Road  
Prospect**

**Chris White  
Chief Executive Officer**

## Order Of Business

<b>1</b>	<b>Opening</b> .....	<b>4</b>
<b>2</b>	<b>On Leave</b> .....	<b>4</b>
<b>3</b>	<b>Apologies</b> .....	<b>4</b>
<b>4</b>	<b>Declaration by Members of Conflict of Interest</b> .....	<b>4</b>
<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>4</b>
<b>6</b>	<b>Public Question Time</b> .....	<b>4</b>
	Nil	
<b>7</b>	<b>Petitions</b> .....	<b>4</b>
	Nil	
<b>8</b>	<b>Deputations</b> .....	<b>4</b>
<b>9</b>	<b>Questions without Notice</b> .....	<b>4</b>
<b>10</b>	<b>Reports for Decision</b> .....	<b>5</b>
10.1	Appointment of Deputy Mayor .....	5
10.2	Audit & Risk Committee Membership .....	8
10.3	Community Grants Review Outcomes.....	11
10.4	Draft Strategic Community Plan - Endorsement .....	22
10.5	Economic Development Growth Strategy 2023-2027 .....	85
10.6	Draft Community Facility Lease and License Policy .....	119
10.7	Churchill Road Drainage Project Update .....	146
10.8	Annual Report .....	177
10.9	First Budget Review 2023 - 2024 .....	299
10.10	Quarterly Projects Update (November 2023).....	317
10.11	Review of Finance Policies .....	362
10.12	Regional Public Health Plan Progress Report .....	397
10.13	Citizenship Ceremony 2024 Scheduled Dates .....	408
<b>11</b>	<b>General Business – Urgent Items</b> .....	<b>411</b>
<b>12</b>	<b>Reports for Information</b> .....	<b>412</b>
12.1	Mayoral Monthly Activity Report .....	412
12.2	Annual Council Resolution Update .....	413
12.3	Annual Review of Confidential Resolutions to Council.....	419
12.4	Minutes of the CEO Performance Development Review Committee Meeting Held 30 October 2023 .....	423
12.5	Minutes of the Strategic Planning & Development Policies Committee Meeting held 9 November 2023 .....	429
<b>13</b>	<b>Council Member Reports and Briefings</b> .....	<b>432</b>
<b>14</b>	<b>Motions on Notice</b> .....	<b>433</b>
14.1	Notice of Motion - Electric Vehicle Charging Stations - Cr Trinh Nguyen.....	433
<b>15</b>	<b>Questions with Notice</b> .....	<b>434</b>

Nil

**16 Confidential Items..... 434**

Nil

**17 Meeting Closure..... 434**

**1 OPENING****1.1 ACKNOWLEDGMENT OF THE KAURNA PEOPLE AS THE TRADITIONAL CUSTODIANS OF THE LAND**

'CITY OF PROSPECT ACKNOWLEDGES THAT WE ARE ON THE TRADITIONAL COUNTRY OF THE KAURNA PEOPLE OF THE ADELAIDE PLAINS REGION AND WE PAY OUR RESPECT TO ELDERS PAST AND PRESENT.

WE RECOGNISE AND RESPECT THEIR CULTURAL HERITAGE, BELIEFS AND RELATIONSHIPS WITH THE LAND AND WE ACKNOWLEDGE THAT THEY ARE OF CONTINUING IMPORTANCE TO THE KAURNA PEOPLE LIVING TODAY.'

**1.2 COUNCIL PLEDGE**

WE SEEK WISDOM AND UNDERSTANDING AS WE FACE THE DUTIES OF OUR UNITED TASK, PRAYING FOR THE PEACE AND PROSPERITY OF OUR CITY.

**2 ON LEAVE****3 APOLOGIES****4 DECLARATION BY MEMBERS OF CONFLICT OF INTEREST****5 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 24 October 2023

**6 PUBLIC QUESTION TIME**

Nil

**7 PETITIONS**

Nil

**8 DEPUTATIONS**

Nil

**9 QUESTIONS WITHOUT NOTICE**

## 10 REPORTS FOR DECISION

### 10.1 APPOINTMENT OF DEPUTY MAYOR

**File Number:** IC23/257

**Author:** Melanie Amezdroz, Corporate Support Coordinator

**Responsible Executive:** Andrew Alderson, Acting Director City Corporate

#### EXECUTIVE SUMMARY

The *Local Government Act 1999* (the Act) provides for Council to elect a Deputy Mayor from amongst their own number for a term not exceeding four years.

At its meeting of 22 November 2022, Council appointed Cr Mark Groote to the position of Deputy Mayor for a period of one year.

As the current appointment for Deputy Mayor concludes in November 2023, Council Members are now invited to nominate for the position of Deputy Mayor for a period of one, two or three years, to be resolved by Council.

#### RECOMMENDATION

**That Council:**

1. **Having considered Item 10.1 Appointment of Deputy Mayor receives and notes the report.**
2. **Council appoints [Cr \_\_\_\_\_] for the Position of Deputy Mayor for a period of [time \_\_\_\_\_], ending November 20\_\_\_\_.**

#### DISCUSSION

Although not a mandatory requirement under the Act, it is open to Council to appoint a Deputy Mayor to deputise for the Mayor during periods of leave/absences, providing continuity and leadership.

At its meeting of 22 November 2022, Council appointed Cr Groote to the position of Deputy Mayor for a term of one year, expiring in November 2023.

#### Role of Deputy Mayor

The position of Deputy Mayor fulfils the duties of the Mayor (Principal Member) in times of short or long term absences which includes;

- leadership and guidance to the council,
- promotion of positive and constructive working relationships among members of the council;
- guidance to council members on the performance of their role, including on the exercise and performance of their official functions and duties;
- supporting council members' understanding of the separation of responsibilities between elected representatives and employees of the council;
- presiding at meetings of the council;
- liaison with the chief executive officer between council meetings on the implementation of a decision of the council;
- to act as the principal spokesperson of the council;
- exercising other functions of the council as the council determines;
- carrying out the civic and ceremonial duties of the office of principal member.

### Tenure of Deputy Mayor

Appointment of a Deputy Mayor for the previous term of Council (2018-2022), to present was as follows:

- 27 November 2018 (resolution 224/2018) Cr Matt Larwood, for a 12-month period.
- 26 November 2019 (resolution 243/2019) Cr Matt Larwood, for a 12-month period.
- 24 November 2020 (resolution 221/2020) Cr Matt Larwood, for a 12-month period.
- 23 November 2021 (resolution 226/2021) Cr Matt Larwood, until the current term of Council (November 2022).
- 22 November 2022 (resolution 183/2022) Cr Mark Groote, for a 12-month period.

Appointing for a one-year term provides an opportunity for Members to nominate each year to experience the position and develop professionally which also follows the status quo in terms of past practice.

Ultimately, it is Council's decision to elect a nominee for a period of time that is most reasonable given the circumstances, with the draft resolution written to accommodate Council's decision.

### Voting Procedure for membership – Suspension of meeting procedures – Regulation 20

Voting for nominees for positions are recommended to follow a four step process in compliance with *City of Prospect's Code of Practice Meeting Procedures and Regulations*.

Step 1: The Mayor as Presiding Member may seek to suspended formal meeting procedures to enable Council to discuss candidates for the position.

Step 2: Discussion concludes, and members who have expressed a willingness to accept a nomination are settled. The Mayor as Presiding Member will then advise the meeting of the nominated candidates' names for clarity and for the benefit of the Minute Secretary.

If there are more Candidates than positions, Council will follow its own supplementary provisions, which will enable a secret ballot and voting process. During this ballot and voting process, a nominated member will not have a conflict of interest at this time, therefore Members can nominate and vote for themselves. The Presiding Member must also vote.

The CEO or delegate will act as returning officer, conduct the vote and announce the results.

Step 3: The Mayor as Presiding Member will then resume formal meeting procedures.

Step 4: The Mayor as Presiding Member will then call for a mover and seconder to the motion with the Council's preferred candidate's name.

### Conflict of interest

Once the ballot and counting process has been completed as explained above, with an Elected Member nominee determined as a result and meeting procedures resumed, the Elected Member(s) determined to be the final nominee(s) will need to consider whether they have a conflict of interest before a motion is moved in the meeting.

It is the responsibility of the individual member to determine whether a conflict exists with assistance provided via the Local Government Association of SA.

**Implications, Related Questions and Further Information**

The Remuneration Tribunal has determined the allowance for a Deputy Mayor to be equal to one and a quarter (1.25) times the annual allowance of Council Members (\$20,237 x 1.25 = \$25,296.25). This allowance has been accounted for within the City of Prospect Annual Business Plan and Budget planning process.

**Relevance to Core Strategies / Policy**

- *Local Government Act 1999* (SA)
- Remuneration Tribunal Determination 2 and 5 of 2022
- City of Prospect Code of Practice – Meeting Procedures.

**Intelligent Community Indicators**

1. Broadband: Infrastructure is the foundation of economic competitiveness
2. Knowledge Workforce: A labour force that creates economic value through its knowledge, skills and ability to use information effectively
3. Innovation: Intelligent Communities pursue innovation through a relationship between business, government and institutions (i.e. universities).
4. Digital Equality: Allowing everyone access to broadband technologies and skills to use them
5. Sustainability: Economic growth while reducing the environmental impact of that growth
6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change

**ATTACHMENTS**

Nil

**10.2 AUDIT & RISK COMMITTEE MEMBERSHIP**

**File Number:** IC23/236  
**Author:** Melanie Amezdroz, Corporate Support Coordinator  
**Responsible Executive:** Andrew Alderson, Acting Director City Corporate

**EXECUTIVE SUMMARY**

At its meeting on the 22 November 2023, Council resolved to re-establish an Audit & Risk Committee (the Committee) and at the same time, its Terms of Reference which articulate the committee's role, meeting requirements, sitting fees and membership.

Membership consists of five (5) appointments by Council including the Mayor, one (1) Elected Member and three (3) independent members.

In accordance with the Committee's terms of reference, this report seeks a nomination from the Council to fill the position of Council Member on the Committee due to the current Council Member's term concluding in November 2023.

**RECOMMENDATION**

**That Council:**

- 1. Having considered Item 10.2 Audit & Risk Committee Membership receives and notes the report.**
- 2. Having considered Item 10.2 Audit & Risk Committee Membership, endorses [ ] as the Elected Member representative on the Committee for a period of one year (from November '23 to November '24).**

**DISCUSSION**

Council has established the Audit & Risk Committee (the Committee), under section 41 of the *Local Government Act 1999*, with the functions of the Committee being:

- reviewing annual financial statements to ensure that they present fairly the state of affairs of the Council; and
- proposing, and providing information relevant to, a review of the council's strategic management plans or annual business plan; and
- proposing, and reviewing, the exercise of powers under section 130A; and
- liaising with the council's auditor; and
- reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of the council on a regular basis.

The current Terms of Reference (ToR) of the Committee allow for an Elected Member to be appointed for a term of one year, allowing membership to change every year of the term instead of the previous Council's mid-term (every two years) change.

At its meeting of 22 November 2022, Council appointed Cr De Backer to the Committee for a term of one year.

Council is now required to appoint a Councillor to the position of Council Member on the Committee for a one-year term, from December 2023 to November 2024.



The following information below may assist members in nominating themselves or another to the Committee.

### **Committee Information: Audit and Risk Committee**

**Meeting schedule:** Quarterly\* (four times a year + workshop), usually held on a Monday evening.

**Venue:** Payinthe, 128 Prospect Road, Prospect

**Time:** 6pm

**Payment:** Independent Members only.

**Terms of Reference:** [https://www.prospect.sa.gov.au/\\_data/assets/pdf\\_file/0028/365572/Audit-and-Risk-Committee-TOR-Revised-Endorsed-by-Council-22-November-2022.PDF](https://www.prospect.sa.gov.au/_data/assets/pdf_file/0028/365572/Audit-and-Risk-Committee-TOR-Revised-Endorsed-by-Council-22-November-2022.PDF)

*(\*) Note that additional meetings are occasionally required to address time-sensitive or unforeseen matters. Some of these meetings will by necessity be scheduled at short notice.*

### **Nominations / Vote**

#### **Voting Procedure for membership – Suspension of meeting procedures – Regulation 20**

Voting for nominees for positions on Committees are recommended to follow a four-step process in compliance with *City of Prospect's Code of Practice Meeting Procedures and Regulations*.

**Step 1:** The Mayor as Presiding Member may seek to suspended formal meeting procedures to enable Council to discuss candidates for the various Committees.

**Step 2:** Discussion concludes, and members who have expressed a willingness to accept a nomination are settled. The Mayor as Presiding Member will then advise the meeting of the nominated candidates' names for clarity and for the benefit of the Minute Secretary.

If there are more Candidates than positions, Council will follow its own supplementary provisions, which will enable a secret ballot and voting process. During this ballot and voting process, a nominated member will not have a conflict of interest at this time, therefore Members can nominate and vote for themselves. The Presiding Member must also vote.

The CEO or delegate will act as returning officer, conduct the vote and announce the results.

**Step 3:** The Mayor as Presiding Member will then resume formal meeting procedures.

**Step 4:** The Mayor as Presiding Member will then call for a mover and seconder to the motion with the Council's preferred candidates' names, until all positions have been filled.

### **Implications, Related Questions and Further Information**

#### **Conflict of interest**

Once the ballot and counting process has been completed as explained above, with an Elected Member nominee determined as a result and meeting procedures resumed, the Elected Member(s) determined to be the final nominee(s) will need to consider whether they have a conflict of interest before a motion is moved in the meeting.

It is the responsibility of the individual member to determine whether a conflict exists; general or material conflict, with the following information provided below to assist.

**Next Steps**

Once an Elected Member has been chosen, governance will record membership details in corporate systems to ensure they are provided meeting dates, agendas and other relevant documents or information.

**Relevance to Core Strategies / Policy****Intelligent Community Indicators**

6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change

**ATTACHMENTS**

**Nil**

### 10.3 COMMUNITY GRANTS REVIEW OUTCOMES

**File Number:** IC23/317

**Author:** Katie Faraonio, Manager Community Relations & Programs

**Responsible Executive:** Farlie Taylor, Director City Strategy, Community & Culture

#### EXECUTIVE SUMMARY

This report summarises the findings of a recent review of Council's Community Support Fund and provides recommendations about the future of these grants.

Council currently provides financial support to community groups and organisations through the distribution of funding in the Community Support Fund program. The grants have been an effective and valued program for over 20 years, with \$514,634 of funding distributed to the community over this time.

Grant programs are highly visible to the community and should regularly be reviewed to ensure good governance, transparency, value for money, equity and alignment to Council's strategic objectives. The Community Support Fund has not been formally reviewed since it was created.

The review process focussed on ensuring the program:

- Aligns with Council's strategic community plan and other relevant priorities.
- Responds to community feedback received.
- Meets best practice and good governance with respect to grant making.

The review process included:

- Extensive research and discussion for benchmarking with other comparable council's.
- Face-to-face and over the phone interviews, as well as an online survey from both previous applicants and those not previously funded.
- Analysis of community feedback received from various community members and organisations with connections to the City of Prospect community.
- Consideration of the process, decision-making and outcomes.
- Feedback received from Elected Members as part of a workshop held on 10 October 2023.
- Consultation with staff working directly with the community as well as those involved in the assessment of grant applications.

This report recommends changes to Council's existing Community Support Fund to enhance Council's capacity to bring about positive social change and enable the community to be the drivers of their own initiatives. Guidelines for the proposed program are attached. The areas for improvement identified throughout the review are reflected in the proposed guidelines and were presented at a Council Workshop on 10 October 2023.

In addition to the amended guidelines, further work will be undertaken to refine the grants process, including review and streamlining the application questions, aligning volunteer rate calculations with Volunteering SA/NT, separating the grant guidelines from the application form, and include grant agreements commensurate to the expenditure.

Moreover, a policy pertaining to grants, sponsorship and donations has been identified to be beneficial to support Council in the management of community funding, both distributing and receiving. This will be developed and actioned within the organisational review of Council policies.

This review has also identified the need for Council's Grants Program to move towards an online grants process. Currently the grant process is entirely paper based and feedback from users has suggested this is not user friendly and reduces the reach of people and groups applying for grants.

Best practice grant management would also align to an online platform. Further work will occur to identify appropriate online platforms for managing Council's grants.

## RECOMMENDATION

### That Council:

1. **Having considered Item 10.3 Community Grants Review Outcomes receives and notes the report.**
2. **Having considered Item 10.3 Community Grants Review Outcomes, endorses administration to maintain Community Grant Guidelines (refer attachment 1), enabling dynamic management of the Community Grants Program.**

## DISCUSSION

The City of Prospect provides support for community led projects and programs that provide benefit to the City of Prospect residents and visitors through the distribution of funding across the community grants program.

The current suite of Council's Community Grants Program includes:

- Community Support Fund (total funding pool \$32,000)
- Public Art Grants (total funding pool \$7,000)
- Ovingham Activation Grants (total funding pool \$10,000 – non-recurrent, funds were redirected from within existing City Strategy, Community and Culture budget to pilot)

Representing a total funding pool of \$39,000 in recurrent grant funds.

Council also has a Heritage Grant and Significant Tree Grant program, however these grants are not considered under the Community Grants suite of funding programs and are therefore not in scope for this report.

In addition, the Youth Sponsorship program is not currently in the review scope due to the timeframe for review delivery. Through the findings of the review, an opportunity to make minor improvements to the Youth Sponsorship program has arisen, based on community feedback and will be discussed in greater detail under the Grant Program Feedback section of this report.

The City of Prospect, through the current Community Support Fund, provides the opportunity for local groups and organisations to receive funding to support their activities and to develop new programs that will be of benefit to the Prospect community. Applications for the Community Support Fund are considered against the following funding categories:

- **Small Equipment Purchase:** Contributing to the purchase of equipment to support an organisation's activities. Maximum funding amount \$1,000.
- **Community Development Program:** Supporting new projects and activities involving and developing the local community. Maximum funding amount \$2,000.
- **Facilities Improvement:** Contributing to the maintenance and improvement of local community facilities. Prior approval must be sought from Council for any improvement to Council owned property. Maximum funding amount \$2,000.
- **Small Community Event:** Supporting events, held in City of Prospect, with broad appeal to both the local and wider community. A portion of the funding must be spent on promotion of the event. Maximum funding amount \$2,000.
- **Environmental Grants:** Supporting community projects that focus on addressing the City's impact on the environment in the areas of waste management, water usage, energy efficiency, transport and biodiversity. Innovative ideas and positive environmental projects that respond to the impacts of climate change and benefit the local environment and our community will be highly regarded. Maximum funding amount \$2,000.

Currently, significant projects that are being undertaken in partnership with other community organisations may be eligible to apply for up to \$5,000 of funding in any of the above categories. At present, to be eligible for funding, groups must be:

- not-for-profit, and
- an Incorporated Association, and
- based in City of Prospect, and/or proposing an activity that will take place in City of Prospect for the benefit of the local community.

### **Scope of Review**

The community grants review was undertaken between July – October 2023. The review timeframe coincided with the 2023 annual round of the Community Support Fund; this provided a valuable opportunity to seek feedback from applicants, which was taken into consideration as part of the review process.

The review of community grants was undertaken with consideration bestowed to the following areas:

- Feedback from community, Elected Members and key members of staff
- Funding priorities and alignment to Council's Strategic Community Plan and other relevant strategic documents
- Application process, timelines and assessment process
- Analysis of previous grant spending, value for money and achieving objectives
- Best practice in grant making and governance

### **Analysis of Previous Spending**

The Community Support Fund program has been in place since 2003. Over the years, \$514,634 in funding has been distributed to over 115 community groups and local organisations for projects and programs including:

- Community Development initiatives including affordable and accessible workshops for youth, funding a new Aboriginal Family Assist Centre and local history initiatives.
- Small Events including Anzac Day Dawn Services, outdoor cinemas in the park and twilight markets.
- Environmental projects, including community garden workshops, food sustainability, education and tree management programs.
- Facilities improvements, including building upgrades, shade structures, fencing and playground equipment.
- Small equipment purchases for community groups, including sporting equipment, fridges and IT equipment.

Council's annual Community Support Fund continues to receive considerable interest from the Prospect community with 100% of the Community Support Fund budget allocated to community groups.

### **Stakeholder Engagement**

Feedback from the community was gathered through conversations with a diverse range of organisations and groups. A comprehensive engagement strategy was implemented with a large stakeholder list compiled, including previous grant recipients, community groups who have not engaged with the grants process and those who expressed interest but are currently not eligible to apply. Those who actively participated and provided their insights included Broadview Uniting Church, Prospect Blair Athol Lions Club, Prospect Local History Group, Community Housing Ltd, Prospect Community Garden, Debating SA, Eagles Lacrosse Club, and Prospect Girl Guides. Their input and suggestions have been instrumental in shaping the grant program and ensuring it aligns with the community's needs and aspirations.

The extensive consultation process with the community involved a series of face-to-face and phone interviews to understand the challenges our community encounters regarding the grants program. Questions posed included; the demographics currently benefiting from the grants and their level of satisfaction with existing grant programs, any unmet needs within the community as well as community expectations for the grant programs. Community members were encouraged to suggest meaningful projects that they would like to see across our city, share what they value most about the grant program and offer their insights into areas for improvement. This comprehensive approach allowed valuable feedback and identified opportunities for enhancing the grants program. The analysis of feedback is outlined in the following sections.

### **Application Process**

The community feedback on the current grant application process highlights significant opportunities for positive change in the program. Currently, the application process is perceived as cumbersome, posing substantial challenges for both applicants, the subsequent grant acquittal process and staff administrative processes. There is enthusiasm from the community to improve the application experience with the community advocating for an online application form that is user-friendly, allows for progress saving with the ability to share with collaborators for writing grant applications, thus simplifying the process and making it more accessible. An online application and subsequent grant process is also viewed as best practice.

Feedback also suggests a review into the relevance of some of the application questions, citing particular examples regarding the requests for information that is not relevant to the existing grant guidelines. These questions, if refined could better articulate to the community the key information required when assessing applications. These amendments will not only enhance inclusivity but also foster a more comprehensive grants application process. It was suggested through the engagement process that the types of questions Council ask can be a powerful tool in sparking innovative ideas in the community in terms of addressing outcomes to complex challenges, such as loneliness.

In addition, aligning volunteer rate calculations with Volunteering SA/NT recommendations was viewed by the community as a positive step towards ensuring fairness and transparency in the evaluation of budget contributions. Separating the grant guidelines from the application form is seen as an excellent opportunity for providing clarity and ensuring that applicants have clear guidance.

The community also recognises the importance of providing funding opportunities for businesses that contribute to the community's wellbeing, one clear beneficial example of this was the 'People of Prospect' project submitted to Council by an Individual Sole Trader. This project aims to celebrate the diverse and vibrant community of Prospect with a focus on contributing to the growing sense of social history and village feel. These stories could be drawn from people, buildings or folklore encompassing a wide range of subjects with content being presented digitally culminating in an exhibition in the gallery. Funding projects of this particular nature is seen as a means of fostering community led initiatives and encourages businesses to engage positively with Council and the community.

### **Grant Program Feedback**

Community Members have offered valuable insights on grant program improvements that can positively impact the overall experience. One reoccurring concern raised was the annual funding allocation for an event like Christmas carols, which currently falls well short of the needs. With a maximum limit of \$2,000 it is challenging for groups to cover essential expenses such as sound systems. An increase in funding for such events is seen as a significant opportunity for positive change.

To provide greater transparency and fairness, community members recommend the inclusion of clear, streamlined categories and weighted criteria in the program guidelines. This ensures that the evaluation process is consistent and equitable for all. This also provides the community with a greater understanding of the type of activity council is looking to fund. This feedback also applies to the Youth Sponsorship Guidelines and application form.

## **Funding Priorities**

As part of the community feedback, we asked what Council could fund more broadly through its grant program – it was clear that this feedback was not specific to their individual group. The community shared a vision for a further enhanced grant program and emphasised numerous opportunities for positive change. There was a strong focus on creating a connected and engaged community where there are opportunities for the people of Prospect to participate, connect with and support one another. They want to see council foster a sense of belonging and enhance the wellbeing of residents with meaningful consideration to inclusive practices. Additionally, there was a deep importance to cultivate vibrancy and activate our city where community support is strong. They want to see us value our community, connect to our history, embrace the local diverse cultures, and enrich places and spaces so they are full of life and activated. The feedback received aligns strongly with the “Community Value” pillar in Council’s Strategic Community Plan.

## **Governance Review**

The Community Grants underwent a rigorous governance review, aligning with best practice guidelines for local government grant administration. This comprehensive process yielded several key findings that highlighted the strengths and opportunities for improvement with the program’s structure. The review involved a thorough assessment of the program’s policies, procedures and risk mitigation. This encompassed a detailed analysis of processes to determine their effectiveness, transparency and accountability mechanisms. The review placed a strong emphasis on promoting equity, inclusivity and fairness within the grant program, with a keen focus on identifying and addressing the gaps.

The analysis of current governance practices, existing policies and procedures confirmed the need for clearer guidelines, eligibility and assessment criteria as well as the overarching policy. The areas for improvement are reflected in the proposed guidelines, specifically, ensuring that an assessor of a grant application is also not a decision maker of that same grant application. Additionally, that grant agreements relative to the size of the funding allocation are implemented to allow for altered negotiated outcomes, especially where partial funding is approved. Throughout the process, stakeholder feedback was continuously incorporated into the review’s findings and recommendations. These findings ensure that the program operates more effectively, fairly and in line with the standards expected in the administration of public money.

## **Summary of Changes and Next Steps**

The review of the community grants program has led to significant positive recommendations to the program. Findings of the review emphasised the need for refreshed guidelines with clear, streamlined categories and weighted criteria in the program guidelines. The feedback regarding the funding priorities highlights the significant synergies with Council’s Strategic Community Plan and supports the Community Value pillar. This pillar “empowers a thriving, engaging and welcoming city creating community value fosters trust, civic engagement, and a thriving culture. City of Prospect drives transparent strategy and decisions to deliver a sense of ownership, empowerment, and connection”. These strategic outcomes can be leveraged through a best practice grants program. Accordingly, the revised guidelines have been developed with simplified funding categories focusing on community outcomes that align to the strategic plan.

Additionally, there is a need to broaden the eligibility criteria to allow for businesses where there are significant wellbeing outcomes for the prospect community. This has been reflected in the revised guidelines, with clear and specific criteria that businesses and sole traders must demonstrate in order to be eligible to receive a community grant.

Moving forward, we will further refine the application process to allow for online applications, review the relevance of our questions, align volunteer rate calculations with Volunteering SA/NT, separate the grant guidelines from the application form, and include grant agreements commensurate to the expenditure, ensuring fairness and address barriers with the application process. The guidelines reflect the best practice guidelines for local government grant administration.

Once endorsed, the recommended guidelines and improvements within the Community Support Fund application process will be implemented in time for the 2024 annual funding round to open.

To further reflect our commitment to best practice, an overarching Community Funding Policy will be developed, encompassing grants, sponsorships and donations. This policy will provide strategic oversight of the community funding practices within the organisation, ensuring the funding programs operate more efficiently, fairly, and in alignment with the community's expectations and needs.

Further work will continue to occur around the development of an online system to manage Council's grant process. This will involve scoping up possible digital platforms that can be used as well as reviewing opportunities for the application and acquittal process.

The recommendations within this report can be achieved within the current funding allocation for community grant programs and within current staff resources. It should be noted that the introduction of an online grants management system will incur a cost and the changes to the community grants eligibility criteria may result in increased interest and demand for grants. Any additional budget allocation will be considered as part of the annual budgeting process.

It is anticipated that the changes within the community grants program will enhance Council's capacity to bring about positive social change within the community. Grant making is a fundamental tool in a local government approach to community development and can be effective in achieving significant positive social impact when strategically aligned with the needs of the community.

### **Community Plan: Towards 2040**

#### **► Connected & Caring**

##### **FY 20/21 Measures**

CC1.7 Foster new connections through community programs to support the community to recover from COVID-19

#### **► Inclusive & Diverse**

##### **FY 20/21 Measures**

ID1.4 Assess and distribute Cultural Festival and Event Grants empowering community to deliver diverse events

##### **2 to 5 year timeline**

ID2.6 Create opportunities for new culturally diverse citizens to be actively involved in Council programs and activities

#### **► Creative & Innovative**

##### **FY 20/21 Measures**

CI1.1 Deliver a Public Art Program (including through grants) to improve key public areas throughout the city for Prospect residents, businesses and visitors

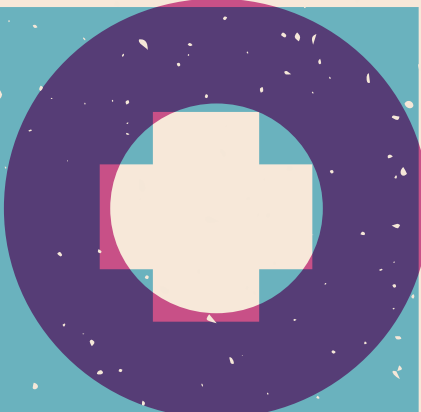
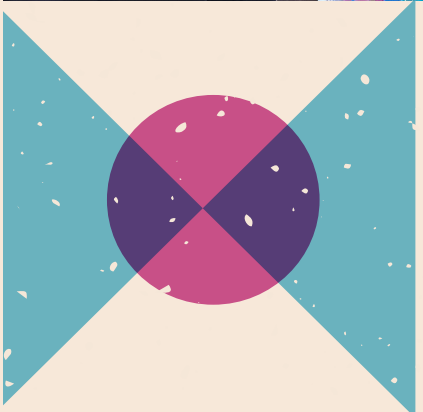
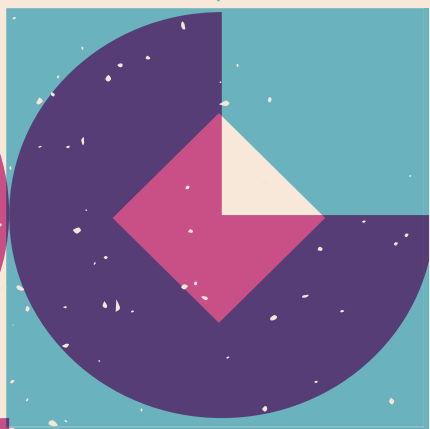
### **ATTACHMENTS**

- 1. Community Support Fund - Grant Guidelines - November 2023** [!\[\]\(32d80ecefdca755418ad4c38cd582e9c\_img.jpg\) !\[\]\(05865bdbc551fee6362f7cb0bc0af977\_img.jpg\)](#)



# Community Support Fund

## Grant Guidelines



*The City of Prospect is a thriving, engaging and welcoming City. Through our grants program, we aim to empower the community, fostering unity, nurturing neighbourliness, facilitating meaningful connections, amplifying our vibrancy, and promoting active social citizenship.*

Through our Community Support Fund we provide the opportunity for local groups and organisations to receive funding to enable them to be the driver of their own initiatives and to develop new ideas that will be of benefit to the Prospect community.

**WHO CAN GET A COMMUNITY GRANT?**

To be eligible you need to be a not-for-profit incorporated organisation, group or legal entity with comparable status.

Your initiative or idea must align with the program categories of ‘creating a connected and engaged community’ or supporting vibrancy and activation across our City’.

Your initiative or idea must be for the benefit of the City of Prospect community.

**WHAT ARE WE LOOKING TO FUND?**

Our Community Grants will support ideas that focus on empowering our future through the following categories:

**CREATING A CONNECTED & ENGAGED COMMUNITY**

We are looking to fund projects and equipment purchases that create opportunities for people of Prospect to participate, connect with and support one another.

We want to foster a sense of belonging and enhance the wellbeing of residents by building capacity, empowerment, and connection with meaningful consideration to inclusive practices.

**SUPPORTING VIBRANCY & ACTIVATION ACROSS OUR CITY**

We are looking to fund projects that show or create community involvement and clearly demonstrate community support.

We want to celebrate community value, connect to our history, embrace our diverse cultures and enrich our places and spaces so they are inviting, full of life, and enthusiasm.

You can apply for funding to support a program or activity, run a community event, deliver a project, purchase equipment or undertake facility improvements\*. If you have an idea not on this list that will benefit the community - please talk to us!

**HOW MUCH CAN I APPLY FOR?**

Grants of up to \$2,000 will be available for the purchase of small equipment or facility improvements that supports an organisation or group’s activities.

Grants of up to \$3,000 will be available for projects, initiatives, events and creative ideas.

### HOW WILL WE ASSESS OUR GRANTS?

If the application meets all the eligibility criteria (see section ‘Who can get a community grant?’) it will proceed to the assessment stage where we will evaluate against the criteria below.

Both the eligibility and assessment stages will be undertaken by Council staff. The decision of awarding grants will be made by Council.

NO.	ASSESSMENT CRITERIA	WEIGHTING
1	<b>Extent or reach to which the initiative or idea benefits the City of Prospect Community.</b>	<b>30%</b>
2	<b>Clear reasons for why initiative or idea is important the City of Prospect Community.</b>  i.e. There is a demonstrated need for this idea.	<b>20%</b>
3	<b>Level of which the applicant has demonstrated their capacity to deliver. This includes a clear plan for engagement, activities, resources, participants, partners (if any), and sound evaluation.</b>	<b>15%</b>
4	<b>Fully detailed, costed, and balanced budget, with quotes, realistic pricing and proportional applicant and/or partner contribution (can be in kind, material or financial).</b>  Ask yourself, “is the total amount for the income the same as the expenses?” (hint: the answer should be yes) and “what is my group putting into this?” (Hint: the bigger you are the more you should contribute and remember, volunteer hours count as contribution)	<b>15%</b>
5	<b>Accessibility &amp; Inclusion - giving equal access and opportunities to everyone (no matter their background, ability or language) wherever possible.</b>  The level of consideration the applicant and their funded idea incorporates the principles of universal design. Designing products, environments, programs and services to be usable by all people, to the greatest possible extent, without needing adaptation or specialised design.	<b>10%</b>
6	<b>Sustainability - The level of consideration the applicant and their funded idea conserves natural resources and protects local ecosystems, including the steps to achieve zero waste to landfill.</b>	<b>10%</b>

**WHAT ELSE DO YOU NEED TO KNOW?**

- Applicants may need to purchase public liability insurance (if applicable to the project) and will be able to use grant funding for this purpose.
- Applicants can only be funded for a project, initiative, or activity, which is similar to previous approved applications, for a maximum of two times in a three-year period. The grant is not intended to support the continuous or ongoing delivery of a service, program, or activity.
- Applicants applying for events will need to demonstrate they are working towards zero waste to landfill outcome.
- Applicants must seek and comply with any relevant permits and/or approvals, and meet any costs associated with those approvals.
- Applicant must ensure that they as well as the funded idea complies with all the relevant acts, codes, standards, and applicable legislation, including but not limited to the Child Safety (prohibited Persons) Act 2016, Disability Discrimination Act and Work Health and Safety Act 2012
- Applicants who receive funding from Council will be expected to acknowledge Council’s grant in any publications or publicity.
- Applicants will need to demonstrate good governance practices are in place or be applying to improve governance practices.
- Applicants who do not finalise their previous grant by means of an acquittal, as per the agreed terms and conditions of any grant received may jeopardise future funding.
- Volunteer hourly rate is determined by Volunteer SA/NT and updated twice per year at <https://www.volunteeringsa-nt.org.au/about> (in October 2023 it was listed for South Australia as \$42.40).

 *A note for businesses and sole traders*

Profit making organisations including commercial entities, businesses, and sole traders are only eligible to apply for initiatives if they meet the following:

1. There is a clear and strong alignment to the intended outcomes for the grant program.
2. Specifically benefits the broader Prospect community.
3. There is clear, demonstrated and significant local community support.
4. They have the capability to make it happen.
5. Profit for the business from the initiative is not the main aim.
6. Demonstrates collaboration between individuals/groups.

7. Shows the impact on the identity of the area.
8. Brings something new and positive.
9. Builds on existing community assets and enthusiasm.
10. Brings a contribution of their own (in kind, material or financial).
11. Occurs in publicly accessible spaces (may be on private land, with permission, but still accessible to the public).
12. Can be easily implemented within 12 months of grant approval notification.

## WE WILL NOT FUND

- Reimbursement for money already spent.
- Facility improvements or maintenance on council owned buildings that are deemed the responsibility of the lessor.
- Delivery of programs or services which are intended to be ongoing. The exception to this is the development, pilot or trial of a program or initiative.
- Travel allowances
- Programs, services, or initiatives which significantly duplicates existing Council services or those provided by other organisations.
- Fundraising activities, sponsorships, or prize monies. The intention of this is so public money is not utilised to make a profit.
- Budget deficits, fundraising activities, or costs associated with the running of an organisation (eg administration costs or overheads, utility bills or insurance)
- Retrospective payments where the initiative or purchase occurred prior to the grant assessment.
- Applicants with an overdue or unsatisfactory Evaluation/Acquittal report to the City of Prospect.
- Applicants with outstanding debts such as rates, fees, charges, or overdue acquittals to the City of Prospect.
- Initiatives that are intended to make a profit.
- State or Federal Government Departments and services, with the exception of Schools, Children's Centres or others applying for funding where the application falls outside their core activities and benefits the broader Prospect community.
- Political activities.
- Profit making organisations including commercial entities, businesses, and sole traders unless the initiative and applicant meets all criteria as stated in section 'A note for businesses and sole traders'

## WHO CAN YOU TALK TO?

**Alison Wall**  
Community and Volunteer Programs  
Coordinator

☎ 8269 5355

✉ [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

(Please attention correspondence to Alison Wall)



**10.4 DRAFT STRATEGIC COMMUNITY PLAN - ENDORSEMENT**

**File Number:** IC23/315  
**Author:** Farlie Taylor, Director City Strategy, Community & Culture  
**Responsible Executive:** Chris White, Chief Executive Officer

**EXECUTIVE SUMMARY**

Pursuant to section 122 of the *Local Government Act 1999* (The Act), Council must prepare a Strategic Community Plan within two years of the general election of the council to identify the council’s objectives.

The Strategic Community Plan is Council’s key strategic planning document that sets out its vision and objectives for the next four to ten years, setting a desired future for the community, as well as City of Prospect’s goals and priorities.

In essence, the Strategic Community Plan identifies the core strategies Council intends to undertake to achieve its objectives.

Council set a tight, but achievable timeframe to have the Strategic Community Plan adopted by November 2023.

A thorough journey has been undertaken to seek community input, workshop Council’s strategic priorities, engage staff and again engage our community to validate Council’s direction.

The final Draft Strategic Community Plan is attached for Council’s endorsement consideration under Attachment 1.

Once endorsed, Council commences outlining its action plans to deliver and achieve the strategies.

**RECOMMENDATION**

**That Council:**

1. **Having considered Item 10.4 Draft Strategic Community Plan - Endorsement receives and notes the report.**
2. **Endorses the Strategic Community Plan.**

**DISCUSSION**

**Journey Undertaken**



The City of Prospect prides itself on thorough community engagement practices, to ensure a comprehensive engagement journey is undertaken both through the development of the Strategic Community Plan and as part of a Draft Plan’s promotion.

**Final Community Engagement Draft Strategic Community Plan:**

The final community engagement process for the Draft Strategic Community Plan was undertaken for three weeks by URPS to seek feedback on the draft Plan to ensure that it aligned with community expectations. The objectives were:

- Build community buy-in and interest;
- Work with the community to identify opportunities;
- Validate and get feedback on Council's initiatives;
- Undertake best practice engagement – with particular focus on accessibility and inclusivity;
- Reach and seek feedback from a broad range of the community; and
- Hear from residents, businesses and visitors.

The engagement approach for this project was designed to maximise stakeholder participation by making participation convenient. Acknowledging that stakeholders and the community were unlikely to have read the draft Plan, we designed a process that sought meaningful input from the community without prerequisite understanding of the draft Plan.

In summary, the take home points from URPS highlighted:

- A highly engaging process was delivered, well promoted engagement process that exceeded the Community Engagement Policy;
- Demonstrated best practice, working hard to hear from different groups in the community;
- Participation was high, particularly given the subject matter;
- Young people are highly engaged and present a great opportunity;
- Received great feedback that aligns with the four pillars and the draft Plan;
- Council can proceed with confidence, that the draft Plan reflects and supports the diversity of views within the community; and
- There is an opportunity to continue to engage with the community in the delivery and realisation of the Plan.

A full community engagement report of this process is included in Attachment 2.

**Amended Draft Plan**

To reflect the feedback from the community through the final phase of community engagement, the draft Plan has been amended to strengthen Council's focus on youth participation and affordable housing.

This has been updated through additional dot points on pages 6 and 7 of the draft Plan.

Council looks forward to developing the delivery plans to commence actioning the draft strategies for its community.

**ATTACHMENTS**

1. **Attachment 1 - Draft Strategic Community Plan - for Endorsement** [↓](#) 
2. **Attachment 2 - Community Engagement Report from URPS** [↓](#) 



CREATING COMMUNITIES



2023-2027



DRAFT STRATEGIC  
COMMUNITY PLAN





### ACKNOWLEDGEMENT OF COUNTRY

City of Prospect acknowledges that we are on the traditional country of the Kurna people of the Adelaide Plains region and we pay our respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationships with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

### MESSAGE FROM OUR MAYOR

On behalf of your Council, I am proud to present the Draft Strategic Community Plan 2023-2027.



City of Prospect is a diverse and vibrant community, proud of its rich history and culture. Our vision is to create a city where everyone feels welcome, connected, and empowered to contribute to and thrive in our city's shared success.

This strategic plan is the culmination of dedicated teamwork, as all Council Members closely collaborated to listen to community voices during extensive community engagement.

This plan outlines our shared vision and sets forth our strategic path for the future of our city. It highlights our key priorities that represent the foundation of our strategic efforts and focus areas, guiding our journey for the next four years. By building upon our past achievements, we will ensure Prospect remains a premier destination to live, work and play well into the future.

But we know that we can't deliver this alone, and the Plan's success will be through a partnership approach between Council, employees, and our community.

We encourage you to review the Draft Strategic Community Plan and provide your feedback. Your input will help shape a plan that is truly representative of our community's aspirations. Together, we can create a vibrant, inclusive, and resilient city that is both economically and environmentally sustainable, and a community we can all be proud of.

I invite you to join Council on the journey towards a better and more prosperous City of Prospect.

**Matt Larwood, Mayor**

# TOP 4 PRIORITIES

As your Elected Member body, we are committed to prioritising our community's feedback.

In our ongoing commitment to serve you, Council has identified Top 4 priorities, each designed to shape the future for our residents, businesses and community. This Top 4 represents the foundation of our strategic efforts and we invite you to join us to continue to create our community.



## ADDRESS TRAFFIC AND PARKING

Council has committed to developing an Integrated Transport Plan, which will start to address key parking and traffic challenges which face City of Prospect.

We want our community to live local and, subsequently we are prioritising the delivery of Integrated Transport Plan (ITP), that meets future needs whilst preserving Prospect's unique character. Our transport network plays a crucial role in enhancing Prospect's liveability and resilience to challenges.

The ITP will provide guidance for transport planning, programs, operations and advocacy. Including an analysis of travel patterns, addressing transport challenges and considering community aspirations.

The ITP aims to explore innovative technologies, walkable neighbourhoods, cycling networks and integrated public transport. Enhancing accessibility, child-friendly street designs, sustainability and heritage considerations.

## SUPPORT GOOD PLANNING OUTCOMES

City of Prospect is committed to supporting sustainable planning outcomes.

We have a focus on promoting heritage preservation, high-quality and environmentally sustainable building design, and amenity in facilities such as parking and waste management. This priority plays a vital role in preserving and enhancing Prospect's identity, history and sense of community. Council has resolved to undertake a series of actions in coming years to deliver on this commitment, which includes:

- 1 Preparing and delivering an Historic Thematic Analysis for our city;
- 2 Supporting ongoing advocacy around future state-level strategic planning and code amendments that support Council's planning goals, and in particular, through effective advocacy into the upcoming revisions to the Greater Adelaide Regional Plan;
- 3 Leading an amendment to the Planning and Design Code to see Representative Buildings recognised throughout all Historic Areas in our city;
- 4 Surveying our city with the intent to identify additional Heritage Areas and Places for the purpose of increasing the number of buildings with heritage protections; and
- 5 Leading an amendment to the Planning and Design Code to put Local Heritage protections into place for the identified Heritage Areas and Places.



## PROSPECT OVAL PRECINCT

City of Prospect has taken a clear position to invest in the community's future, through the strategic purchase of land adjacent Prospect Oval.

This bold decision demonstrates Council's future vision to not only create a world class sporting precinct, but to invest in building improved community facilities, improving connectivity across the city, and building a place of belonging.

Over the next four years, Council will:

- 1 Commit funding to design the lighting upgrade to AFL standard and future broadcasting of domestic cricket matches nationally;
- 2 Commercially lease the site whilst planning is underway;
- 3 Investigate innovative ways to fund the redevelopment to reduce the impact on rate payers;
- 4 Develop a Masterplan for the precinct, mapping the site's priorities; and
- 5 Importantly, engage our community on the site's future.



## CHURCHILL ROAD DRAINAGE PROJECT

City of Prospect places community safety and wellbeing as its number one priority and therefore continues to fund and advocate for flood mitigation actions for its community.

Churchill Road has a history of flood inundation of surrounding residential and commercial properties, with past flooding significantly impacting the vicinity of Charles Street and Princess Street.

Council is committed to advocating for action through (together with both State and Federal Governments) funding \$4.7m towards the Churchill Road Drainage Upgrade (Stage 1) project.

Stage 1 represents the first step in addressing flooding risks in the western part of Prospect, with more than \$10 million in additional funding committed to further works across the next 10 years. However, completing all necessary works will require significant and ongoing support from both State and Federal Governments.

This project is Council's priority to be implemented, due to:

- 1 Its potential to enable future upstream connections to the new outfall drain in a staged approach to further reduce flood risk to the area, as the most complex section of the network.
- 2 The upgraded trunk/outfall drain will also provide some early benefits by assisting the localised trapped low point on Charles Street to drain more freely and effectively.





## OUR PRINCIPLES

Council's guiding Principles, will drive the delivery of our Community Plan, creating a valuable integrated across all levels of Council including Council Members, employees and our community.



## CONTEXT

### The Plan

The Draft Strategic Community Plan sets out City of Prospect's vision and strategic directions, as well as outline the community's aspirations for the future. It sets out our long-term goals, priorities, and the measures we will use to monitor our success.

## THE DELIVERY

The Plan will be delivered through a partnership approach between Council Members, employees and our community, creating a shared journey, which is vital for the Plan to succeed.



# COMMUNITY VALUE

# QUALITY INFRASTRUCTURE

## Empowering a thriving, engaging and welcoming city

Creating community value fosters trust, civic engagement and a thriving culture. City of Prospect drives transparent strategy and decisions to deliver a sense of ownership, empowerment and connection.

### Empowering our future through:

- A vibrant community culture
- A safe, welcoming and accessible city
- Community capacity, connection and value
- Open and transparent communication
- Celebrating cultural heritage and diversity.

### How will Council achieve this over ten years?

- Foster communities of practice to share knowledge amongst residents and our community
- Facilitate and support high quality community events, which align with City of Prospect's vision
- Create two-way communication channels for all residents
- Encourage lifelong connection through volunteering, learning and participation
- Support, promote and lead reconciliation
- Create community value through equitable opportunities
- Embrace and celebrate Council's diverse cultures
- Incorporate data-based decision making to complement community responses.

### What we heard from our community

Opportunities to participate

Community support

Safety is paramount

Be visible - communicate

Involve local businesses

### What success looks like

- An increase in community driven initiatives
- The community feels safe, supported and engaged
- Increase in community participation throughout the city
- An increase in community confidence with Council decision making
- Increase youth participation.



## Building a sustainable connected city

Quality infrastructure is the foundation for a thriving community, creating spaces for all generations to connect, work and play.

### Building our future through:

- City wide focus
- Quality public realm
- Celebrate the City's built heritage
- Spaces for our community to gather
- Fit for purpose community infrastructure.

### How will Council achieve this over the next ten years?

- Maximising community value for community assets
- Responsible Urban Corridor design and development
- Pursue integrated transport planning across the city
- Research heritage value to inform possible statutory options
- Pursue regulatory options to facilitate environmental sustainability on all new homes and development
- Upgrading open space through quality design and adaptive re-use
- Develop partnerships to foster quality development through government relationships and private ventures.

### What we heard from our community

Improve car parking and traffic

Vital to have spaces connect

Be innovative

Connectivity across the city

Focus on core functions

Encourage sustainable development alongside heritage advocacy

### What success looks like

- Easily accessible and appropriate public services
- Community spaces are well utilised and valued
- Increased community satisfaction around roads, footpaths and connectivity
- Development considers heritage values.



# SUSTAINABILITY

# FUNDING OUR FUTURE

## Actively protecting and nurturing our environment

Prioritising sustainability to foster environmental stewardship and a resilient urban community.

### Protecting our future through:

- A sustainable urban environment
- Educating and empowering the community to adopt best practice environmental stewardship
- Innovative sustainable waste management
- Resilience to climate change.

### How will Council achieve this over the next ten years?

- Facilitate support for community groups championing sustainability
- Pursue regulatory change to increase minimum sustainability outcomes
- Investigate carbon reduction opportunities across the city
- Pursue sustainability initiatives which could be directly actioned by Council
- Increase sustainable environmental opportunities for community, schools and business to participate in
- Partner to leverage capacity to deliver key climate change mitigation actions.

**What we heard from our community**

- Environmental stewardship is important
- Empower and educate
- Trees play a central role

### What success looks like

- Increase waste diverted from landfill
- Quality open space is valued and maintained
- An increase in sustainability outcomes
- Increased community participation in environmental programs.



## Future focused for the next generation

By diversifying revenue sources, Council can reduce the burden on residents by generating economic growth and attracting investment, to fund our future.

### Funding our future through:

- Thriving urban environment
- Sustainable financial focus
- Business friendly culture
- Efficient and effective administration.

### How will Council achieve this over the next ten years?

- Facilitate city wide business support
- Create incentives for growth and development
- Investigate alternate revenue options and cost mitigation to reduce reliance on residential rates
- Develop partnerships to foster quality investment and development through government relationships and private ventures
- Foster imagination, research and collaboration to create innovative ideas
- Consider alternative non-traditional income streams
- Continuous improvement across all corporate functions
- Work with agencies at all levels to facilitate options for affordable housing.

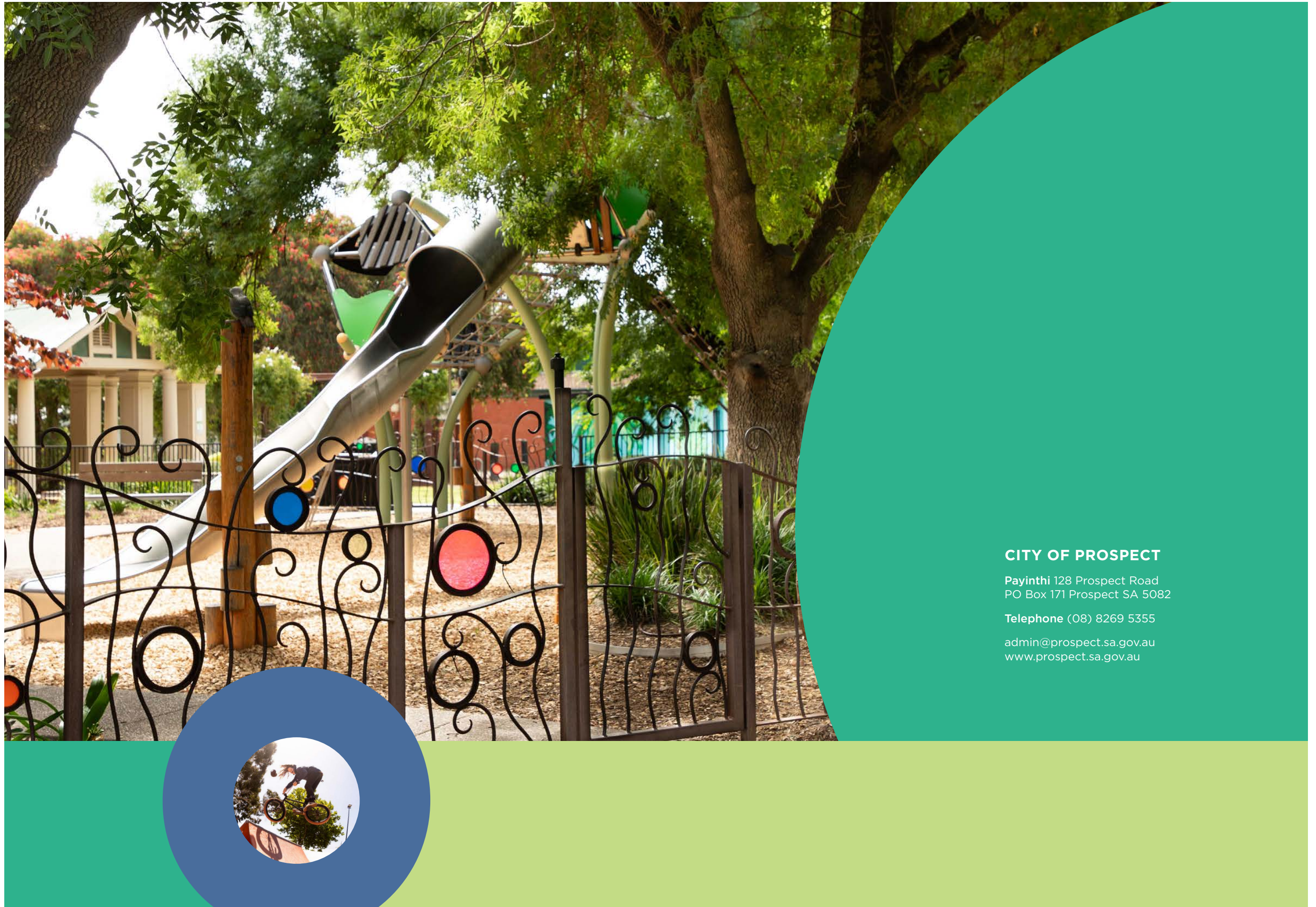
**What we heard from our community**

- Acknowledge the role of businesses in the community.
- City wide focus
- Precinct promotion
- Appropriate development

### What success looks like

- Our city attracts investment and grows
- City of Prospect is recognised as easy to do business with
- Our community is satisfied with its prosperity
- Our community is satisfied with Council services.





**CITY OF PROSPECT**

Payinthe 128 Prospect Road  
PO Box 171 Prospect SA 5082

Telephone (08) 8269 5355

[admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)  
[www.prospect.sa.gov.au](http://www.prospect.sa.gov.au)



City of Prospect  
23ADL-0923  
22 November 2023

# Strategic Community Plan

Engagement Summary Report

SHAPING  
GREAT  
COMMUNITIES





## Strategic Community Plan

22 November 2023

Lead consultant	URPS 27 Halifax Street Enter via Symonds Pl Adelaide SA 5000  (08) 8333 7999 urps.com.au
Prepared for	City of Prospect
Consultant Project Manager	Anna Deller-Coombs, Associate Director adellercoombs@urps.com.au
URPS Ref	23ADL-0923

### Document history and status

Revision	Date	Author	Reviewed	Details
V1	17/11/2023	A. Deller-Coombs	E. Abreu	Draft for client review
V2	22/1/2023	A. Deller-Coombs	E. Abreu	Final for client approval

We acknowledge the Kaurna People as the Traditional Custodians of the land on which we work and pay respect to their Elders past, present and emerging.

© URPS. All rights reserved; these materials are copyright. No part may be reproduced or copied in any way, form or by any means without prior permission. This report has been prepared for URPS' client. URPS and its associated consultants are not liable to any person or entity for any damage or loss that has occurred, or may occur, in relation to that person or entity taking or not taking action in respect of any representation, statement, opinion or advice referred to herein.

C:\Users\evelyn.abreu\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\HDAQTNTR\231122\_Final\_City of Prospect\_Engagement Summary Report.docx



## Contents

1.	Background .....	1
1.1	Purpose of engagement .....	1
2.	Engagement Approach .....	2
2.1	Engagement undertaken .....	2
3.	Engagement Results – by activity .....	6
3.1	Community survey.....	6
3.2	Youth survey.....	10
3.3	Written submissions.....	20
3.4	“#MyProspect - Growing up in Prospect” .....	20
3.5	Intercept survey pop ups.....	20
3.6	Spring Fair stall .....	26
4.	Analysis .....	28
4.1	Community value.....	28
4.2	Quality infrastructure .....	28
4.3	Sustainability .....	29
4.4	Funding our future .....	29
4.5	Top four priorities.....	30
5.	Conclusion.....	31
	Appendix .....	32
	Verbatim comments.....	32
5.1	Community survey.....	32
5.2	Youth survey.....	34
5.3	Written submission .....	47
5.4	Intercept surveys.....	47

## 1. Background

The City of Prospect has prepared a draft Strategic Community Plan (SCP). The draft SCP is City of Prospect's key strategic planning document for the next four to ten years. The SCP has been developed as a result of a purposeful and iterative engagement process undertaken by City of Prospect during 2023. URPS were engaged to design and deliver community engagement on this final stage of engagement on the draft plan. This report comprises a record and analysis of the engagement undertaken.

### 1.1 Purpose of Engagement

The purpose of this engagement was to seek feedback on the draft SCP, to ensure that it aligns with community expectations. This will allow City of Prospect to finalise the plan ahead of implementation.

The objectives of this engagement are to:

- Build community buy-in and interest.
- Work with the community to identify funding opportunities.
- Validate and get feedback on Council initiatives.
- Undertake best practice engagement – with a particularly focus on accessibility and inclusivity.
- Reach and seek feedback from a broad range of the community.
- Hear from residents, businesses, and visitors.

## 2. Engagement Approach

The engagement approach for this project was designed to maximise stakeholder participation by making participation convenient. Acknowledging that stakeholders and the community were unlikely to have read the draft SCP, we designed a process that sought meaningful input from the community without prerequisite understanding of the SCP.

### 2.1 Engagement Undertaken

The following outlines the engagement undertaken. The outcomes of each engagement activity are provided in section 3. How we promoted this engagement is outlined in table 4. The engagement was open for a period of 3 weeks, commencing Tuesday, 17 October and concluding on Tuesday, 7 November 2023.

Table 1: Engagement undertaken

Engagement activity	Details	Stakeholders reached
Community survey	<p>Online survey to capture feedback on the key elements of City of Prospect SCP.</p> <p>Hard copy surveys were also made available at Payinthe.</p> <p>Promotion through a range of methods – including a promotional postcard, and Council’s social media (Facebook, Instagram, LinkedIn and Twitter).</p>	All stakeholders, including those who are not technologically inclined or live with a disability.
Youth survey	<p>A specific youth survey was developed to capture views of the students, the younger residents of/visitors to City of Prospect.</p> <p>This was promoted via schools and social media.</p>	City of Prospect children and young people.
Written submissions	<p>Physical submission box provided at Payinthe, with a mailing option also available.</p> <p>Additionally, an online written submission option was accessible on the Engagement Hub.</p>	All stakeholders, including those who are not technologically inclined or live with a disability.

Engagement activity	Details	Stakeholders reached
"#MyProspect - Growing up in Prospect" drawing and photo collage activity	A drawing/photography-based engagement where young people were encouraged to submit a drawing or photo collage showing what they would like to do in City of Prospect when they grow up.  This was promoted via schools and social media.	City of Prospect children and young people.
Intercept survey pop ups	4x 1.5 hour in-person surveys at key sites in City of Prospect: <ul style="list-style-type: none"> <li>• Ovingham train station</li> <li>• Collinswood shops (near Drakes)</li> <li>• Vine Street Plaza (Prospect Road)</li> <li>• NorthPark Shopping Centre (near Woolworths and Coles)</li> </ul> This was promoted on City of Prospect's website and social media.	City of Prospect residents, visitors and businesses.
Spring Fair stall	City of Prospect's stall at the Prospect Spring Fair was used to promote the SCP engagement and capture feedback. A voting system where coloured dots were placed in jars each relating to a pillar of the SCP.	City of Prospect residents, visitors and businesses.

Table 2: Promotion and engagement tools

Promotional activity	Details	Stakeholders reached
City of Prospect website	A link to the project page was provided on Council's home page and under public consultation tab.	Range of stakeholders visiting City of Prospect website.
Engagement Hub website	Page dedicated to the community consultation.	Range of stakeholders visiting City of Prospect Engagement Hub website.
Social media	Posts across Council's 4 social media channels (Facebook, Instagram, LinkedIn and Twitter) to promote the consultation.	All stakeholders who follow City of Prospect on social media.
Your Prospect eNews	Consultation highlighted in November EDM, linking to Engagement Hub page.	All stakeholders subscribed to Your Prospect eNews.

Promotional activity	Details	Stakeholders reached
Customer Service - Digital Screen	Graphics with QR code linking to the Engagement Hub project page.	All stakeholders.
Payinthe bollards, Vine St Plaza noticeboard and toilet cubicles	Posters with QR code linking to Engagement Hub project page.	All stakeholders.
Village Heart Trader EDM	Highlight SCP consultation details in an EDM to local businesses, linking to Engagement Hub project page.	Village Heart businesses.
Promotional postcard	Simple postcard to use at Council sites within City of Prospect. Promoted the engagement with QR code to survey/website.  Also was handed out with intercept surveys and Spring Fair.	City of Prospect residents, visitors and businesses.
Email Elected Members	Email to Elected Members to launch the consultation and promote the Engagement Hub page.	Elected Members.
Your Prospect magazine	An article in the Spring Edition (August 2023) and mentions in the Mayor's message across other editions.	City of Prospect residents, visitors and businesses.
Natta post	Post on City of Prospect's Intranet explaining and launching the consultation to the staff.	City of Prospect staff.
EDM social groups	Highlight consultation in EDM to local social groups, linking to Engagement Hub page.	SA Community database (approximately 125 leads).
EDM schools	Highlight consultation in EDM to local schools, linking to Engagement Hub page.	Local schools (19 education institutions, including Blackfriars Priory School, Nailsworth Primary School, Prescott College, Prospect Primary School, Prospect North Primary School, and Rosary School).
Email signature	Email signature automatically added to staff email, linking to Engagement Hub page.	City of Prospect staff.
Display at Payinthe	Display at the library/Payinthe foyer promoting the SCP engagement, with QR code to website (refer to figure 1).	City of Prospect residents, visitors and businesses.



Figure 1. Hard copy surveys and postcards at Paymint

### 3. Engagement Results – By Activity

This section outlines the feedback received by engagement activity. The overall participation numbers were as follows:

Table 3: Participation rates by engagement activity

Activity	Participation
Community survey	8 responses (7 online, 1 hard copy)
Youth survey	52 responses
Written submissions	1 received
"#MyProspect - Growing up in Prospect"	No responses
Intercept survey pop ups	45 responses
Spring Fair stall	535 votes received

#### 3.1 Community Survey

A total of 8 responses to the online survey were received (7 online, 1 hard copy). Due to this small number of responses, caution should be applied to making generalisations or identifying trends in the responses of this group of respondents to the wider community.

##### 3.1.1 About our community survey respondents

Respondents were asked what their relationship is to City of Prospect (and could choose more than one response). Most respondents live in the area, with some also owning property. One respondent was a Council employee.



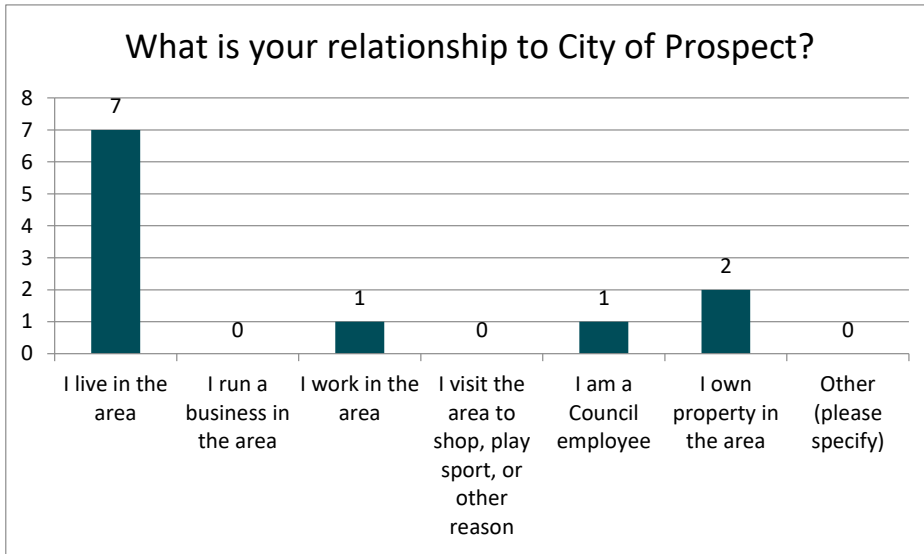


Figure 2: Community Survey – What is your relationship to City of Prospect?

The majority of respondent were aged over 65 years of age (38%) with 45-54 being the next most common age cohort amongst respondents (25%). Four (4) respondents identified as male, 3 as female, and one as non-binary.

Five (5) respondents identified their postcode as 5082 (Fitzroy, Ovingham, Prospect, Prospect East and Thorngate), with one respondent indicating their postcode of 5081, 5072, 5083, respectively. Four (4) respondents have read the draft Strategic Community Plan, 3 have not, and 1 skipped this answer.

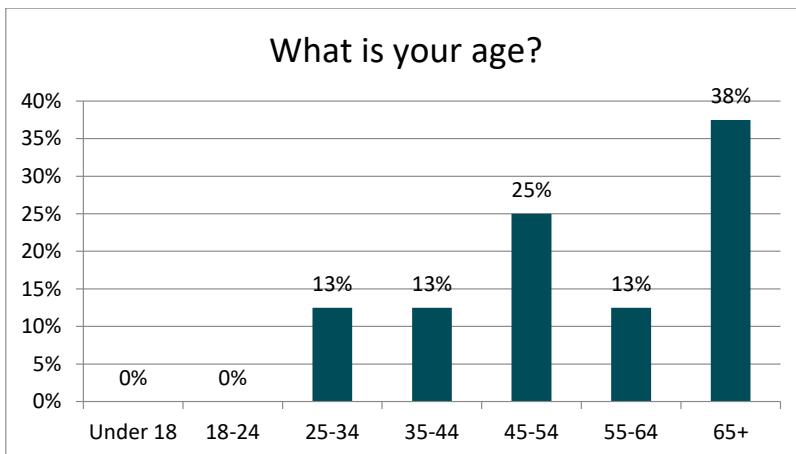
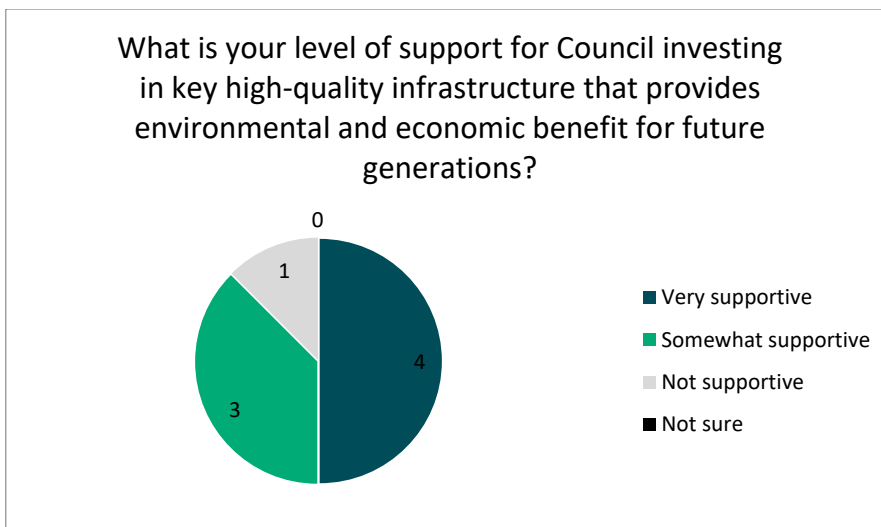


Figure 3: Community Survey - What is your age?

**3.1.2 What is your level of support for Council investing in key high-quality infrastructure that provides environmental and economic benefit for future generations?**

The first question asked respondents to indicate their level of support for Council investing in key high-quality infrastructure that provides environmental and economic benefit for future generations. This was presented as a Likert scale with respondents able to choose from ‘very supportive’, ‘somewhat supportive’, ‘not supportive’ or ‘not sure’.

The majority of respondents were very supportive (4) or somewhat supportive (3). One (1) respondent was not supportive.

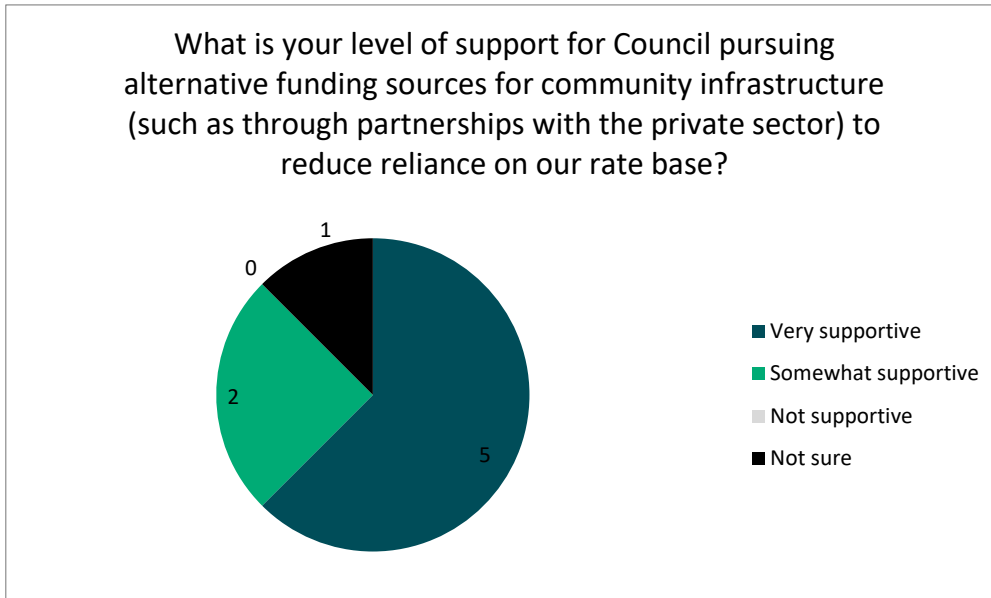


**Figure 4: Community Survey - What is your level of support for Council investing in key high-quality infrastructure that provides environmental and economic benefit for future generations?**

**3.1.3 What is your level of support for Council pursuing alternative funding sources for community infrastructure (such as through partnerships with the private sector) to reduce reliance on our rate base?**

The second question asked respondents what their level of support is for Council pursuing alternative funding sources for community infrastructure (such as through partnerships with the private sector) to reduce reliance on our rate base. This was again presented as a Likert scale.

The majority of respondents (5) indicated they were very supportive. Two (2) were somewhat supportive, with 1 indicating they were ‘not sure’.



**Figure 5: Community Survey - What is your level of support for Council pursuing alternative funding sources for community infrastructure (such as through partnerships with the private sector) to reduce reliance on our rate base?**

When asked for comments on how infrastructure is funded in City of Prospect, five comments were received, and included:

*“More child friendly spaces, especially for older children and teenagers so they can remain (sic) active outside in a safe manner and not be looked down on by others or seen as a “danger”.”*

*“Council must learn to concentrate on its core business and stop treating the ratepayers as a cash cow. Rate increases are a big burden on those on fixed income and Council needs to have pause on rate increases and cut its budget accordingly.”*

*“Built park and station that are beautiful”*

*“I suspect we would be supportive of working together with you on a community garden or community project at ST Cuthbert’s Anglican Church. It could be a useful partnership.”*

One respondent indicated that they needed to know more.

**3.1.4 What is your level of support for Council’s approach to providing and creating places that are accessible for all the community to use?**

The final survey question again sought to determine the level of support from respondents, this time on Council’s approach to providing and creating places that are accessible for all the community to use.

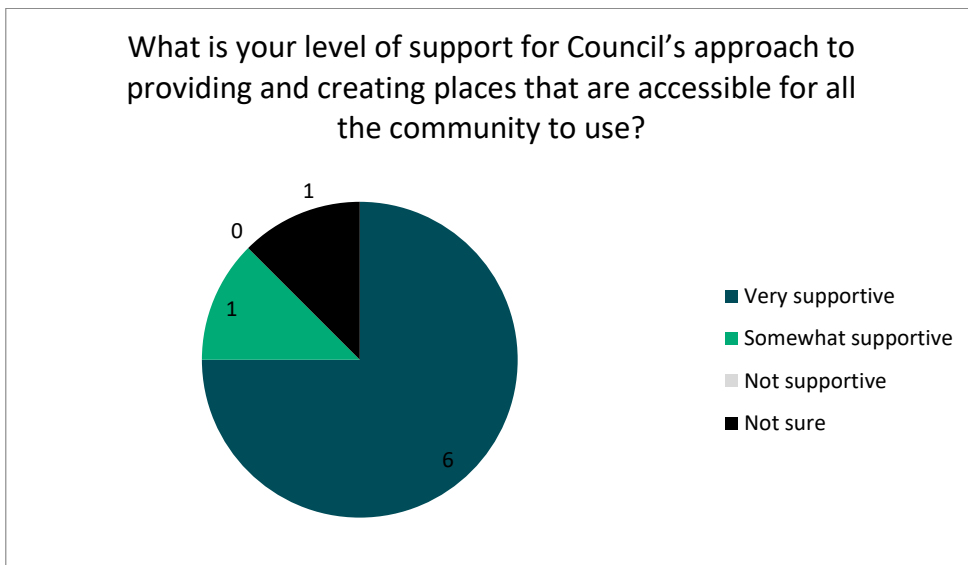
The majority of respondents (6) were very supportive, with 1 somewhat supportive. One (1) respondent indicated that they were not sure.

When asked for comments about accessibility to community places or spaces, comments included:

*“I would like to see more native trees planted that are quick growing and drought proof. Also stronger laws around cutting trees down, especially protected ones, like you did when you built the new building. They should have remained.”*

*“More bicycle paths that are safe for children to ride. “*

*So much money and effort has been put into Prospect Road to the detriment of ratepayers east of Main North Road.*



**Figure 6: Community Survey - What is your level of support for Council’s approach to providing and creating places that are accessible for all the community to use?**

### 3.2 Youth Survey

A total of 52 responses were received to the youth survey.

#### 3.2.1 About our youth survey respondents

The majority of respondents (87%) were aged between 11 and 15 years of age. 13% of respondents are ages between 5 and 10. No respondents were aged less than 5, or over 15.

Most respondents indicated that they study or go to school in City of Prospect (41) with nearly two-thirds indicating that they live in City of Prospect (34). Some respondents play sport or do other activities in City of Prospect (6).

More females than males completed the youth survey (27 and 21 respectively), with 4 respondents identifying as non-binary or other.

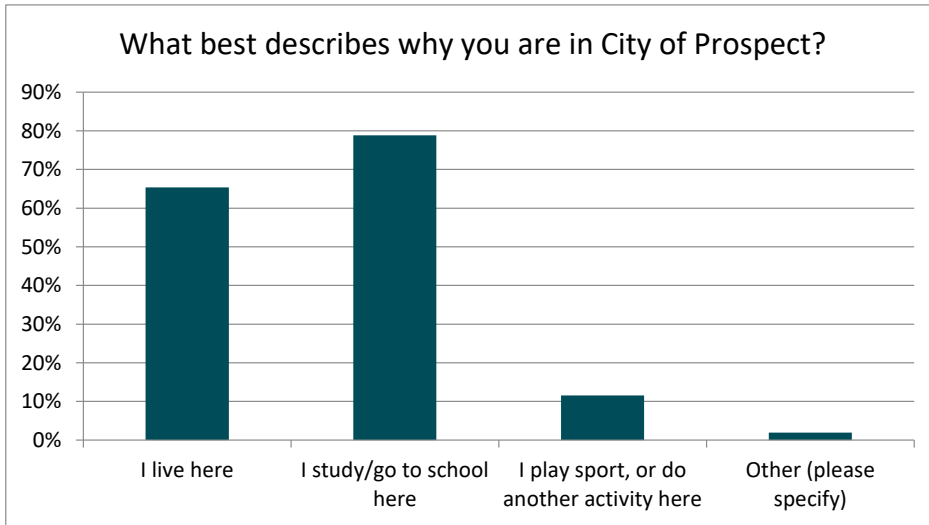


Figure 7: Youth Survey – what best describes why you are in City of Prospect?

**3.2.2 Describing a great neighbourhood or suburb**

This question invited a free-form response with respondents writing in their own words what they think makes a great neighbourhood or suburb. The responses have been coded to the themes shown in figure 8 ‘Friendly’ was the most commonly mentioned quality, with ‘safe’, ‘kind’ and ‘clean’ also popular responses.

One respondent suggested:

*“For me, a great neighbourhood is a friendly environment (sic) where everyone can contribute and have a say in the community. In my neighbourhood, we all work together as one and help each other (sic) when it is most needed.”*

Another said:

*“Good place for people who migrate from a different country to find a job or meet new people since many people live here and it would be a great opportunity to meet some people.”*

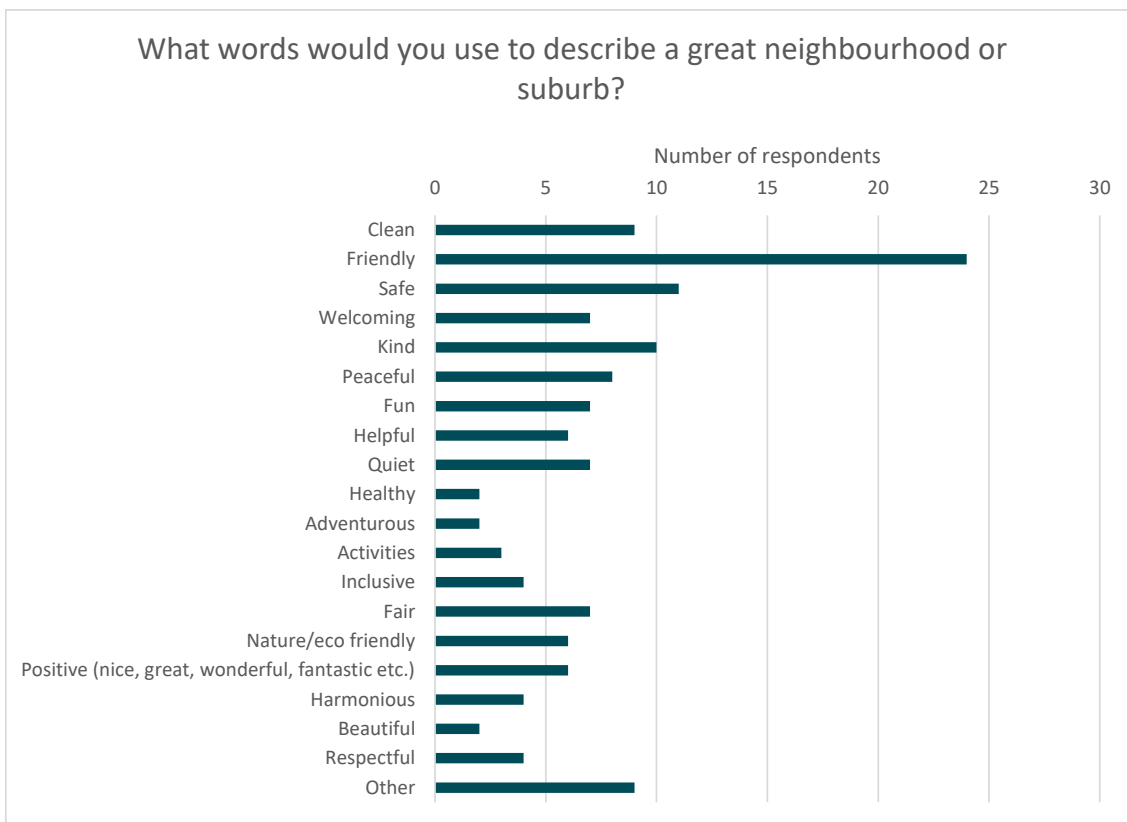


Figure 8: Youth Survey – what words would you use to describe a great neighbourhood or suburb?

**3.2.3 Involving young people in decision making**

This question ‘How do you think City of Prospect could involve children and young people in the decisions they make for our community?’ invited a free-form response. The responses can be grouped along the following themes – and are provided in order of frequency or popularity of the comment.

**1. Surveys and Polls:**

- Conducting surveys of young people to gather their opinions on various matters.
- Implementing polls in schools and communities to let young people have a voice in decision-making.

*“I believe City of Prospect could involve (sic) youth in their decisions by doing more surveys (sic) like this, or polling people in the suburb before taking action on something, simply asking if it is a good idea and if it would benefit them.”*

**2. Youth Representation:**

- Establishing a youth council that meets regularly to discuss and make decisions.
- Allowing young people to participate in discussions with the Council and decision-makers.

**3. Student Voice:**

- Emphasising the importance of student voice in decision-making processes.
- Encouraging students to share their ideas with the larger community.

*“It would be vital to hear the voices of not only adults but young people because we get to hear on what things they are troubled on, we could have the representatives (sic) of some schools come and meet up with the council and make decisions (sic).”*

**4. Engagement through Activities:**

- Creating small clubs or activities like gardening to engage younger people in community projects.
- Organising fun events where young people can vote on ideas for activities or features in the community.

**5. Education and Awareness:**

- Encouraging schools to teach young people about civic engagement and decision-making.
- Interviewing young people personally to understand their opinions and ideas.

*“They could add more student voice and children in the comminty (sic) council. They could also go around and ask the general public what they think about coming changes.”*

**6. Artistic Contributions:**

- Allowing students to create artworks for parks and public spaces.
- Incorporating creative projects initiated by students into community events.

**7. Regular Interaction:**

- Regularly interacting with students and seeking their opinions on potential changes.
- Incorporating student ideas into the decision-making process.

**8. Participation in Council Meetings:**

- Involving young people in Council Meetings or debate teams to discuss important issues.
- Including young people in community Council Meetings to share their perspectives.

**9. Community Involvement:**

- Sending out surveys to families in the community to involve both parents and young people.
- Seeking feedback from the general public, including young people, about upcoming changes.

**10. Empowering Children:**

- Empowering young people to make decisions by letting them have a say in what happens in their suburb.
- Providing opportunities for young people children to run businesses or engage in community projects.

*“City of Prospect could possibly include children in local events and see kids try and run a business for a little bit for helping out maybe people around the world like the Ukraine and Russia war, thats (sic) actually include more and we can maybe help them out.”*

Overall, the common themes revolve around giving young people a voice through surveys, representation, and active engagement in decision-making processes within the community.

**3.2.4 Events**

This question ‘What fun events or activities would you like to do in City of Prospect?’ also invited a free-form response. Responses were very diverse but can be grouped along the following themes – and are provided in order of frequency or popularity of the comment.

**1. Outdoor Activities:**

- Prospect Road visits for activities like playing Pokémon Go.
- Skateboarding at the local skate park on Churchill Road.
- More parks and sports areas for families to enjoy.
- Community sports events and introduction of new sports like gymnastics.
- Lights off day to observe the Milky Way and stars.

**2. Community Events:**

- Fairs, craft activities, and celebrations for holidays.
- Market days where the community can set up stalls and sell homemade items.
- Open days for the community to come together and celebrate.
- Group activities like planting new plants or taking care of the environment.
- Fun runs and fundraising events to support small businesses or community causes.
- Festivals for all age groups.

**3. Recreational Activities:**

- Free activities for all age groups, including mini golf, fake tattoos, and obstacle courses.
- Fun and exciting games and sports.
- Movie nights in public areas, such as parks, with market stalls.
- Games nights on weekends for kids to socialise and meet new people.

**4. Arts and Culture:**



- Art and design workshops for kids.
- Museums with sections for tanks, fossils, and historical artifacts.
- Disco events, gaming events, and art competitions.
- Movie nights and kite festivals.

**5. Physical Activities:**

- Sports events, including cricket clinics, tennis, and basketball courts.
- Cycling activities such as mountain biking, BMXing, and scootering.
- Wild and physically engaging activities.
- 10-kilometer fun run for charity.

**6. Educational and Entertainment:**

- Library events for kids.
- Escape rooms and workshops.
- Prospect Library, restaurants, and shopping.

*“Events or activities in Prospect that I'd like to see are maybe fairs, craft activities or celebrations for holidays (eg Christmas, Chinese New Year).”*

*“Maybe we could have a games night every saturday (sic) and Sunday so kids can get out of the homes a little bit and so they can meet new people?”*

**3.2.5 Parks and open spaces in City of Prospect**

The majority of respondents (83%) visit open spaces and parks in City of Prospect. When asked what they like about these spaces, strong response was received across all categories. Respondents could choose as many categories as they wish.

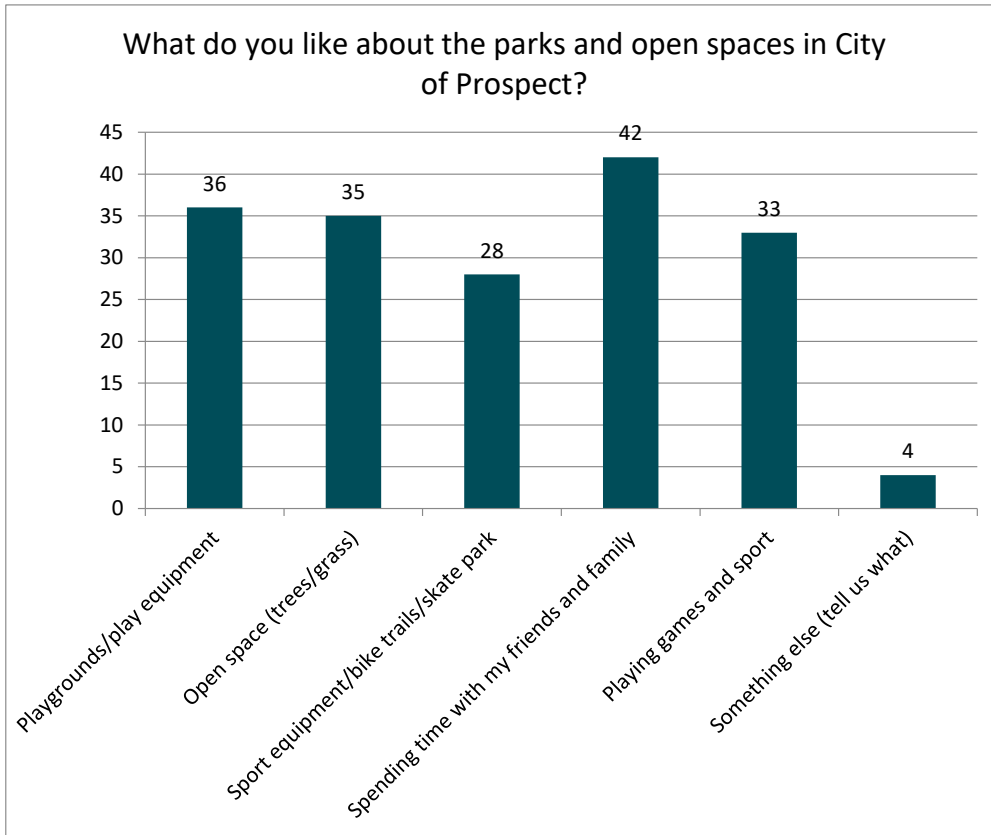


Figure 9: Youth Survey – what do you like about the parks and open spaces in City of Prospect?

**3.2.6 Sustainability**

Respondents were asked to use three words to describe what sustainability means to them. We received a highly diverse set of words and phrases that people use to describe sustainability. These words reflect a range of perspectives and aspects related to sustainability, including environmental care, cleanliness, eco-friendliness, recycling, and safety. The following provides a compilation of some recurring themes and keywords:

**1. Environmental Care:**

- Caring for the environment.
- Nature.
- Preserving nature.
- Grass, trees, nature.
- Healthy living environment.

**2. Cleanliness:**



- Clean.
- Fresh.
- No rubbish around.
- Clean parks without graffiti.
- Organised.
- Open spaced.

**3. Eco-Friendliness:**

- Eco-friendly.
- Green eco-friendly.
- Environmentally-friendly.
- Sustainable and eco-friendly.
- Nature clean friendly.

**4. Recycling:**

- Recycle.
- Recycling, water recycling, energy-saving.
- Reusable.
- Recyclable.
- Sustainable and natural.

**5. Safety:**

- Safe.
- Healthy.
- Strong and resistant.
- Good for the environment.
- Safe and clean production.

**6. Long-Term Perspective:**

- Lasting.
- Sustainable.
- Future.
- Renewable.

- Reasonable for a better future.

**7. Community and Social Aspects:**

- Looking after the community.
- A voice for young people.
- Care between people.
- Balanced.
- Self-management.

**8. Positive Impact:**

- Important.
- Good for the environment.
- Helps the world become a better place.

*“Sustainability (sic) means reusing materials, being reasonable with when and how we build things to ensure a better future for others. Words: Renewable, reasonable, future.”*

Respondents were then asked an open-ended question where they could indicate what we could do to be more sustainable. Results show that some interpreted this question as being City of Prospect, individually, or within their communities. Results were highly diverse from small-scale local changes and impacts (like recycling) to more significant social initiatives. The most common themes across the suggestions include:

**1. Waste Management:**

- Implementing clear signage and proper disposal methods.
- Using different bins for specific types of waste.

**2. Reducing Plastic Use:**

- Stop producing non-recyclable plastics.
- Use efficient plastic recycling methods.

**3. Awareness and Education:**

- Spreading awareness about proper waste disposal.
- Educational campaigns about the impact of litter on the environment.

**4. Efficient Resource Use:**

- Using more efficient tools, cars, and appliances to reduce carbon emissions.
- Promoting the use of renewable energy sources.

**5. Green Spaces and Planting Trees:**

- Planting more trees and creating more parks.
- 6. Community Involvement:**
- Creating clean-up groups and encouraging volunteering.
  - Enforcing fines for littering to deter irresponsible behaviour.
- 7. Reuse and Donation:**
- Encouraging donation of usable items to charities.
  - Promoting the use of recycled or natural materials in construction.
- 8. Individual Responsibility:**
- Encouraging individuals to clean up after themselves.
- 9. Technology and Innovation:**
- Using more recyclable and sustainable materials in construction.

### 3.2.7 What other things would you like to see or do in City of Prospect?

Finally, respondents were invited to indicate in their own words, what else they would like to see or do in City of Prospect. Again, responses were highly varied, but can be grouped under several categories.

**Local events and activities** were regularly cited, with respondents keen to participate in a variety of local events, with carnivals, family fun days, and events on Prospect and Churchill Roads specifically mentioned.

*“I would love to see more animal-friendly places or animal places.”*

**Parks and recreation** are highly valued and there was a strong desire from respondents for more parks, and healthy, clean and high-quality spaces. Basketball courts, dog parks and bike trails were listed as examples.

*“I think it would be quite nice if we had more playgrounds at ovals, because it could be quite boring if there's just trees and grass, and it could possibly attract more people.”*

**Sustainability** continued to be a key theme, with respondents keen to see more sustainable initiatives and practices – both in how events and infrastructure are delivered.

*“I would like to see things being made out of more sustainable materials.”*

**Community cohesion** was an important theme to respondents with comments relating to wanting to see more community events that brought people together, encouraging outdoor activities, and seeking the contribution of the community (including young people) to decision making.

**Cultural diversity and respect** are important to respondents – with a desire for recognition of a range of cultures, beliefs reflected in daily life (such as murals). Recognition of First Nations people was also important to some respondents.

**Roads and infrastructure** were mentioned by some respondents – with the need for traffic calming raised, along with a desire to improve roads and transportation.

### 3.3 Written Submissions

1 written submission was received from the Grounded Community Lands Trusts Advocacy.

The organisation supports a vision of a vibrant, inclusive, and environmentally sustainable community but notes the absence of explicit mentions of housing in the draft Strategic Community Plan. In the view of the advocacy, housing should be a key pillar in the Strategic Community Plan, emphasising that housing plays a crucial role in realising the Plan's vision.

Grounded Community Land Trust Advocacy advocates for diverse and inclusive housing, particularly through Community Land Trusts (CLTs), to ensure affordability and combat gentrification. The submission outlines that CLTs, provide home ownership benefits, reduce required deposits, and enable quicker access to secure housing.

The organisation advocates for CLTs to be championed by all levels of government, as in their view, they have the opportunity to become the preferred approach for long-term housing affordability initiatives.

### 3.4 "#MyProspect - Growing up in Prospect"

No submissions were received for this engagement initiative.

### 3.5 Intercept Survey Pop Ups

Intercept pop ups are a popular engagement technique to reach people "where they are" rather than expecting or asking them to "come to us". We identified four key sites geographically spread across City of Prospect and spent 1.5 hours at each site during times we anticipated there to be high levels of activity. The methodology involved 2 members of our team approaching members of the public and inviting them to spend a few minutes completing a survey. All questions were read to the participants and responses recorded by the engagement team. The locations, times and surveys completed are outlined below.

Table 4: Intercept survey locations and times

Location	Time/date	Number of intercept surveys completed
Ovingham train station	7.30am-9.00am Friday 20 October	10
Collinswood shops (near Drakes)	9.15am-10.45am Friday 20 October	7
Vine Street Plaza (Prospect Road)	2.45pm-4.15pm Monday 30 October	23
NorthPark Shopping Centre (near Woolworths and Coles)	4.30pm-6.00pm Monday 30 October	5

3.5.1 About our survey respondents

The majority of respondents indicated that they were residents of City of Prospect (51%), while they could choose another response, most chose this primarily, with others who were not residents of the Council area indicated that they live nearby (22%), work in City of Prospect (5%) or visit to shop/play sport/etc (22%).

We captured participants across all age cohorts (under 25 to over 75). Most participants were aged 26-35 years of age (31%) and 36-45 years of age (24%). We heard from more females (61%) than males (39%).

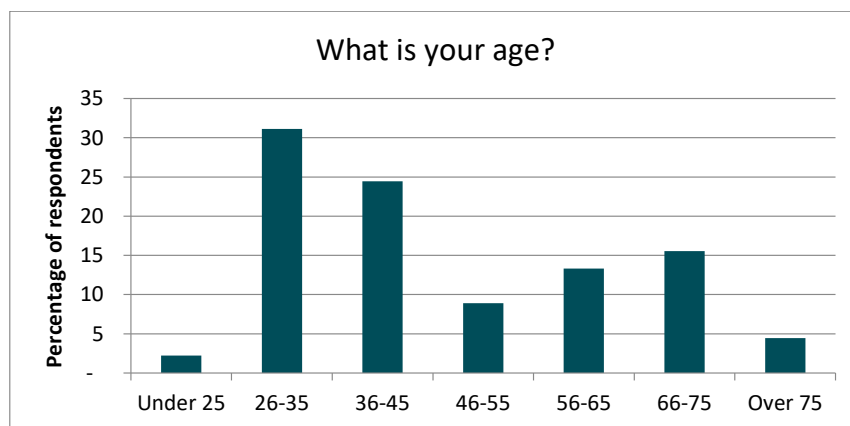


Figure 10:Intercepts Surveys - what is your age?

The majority of respondents reported 5082 as their postcode (17 respondents), with 5083 as the next most common postcode (5 respondents). Most respondents had not read the draft SCP (91%) with four respondents indicating that they had.

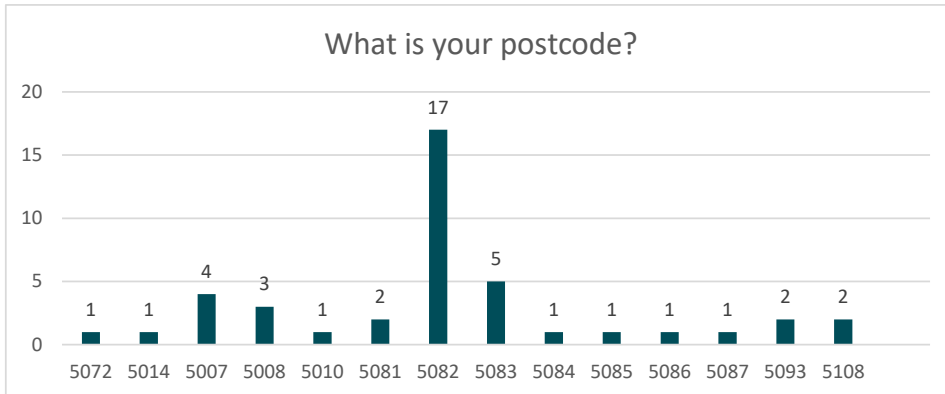


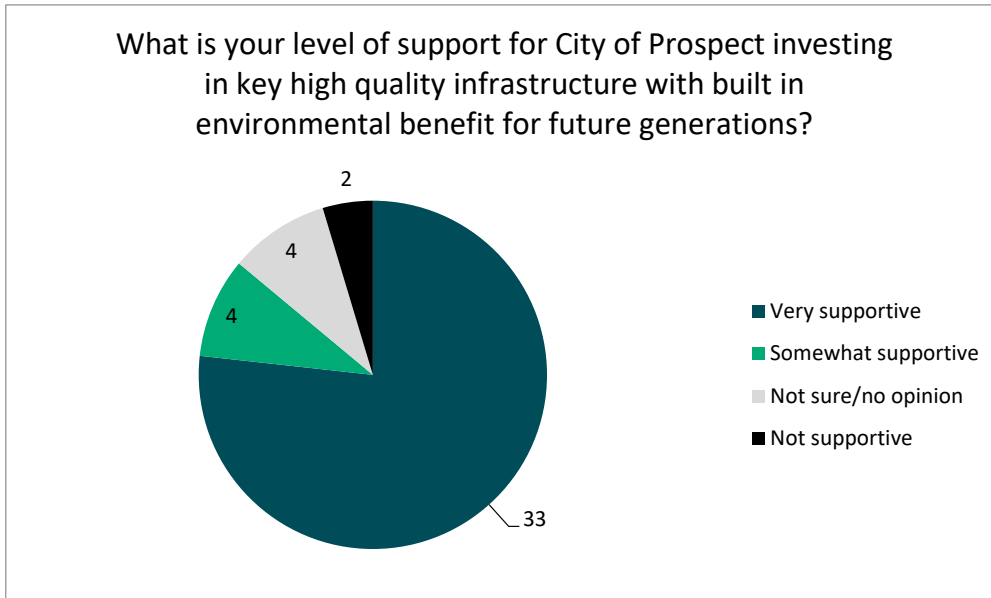
Figure 11: Intercepts Surveys - what is your postcode?

**3.5.2 What is your level of support for Council investing in key high-quality infrastructure that provides environmental and economic benefit for future generations?**

Much like the community survey, the first question asked respondents to indicate their level of support for Council investing in key high-quality infrastructure that provides environmental and economic benefit for future generations. This was presented as a Likert scale with respondents able to choose from ‘very supportive’, ‘somewhat supportive’, ‘not supportive’ or ‘not sure’.

The majority (77%) of respondents were very supportive.





**Figure 12:** Intercepts Surveys - What is your level of support for City of Prospect investing in key high-quality infrastructure with built in environmental benefit for future generations?

**3.5.3 What is your level of support for Council pursuing alternative funding sources for community infrastructure (such as through partnerships with the private sector) to reduce reliance on our rate base?**

The second question asked respondents what their level of support is for Council pursuing alternative funding sources for community infrastructure (such as through partnerships with the private sector) to reduce reliance on our rate base. This was again presented as a Likert scale.

When asked to provide comments about how community infrastructure is funded in City of Prospect, 14 comments were received. These related to parks, roads and footpaths, parking and affordable housing. Some suggested they would like to see more equity across investment in City of Prospect (e.g. investment in Main North Road like Prospect Road).

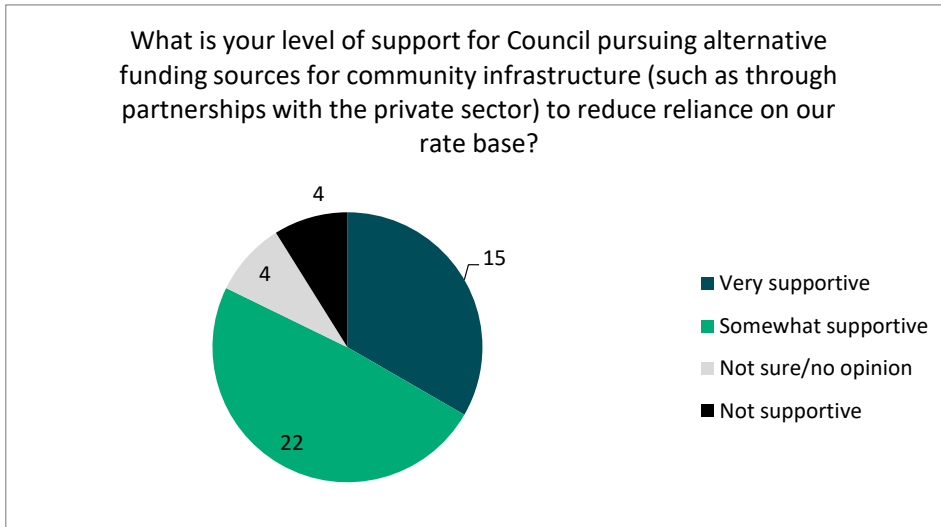
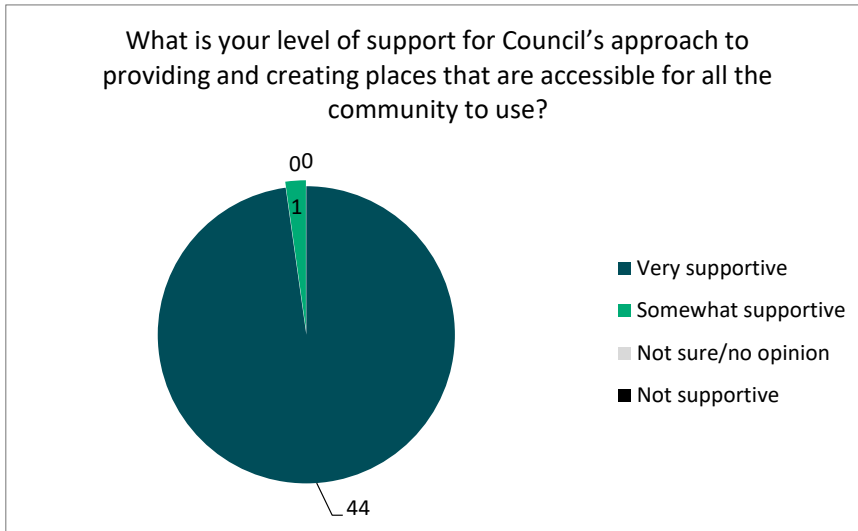


Figure 13: Intercepts Surveys - What is your level of support for Council pursuing alternative funding sources for community infrastructure (such as through partnerships with the private sector) to reduce reliance on our rate base?

**3.5.4 What is your level of support for Council’s approach to providing and creating places that are accessible for all the community to use?**

The final survey question again sought to determine the level of support from respondents, this time on Council’s approach to providing and creating places that are accessible for all the community to use.

All respondents were very supportive (98%) or somewhat supportive (2%).



**Figure 14: Intercepts Surveys - what is your level of support for Council’s approach to providing and creating places that are accessible for all the community to use?**

When asked to provide comments about accessibility to community places comments reflected a focus on accessibility for people with a range of abilities (i.e. physical mobility). Respondents also talked about hours of operation of council facilities, with some mentioning that normal business hours are fine. Green spaces were also mentioned as being good quality and highly valued.

*“Could be more assessable equipment at play grounds”*

*“Payinthe is great”*



Figure 15: Intercepts Surveys – Prospect Road Engagement

### 3.6 Spring Fair Stall

On Saturday, 28 October, from 10 am to 3 pm, City of Prospect staff attended the Spring Fair to offer information about the draft Strategic Community Plan. Visitors could voice their opinions (vote) on the most important pillar of the draft Strategic Community Plan by placing a token in the corresponding jar and writing a comment.

The results received were:

- **Quality Infrastructure** - 76 votes / 1 comment:  
*“skatepark for teens (East Ward) and teenage activities.”*
- **Funding our Future** - 112 votes / no comments
- **Community Value** - 129 votes / 1 comment:  
*“Halloween on Alfa Road & Beatrice Street. Close the street for food courts. Encourage owners to participate.”*
- **Sustainability** - 218 votes / 1 comment:

*“The grass verges by the street are not being mowed (on McInnes Avenue, Broadview). There is a tree interfering with a powerline. Galway Avenue is overgrown, with tree branches hitting buses at the bus stop.”*

It is noted that some participants placed more than one token in different jars. For this reason, results should be understood in context of total votes as compared against one another, rather than an overall count. It can be best understood that Sustainability is the most popular pillar of the Strategic Community Plan, followed by Community Value, Funding our Future and Quality Infrastructure.



Figure 16: Prospect Spring Fair Votes

## 4. Analysis

It was acknowledged (as outlined in section 2) that it was unlikely that many members of the community would have read the draft SCP. Therefore, our engagement approach sought to ask a range of questions relating to matters that the SCP considers, and that this feedback would be used to draw back inferences to the SCP. This section uses the data and feedback received and applies this to the pillars and focus areas within the SCP.

### 4.1 Community Value

The draft SCP articulates the importance of trust, civic engagement and a thriving culture for a community that feels a sense of ownership, empowerment and connection. This was certainly reflected in the feedback received, particularly the youth survey, intercept surveys and community survey.

Community events and inclusive public places were the key ways that respondents indicated connection to community and creating community value. Many people encouraged the continued reflection of City of Prospect's diverse cultural community and First Nations history through arts, events and 'seeing' this diversity in Council documents. Ensuring that Council services and places meet the needs of the age diversity within the community was also mentioned by several respondents – such as child friendly spaces, places that older people feel comfortable, and places that allow teenagers to recreate independently.

Empowerment, transparency and engagement in Council decision making is important to City of Prospect community, particularly young people. Young people who participated in this engagement provided a wealth of ideas on how to engage with them in matters that impact them.

**Community value** is at the heart of what the City of Prospect community cares about. Varied opportunities for participation and connection are valued and supported by many people we engaged.

Council can proceed with confidence on initiatives that bring together, celebrate and recognise the cohesion and diversity of their community. Young people in the City of Prospect are a key opportunity to empower and engage in decision making and civic life.

### 4.2 Quality Infrastructure

City of Prospect have many examples of quality infrastructure and the respondents to this engagement program mentioned many of them as being valued within their community. Recent upgrades to streetscapes and public spaces were valued by the community. Payinthe was regularly raised by participants as a great example of a flexible, approachable and accessible community space that was highly valued.

Opportunities for continued improvement included increasing car parking, particularly in high activity areas (like Churchill Road and Prospect Road), continuing to renew parks and playgrounds, and work with youth to provide varied recreation opportunities.

**Quality infrastructure** is highly valued by the City of Prospect community, and ongoing investment by Council into the public realm and community spaces is a point of pride and enjoyment from those we engaged with.

Council may consider continuing to engage with the community on priorities for investment in quality infrastructure to balance the range of needs and aspirations within the community and create places for community connection.

### 4.3 Sustainability

Participants in this engagement program showed a strong connection and high aspirations around prioritising sustainability in City of Prospect. This was particularly so for young people as demonstrated in the youth survey. Sustainability is understood and experienced differently across the community, with suggested initiatives and response areas varying from the individual level (like recycling in the home, using public transport), to more community level initiatives, like reducing carbon emissions. Many respondents commented on the importance of trees and greening, including the retention of mature and native trees.

The feedback received confirms 'what we heard from our community' in the draft SCP – of environmental stewardship, empower and educate and the central role of trees.

**Sustainability** is of critical importance to the City of Prospect community. It is likely that investing in and pursuing environmental and sustainability initiatives will continue to be supported by the community – including residents, businesses, and visitors to the City of Prospect.

Council may consider continuing to promote its sustainability credentials, initiatives, and aspirations, as this will resonate strongly within the community.

### 4.4 Funding our Future

The draft SCP outlines the way that City of Prospect can approach funding innovatively, reducing reliance on rates and improving service delivery. Keeping rates at a reasonable level was important to many people we engaged with. Several respondents did report that recent rate rises were contributing to challenges with the cost of living. At the same time, many respondents continue to expect and have aspirations for a high level of services, facilities and infrastructure within their community.

There was a good level of support for Council looking at alternative funding sources, but some level of reservation from respondents, with many suggesting that it would depend on how this occurred, and that they would like to understand the detail better. Some respondents (although a lesser number) suggested Council should focus on core business, which would negate the need for alternative funding sources.

**Funding our future** resonates with the City of Prospect community. It is broadly recognised by most respondents that rates alone will not be able to support the level of quality services, infrastructure and facilities that they value.

Council may consider continuing the conversation with their community about alternative funding, when models are better understood. Further engagement here would assist Council in establishing social license with its community.

## 4.5 Top Four Priorities

While there weren't direct lines of enquiry relating to the top 4 priorities in the draft SCP, relevant feedback is summarised below.

### 4.5.1 Address traffic and parking

Traffic and parking was mentioned by participants across several of the engagement activities (including the youth survey, intercept surveys and community survey). The feedback relating to car parking was commentary around the need for more parking, particularly on Churchill Road and Prospect Road. Cycling infrastructure that is safe for all users (including children) was also mentioned.

### 4.5.2 Support good planning outcomes

Affordable/social housing, good quality-built form and protection of heritage were the key issues raised relating to supporting good planning outcomes.

There were mixed views on the merits of denser housing outcomes with consistency on the importance of any housing to be supported by a quality public realm – particularly parks and footpaths – that are accessible for all users. Some respondents mentioned the importance of protecting local heritage, and that new development should occur at the expense of losing this valued built form.

### 4.5.3 Prospect Oval Precinct

One comment was received relating to the purchase of land on Kintore Avenue. This respondent was keen for Council to engage with the community on this initiative to ensure it meets community expectations.

### 4.5.4 Churchill Road Drainage Project

No specific comments were received relating to the need to address drainage on Churchill Road. This does not necessarily reflect that it isn't valued, given that the lines of enquiry were more general/strategic in nature.

**Top 4 priorities** were discussed by the people we engaged with.

Council may consider continuing to engage with the community on these important priorities and seek their input as solutions are developed.



## 5. Conclusion

The community engagement on City of Prospect's draft Strategic Community Plan was highly engaging, well promoted and exceeded the expectations of Council's Community Engagement and Consultation Policy.

While strategic plans are notably challenging to engage on, City of Prospect demonstrated best practice, working hard to hear from different groups in the community, and make the draft SCP relevant to them. As a result, participation was high. In particular, young people are highly engaged and present a great opportunity for City of Prospect.

The feedback received aligns well to the four pillars of the draft SCP, and confirms what has been heard already, through comprehensive, and iterative engagement throughout the development of the draft SCP.

City of Prospect can proceed with confidence, with the results of this engagement indicating that the draft SCP reflects and supports the diversity of views within your community.

There is opportunity to continue to engage with your community in the delivery and realisation of the Plan.

## Appendix

### Verbatim comments

#### 5.1 Community Survey

*Question 8 - Is there anything you would like to tell us about how we fund community infrastructure in City of Prospect?*

- More child friendly spaces, especially for older children and teenagers so they can remain active outside in a safe manner and not be looked down on by others or seen as a "danger".
- Council must learn to concentrate on its core business and stop treating the ratepayers as a cash cow. Rate increases are a big burden on those on fixed income and Council needs to have pause on rate increases and cut its budget accordingly.
- Built park and station that are beautiful.
- I suspect we would be supportive of working together with you on a community garden or community project at ST Cuthbert's Anglican Church. It could be a useful partnership.
- Need to know more.

*Question 10 - Is there anything else you would like to tell us about accessibility to community places or spaces?*

- I would like to see more native trees planted that are quick growing and drought proof. Also, stronger laws around cutting trees down, especially protected ones, like you did when you built the new building. They should have remained.
- More bicycle paths that are safe for children to ride. My child is at PPS and rides his bike to and from school. Also, you could like rates to private property not cutting down trees on their property, especially new builds, Unley council, tea tree gully (sic) and Burnside do this.
- So much money and effort has been put into Prospect Road to the detriment of ratepayers east of Main North Road.
- Parking needs more.
- Churchill road is their road, and it is hard to get out of their door.
- We support the community concept but like to see this balanced with municipal rates that are managed. Our rates are disturbingly high this year.
- Prospect is very much under-supplied with community meeting spaces.

- It's absurd that the upper age limit in this survey is 65yrs. There is a world of difference between people aged 65 and people aged 85 or 95 e.g., in regard to 'accessibility'. Usability is also important e.g., in regard to mobility; also hearing issues - Payinthe is very unusable for many people due to poor acoustics.
- The library has become a student library not a comfortable, inviting community space.
- Need to increase community support e.g., community art workshops to enhance stobie poles (sic) and mosaics. More community art/ gardening street inspo (sic).

## 5.2 Youth Survey

### *Question 5 - What words would you use to describe a great neighbourhood or suburb?*

- Beautiful, safe- adding soft materials, vibrant, Clean, learning.
- I would describe a great neighbourhood, quiet, peaceful, no arguing around the neighbourhood about land issues (and other types of arguments that can relate to a fight over houses).
- Respectable community
- A great neighbourhood would be calm and quiet.
- A place where kids can play outside and parent not having to worry about them being kidnaped.
- A great neighbourhood or suburb is a place where there is a sense of community, lively, helpful (people), togetherness and willing.
- If I were to use words to describe a great neighbourhood/suburb, I would choose welcoming, caring, adventurous, and social.
- A friendly community
- People living in peace and harmony. a place that is family friendly and pet friendly. But also a place that is safe.
- Fun, adventurous, exhilarating, and full of activities for families of all ages.
- Welcoming, Kind, Supportive, Clean, Healthy, Friendly
- Peace, harmony.
- A place where people can make new relationships so we will do this by having more parks or playgrounds.
- A place that is safe for all and went people have problems it is fixed.
- I would describe a great neighbourhood as a peaceful and unison place where everyone feels safe and secure.
- Healthy environment, nature/garden, park, fair says. Fixed roads or footpaths.
- Friendly, Kind, Cooperative, Welcoming
- For me, a great neighbourhood is a friendly environment where everyone can contribute and have a say in the community. In my neighbourhood, we all work together as one and help each other when it is most needed.
- A spacious vast landscape, engaging and nice community as well as the fact having your say is a major part of the suburb. I also think a neighbourhood that doesn't have much space but rather a friendly community is also one of the best.
- Great, nice, beautiful.
- I would use clean and quiet also fun.
- I would say that a great neighbourhood/suburb would be described as kind to everyone, ready to help, look out for each other, and they care about taking care about the environment.

- I would describe the neighbourhood as nice and warm-welcoming due to all of the lovely trees and nature all around the neighbourhood.
- Friendly, nice, and lovely
- A great neighbourhood has houses that are not vandalised and the footpaths and roads are not cracked.
- Kind, fairness, nice, and respectful
- A peaceful quiet chilling suburb with minimal criminal activity and many social activities nearby (for people who can't access far places)
- Friends, fun, fair and explore.
- Friendly people and clean environment no big buildings
- A friendly community. Well-built apartment houses and a community where most everyone has a voice in important decisions.
- Kind, fair, great and wonderful
- Some ways to describe a great neighbourhood. nice neighbours caring people.
- Welcoming, clean, equal or fair
- Good place for people who migrate from a different country to find a job or meet new people since many people live here and it would be a great opportunity to meet some people.
- Clean, Amazing, Organized.
- Supportive, quiet, peaceful, safe and friendly.
- Friendly, Welcoming neighbourhood
- Fantastic
- Clean and Peaceful and Fun
- Kind neighbours, fun parks
- Houses close to a lot of activities and places to go for fun.
- Clean streets, nice shops, nature areas.
- When you can trust your neighbours and have no issues with other people.
- Helpful, encouraging and social.
- Fun and Friendly with smiles everywhere!
- Somewhere that is quiet and has friendly, helpful neighbours.
- Helpful, encouraging, social.
- Secure, eco-friendly
- Helpful, kind, respectful
- Calm, wildlife and cold weather

- Safe, friendly
- Friendly

***Question 6 - How do you think City of Prospect could involve children and young people in the decisions they make for our community?***

- Voting for kids, older kids teaching.
- The City of Prospect could possibly include children in local events and see kids try and run a business for a little bit for helping out maybe people around the world like the Ukraine and Russia war, that's actually include more and we can maybe help them out.
- Make little surveys and introduce the youth to help making decisions.
- Maybe the government could give a survey to a school and all the classes could fill them out.
- Maybe each week every child in prospect has to do a survey on what they think should destroyed or built or like having a event some were like having a celebration for a culture
- I believe the City of Prospect could involve youth in their decisions by doing more surveys like this, or polling people in the suburb before taking action on something, simply asking if it is a good idea and if it would benefit them.
- I think that Prospect could involve children and young people in many different ways. Some ways they could involve children/young people:
- I think children and young people could start making their own stuff to sell like adults do.
- I think that prospect could involve children and young people in decisions is by maybe having a group discussion about what we want to see in Prospect but they can also be involved in decision making.
- It would be rather rational for the children of Prospect to be able to have a say in what happens around our suburb. This could happen via vote, or maybe just something as simple as asking families for some options of new places and projects around Prospect.
- Maybe adding a junior people having a survey to have a voice of what we could change or add.
- They could listen to kids' ideas and maybe help them in schools. Maybe they can have some say in things.
- It would be vital to hear the voices of not only adults but young people because we get to hear on what things they are troubled on. we could have the representatives of some schools come and meet up with the council and make decisions.
- I think that children in the City of Prospect can be influenced by older representatives and grow up to make better decisions if they follow the work of elders, younger students or minors are still young meaning that they should be set up for success.
- The council could have selected children that meet up once every 2 weeks and they could have a discussion and make decisions as children that live in the area.

- I think the city of Prospect could involve children and young people in decisions by letting minors or young people have a time where they can say their opinion and be able to make important decisions like adults. I think they can also help plan things and run things like adults do, do.
- I think that young children should have a voice in what they want to do for example, what activities or sports they want, if they want something new to be built like a park and etc. Their thoughts should also be thought of as they are the future of Prospect.
- Getting say/voice. Getting opinions or getting a vote.
- A good way to involve younger people in our community could be to create more surveys like this one to let them have a say or give feedback towards a project.
- Pupil voice
- Maybe like starting small clubs, like gardening in a small park, like making things that could help our community more fun and engaging for younger people to help out with.
- They could bring ideas to the teachers and the teachers bring some of those ideas to the decision makers.
- To make a student voice or have meetings with the council's meeting.
- They could involve children for decisions that they would like and how other children would like it to.
- The City of Prospect could involve children and young people by sending out surveys to families in Prospect and having children who live in Prospect answer the surveys.
- Do more surveys like this one and give them to the schools in Prospect.
- They could have a fun event where the kids could vote for what they think it would cool/fun to do/have in prospect.
- Having a survey where their parents can support them though having a say passed out through the community.
- Maybe do tests like this
- Student voice is one way to bring in children and young people's voice.
- Being able to vote
- have students share their ideas with a larger community.
- There are many schools like PPS in prospect and also many high schools which gives kids a chance to learn with other students.
- Maybe you can ask what the kid's opinions are because they might have a say and what they think City of prospect can be improved by?
- I don't know.
- Student voice
- Maybe interviewing them personally on what they think and also doing more surveys for them to have a say.
- Make a poll.

- They could try including ideas people suggest.
- Playcentres and what they enjoy doing.
- Debate teams or council meetings with students once a term.
- They could add more student voice and children in the community council. They could also go around and ask the general public what they think about coming changes.
- Making kids surveys to give us a voice.
- I don't know.
- Giving them more surveys like this.
- Giving a survey to children of prospect.
- The placement with road safety
- In events, like museums
- I don't know.
- Maybe like students could create artworks for parks.
- Make votes at schools.

***Question 7 - What fun events or activities would you like to do in City of Prospect?***

- Science Prospect Fair, prospect disco, cricket clinic, More excursions, car competition, art competition
- I'd like to go to with my mum to prospect road once every often and I'd play Pokémon Go. I would also go to the skate park on Churchill Road that's VERY close to my house.
- Maybe a little event that has both kids and adults involved
- I would like more parks to have fun with your family in case the other parks are full.
- Maybe they could have a event like opening a museum for it could have like 2 different sections for like 1 area could be for tanks and stuff from ww1 and 2 and fossils in 2 and
- Events or activities in Prospect that I'd like to see are maybe fairs, craft activities or celebrations for holidays (e.g. Christmas, Chinese New Year).
- I think they should add more sports areas, for example tennis courts and basketball courts.
- I would like to have a Lights off day to see the Milky-way and all the stars because it would be a life changing experience.
- A market day where we could all set up little stalls and sell stuff we have made with our community.
- I would love to be able to see more activities for little kids, like library events, petting zoos, small circus, all of those little activities which could also be just as fun for families of older ages too.
- Maybe an open day where the community sells stuff and get together.



- I would like to see the community come together to celebrates fairs and special occasions as I believe it makes a stronger relationship with each other, putting our differences together.
- I don't know I don't live here I only go to school here.
- I don't know.
- Not sure
- I would like to have a whole community sports event where people come and play sport and games against people.
- I think it would be fun to do different sports and introduce them into the city of prospect for example Gymnastics.
- I like playing tennis at Prospect Tennis Club because I like playing tennis. When I used to live in Prospect, I loved going to the Charles Cane reserve and play cricket, soccer or other fun activities to have fun. I also go to swimming at the Adelaide Aquatic Centre.
- Free activities such as mini golf, fake tattoos, obstacles and more. Also, for all age groups like 0-5 then 5-10 10-15 15-18 and then 18+ as an example. Festivals.
- In Prospect I have lots of friends
- Honestly, I think prospect already has lots if cool events going on, but I would say that their could be like a group of people that might go around and plant new plants, or just take care if the environment.
- Fun and exciting games / sports
- Maybe some fund-raising events to donate to small business or a festival to mark an anniversary for prospect.
- I would like to do a fun run around Prospect.
- A prospect market and also maybe a fun day for adults and kids
- Playing sport and riding my bike.
- A Disco event, A gaming event, Sports event.
- I would like to go to a park that's made of strong but recycled materials.
- Not sure.
- Have festivals.
- Some fun activities to do in the city of Prospect would be market day.
- Mountain biking bmxing (sic) scootering.
- The kite festivals
- Movie nights in public areas such as parks. Maybe market stalls in parks.
- Maybe we could have a games night every Saturday and Sunday so kids can get out of the homes a little bit and so they can meet new people?
- Sports

- Not sure
- Market stalls and anything I am comfortable with.
- I like to go to the park and play soccer and also go with friends around Prospect.
- Design and crafts for kids to do
- Maybe some more carnivals.
- Maybe movie nights on the oval like we used to, little stands for small businesses that people can visit etc.
- I would really like to have like a 10-kilometre fun run to raise money for something.
- I love to go in the wild or do something that involves physical work.
- A fun fair or carnival maybe?
- Workshops
- Carnivals.
- Prospect library, restaurants, shopping.
- None.
- I like escape rooms.
- Fun activities that kids can do at the library.
- Sports

***Question 10 - What three words would you use to describe what sustainability means to you?***

- Looking after the community
- Caring For Environment
- Control, nature, eco-friendly
- Clean, fresh, eco-friendly
- Green eco friendly
- Sustainability to me means care, nurturing and respect.
- Safe, less rubbish, clean.
- Recycle, Clean & Healthier future.
- Clean, fresh, space
- Environmentally friendly, recyclable, no waste.
- Grass trees nature
- Healthy, Living, Environment
- Green and ecofriendly.

- Safe, less rubbish, clean
- Clean, healthy, sustainable
- To me, sustainability means caring for the environment. (Meaning no littering, pollution etc.) We can also have a sustainable and healthy environment between people.
- Sustainability means reusing materials, being reasonable with when and how we build things to ensure a better future for others. Words: Renewable, reasonable, future.
- Healthy clean and safe.
- 3 words that I would describe sustainability is No rubbish around, More electric cars, Parks being clean and not have graffiti on them.
- Pupil voice, environment care
- Eco-friendly, the environment, reserving nature.
- Strong fearless
- Lasting sustainable green
- Important, environmental, eco-friendly
- Sustainability means to me, re-cyclable, re-usable, environmentally friendly.
- Eco-friendly, balanced, environment.
- Good for interment.
- Recycle, ecofriendly and reusable.
- Nature clean friendly
- Environment safe, recycled, production of product is greenhouse gas-less.
- Three words to describe sustainability would be clean, caring for the environment sustainable
- Environmentally friendly, balanced and ecofriendly.
- Clean, healthy and saving natural resources.
- Clean, Respectful, Organized
- Clean, Nature, Open spaced
- Recycling, environmental and economic.
- Recycling, Sustainable and Natural
- Health, Knowledge And Environmental
- Care of the environment/long lasting or reuse of something to conserve materials.
- Recycling, water recycling, energy saving etc.
- Recycle, plants, nature.

- Clean fair self-management
- Natural (e.g. Mother earth), Safe, Animals
- Clean, healthy and safe.
- Clean, Recycle and Green
- Something that helps the world become a better place.
- Safe, clean, healthy.
- Strong and resistant's
- Not sure.
- Environment friendly, clean, I'm not sure what else.
- Clean, eco-friendly,
- Clean, Environmental

**Question 11 - What do you think we could do to be more sustainable?**

- Put up signs- no littering.
- Not trying to throw and instead we place stuff into the bin, it might make a mess and ruin the environment slowly, but we might not know.
- I'm not sure.
- We could keep different bins in spots close by for example we could have a compost bin in areas people usually eat in like parks.
- Stop making plastic that can't be recycled.
- The City of Prospect could be more sustainable by encouraging people to buy compost bins and fund towards helping people buy them and the bags needed.
- We should re-use more.
- Power plants like in Norway the burn the plastic and they use the chemical from the plastic to boil water to be used as power and it does not combine with the water so the water vapor can go in the atmosphere. and it's so clean that it is right next to the city and powers over 80,000 houses at a time.
- You could set up the different types of bins in public like a recycling bin, a hard plastic bin, a soft plastic bin and a general waste bin instead of having one bin where everything goes in. you could also have a group of people that go out at the end of the day and collect any rubbish up that are in their assigned area.
- We could start recycling and composting all over the neighbourhood, in each of our small homes, in the city, all over the community. The council could send out catalogues or newsletters about keeping our Earth safe and healthy. Every little person, every little change counts, they can all make a big difference.
- I don't know.
- add more bins that separate recyclables spread awareness we must use the correct bins.

- Plant more tree and have more parks make it easier for recycling.
- Eco-friendly materials.
- We could keep everything clean and safe.
- Maybe start using more efficient tools, cars and etc. because we (not just as in Prospect) are making to much carbon emissions and also trashing plastic bags. In retrospect, try not to cut down as many trees, use more paper bags and reduce overall waste.
- It's good that we recycle paper, cardboard etc. But one way we could improve is by re-using more materials used from other buildings. A way of doing this is by using sustainable materials.
- Have more signs or bins around prospect to show that the rubbish goes in the bin and not throwing it on the floor. A sign example could be you don't want the animals to die do you well if you put your rubbish in the bin they will not die.
- Be respectful and clean up after yourselves.
- Training your sustainability
- Maybe put more bins around, like the ones that are different colours, so that more of the plastic waste actually gets recycled.
- Environment care
- We could start to use more electricity than coal.
- Stop litter or clean it up.
- I'm not sure.
- We could be more sustainable by using recycled plastic only or give up on it. Another way to be sustainable is to cut down less trees as they provide us with oxygen and air to breathe. (not saying to cut all trees)
- To plant more trees. Recycle.
- Instead of chucking things out we could donate them to charity.
- Use more sustainable materials for building houses. have reusable energy.
- Have less big buildings.
- Plant more plants recycle trash electric cars and less carbon emissions.
- Enforce more rubbish fines towards people who you catch littering.
- We could get people to help out and clean out the beaches and maybe we can turn it into a job since most people only do work if they get money for it.
- More clean up groups that people can volunteer for and we could also make more things out of recycled or natural materials.
- Help people to stop littering so our space is more clean.
- Recycle products that we can recycle like plastic bottles and cans.

- More solar panels across public places
- Litter around the flooring in cities, parks etc
- Clean up trash and recycle bottles and paper.
- Reuse stuff more
- Have a cleaning workspace that is a job people can do to on money and they do that by picking up a lot of trash and other materials not needed.
- We could use less plastic waste and if u see rubbish try to throw it out. We could also have more trash cans around to make it easier.
- Maybe more recyclable things.
- Have a little group that people can volunteer to help to clean rubbish off streets and parks so we can keep the prospect area clean.
- Add more recycling bins around the place.
- Stop littering.
- Add more bins.
- Put rubbish where it belongs (in the bin)
- Nothing it all fine I say.
- I don't know.
- Clean the popular areas (like parks) every couple of months.
- I don't know.

**Question 12 - What other things would you like to see or do in City of Prospect?**

- See above.
- More local events (maybe near Prospect Road or In Churchill Road) because all the main events is near the Thebarton train stop.
- More activities
- I would like to renovate old parks to make them look more new.
- More interactive places like escape rooms
- Other things I'd like to see or do in the City of Prospect are more community events where everybody can get together.
- I would love to see more animal-friendly places or animal places.
- I would like to see things for traffic.
- I would like to see things being made out of more sustainable materials.
- I think that overall, I would just like to generally see more sustainability. Caring for the environment is extremely important to me because I feel that our future need a healthy planet to live on, it would be unfair on them to have to suffer because of what we created, rather destroyed.
- Festivals to celebrate something.
- More parks and be more sustainability.
- Cleaner and healthier products being used that won't hurt the environment but is useful to humans (changing certain materials used in specific products.)
- Not sure
- I would want to have more festivals.
- I would like to see more sport activities and a cleaner area.
- Carnivals or fun family days. Festivals
- At this point, I feel like the council has already build and met the requests of the community. If the community would like something, think about whether Prospect already has it and if it is reasonable. Encourage more kids to play outside instead of playing video games.
- Really fun games happening in a park or a place for free.
- More playground
- I think it would be quite nice if we had more playgrounds at ovals, because it could be quite boring if there's just trees and grass, and it could possibly attract more people.
- More sustainability
- I would like to see more basketball courts and dog parks.
- Could open more places in prospect aside from Churchill.

- I would like to see more events in Prospect and I would like to do a Gaming event
- I would like more sport activities and encourage kids who play video games to go outside and touch grass.
- I would like to see better local parks.
- I'm not sure.
- Host big events.
- I want to see more concerts in Adelaide because we get none.
- Dirt jumps skate parks.
- I'm not sure.
- More schools, and maybe make high schools in a primary school.
- More art works and maybe more roads so people get to school or work on time?
- Not sure
- I don't know.
- More student voice.
- I would like to see more recognition for aboriginal people to have a say.
- More fun parks with different designs
- Nothing much more i love the area already!
- I would like to see theme parks more often as they are very rare to see.
- I would like to see more bike trails and dog parks in the city of prospect.
- I would like to see a big mural with a big range of different skin tones and races of people coming together so it makes people feel like they belong.
- Fun things like carnivals.
- See more greenery.
- More good shops in Churchill.
- Maybe like more art shows
- Don't know.
- I like to hang out with close ones.
- More commercial lots?
- I don't know.



5.3 Written Submission

Subject	Date	Message
Draft Strategic Community Plan 2023 -2027	7/11/23	<p>Dear Engagement Hub team,</p> <p>Grounded Community Land Trust Advocacy warmly welcomes the opportunity to contribute to the City of Prospect Draft Strategic Community Plan 2023 -2027.</p> <p>We support the vision of a vibrant, inclusive and resilient community that is economically and environmentally sustainable. We believe that housing plays a crucial role in enabling that community vision and were surprised that housing was not explicitly mentioned in the draft plan.</p> <p>We would encourage the City of Prospect to include housing as a key pillar in the Strategic Community Plan and to consider how diverse and inclusive housing can build strong and resilient communities. Community led housing, and specifically Community Land Trusts (CLTs), can help ensure housing affordability for a wider range of residents. This is particularly important to ensure that local workers can remain in their communities in the face of neighbourhood gentrification. We know that the City of Prospect is already taking steps to ensure a balance is maintained between preserving heritage, achieving high quality TOD development and enhancing vibrant community life. We believe that CLTs would further strengthen this capability.</p> <p>CLTs provide the benefits of home ownership to residents while building community wealth and resilience. Effectively, a community trust owns the land and the residents, the houses. This means that the required deposits are significantly less and people can access secure housing sooner. CLTs can be specifically targeted to groups such as key workers, single parents and those who are missing out in the current housing market. If CLTs were championed by a visionary agenda by all levels of government, they could become the preferred vehicle for long term housing affordability initiatives and a foundational piece to achieving the progressive aspirations as outlined in the draft Strategic Community Plan.</p> <p>We encourage you to review our recent submission to the <a href="#">Greater Adelaide Regional Plan</a>. We would welcome an opportunity to meet to explore potential collaboration.</p> <p>Kind Regards                  Elle Vallance                  On behalf of Grounded Community Land Trusts Advocacy  <a href="http://grounded.org.au">grounded.org.au</a></p>

5.4 Intercept surveys

***Question 9 - Is there anything you would like to tell us about how we fund community infrastructure in the City of Prospect?***

- Close to the city so people should use those facilities as prospect rates are high.
- Parks roads and footpaths are critical. Higher density development to get more rates. Support this.
- It makes sense.
- Marion place tree made a big lump and you can't navigate with a pram or wheelchair
- Housing is important.
- Aware of the Purchase at Kintore Ave and wants clarity on the project - they believe in community infra but fear the council don't have the resources or smarts to follow through properly.
- Once start bringing in private interest they will have their own gains in mind rather than just community.
- Have to find alternative ways of funding. Can't rely on rates and can't do high rise to get rates. Think outside the square for funding.
- Prospect road more parking
- As long as doesn't harm community.
- No affordable housing or density - crime and lower SES
- Don't agree in partnerships with corporations.
- Supportive of social housing
- Cycling lane is needed and protected cycle ways for adult and kids.

***Question 11 - Is there anything else you would like to tell us about accessibility to community places?***

- That would be nice. More disabled friendly.
- Places for family and recreation
- Care about heritage - too many old buildings are knocked down. All off prospect should have heritage protected. also concerned about chemicals used in parks and maintenance.
- Could be more assessable equipment at play grounds.
- Very assessable as it is. Moving the library was a good move.
- Places are accessible already. Normal business hours is fine.
- Public transport is great.
- Payinhi is great.
- Most facilities are available.
- Green spaces are great.

- Make it for Diana led people and children.
- Goes in waves - e.g. older people, children. difficult to provide happy medium. Appreciate difficult to cater for all groups.
- Really enjoyed when the tour down under went through prospect and think it would be good again.
- Would like to see more luxury apartments like in Norwood. Lower SES brings value down. Would like them to look better design. Want to be a high-end suburb. Good private schools in area. Would like to see affordable housing spread to other areas. Too many cars on prospect road. Use parks a lot. Don't like the new equipment near the oval. Bring back the train. Like being able to let dog off on oval. Percy St park - on a funny angle. Neighbour purchased part of the park - this delayed the park upgrade. Would like to see it finished. Another park near Churchill rd - read about it being upgraded but have t seen it. Footpaths not very good north of cibo. Trees overhanging footpaths too.
- Would like to see hard waste on road sides more enforced. Makes the place look like a rubbish dump. Strata owners should be more accountable for rubbish left outside.
- Passionate about accessible places. More social outlets e.g. community gardens that are great for people that are marginalized. Harvey street - cut through road, lots of kids and vulnerable people (scooters and walkers). Cars parked on road and vehicles travel fast. Know this was looked at 10 years ago. Nearby intersection works haven't reduced cut through traffic. Would like to see access restrictions put in place. Housing trust units near office works - people are dumping rubbish there. Suggest council and housing trust should put planter boxes there and create some community gardening and pride. Create community pride and interaction. Don't think it's housing trust tenants dumping the rubbish. Currently gets picked up once a month.
- Approachable, no restrictions



**10.5 ECONOMIC DEVELOPMENT GROWTH STRATEGY 2023-2027****File Number:** IC23/314**Author:** John Pearce, Director City Growth & Development**Responsible Executive:** John Pearce, Director City Growth & Development**EXECUTIVE SUMMARY**

City of Prospect's draft Economic Development Growth Strategy (the Strategy) has been developed to provide a road map to deliver key economic outcomes and growth for the City of Prospect. This document has been developed in conjunction with Council's new Strategic Community Plan and will play a key role in delivering the Community Plan pillar of "Funding our Future". This pillar aims to attract investment and development opportunities to activate the local economy, create jobs and share prosperity within the city.

The draft Economic Development Growth Strategy and associated actions have been formulated on feedback from local businesses (what is important to them and what they would like Council to do in this space), Elected Members and local stakeholder groups.

The primary objective is to assist the Council in fulfilling its commitment to the City of Prospect economy by supporting the growth of businesses, local jobs, increased local Gross Regional Product (GRP) and making the Council area a place that people want to live, work, and visit. The Strategy looks at opportunities across the Council area, including home based businesses. There is a significant focus on ensuring business support and opportunities extends across all industry sectors and the geographic area of Council.

The draft Economic Development Growth Strategy 2023-2027 will:

- Determine Council's role in economic development
- Consolidate and build on the considerable work already done in this field
- Understand growth areas for the City of Prospect
- Leverage external and state-wide opportunities
- Forecast the likely impact of local and global trends
- Create greater awareness among key stakeholders and the wider community of the value and role of economic development.

The draft Economic Development Growth Strategy provides 5 pillars for economic growth, these are:

- Council Leadership
- Business Communication and Events
- Infrastructure and Development
- Business Growth
- Prospect Sporting Precinct Master plan.

Sitting under each of the pillars is a number of measurable actions. Each action has been assigned a time frame of short (2023/24) medium (2025/26) or long (2026/27).

The Strategy has been developed based on creating a progressive approach to the way in which economic development is supported within the City of Prospect.

The actions within the Strategy are achievable to deliver both from budget and staff perspective, ensuring Council can deliver key economic growth outcomes for the region.

## RECOMMENDATION

### That Council:

1. Having considered Item 10.5 Economic Development Growth Strategy 2023-2027 receives and notes the report.
2. Having considered Item 10.5 Economic Development Growth Strategy 2023-2027, endorses the Economic Development Growth Strategy 2023-2027 (presented as Attachment 1).
3. Having endorsed City of Prospect's Economic Development Growth Strategy 2023-2027, commits to rate-funding this annually (via the recurrent and operating budget process) for the delivery, for the life of the strategy.

## DISCUSSION

City of Prospect has a land area of 7.81km<sup>2</sup> and a population of 22,741. The Council area is home to approximately 2,100 businesses providing employment for 6,800 people. With a Gross Regional Product (GRP) of \$961.6 million, the Council is a significant contributor to the wider South Australian economy.

The largest sectors in the City of Prospect are Health Care & Social Assistance, Education & Training and Retail Trade. The geographic location of the City of Prospect (bordering the City of Adelaide and being the gateway to northern metropolitan Adelaide) positions it well for sustained growth in terms of population, businesses, and employment.

The draft Economic Development Growth Strategy has identified a number of key actions that will ensure the City of Prospect realises many economic development opportunities over the next three years. The document identifies measurable actions that Council can directly influence as well as those where Council needs to exercise its advocacy role.

Economic Development is influenced by all departments across Council and this Strategy has a particular focus on leveraging Council as business-friendly by ensuring all teams across Council have an awareness of how they can contribute to not only being business friendly, but also contribute to the economic growth of the region. There is a real opportunity for City of Prospect to be a leader in this space and become a region that is attractive for new businesses to relocate into, whilst retaining and strengthening existing businesses.

By implementing appropriate policy planning and prioritising quality urban design, Council can effectively guide future land use and development, respond to external strategies such as the State Government's 30 Year Plan, support and facilitate local business growth, advocate for development, and create distinctive and activated places that enhance the overall community experience and wellbeing of the community.

The five pillars on which the Economic Development Growth Strategy have been based, cover the key areas that Council will focus on during the delivery timeframe. A summary of each pillar is provided below:

### 1. Council Leadership

Council is a facilitator of economic development. These Leadership Pillar actions include the formation of favourable policies, establishing networks and connections, and cultivating a customer-focused workforce within the Council itself.

Ultimately the Council's leadership around economic development focuses on creating a business-friendly environment that supports local business growth and prosperity and recognising the significant role that economic development plays in building a robust community.

## 2. Business Communication and Events

By raising visibility, encouraging collaboration, building reputation, and engaging the community, the Council can create a thriving business environment that benefits both businesses and the broader community.

Effective business and marketing communication by the Council can attract new businesses and provide the confidence for existing ones to expand. By showcasing the advantages and opportunities available within the region, the Council can attract investment and stimulate economic growth, leading to job creation.

Council-led communication initiatives provide a platform for businesses to connect, collaborate, and build partnerships. By facilitating networking events, industry forums, and business support programs, the Council plays a vital role in knowledge sharing, and creating synergies that can drive innovation and growth.

Through leveraging events, the City of Prospect can increase visitation to the region and appeal to a diverse audience, allowing them to experience the unique offerings the region has whilst increasing spend within the region.

## 3. Infrastructure and Development

Recognising the importance of creating a sustainable and thriving community, the Council focuses on:

- Good design: Advocating for policy that seeks for new developments to align with the vision and values of the community. With an emphasis on quality over quantity, considering factors such as architectural design, and environmental sustainability, with increased density and uplift along the main road corridors within the Council area.
- Well-planned and well-maintained infrastructure is vital for enhancing liveability. The Council through its long-term financial plan will invest in essential renewal and new capital projects such as roads and community facilities and advocate for State and Federal Government funding for State roads, improved public transport and major infrastructure projects.
- The Council embraces sustainable development practices to minimise its environmental footprint and promote long-term resilience. It encourages energy-efficient buildings, green spaces, renewable energy adoption, and waste management strategies.

## 4. Business Growth

Council will provide various support programs tailored to meet the needs of local businesses. These programs may include mentorship initiatives, workshops, training sessions, and access to resources and funding opportunities. By offering targeted assistance, the Council aims to empower businesses and help them overcome challenges while fostering their growth.

City of Prospect is committed to ensuring a growing economy through the support of local businesses. By providing business support programs, streamlining regulations, fostering collaboration, marketing local businesses, investing in infrastructure, and forging partnerships, an environment is created where businesses can thrive, contributing to the overall economic prosperity of the community.

The Council also recognises the importance of home-based businesses and creative industries and will aim to strengthen the engagement and support for this valuable sector.

## 5. Prospect Oval Precinct Master Plan

City of Prospect has undertaken a strategic land acquisition of property located at 142-148 Main North Road Prospect. This piece of land has been purchased with the intent of creating a main road entry statement to the Prospect Oval precinct, as well as providing Council with the opportunity to enhance the current Prospect Oval site (which Council also owns).

The addition of 142-148 Main North Road enables Council to strategically Master plan the site to become a dedicated Sporting precinct, as well as enabling some possible future mixed-use development on the site that could include retail, health, and allied services, as well as residential

accommodation in the form of townhouses or apartments. This Master plan will be undertaken with extensive public consultation.

The future master planning of this site has been included into the draft Economic Development Growth Strategy as it will be a significant catalyst for job creation, a driver for visitation to the region and a potential source of new future housing stock to the Council region.

### **Budget**

The draft Economic Development Growth Strategy has been developed to provide support to local business and grow the local economy, whilst providing efficient and effective use of Council staff resources in its delivery.

Delivery of Pillars 1-4 of this Strategy assume that the annual operating project in 2023/24 allocated to both the Business Support Fund and the Investment Attraction fund (currently \$80k) continue on an annualised and indexed basis for the term of the Strategy (2023-2027). In addition, the Strategy's actions require that the current financial year staff resource allocation (2023/24 recurrent budget) for the Investment Attraction Officer (Level 6) and Business Support Officer (Level 4) will also be required moving forward. It is envisaged that in order to fulfil the Strategy's actions, these current staff resources will be required moving forward.

Delivery of Pillar 5, The Prospect Oval Precinct Masterplan will require a separate budget bid commencing from the 2024/25 budget year in order to be delivered. It is anticipated that estimated budget allocations for the initial masterplan stages will be understood for the 24/25 budget and LTFP planning phase by Q1 2024. Budget allocations for this strategic project are not currently in the long-term financial plan or annual operating budget, but will be provided to Council as a report for future consideration, and included in the next budget cycle.

Members should be aware that, given the lack of current funding anticipated in the LTFP for this additional activity, rate rises above those anticipated in the LTFP may be necessary to fund these allocations. Alternatively, service reductions and/or reductions in operating project allowances may achieve the same results.

### **Resourcing**

The Economic Development team of Council currently consists of one position of a Business Support Officer. This position administers the separate rate fund of \$18,750 funded by the 125 Prospect Road Village Heart businesses. This position provides social media and communications support to the Prospect Road Village Heart Traders Group, and has started to roll out similar marketing initiatives for other precincts within City of Prospect.

Existing approved funds are currently available within the FY24 budget for a Council funded Economic Development position (the position is currently vacant and was previously the Senior Investment Attraction Officer role). It is proposed that upon approval of this Strategy, recruitment will commence for an Economic Development Officer who will be "hands on" in the delivery of the actions identified in the Strategy. This position would also be the day-to-day contact for businesses within the City of Prospect.

## **Relevance to Core Strategies / Policy**

### **Community Plan: Towards 2040**

#### **► Connected & Caring**

##### **FY 20/21 Measures**

- CC1.3 Encourage appropriate outdoor/alfresco dining, including precincts outside the Prospect Village Heart
- CC1.6 Use the City's locational advantage to connect with universities, research, Defence, industry and innovation precincts



**2 to 5 year timeline**

- CC2.2 Facilitate new bars, cafes, restaurants and other businesses which diversify our local offerings
- CC2.3 Continuing to support the success of Prospect Road and its traders
- CC2.4 Ensure greater recognition and support of precincts and neighbourhood gathering places such as Collinswood Precinct, Broadview Sports and Recreation Precinct / Yarnta Tutu yarta, Nailsworth Hall, Charles Cane / Parndo yerta Reserve, Howard Street precinct across the City:
  - CC2.4.1 Make these great places and create promotional campaigns
  - CC2.4.2 Install wayfinding signage (and 'digital trails') in key locations to highlight important and historic sites, as well as shopping and recreational opportunities in those neighbourhoods
  - CC2.4.3 Develop new place-making and urban renewal initiatives in those neighbourhoods
  - CC2.4.4 Facilitate the attraction of a key 'anchor' or 'hero' business to each of those key locations

**► Active & Engaged****FY 20/21 Measures****2 to 5 year timeline**

- AE2.4 Engage Prospect community and businesses in Smart City initiatives

**► Creative & Innovative****FY 20/21 Measures**

- CI1.2 Promote Prospect as an investment destination for new apartments & commercial developments
- CI1.3 Utilise Village Heart Marketing Fund to attract shoppers and visitors through such activities as movie premieres with a mini business expo, Christmas in Prospect decorations/marketing (and others) with an emphasis on digital marketing

**2 to 5 year timeline**

- CI2.1 Attract an anchor business to enhance the innovation brand of our City
- CI2.2 Develop an innovation ecosystem including facilitation of Prospect Innovation Awards, formation of Prospect Innovation Roundtable and promotion of the Innovation Precinct
- CI2.3 Achieve the lowest retail vacancy rate in metropolitan Adelaide for the village heart
- CI2.4 Identify and address barriers to achieve low overall business vacancy rates throughout the City
- CI2.5 Utilise the Annual Business & Employment Survey to assess the best opportunities to facilitate growth
- CI2.6 Maintain the trajectory of changing the Council's revenue profile through promotional campaigns and targeting potential investors and tenants

**Intelligent Community Indicators**

1. Broadband: Infrastructure is the foundation of economic competitiveness
2. Knowledge Workforce: A labour force that creates economic value through its knowledge, skills and ability to use information effectively
3. Innovation: Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).
4. Digital Equality: Allowing everyone access to broadband technologies and skills to use them
5. Sustainability: Economic growth while reducing the environmental impact of that growth
6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change

**ATTACHMENTS**

1. **Draft Economic Development Growth Strategy 2023-2027** [↓](#) 



# Economic Development Growth Strategy 2023-2027







## Economic Development Growth Strategy 2023-2027

# Contents

Foreword from the Mayor	4
Executive Summary	7
City of Prospect - a snapshot	8
Council's Role in Economic Development	12
Factors Shaping Economic Growth in the City of Prospect	12
Action Plans	
Objective 1: Council Leadership	18
Objective 2: Business Communication and Events	20
Objective 3: Infrastructure and Development	22
Objective 4: Business Growth	24
Objective 5: Prospect Oval Precinct Master plan	26

The Economic Development Growth Strategy 2023-27 and City of Prospect acknowledge the traditional owners; Kaurna people who are the traditional custodians of the land on which we discuss this report. We pay our respects to the elders both past and present and extend that respect to our other Aboriginal clan groups.

## Economic Development Growth Strategy 2023-2027

# Foreword from the Mayor

A strong economic foundation is as important to our community, as a strong social foundation and is essential to ensure that our community is provided the opportunity to actively participate in economic activity within the region.



City of Prospect has a vibrant local economy with over 2,000 local businesses across retail, hospitality, health care, education and training, and service-based industries.

These businesses create more than 6,800 jobs and deliver a Gross Regional Product of over \$961.6 million.

As a Council, we know we are a facilitator of economic activity and play a strong role in creating the right environment for business to prosper. This includes a focus on how we engage with business, deliver a business-friendly approach ensuring infrastructure is maintained and supports economic need, and to encourage new investment.

**That is why I am pleased to present City of Prospect's 2023 - 2027 Economic Development Growth Strategy.**

It's important to recognise external factors will play a role in shaping economic growth within City of Prospect, including economic challenges, population growth, technology, a global marketplace, and changing ways of working and doing business.

As such, this strategy provides a city-wide approach aimed at supporting our main streets, business precincts, small businesses, entrepreneurs, and home-based businesses.

**Focused on five pillars that Council can directly influence or advocate for, our Strategy is based on:**

Council leadership

- Business communication and events
- Infrastructure and development
- Business growth
- Prospect Sporting Precinct Masterplan (including Main North Road site)

To ensure that each of the above key objectives are delivered, an Action Plan with clearly defined actions will sit under this strategy to ensure its delivery within identified timeframes and measures of success.

**At the conclusion of this strategy, Council is looking to achieve:**

- An increase in local jobs
- Better engagement with local businesses
- Reduction of red tape in the way we deal with business
- A masterplan for the Prospect Sporting Precinct
- New networking opportunities and business support for local traders.

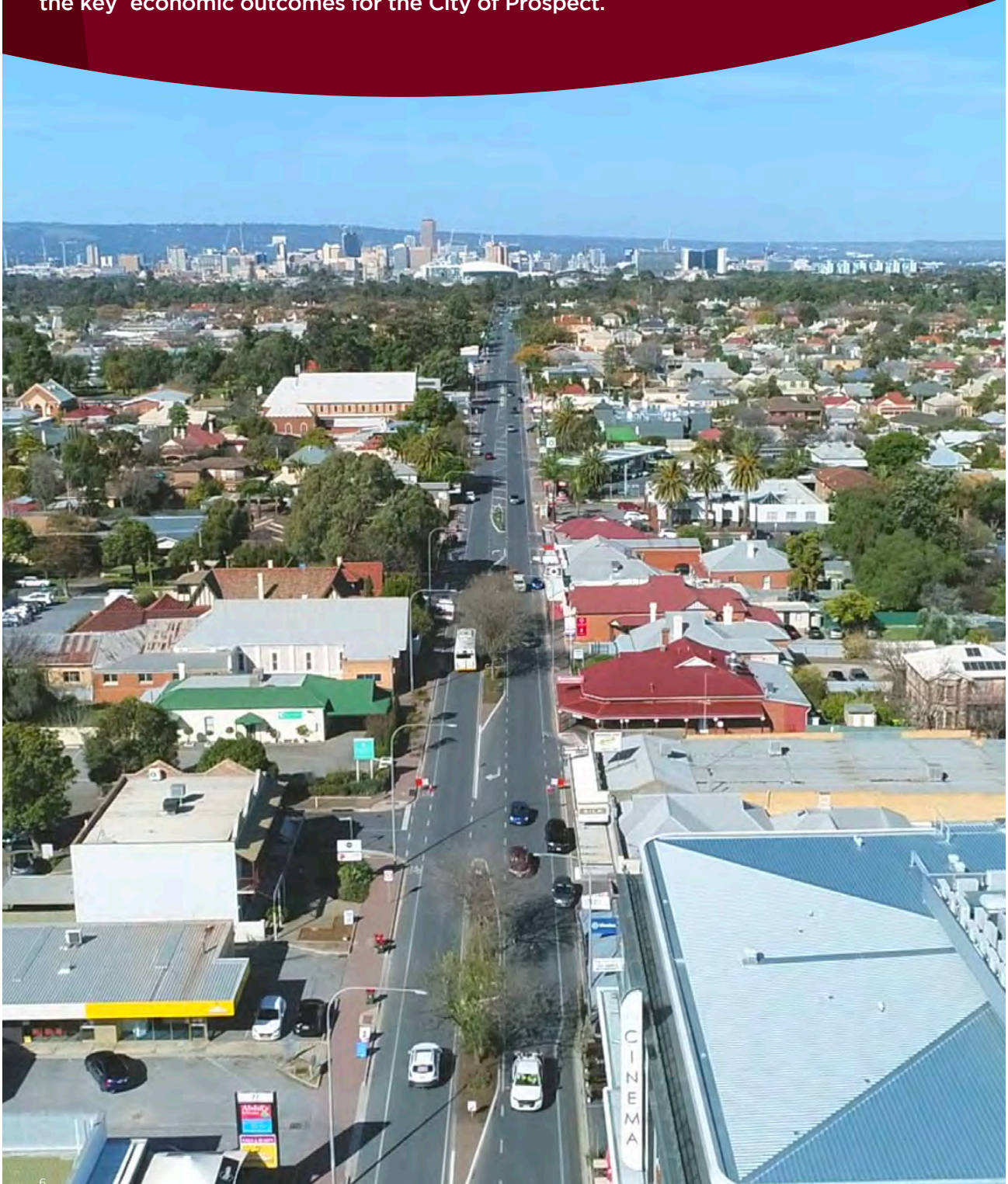
**Our Economic Development Growth Strategy aims to ensure that the future of City of Prospect continues to grow and remains a place to live, work and do business.**



Economic Development Growth Strategy 2023-2027

# Executive Summary

City of Prospect's Economic Development Growth Strategy has been developed to provide the strategic road map to deliver the key economic outcomes for the City of Prospect.





**The Economic Development Growth Strategy has been developed in conjunction with Council's Strategic Community Plan and plays a key role in delivering the necessary actions to deliver the Community Plan Pillar of "Funding our Future".**

The Funding Our Future Pillar has a particular focus on the future for the next generation. "By diversifying revenue sources, Council can reduce the burden on residents by generating economic growth and attracting investment, to fund our future".

**The Community Plan will achieve this by:**

- Facilitate city wide business support
- Create incentives for growth and development
- Investigate alternate revenue options and cost mitigation to reduce reliance on residential rates
- Develop partnerships to foster quality investment and development through government relationships and private ventures
- Foster imagination, research and collaboration to create innovative ideas
- Consider alternative non-traditional income streams
- Continuous improvement across all corporate function

The actions within this Economic Development Growth Strategy not only align to the City's Community Plan, they also create a road map to grow economic prosperity for the region, including fostering local business opportunities, encouraging investment, driving visitation, and creating the right business environment for local business to thrive.

## What is Economic Development

Economic development refers to the continuous process of enhancing and advancing economies, with a particular focus on the transformation of economic structures, commercial activities, industry makeup, technological progress, and overall expansion of economic activity and employment.

In conjunction with social capital and environmental sustainability, economic development holds significant importance in elevating living standards and enhancing the overall well-being of individuals, families, and local communities.

Within the realm of local government, economic development entails the facilitation and support of initiatives that build resilience and reinforce the economic foundations necessary for sustaining employment and generating income.

It also involves creating living, working, visiting, and investment destinations. The City of Prospect, with its vibrant local economy, highly educated residents, appealing and diverse retail and commercial areas, proximity to Adelaide's CBD, and ongoing urban infill is well positioned to leverage further sustained population growth.

By implementing appropriate policy planning and prioritising quality urban design, Council can effectively guide future land use and development, respond to external strategies such as the State Government's 30 Year Plan, support and facilitate local business growth and activation, advocate for development, and create distinctive and activated places that enhance the overall community experience and wellbeing.

This Economic Development Growth Strategy cannot operate in isolation. The progress of economic development is shaped by every aspect of the Council, and ensuring buy in from all departments across Council is crucial to this strategy having the most impact on local economic growth.

The creation of external partnerships and aligning with the plans and priorities set by the State, will also be critical in capitalising on opportunities.

Economic Development Growth Strategy 2023-2027

# City of Prospect statistics



**22,741**

Residents



**2,096**

Businesses



**6,800**

Employed



**\$961.6 Million**

Gross Regional Product



**\$53.2 Million**

Value of building approvals  
(12 months to June 2022)

## Top three largest sectors



Health Care &  
Social Assistance



Education  
& Training



Retail  
Trade



**3,000**

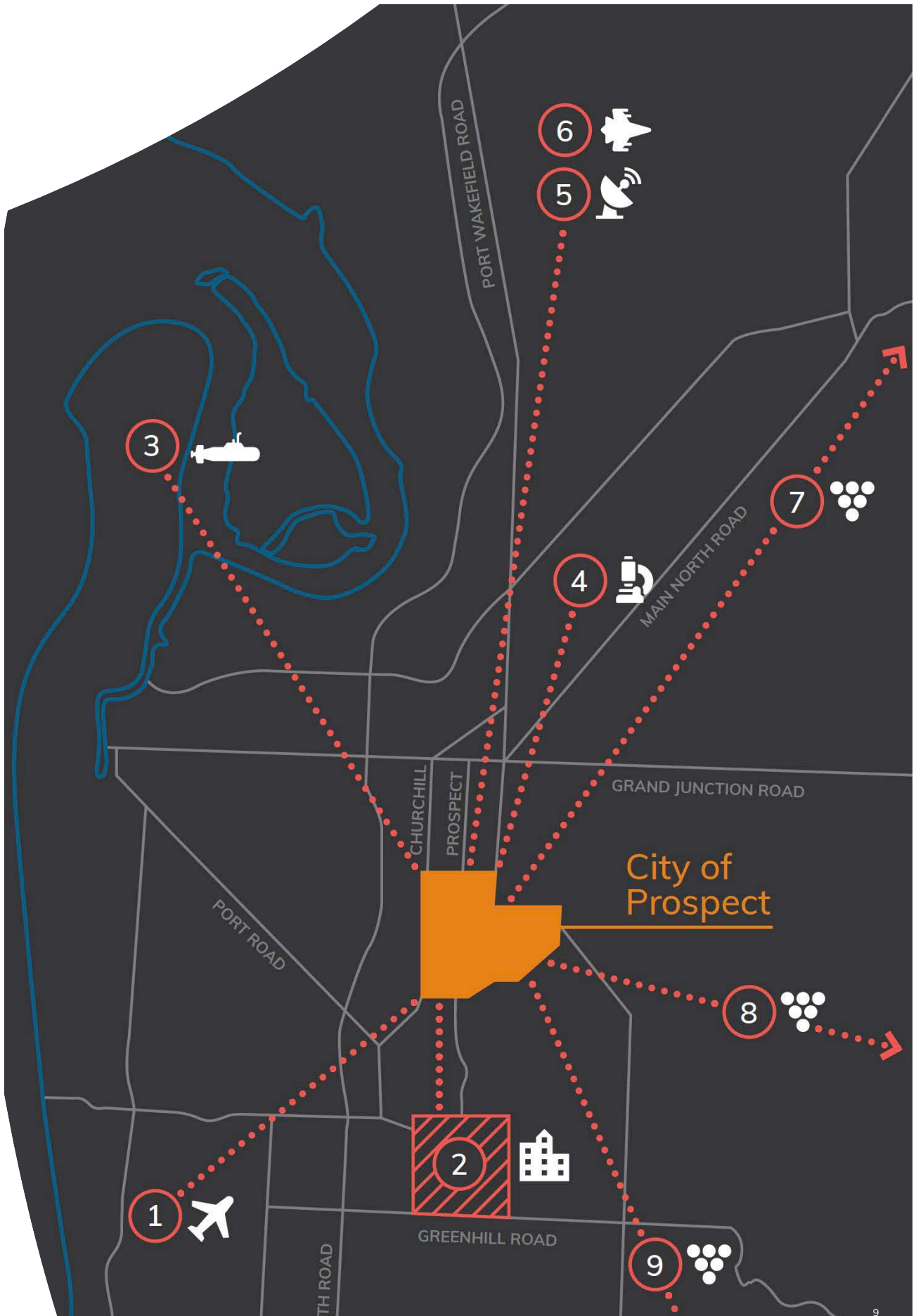
Persons per  
square  
kilometre

The City of Prospect is located approximately 5 kilometres from the central business district of Adelaide. The Council consists of a land area of 7.81 sq/km's and has one of the highest population densities in the State with 3,000 people per a square kilometre.

The Council region supports significant local jobs and generates substantial economic output - playing a key role in contributing to the broader South Australian economy.

## Geographically the centre of metropolitan Adelaide, City of Prospect is just minutes from a number of key locations.

- 1 Adelaide International Airport**  
Approx. travel time - 20 mins
- 4 Technology Park, Mawson Lakes**  
Approx. travel time - 15 mins
- 7 Barossa Valley Wine Region**  
Approx. travel time - 45 mins
- 2 Adelaide CBD**  
Approx. travel time - 10 mins
- 5 DST Edinburgh**  
Approx. travel time - 25 mins
- 8 Adelaide Hills Wine Region**  
Approx. travel time - 30 mins
- 3 Techport Australia**  
Approx. travel time - 20 mins
- 6 RAAF Edinburgh**  
Approx. travel time - 25 mins
- 9 McLaren Vale Wine Region**  
Approx. travel time - 60 mins



## Economic Development Growth Strategy 2023-2027

# City of Prospect snapshot



## Population

In recent years, the population in the City of Prospect has experienced a growth rate of 1.09 percent, surpassing the growth rate of 1.02 percent for South Australia as a whole.

This growth can largely be attributed to the Prospect area, which witnessed a growth rate of 1.53 percent, whereas Nailsworth/Broadview saw comparatively lower growth. The estimated residential population currently stands at 22,741.

The primary contributors to this population growth have been net overseas migration, followed by a higher number of births compared to deaths.



## Demography

In the City of Prospect, the average age is 37 years, which is lower than the average age of the state.

The population is evenly split between males and females, with an equal representation of both genders. The largest age group in the City of Prospect is comprised of individuals aged 25 to 29 years.

However, during the inter-census period leading up to 2021, the age group that experienced the most significant increase in population was the 35 to 39 year age bracket.



## Employment/Jobs/Industries

In the City of Prospect, the number of jobs held by females is approximately equal to the number of jobs held by males, indicating a balanced workforce.

The primary occupations among residents of Prospect consist of 30.3% professionals, 14.4% clerical and administrative workers, and 12.6% managers.

Regarding industries, the main sectors that employ people from Prospect are 14.7% in health care and social assistance, 10.4% in education and training, 10.3% in retail trade, and 9.4% in public administration and safety.



## Qualifications/Education/Income

The City of Prospect exhibits a significantly higher proportion of students attending Catholic schools compared to the state average. In primary schools, the percentage stands at 9.4% compared to the statewide figure of 4.0%, and in secondary schools, it is 7.6% compared to 4.0% across South Australia. This disparity reflects the religious affiliation of parents within the community.

The region also has a significant proportion of students attending universities or tertiary institutions, accounting for 26.9% of the student population, in contrast to the state average of 16.2%. This higher percentage can be attributed, in part, to the well-educated parents within the community and the presence of international students residing in the area.

The City of Prospect stands out with an impressive educational profile, as around 42% of its population aged 15 years and above holds a Diploma level or Bachelor's Degree or higher. In contrast, the corresponding figures for South Australia and Australia as a whole are 26.8% and 30.9%, respectively.

These statistics demonstrate that the City of Prospect surpasses both the state and national averages in terms of educational attainment among its residents.

In the City of Prospect, the percentage of individuals employed in professional occupations is 30.4%, which is 10 percentage points higher than the average for South Australia. This indicates a higher concentration of professionals within the workforce of Prospect compared to the broader state average.

In general, residents of Prospect enjoy higher weekly median incomes, both as individuals and within families. Furthermore, the proportion of couples without children in Prospect is relatively smaller, accounting for 35.6% compared to the average for South Australia, which stands at 40.0%.



Economic Development Growth Strategy 2023-2027

# Council's Role in Economic Development

City of Prospect is committed to implementing various initiatives aimed at cultivating a favourable business environment and enabling local businesses to grow.



12

**Ultimately, Council is creating a place that business wants to invest, people choose to reside in and the wider community want to visit.**

The primary objectives for Council include; promoting regional investment, delivering a business-friendly approach, and encouraging innovation.

Additionally, the council actively supports responsible (quality) development and strives to enhance growth and housing options through uplift and medium density accommodation along key corridors, thereby accommodating population expansion and the creation of new housing options within the region.

**Council is a facilitator of local economic development and also can influence economic growth through various means, including:**

**Infrastructure Maintenance:**

Council plays a crucial role in building and maintaining infrastructure that enhances community services, amenities, and facilities.

**Investment Attraction:**

Council can attract investment by advocating for the city and providing support activities that assist investors in their decision-making process.

**Infrastructure and Services:**

Providing and advocating for essential infrastructure and services such as parking facilities, strategic development initiatives, and business development support.

**Zoning and Development:**

Council can strategically zone and develop key precincts to revitalise areas and shape land use patterns that stimulate economic activity.

**Job Creation and Retention:**

By creating the right business environment and promoting the City of Prospect as a leading business precinct, Council can indirectly support local job retention and creation. Council also plays a key role as an advocate, in the areas of State Government investment, upgrades to DIT roads and State and Federal Policy effecting local businesses.

**Business Support:**

Council can attract and develop businesses by offering services such as advisory, mentoring programs, entrepreneurial initiatives and support for business groups and associations.

## Our Commitment

City of Prospect is dedicated to growing economic development by establishing an optimal business environment for local businesses. Our strategies are built upon careful consideration of business requirements, up-to-date data, and comprehensive support through information dissemination and network facilitation.

We prioritise maintaining a strong connection and active two-way engagement between the council and the business community, ensuring that their needs are met effectively.

Since the onset of COVID-19 in Australia in 2020, the business landscape has undergone a rapid transformation. With the removal of COVID restrictions, businesses are gradually returning to a new state of normality. However, this new normal brings its own set of challenges, as many businesses continue to grapple with supply chain disruptions, escalating energy and input expenses, inflationary pressures and high interest rates.

These pressures are creating a range of new challenges for local businesses as the cost-of-living pressures start to hit consumers and discretionary spending starts to reduce.

**This strategy has been formulated at a broad level to offer strategic guidance for the region.**

To effectively execute this strategy, an Action Plan has been devised, outlining practical steps necessary for the successful implementation of the objectives outlined in this document.

**The Action Plan serves as a practical road map to ensure the delivery of the overall strategy.**

## Economic Development Growth Strategy 2023-2027

# Factors Shaping Economic Growth in the City of Prospect

There are a number of factors that will influence economic growth within the City of Prospect.

**Council can play a role in all of these either through its influence or playing an advocacy role.**

**These factors include:**

## Population Growth

The potential benefits of increasing population density include the emergence of new service businesses and support for existing retail and hospitality venues.

However, it also imposes strain on public spaces, including recreational areas. To cater for population growth, it is vital to advocate for the strategic development of sites and collaborate with developers, as well as the State and Federal Government, to capitalise on these opportunities.

Negotiating good design and open public space are two of these outcomes.

The economic growth of the region is influenced by various external trends and opportunities, which shape the way individuals, families, and communities live, work, and socialise.

**These evolving preferences contribute to the responsiveness and sustainability of the local economy:**

- Changing lifestyles and preferences impacting residential choices, work arrangements, and social interactions.
- Evolving dynamics within families and communities, affecting consumer behaviours and demands.
- Shifts in work patterns, such as remote work or flexible employment arrangements.
- Growing emphasis on sustainability and environmentally conscious decision-making.
- Technological advancements shaping consumer expectations and transforming business operations.
- Demographic changes, including aging populations and cultural diversity, influencing market demands.

## Technology

The emergence of new technologies, including artificial intelligence (AI), is reshaping the work landscape and revolutionising our work environments.

These technologies provide unprecedented access to vast amounts of information and data, promoting the growth of various businesses, including home-based enterprises, and encouraging investments in home offices.

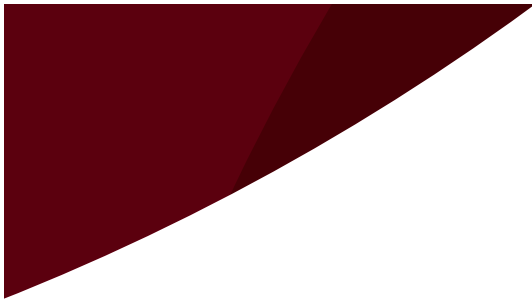
The rapid advancements in technology encompasses AI, machine learning, and the expansion of data-driven capabilities. Embracing and supporting these technologies is crucial for ensuring continued job growth and sustainability, as they play a pivotal role in driving change across all aspects of our lives and the local economy.

Additionally, technology offers opportunities to improve communication and interaction with both new and existing businesses, thereby strengthening the Council's business and community engagement.

Significant changes are also underway in transportation systems and consumer preferences. The rise of ride-sharing services like Uber, the increasing popularity of walking and cycling, and the continuous development and trials of autonomous vehicles are transforming the way people travel.

It is essential for Council to consider technology trends (including the use of smart technology) in upgrades and projects to ensure businesses can access and capitalise on it.





## Ability to reach global markets

The COVID-19 pandemic has led to a rapid increase in the adoption of digital technologies and online platforms. This accelerated uptake has allowed local businesses to expand their reach to global markets more effortlessly and enhance connectivity.

Digital platforms have played a crucial role in enabling innovative business models and connecting consumers across the globe. Sectors such as e-commerce, e-health, e-education, and home-based businesses have especially experienced significant growth.

These digital advancements have created new opportunities for business growth.

## Investment Attraction

The Council area has a diverse range of development and investment opportunities that can be explored. Whilst the majority of these are privately owned sites, Council can advocate for owners to consider upgrades that will enhance the region and be a catalyst for new business and local jobs.

Additionally, there is a growing demand for medium density apartments with off-street parking.

To retain and attract young people to the region and respond to changing demographic trends such as the increase in international student education, the rise in lone-person households, and an aging population, promoting low-cost affordable housing becomes crucial.

This can be achieved through initiatives that encourage mixed-use developments, providing housing options that are affordable and accessible to a wide range of residents.

By addressing these housing needs, the council can support the region's growth and create an inclusive community that caters to residents of all ages and backgrounds.

## Entrepreneurship

Entrepreneurship plays a crucial role in stimulating investment and fostering economic growth.

South Australia has witnessed successful examples of this, such as the implementation of a small venue license through liquor licensing reforms, which has effectively incentivized business start-ups and revitalized vacant or underutilised properties.

To sustain the promotion of entrepreneurship, the council must maintain a supportive and nurturing environment. This can be accomplished through various measures, including offering small-scale seed funding through grants, supporting existing and new co-working spaces and business hubs, and facilitating mentoring programs.

By fostering entrepreneurship, the council can cultivate innovation, create opportunities for business growth, and contribute to the overall economic vitality of the region.

## Promoting the City of Prospect

The significance of promoting and marketing the region as a premier business destination cannot be underestimated, as it serves two fundamental purposes.

Firstly, it plays a crucial role in driving visitation to the area, attracting potential customers and clients.

Secondly, it helps establish confidence and trust among local traders, thereby fostering a positive business environment.

Effective marketing and promotion of the Council area also plays a pivotal role in supporting the Council's investment attraction endeavours.

By showcasing the region's strengths, opportunities, and business-friendly environment, these marketing initiatives strengthen the Council's capacity to attract investment and stimulate economic growth.



Economic Development Growth Strategy 2023-2027

# Action Plan

**This Strategy provides 5 pillars for economic growth.**

These actions are based on feedback from City of Prospect local businesses and Council and are underpinned by Council's Strategic Community Plan.

Actions have been prioritised for delivery over the following financial years:

Short	2023/24
Medium	2025/26
Long	2026/27





## Economic Development Growth Strategy 2023-2027



1

# Council Leadership

**As a facilitator of economic development, Council holds the power to influence and advocate for an environment that fosters business prosperity.**

City of Prospect is dedicated to enabling and promoting the growth and investment of businesses, making the city an attractive and sought-after destination.

This entails a comprehensive approach that includes the formulation of favourable policies, establishing networks and connections, and cultivating a customer-focused workforce within the Council itself, recognising the significant role that economic development plays in building a robust community.

Ultimately, the Council's leadership revolves around creating a business-friendly environment that supports the business growth and prosperity.



18 PROSPECTIVES

COUNCIL LEADERSHIP ACTIONS	TIMING	MEASURES OF SUCCESS
Strengthen the internal understanding of the role of economic development and foster a business-friendly culture across the organisation.	Short	The role of economic development understood across Council departments and outward focusing areas identify ways to be more business friendly.
Support a buy local approach to procurement of goods and services (where practical).	Short	Review Procurement Policy to ensure it provides opportunity for local business procurement.
Strengthen the working relationship with relevant State Government Departments (including Department of industry, Innovation and Science, Small Business Commissioner of South Australia and other relevant stakeholders.	Short	Identify key contacts within State and Federal Government Departments and align these with the most appropriate Council representative to connect with. Regular contact to be maintained between Council representatives and Government Departments, with agenda to include identification of partnership projects, funding and other opportunities that can benefit the City of Prospect.
Conduct a biennial business survey to understand business needs and local business environment.	Medium	Develop a business survey that will be used as an ongoing benchmark of business satisfaction. Survey delivered digitally.
Strengthen the working relationships with neighbouring Councils (City of Adelaide, City of Port Adelaide Enfield, Walkerville Council & City of Charles Sturt) and identify opportunities to collaborate	Medium	Identify any projects or opportunities for collaboration with neighbouring Councils.
Using the City of Prospect Advocacy Priorities document, actively advocate State and Federal Departments and Members of Parliament for funding and support of key initiatives.	Medium	City of Prospect Advocacy Priorities document to be used as Council's "Ask of government" during next State and Federal election cycles to promote initiatives that Council seeks funding and support for.
Review Council's Governance model around economic development committees and workgroups that involve Elected Members, business leaders and industry experts.	Medium	Report presented to Council on the various governance models Council could consider around economic development, including formal and informal committees.
Advocate for strategic investment and development within the Council region that aligns with community needs and expectations – good design that facilitates good community outcomes.	Long	Inline with Council's Strategic Community Plan, identify investment and development opportunities that will support community led outcomes.
Encourage a collaborative approach to working with developers.	Long	Identify opportunities for a single point of contact for developers and identify what Council's objectives are around 'good design outcomes'.
Consideration is given to economic outcomes in decision-making across the organisation and how decisions will impact local businesses and the City of Prospect economy.	Ongoing	Council and Council Officers provide a business lens over projects and decisions, identifying opportunities for local business involvement or economic benefit.
Contribute to regional conversations and engage in joint projects through the Eastern Region Alliance (ERA).	Ongoing	Participation in Eastern Region Alliance projects.
Undertake an annual SWOT and competitive advantage analysis of the City of Prospect economy to identify gaps and opportunities during the life of the Economic Development Growth Strategy.	Annual	SWOT analysis developed and reviewed annually.



2

## Business Communication and Events

**Marketing and business communications play a significant role in promoting local businesses, attracting investment, and driving economic development.**

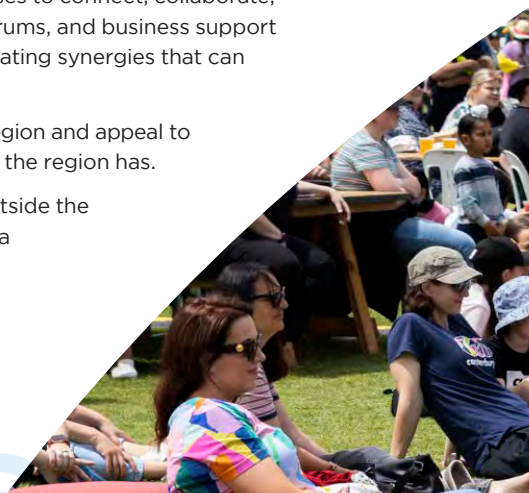
By raising visibility, encouraging collaboration, building reputation, and engaging the community, the council can create a thriving business environment that benefits both businesses and the broader community.

Effective business and marketing communication by council can attract new businesses and provide the confidence for existing ones to expand. By showcasing the advantages and opportunities available within the region, the council can attract investment and stimulate economic growth, leading to job creation.

Council-led communication initiatives provide a platform for businesses to connect, collaborate, and build partnerships. By facilitating networking events, industry forums, and business support programs, the council plays a vital role in knowledge sharing, and creating synergies that can drive innovation and growth.

By leveraging events, City of Prospect can increase visitation to the region and appeal to a diverse audience, allowing them to experience the unique offerings the region has.

Events of various scales have the potential to draw in people from outside the Council area and add spend to the local economy. The Council plays a vital role in stimulating economic activity through organising events.



20 **PROSPECTIVES**

BUSINESS COMMUNICATION ACTIONS	TIMING	MEASURES OF SUCCESS
Develop an economic development communication strategy to promote the City's economic development credentials, events and point of difference.	Short	Economic Development Communications Strategy developed.
Develop a marketing campaign promoting the City of Prospect as a key location to work, invest and a destination to visit.	Short	Marketing Campaign commenced (driven by Communications Strategy).
Maintain a business contact database (including home based businesses) and regularly communicate (minimum 3 times a year) key Council activities and projects, data insights, grants and general news to the business community.	Medium	Maintain an up-to-date business database (using ABR data) and distribute business e-newsletter to City of Prospect businesses a minimum of 3 times a year.
Develop and distribute a City of Prospect "Welcome Pack" to all new businesses in the Council region.	Medium	Business Welcome Pack developed and distributed to all new City of Prospect Businesses (identified via ABR data).
Provide up-to-date information on Council's website on available business funding and grants via Grant Guru.	Medium	Review and State and Federal Grant opportunities and develop a landing pad on the Council website that provides up to date information on business grants.
Provide accurate and timely investment information on Council's website to support business expansion and investment opportunities.	Medium	Develop a landing page on Council's website that provides information for businesses looking to invest in the Prospect Council area.
Increase community understanding of the impacts and benefits of housing density and commercial developments that contribute to population, employment, and economic growth.	Medium	Key messages developed that tell the economic development story of the City of Prospect and can be used in marketing and communication collateral.
Work with the South Australian Tourism Commission to increase the overall visibility of the City of Prospect as well as identifying opportunities to promote key sites including RM Williams and Health & Wellbeing activities.	Medium	In collaboration with the SATC, identify opportunities to promote broader visitation to the City of Prospect as well as key promotional activities to showcase premier destinations such as RM Williams.
Develop a "tourism" page on Council website that promotes things to see and do in the City of Prospect (including precincts to eat and shop as well as free Council services). A QR to be developed as part of the page that can be used to promote / link to the page and information. QR codes to be provided to Air B&B's and other accommodation services within the Council area.	Medium	Tourism landing page developed on the Council website along with a QR code that can be used to promote things to see and do within the City of Prospect.
Work with the Universities and Study Adelaide regarding billeting and living opportunities for students in the City of Prospect.	Medium	Develop a campaign to promote student accommodation and billeting within the City of Prospect.
EVENT ACTIONS	TIMING	MEASURES OF SUCCESS
Facilitate an annual program of events with economic objectives and outcomes.	Short	Events Program to identify any links to promote local businesses or opportunities to leverage economic growth for the region
Develop and host three business networking events annually - each themed to provide value add information to local businesses. **Topics / key speakers could include how to merchandise, ATO update and information session, cyber security for business and social media for small business.	Short	Business Networking sessions launched, and invitations put out to all City of Prospect Businesses.
Develop a program of training events for City of Prospect businesses and promote a calendar of events to all businesses within the Council region.	Medium	A program of tailored business training and education events is developed and launched.
Review major event opportunities (including partnering with State Government Agencies) that will attract visitation to the City of Prospect and create positive media attention.	Long	Identify any major events that City of Prospect can partner with or bid to host and undertake a feasibility report to present to Council.



3

## Infrastructure and Development

City of Prospect is committed to supporting growth by prioritising quality development and infrastructure that enhances the overall liveability of the city.

**Recognising the importance of creating a sustainable and thriving community, the city focuses on the following key areas:**

**Good design:** The city ensures that new developments align with the vision and values of the community. With an emphasis on quality over quantity, considering factors such as architectural design and environmental sustainability. With increased density and uplift along the main road corridors within the Council area.

**Infrastructure Investment:** The city understands that well-planned and well-maintained infrastructure is vital for enhancing liveability. The Council will through its long-term financial plan invest in essential infrastructure projects such as roads and community facilities and advocate for State and Federal funding for State roads, improved public transport and major infrastructure projects.

**Sustainability and Resilience:** The city embraces sustainable development practices to minimize its environmental footprint and promote long-term resilience. It encourages energy-efficient buildings, green spaces, renewable energy adoption, and waste management strategies.

**Quality of Life:** Ultimately, the city's focus on supporting growth through quality development and infrastructure is driven by its commitment to enhancing the overall liveability of the community. It aims to create a city that offers a high quality of life, with amenities, services, and opportunities that meet the diverse needs of its residents whilst creating a strong business environment.

22





INFRASTRUCTURE AND DEVELOPMENT ACTIONS	TIMING	MEASURES OF SUCCESS
Create a single point of contact within Council's planning team for businesses seeking information on planning and approval information.	Short	Single point of contact created for all planning and building enquiries from Prospect businesses.
Assist businesses to understand and navigate the Planning and Design Code.	Short	Update information on Council's website that simplifies the Planning and Design code process and what people need to do regarding new development.
Undertake an annual vacancy rate survey and report for Prospect Road, Main North Road and Churchill Road.	Short	Vacancy Rate Survey completed.
In consultation with all stakeholders in the precinct, develop a brief for a high-level Masterplan of the Prospect Oval precinct.	Medium	Engage a consultant to develop a high-level masterplan of the precinct.
Update The Council's "Business" pages on the corporate website to include information on why to invest in the City of Prospect.	Medium	Council website business page to include a City of Prospect Investment Prospectus that promotes what the benefits of investing in the region are.
Work closely with developers, landlords and leasing agents to attract a complimentary business mix that also achieves good public private partnership outcomes and enhances positive public realm outcomes.	Medium	Develop a business attraction pack of material to support attraction of new businesses to the Council area that enhance placemaking opportunities and improve public amenity..
Streamline Council's policy and regulatory framework, processes and procedures to reduce complexity and make them more business-friendly.	Medium	Policy and regulatory framework reviewed to be more business friendly.
Evaluate the untapped or deteriorated resources that are owned by the State Government (e.g., public housing) with the purpose of advocating for the revitalization and enhancement of these locations.	Long	Audit of State-owned assets within the Council area completed with assets rated in order of priority of need for revitalisation. Discussions to occur with relevant State Government Departments to advocate for enhancement of these locations.
Understand and provide data on the current gaps in the business mix and escape spend.	Long	Analysis completed on escape spend from Council area and gaps in business mix.
Determine a rolling program of precinct upgrades and development of public realm (in line with the long-term Financial Plan) that enhance placemaking opportunities and improve public amenity.	Long	Precinct upgrades and maintenance schedules developed for public infrastructure that supports business, community and the visitor economy.
<b>Optimise transport and parking solutions across the City of Prospect</b>		
As part of the Integrated Transport Plan (ITP) examine the available public car park areas, considering the potential for transforming them into higher-density mixed-use developments that preserve the existing spaces.	Medium	Undertake an audit of all public carparking within the City of Prospect.
Identify opportunities to increase parking accessibility around the key business precincts of Prospect Road, Main North Road and Churchill Road.	Medium	Parking review conducted around key business precincts. Review to include private facilities that could be leased or used as private paid parking opportunities.
Review the use of smart technology to deliver parking solutions and educate the community to change parking perceptions around Prospect Road.	Medium	Trial smart parking technology along Prospect Road and side streets to highlight vacant parks and assist with parking control.
Undertake a parking review to identify if future level parking is required along Prospect Road.	Medium	Review existing Prospect Road Parking Study and align with future development opportunities along Prospect Road.
Consider and advocate for alternate transport solutions to improve access to the business precincts of Prospect Road, Main North Road and Churchill Road.	Medium	Work with the State Government and DIT to identify improved public transport options to key City of Prospect precincts.



4

## Business Growth

**City of Prospect provides various support programs tailored to meet the needs of local businesses.**

These programs may include mentorship initiatives, workshops, training sessions, and access to resources and funding opportunities. By offering targeted assistance, the city aims to empower businesses and help them overcome challenges while fostering their growth.

City of Prospect is committed to ensuring a growing economy through the support of local businesses. By providing business support programs, streamlining regulations, fostering collaboration, marketing local businesses, investing in infrastructure, and forging partnerships, the city creates an environment where businesses can thrive, contributing to the overall economic prosperity of the community.

Recognising the importance of home-based businesses and creative industries, City of Prospect aims to strengthen engagement and support these sectors within the community.

The Council acknowledges that home-based businesses and creative industries contribute to the local economy, foster innovation, and add vibrancy to the city's cultural fabric.





BUSINESS GROWTH ACTIONS	TIMING	MEASURES OF SUCCESS
Review outdoor dining/footpath trading fees and identify opportunities to further assist businesses.	Short	Review outdoor dining fees and charges as well as ways to continue to enhance outdoor dining within the Council area.
Work with the Prospect Road Traders to realise the economic benefits of Prospect Road and promote Prospect Road as a premier Mainstreet of South Australia.	Short	Development of a Prospect Road Specific communications and marketing plan.
Review Council's small bar licence policy.	Medium	Small Bar License Policy reviewed to encourage more small bars and activate the night time economy.
Review what business support programs Council could offer and the preferred supplier to operate the support.	Medium	Review existing small business support programs and determine what the future needs of businesses are prior to engaging new contracts.
Identify and engage with home-based businesses to better understand their needs.	Medium	Undertake a survey with home-based businesses to determine what support they would like from Council.
Determine an ongoing program to support and engage with home based businesses.	Medium	Based on business survey results, develop online business information specifically targeted to support home based businesses, as well as identifying events or activities that would be beneficial to helping home based businesses continue to grow.
Investigate a seed grants program to encourage entrepreneurship within the City of Prospect.	Long	Identify a possible Council Grant Program to support minor seed funding of startup businesses in the City of Prospect.
Continue to support Prospect Road traders through the Business Support position funded via the Prospect Mainstreet Trust.	Ongoing	Continue to fund a hands-on position to assist with Prospect Road Business Support and digital marketing (with funds collected from the Prospect Road Street Trust).
Continue to be recognised as a Small Business Friendly Council.	Ongoing	Continue to participate in the Small Business Friendly program and complete annual reporting on program.





## Prospect Oval Precinct Masterplan (Including Main North Road site)

**City of Prospect have undertaken a strategic land acquisition of property located at 142 -148 Main North Road Prospect.**

This piece of land has been purchased with the intent of creating a main road frontage to Prospect Oval, as well as providing Council with the opportunity to enhance the current Prospect Oval site (which Council also owns).

The addition of 142 Main North Road enables Council to strategically Masterplan the site to become a dedicated sporting precinct, as well as enabling some possible future mixed-use development on the site that could include retail, health and allied services, as well as residential accommodation in the form of townhouses or apartments.

The future master planning of this site has been included into the Economic Development Growth Strategy as it will be a catalyst for job creation, a driver for visitation to the region and a new future housing stock to the Council region.

The master planning process and subsequent development will take several years to come to fruition, however Council will ensure a robust planning process that involves the local community, sporting groups and interested parties to ensure a best practice sporting and community complex that can not only support the clubs of today but host major community and sporting events in the future.





PROSPECT OVAL PRECINCT ACTIONS	TIMING	MEASURES OF SUCCESS
During the master planning process, ensure the Council purchased land at 142 Main North Road is tenanted on a short-term rolling lease to offset land expenses incurred by owning the site.	Short	Tenant secured to offset costs during planning phase.
Develop a communications strategy that clearly articulates the intent of the Council's land purchase and how the Prospect Oval Precinct Master Plan will be developed (including the community engagement process).	Short	Communications strategy and key messages developed regarding the future of the site and community benefit.
Develop a comprehensive community engagement program that includes residents, sporting clubs, community groups, local MP's and Elected Members.	Short	Community engagement plan developed.
Develop a community led design competition (Australia wide) to seek ideas and concepts that can be included in the future masterplan for the site. Competition to engage with Universities and the local community with the intent of developing a state-of-the-art best practice precinct.	Short	Competition launched to seek urban development ideas to be incorporated into the master planning of the site
Investigate innovative ways to fund the redevelopment to reduce the impact on rate payers.	Medium	Identify ways to offset the cost of the development through joint venture opportunities.
Commence a procurement process to engage the services of a design team to develop concepts for the site - minimum 3 high level concepts plans developed that can be used as part of the engagement process. To include ideas from community led design competition where applicable.	Short	Procurement plan developed.
Explore development funding opportunities to offset costs associated with any future potential development of the site.	Short	Funding opportunities explored and presented to Council for consideration.
Based on preferred master plan outcomes, engage a quantity surveyor to prepare costing of the development that can be staged and built into Council's long term financial plan.	Medium	High level costings developed to feed into long term financial plan.
Undertake a call for EOI for financial feasibility / exploring different funding models based on endorsed governance model for the site.	Long	Develop a brief for expression of interest as per the council's approved development arrangements for the site.





For further information contact:

**City of Prospect**

Payinthe, 128 Prospect Road  
Prospect, South Australia 5082

Phone: 8269 5355

Email: [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

[www.prospect.sa.gov.au](http://www.prospect.sa.gov.au)

**10.6 DRAFT COMMUNITY FACILITY LEASE AND LICENSE POLICY**

**File Number:** IC23/330  
**Author:** Chris White, Chief Executive Officer  
**Responsible Executive:** Chris White, Chief Executive Officer

**EXECUTIVE SUMMARY**

City of Prospect is committed to providing a range of community facilities for lease or licence, in order to create places and opportunities that enrich everyday experiences, foster a sense of belonging, and engage our community.

In the interest of best practice, the Community Facility Lease and Licence Policy (the Policy) should be reviewed on a recurring schedule. This allows Council to examine whether circumstances have changed, and determine if the Policy requires amendments, to ensure optimal outcomes.

Council's current policy dates back to 2008, and is well overdue for review. Following efforts during the previous term of Council to prepare a revised draft document for consultation, progress stalled following the departure of key staff.

Following clear direction from the newly elected Council early this year, the Chief Executive Officer has engaged consultant support and provided Council with an opportunity to freshly review both the legacy policy and the more recent draft document. Feedback was received at an Elected Member Workshop on the 17 October 2023, and the draft Policy has now been revised based on that feedback.

The main changes from the previous version are:-

- The name of the Policy has been changed to 'Community Facility Lease and Licence Policy'.
- A revised articulation of the principles/key result areas that Council require from occupants of community facilities.
- A clearer set of reporting requirements of occupants.
- Removal of the clause nominating 'significant community facilities'.
- Removal of the Fee Table.
- A new category definition of 'Nominal Rental Lease' replacing the term 'Peppercorn Lease'.

This draft Policy is now presented to Council for consideration, and is recommended for adoption for the purposes of community consultation.

**RECOMMENDATION**

**That Council:**

1. **Having considered Item 10.6 Draft Community Facility Lease and License Policy receives and notes the report.**
2. **Endorse the Draft Community Facility Lease and Licence Policy (as presented in Attachment 1) for the purposes of community consultation.**

## DISCUSSION

The adoption of a Community Facility Lease and Licence Policy will enable Council to execute Leases and Licences under Section 202 of the Local Government Act, 1999, and will guide the way Council offers Occupancy Agreements to clubs and community groups.

The policy is based on broad outcome-oriented principles and aims to provide a standardised, fair and transparent policy for establishing and managing formal occupancy agreements to make Council land and buildings available for use by the local community.

Council's current policy (included as **Attachment 2** to this report) dates back to 2008, and is well overdue for review. Following efforts during the previous term of Council to prepare a revised draft document for consultation, progress stalled following the departure of key staff.

Following clear direction from the newly elected Council early this year, the Chief Executive Officer has engaged consultant support and provided Council with an opportunity to freshly review both the legacy policy and the more recent draft document. Feedback was received at an Elected Member Workshop on the 17 October 2023, and the draft Policy has now been revised based on that feedback.

Feedback from members throughout the review process has focused on a number of key areas – including:

- The need for improved reporting between Council and occupants in relation to the use of facilities, and the activities of clubs in Council facilities;
- The need to require a reasonable degree of community access to the playable areas of facilities when not in use by occupying clubs;
- The need to consider the community value offering of any proposed use of a facility, where that use requires or anticipates an exclusive use of that facility in the form of a head tenancy/license agreement.

In addition to this feedback, a wide range of feedback on general wording and formatting of the policy was received.

The revised draft included as **Attachment 1** to this report reflects these changes.

It is noted that tracked changes versions of the policy draft were provided to Council as part of the workshop in October. That document was already challenging to read. However, in adding the further requested changes, a full re-formatting of the document has become necessary, such that it is felt the fresh draft must now be presented as an entirely new document for consideration (without tracked changes).



The main changes to the draft included as Attachment 1 are:-

- The name of the Policy has been changed to 'Community Facility Lease and Licence Policy'.
- A revised articulation of the principles/key result areas that Council require from occupants of community facilities. These principles now are:-
  - Inclusion and Diversity
  - Optimal and Sustainable Use
  - Innovation and Collaboration
  - Activation, Engagement and Safety
  - Governance and Probity.
- A clearer set of reporting requirements of occupants including an Operations Report, a Facility Management Report and an optional Facility Improvement Plan.
- Removal of the Fee Table. Fees will be reflected in Lease Agreements and in Council's annual Fees and Charges Schedule.
- Removal of the clause related to nominated significant community facilities. Workshop attendees believed the revised Policy adequately covered the approval process for all community facility leases and licences and specific sites/precincts did not need to be nominated.
- A new category definition of 'Nominal Rental Lease' replacing the term 'Peppercorn Lease'.
- The term 'Key Result Areas' replacing 'Key Performance Areas' and linking directly with the principles above.
- The revised draft also allows now a clearer delineation between the Policy and any procedure or template to be used by staff in applying the Policy. Administration will develop templates for staff and community clubs/associations to ensure adherence to the Policy.

The draft Policy has been refined and now addresses the feedback provided. The changes will enable Council to negotiate better outcomes for asset management, to stimulate investment and deliver diversity for community facility occupation and use.

## **PUBLIC CONSULTATION**

The draft Policy, once endorsed by Council, is proposed to be made available for community consultation.

The core purpose of this engagement is to provide information to Council's existing and future tenants and the community to assist them to understand the Policy, including its principles, objectives, and key initiatives.

This will provide a range of opportunities for individuals and organisations to learn about the proposed Policy and associated impacts, and enable feedback to influence the ongoing development and finalisation of the Policy.

Council will draw on the expertise and valuable local knowledge of key stakeholders within the community. This will include seeking feedback and engagement from residents, community members, as well as existing and future lease and licence holders, on the draft Policy to refine the framework of what community leasing and licensing will look like moving forward.

The community consultation period is proposed to run for four weeks, commencing in either late January or early February 2024, and subject to Council endorsement, will include the following:

- Council's website (Public Consultation) and online Engagement Hub and social media accounts and on locations in Council's office and buildings.
- Public workshop for interested club and community group representatives.
- One on one meetings with community group/club senior representatives.

All questions, queries and feedback received will be collated and considered, and reported to Council prior to adopting the Policy. Depending on the depth and nature of feedback, a further workshop may be required prior to this report returning to Council, but staff will consider this once feedback is received and collated. Either way, Council may seek further information, make amendments, or confirm the content of the Policy as appropriate based on the feedback received.

#### **Relevance to Core Strategies / Policy**

- Sale or Disposal of Assets Policy.
- Community Engagement and Consultation Policy.
- Associations Incorporation Act 1985
- Child Safety (Prohibited Persons) Act 2016
- Crown Land Management Act 2009
- Environment Protection Act 1993
- Gambling Machines Act 1992
- Gambling Administration Act (Commencement) Proclamation 2020
- Government Business Enterprise (Competition) Act 1996
- Liquor Licensing Act 1997
- Local Government Act 1999
- Planning, Development and Infrastructure Act 2016
- Real Property Act 1886
- Recreation Grounds Rates and Taxes Exemption Act 1981
- Retail and Commercial Leases Act 1995

**Community Plan: Towards 2040****► Connected & Caring  
2 to 5 year timeline**

CC2.4 Ensure greater recognition and support of precincts and neighbourhood gathering places such as Collinswood Precinct, Broadview Sports and Recreation Precinct / Yarnta Tutu yarta, Nailsworth Hall, Charles Cane / Parndo yerta Reserve, Howard Street precinct across the City:

CC2.4.1 Make these great places and create promotional campaigns

CC2.4.2 Install wayfinding signage (and 'digital trails') in key locations to highlight important and historic sites, as well as shopping and recreational opportunities in those neighbourhoods

CC2.4.3 Develop new place-making and urban renewal initiatives in those neighbourhoods

CC2.4.4 Facilitate the attraction of a key 'anchor' or 'hero' business to each of those key locations

**► Active & Engaged  
2 to 5 year timeline**

AE2.5 Continue to support a broad and diverse volunteer group

AE2.8 Leverage the above activities into outcomes that see our community build a reputation as agents of change

**► Inclusive & Diverse  
2 to 5 year timeline**

ID2.3 Promote, facilitate and measure the utilisation of our buildings, parks and open spaces using SpacetoCo data

ID2.7 Develop and implement a process to actively seek the views of groups often missed in consultation activities

**ATTACHMENTS**

1. **Draft Community Facility Lease and Licence Policy CoP - November 2023** [↓](#) 
2. **Lease and Licence of Community Facilities Policy - October 2008** [↓](#) 

# Community Facility Lease and Licence Policy



<b>Reference Number:</b>	Enter TRIM Reference Number - Word Doc
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director City Strategy, Community and Culture
<b>Responsible Officer (s):</b>	Manager Community Relations and Programs
<b>Initial Adopted Date:</b>	Choose an item.
<b>Last Review Date:</b>	Enter date of last review or New Policy
<b>Next Review Date:</b>	Enter date for next review
<b>Legislation:</b>	Associations Incorporation Act 1985 Child Safety (Prohibited Persons) Act 2016 Crown Land Management Act 2009 Environment Protection Act 1993 Gambling Machines Act 1992 Gambling Administration Act (Commencement) Proclamation 2020 Government Business Enterprise (Competition) Act 1996 Liquor Licensing Act 1997 Local Government Act 1999 Planning, Development and Infrastructure Act 2016 Real Property Act 1886 Recreation Grounds Rates and Taxes Exemption Act 1981 Retail and Commercial Leases Act 1995
<b>Related Documents:</b>	Community Facility Hire Policy Our Community Plan – Toward 2040 Community Engagement and Consultation Policy Disability Access and Inclusion Plan Fees & Charges Register

## 1 Purpose

- 1.1 The Lease and Licence Policy (The **Policy**) provides a framework for the City of Prospect (the **Council**) and its existing and potential tenants when entering into an Occupancy Agreement.
- 1.2 The policy is based on broad outcome-oriented principles and aims to provide a standardised, fair and transparent policy for establishing and managing formal occupancy agreements to make Council land and buildings available for use by the local community.
- 1.3 The Policy aligns with the Council's vision, strategy and values and seeks to optimise the use of community facilities to deliver a tangible community benefit. The Council generally prioritises community based not-for-profit organisations, and recreational,

City of Prospect: [insert name of policy]

1

sporting, educational, social and health benefits over commercial cost recovery. In particular:

- 1.3.1 **Our Community Plan, Towards 2040** - Our Plan starts with community, a community with heart, with residents connecting across our neighbourhoods, taking pride in loving where we live and work in our City;
- 1.3.2 As a community, we embrace the vibrancy and energy that results from cultures and peoples woven together into a diverse mix of beliefs, perspectives and lifestyle choices.

## 2 Definitions

- 2.1 **Act** means the Local Government Act 1999.
- 2.2 **Lease** – A contractual right granted by the owner of an asset (lessor) to another person or organisation (lessee) to have exclusive use of that asset for a fixed period in return for the payment of rent and subject to applicable terms and conditions.
- 2.3 **Licence** - A contractual right granted by the owner of an asset (licensor) to another person or organisation (licensee) to non-exclusive (shared) use of that asset for a fixed period and subject to applicable terms and conditions.
- 2.4 **Tenant** – The occupier of an asset under an Occupancy Agreement.
- 2.5 **Occupancy Agreement** – A binding agreement in the form of a lease or licence between the Council and an organisation or natural person that confers a right to use (on an exclusive basis or otherwise) a Community Facility for a specified period.
- 2.6 **Asset** – Land, buildings, or other tangible goods and chattels either owned by, or under the care, control and management of, the Council.
- 2.7 **Local Community** – A group of interacting people residing in a common location.
- 2.8 **Community Organisation** – Incorporated associations and other community groups whose primary objective is service to the community and whose members do not receive the profit that may be generated by activities of the Community Organisations.
- 2.9 **Community Benefit** – The social, cultural, health, and economic benefits provided to the community through the provision of sport, community and other recreational activities.
- 2.10 **Community Facility/Facilities** - Any Council real property or related asset that is/are open to and available for use by the public (subject to any Occupancy Agreement) for recreational, educational, sporting, artistic or social activities, which may include halls, playing fields/ovals, clubrooms and sports courts.
- 2.11 **Community Land** – As defined in the Local Government Act 1999.
- 2.12 **Facility Improvement Plan** – planning document submitted by a club/incorporated association that identifies the club's position in relation to future development of activities and associated improvement needs for the facility that they lease/license from Council (see Clause 6.2.3).

- 2.13 **Operations Report** – a documented report regarding the use of the facility provided to Council by the tenant on an annual and 3 yearly basis (or as and when requested by Council) that includes a report on usage and facility/asset management/maintenance (see Clause 6.2.1).

### 3 Scope

- 3.1 The Policy applies to all Community Facilities within the Council's area, including facilities located on:
- 3.1.1 land owned by the Council; or
  - 3.1.2 Crown Land under the Council's care, control and management - where an Occupancy Agreement is in place or may be entered into for the use of those Community Facilities.
- 3.2 Depending on the building, land type and status, different legislation with specific terms and conditions can apply to an Occupancy Agreement. The Council will ensure that each Occupancy Agreement is prepared in accordance with the applicable legislative requirements.
- 3.3 This Policy also serves to ensure sound financial management and adequacy of records management processes to facilitate the accuracy of Council's Lease and Licence register.
- 3.4 The principles of this policy will be applied initially to new Occupancy Agreements including those Occupancy Agreements that have expired and where renewal is pending. The balance of existing Occupancy Agreements will be managed in line with this Policy as and when they approach expiry or renewal.

### 4 Legislative and Corporate Requirements

- 4.1 The policy is to be read and implemented in conjunction with relevant legislation and Council's other relevant policies, strategies and documents including but not limited to:-
- 4.1.1 Local Government Act Sections 49, 201 and 202.
  - 4.1.2 Sale or Disposal of Assets Policy.
  - 4.1.3 Community Engagement and Consultation Policy.

### 5 Policy Statement

- 5.1 The Council is committed to providing a range of community facilities in line with Council's strategic plans based on community priorities.
- 5.2 The aim of this policy is to ensure an equitable and consistent approach to entering into and managing Occupancy Agreements by applying the following Key Result Area principles, each of which are to be given due consideration when assessing proposals for an Occupancy Agreement. The **Key Result Areas** are:

- 5.2.1 **Inclusion and Diversity** – Balancing a wide variety of different uses including sporting, educational, cultural and recreational activities which reflect community needs and embrace the vibrancy and energy from different people (eg age, gender, culture, socio-economic and ability).
- 5.2.2 **Optimal and Sustainable Use** – Ensuring Council assets are fit for purpose and managed responsibly in the interest of the community including certain costs being shared between the tenant and Council where appropriate. Developing initiatives on environmentally sustainable outcomes (including response to climate change) alongside wellbeing, cultural and economic objectives.
- 5.2.3 **Innovation & Collaboration** – Establishing and maintaining ‘key stakeholder’ partnerships to increase our collective capacity to meet community expectations and aspirations, that create dynamic clubs, inspired volunteers and shared community projects.
- 5.2.4 **Activation, Engagement and Safety** – Create facilities that encourage families and the general community to be out and about enjoying recreation and sporting facilities, while ensuring public safety and child protection outcomes are maintained.
- 5.2.5 **Governance and Probity** – Incorporated Associations and other community groups operating on Council Owned land are expected to develop, implement and maintain a robust system of governance that suits their particular needs and circumstances, is in line with their constitution and reflects leasing obligations for the site they operate from. Council’s expectations around ethical culture, good leadership, sound decision making, reviewing performance, and appropriate financial controls will facilitate appropriate management of community, sport and recreation sites.
- 5.3 The Council will usually enter into an Occupancy Agreement that falls within one of the following categories:
- 5.3.1 **Commercial Lease** – A lease agreement (which is not a Nominal Rent Lease) by which Council (as lessor) grants exclusive rights to the tenant to occupy a Council building or other Council land for long-term or short-term use for the purpose of conducting a business.
- 5.3.2 **Recreational or Sporting Facilities Lease** – A lease agreement by which Council (as lessor) grants exclusive rights to a club, that operates primarily for recreation or sporting purposes, for the use of a nominated Council recreational or sporting facility for an agreed period of time.
- 5.3.3 **Nominal Rental Lease** – A lease agreement pursuant to which nominal rent is payable to the Council, which will usually (but not always) be contemplated where a community facility is to be used by a community organisation that will deliver a community benefit and will also offer a minimum level of broader community use.
- 5.3.4 **Standard Licence** – A contract by which Council (as Licensor) grants non-exclusive contractual rights to a licensee to occupy Council land and/or buildings for a specified time pursuant to approved terms and conditions.



- 5.3.5 **Recreational or Sporting Facilities Licence** – A contract by which Council (as lessor) grants non-exclusive rights to a club, that operates primarily for recreation or sporting purposes, for a nominated Council recreational or sporting facility for an agreed period of time.
- 5.3.6 **Education Lease** – A contract by which Council makes a community facility available for use by the Department for Education on agreed terms.
- 5.4 Whilst this Policy serves to outline the Council’s intentions in relation to Occupancy Agreements, the Council will apply a merit-based approach to determining proposals for an Occupancy Agreement and may depart from the Policy where there are compelling reasons to do so, in which case, reasons for decision-making will be recorded.
- 5.5 When considering new or renewed Occupancy Agreements for Community Facilities, Council will apply a qualitative evaluation process to determine the relative Community Benefit presented by the proposed use of the facility in question. The qualitative criteria considered in this evaluation will be reflective of the principles of Clause 5.2 above.

## 6 Application of Policy

- 6.1 Term of Occupancy Agreement and associated public consultation.
- 6.1.1 Council may grant a lease or licence over Community Land under section 202 (Alienation of community land by lease or licence) of the Act for a term not exceeding 42 years (inclusive of any right of renewal). The Council is not obligated to grant a lease for the maximum term and the Council’s preference is generally to enter into leases for a shorter term which may include rights of renewal.
- 6.1.2 Under the Act Section 202 (2) Council must undertake public consultation prior to granting a lease or licence over community land, however Council need not comply with the requirements of subsection 2 if:
- (1) the grant of the lease or licence is authorised in the approved management plan for the relevant land and the term of the proposed lease or licence is five (5) years or less.
  - (2) the regulations provide, in the circumstances of the case, for an exemption from compliance with a public consultation policy.
- 6.1.3 The Council must undertake public consultation prior to granting a lease or licence over community land unless:
- (1) The degree to which a proposal aligns with the principles set out in paragraph 5.2 above will be taken into account in determining the term of an Occupancy Agreement. The starting point for longer-term Occupancy Agreements will be to grant a maximum term of five years. This is to enable the Council to periodically review Occupancy Agreements in accordance with Section 8 of the Act and in particular, having regard to Council’s obligation to seek to ensure that Council resources are used fairly, effectively and efficiently and to facilitate equitable access to Community Facilities. Requests for an Occupancy

Agreement for a term of more than five (5) years will be assessed on a case-by-case basis.

- (2) The Chief Executive Officer shall refer to the Council for consideration any proposal by a current or future tenant for an Occupancy Agreement that is for a term longer than five (5) years. In this event, the matter will usually be considered by the Council before any public consultation is undertaken in accordance with Section 202 of the Act (which consultation will be undertaken, where required, if the Council gives 'in principle' support for the proposal, which support will necessarily be subject to consultation outcomes).

6.1.4 Unless there is good reason to do otherwise an Occupancy Agreement will usually be granted for an initial term of three (3) years with a right to renew for a further two (2) years. The right to renew will, in most cases and subject to any legislative requirements, only be exercisable by the tenant where the Council is satisfied that community alignment, asset activation and community access (as set out in the Occupancy Agreement) have been met during the initial term.

## 6.2 Operational Management

6.2.1 In this clause, **Operations Report** means as a minimum:

- (1) An Annual Report which shall include:-
  - (a) Annual information relating to activities, participation, hours of use and user fees and charges required by the Tenant to engage with club services or facilities;
  - (b) The Tenant's Annual Report including financial statement;
  - (c) Information on the then-current office bearers of the Tenant, by name and title;
  - (d) Annual and current membership numbers of the Tenant, together with the proportion of members residing within the City of Prospect;
  - (e) A list of notable events and activities promoted locally by the Tenant throughout the previous year; and
  - (f) A report identifying club and facility performance against Key Result Areas, as set out in clause 5.2 of this Policy.
- (2) An annual Facility Management Report which shall include:-
  - (a) Details of all maintenance and/or repair works undertaken by the Tenant on the facility or its services;
  - (b) Details of any known faults in the facility structure or services;
  - (c) Details of any damage to the facility, and information on whether this damage has been (or is scheduled to be) repaired;

- (d) Details relating to essential safety systems testing and emergency management drills;
- (e) Details of the current status of the facility's security and locking systems, their functionality, and their effectiveness;
- (f) Any other information the Tenant/occupant believes to be relevant to the current status, condition and/or performance of the facility; and
- (g) Any other information requested by Council staff to form part of the Facility Management Report for that facility.

[Note : The current lease, license and/or occupancy agreement may prescribe additional reporting requirements that are to be addressed by a Facility Management Report that are specific to that facility and/or user.]

#### 6.2.2 Annual and 3 Year Reporting

- (1) Any agreement with a community organization or State Government entity will:
  - (a) be subject to the entity providing an annual Operations Report to demonstrate the ongoing viability and capability of the Tenant;
  - (b) be in a form acceptable to the Council based on its standard template lease/ licence document; and
  - (c) require a three yearly formal summary update to be provided by the Tenant to the Council which will include an Operations Report including how the arrangement is continuing to meet the principles set out at Clause 5.2; and an optional Facility Improvement Plan (see Definitions and 7.2.4).

#### 6.2.3 Facility Improvement Plan (FIP)

- (1) A FIP should include:-
  - (a) identification of improvements, timing, need, business case and/or community value and supporting documents.
  - (b) trend information in relation to growth/expansion
  - (c) Proposed Club/organization contribution to improvements.
- (2) A FIP should be sufficient in detail to achieve the desired business case and plans constituting a 'wish list' and/or without sufficient supporting information will not be considered.
- (3) FIPs will be considered by Council staff, and subject to an assessment of merits, will be presented to a future Council budgeting process for consideration. Submission to a budget process, or support for funding, may be contingent on other factors considered relevant to Council (eg

availability of internal/external grant funding; club financial and in-kind support; reasonableness of scope; Club's upkeep and maintenance standards of the facility; public access to the facility etc)

- (4) FIPs are optional unless requested by Council. If requested by Council the club/lessee shall provide such a plan to Council within 6 months from the date of the request.
- (5) General maintenance and upkeep of a facility shall not form part of a FIP and shall instead be dealt with through the Lease/Licence agreement and annual Operations reporting.

6.2.4 The Council must ensure that any Occupancy Agreement granted in respect of community land is consistent with the community land management plan for that land (as required by Section 202(6) of the Act).

6.2.5 Any Occupancy Agreement with a commercial entity or that includes or is associated with the delivery of a complex project will be drafted to meet the specific circumstances that are relevant to the situation.

6.2.6 Any tenant holding or seeking a Nominal Rental Lease over a Council facility shall make any open or playable areas of the facility accessible and usable to the general community. Council reserves the right to recall a current lease, and/or refuse a lease renewal to any Nominal Rental Lessee that fails to provide such access to the ongoing satisfaction of Council.

6.2.7 Except with the prior written approval of Council, facilities subject to a Nominal Rental Lease, shall not be used for any purpose that generates profit or gain for an individual or for-profit organization of any kind. (Note: Incidental use of such facilities for club fundraising and/or not-for-profit revenue are permissible). In the event a breach of this policy clause is identified, Council reserves the right to trigger an immediate review of the lease arrangements for that facility.

### 6.3 Fees & Outgoings and Performance Evaluation

6.3.1 Council will optimise the use of land and buildings for the benefit of the community whilst ensuring an appropriate return is derived in line with the principles articulated in this Policy. An Occupancy Agreement will be offered in exchange for some form of consideration whether financial, volunteer effort or in the nature of a community benefit.

6.3.2 Council will evaluate the effectiveness of Occupancy Agreements subject to the satisfaction of certain Key Result Areas (**KRAs**) at the initiation/renewal of such agreements, and periodically throughout the term of such agreements. (see Clause 5.2 above).

6.3.3 Council reserves the right to consider performance against such KRAs in establishing future or ongoing terms in Occupancy Agreements and may utilise such information to guide decision making in relation to setting rents, prioritising capital improvements, awarding grants or upgrading works.

- 6.3.4 Annual fee indexations in line with the Consumer Price Index (based on the published CPI figure by the Australian Bureau of Statistics for annual Adelaide All Groups CPI, applicable for the period between April and March of the prior year) will be applied where Council considers appropriate.
  - 6.3.5 Outgoings, including in relation to the consumption and supply of services to the premises subject to the Occupancy Agreement will generally be the responsibility of the tenant.
- 6.4 Maintenance:
- 6.4.1 The Occupancy Agreement will set out the applicable maintenance responsibilities, which will be determined in line with the Council's asset management plans.
  - 6.4.2 Generally, the tenant will be responsible for the maintenance and upkeep of a community facility in accordance with the terms of the Occupancy Agreement.
  - 6.4.3 Where a licence is granted for the use of a shared facility, the tenant will be required to pay maintenance and other costs (i.e. outgoings) on a proportional basis in line with the percentage of the tenant's use of the community facility. Alternatively, the tenant may be required to pay an annual fixed amount under the Occupancy Agreement by way of a maintenance contribution.
  - 6.4.4 Contribution by Council to general maintenance costs will be negotiated where land, assets or buildings are made available for use by the wider community and are not exclusively occupied by the tenant.
  - 6.4.5 Council is committed to undertaking a regular asset audit of all its buildings for the purpose of identifying short, medium and long-term maintenance and capital expenditure in line with legislative and risk management objectives.
- 6.5 Capital Improvements:
- 6.5.1 Capital Improvements and renewal projects will be based on the Council's Asset Management Plans and approved Lessee Facility Improvement Plans. These plans will be used to inform Council's Long Term Financial Plan.
  - 6.5.2 Where a community or sporting body is in a position to make a suitable contribution towards future capital upgrades or desired improvements, the Council will consider this positively when prioritising budget expenditure for such works.
  - 6.5.3 Pursuant to the Retail and Commercial Leases Act 1995, the Council will generally be responsible for the costs of capital improvements in connection with a Commercial Lease, unless otherwise specified in the Lease. Any capital improvements will be carried out at the Council's discretion or otherwise in accordance with the terms of the Lease.
  - 6.5.4 The Department for Education, when entering into a lease with the Council for a school or kindergarten, is responsible for maintaining and improving properties utilised for the purpose of a school or kindergarten as required.

## 7 Roles and Responsibilities

7.1 This Policy will be administered on behalf of the Council by the:

7.1.1 Director City Strategy, Community and Culture

7.1.2 Director City Growth and Development

7.1.3 Director City Works and Presentation

## 8 Review

8.1 The Policy will be reviewed once per Council term or as required by legislation, or to address any relevant legislative change.

## 9 Access to the Policy

9.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at Payinthe, 128 Prospect Road, Prospect SA 5082.

## 10 Further Information

10.1 For further information about this policy please contact:

Director City Strategy, Community and Culture  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

Ph 8269 5355

Email [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)



# Lease and Licence of Community Facilities Policy

Adopted by Council

28 October 2008







---

## CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	DEFINITIONS.....	1
4	LEGISLATIVE AND CORPORATE REQUIREMENTS .....	1
5	POLICY STATEMENT .....	3
6	APPLICATION OF POLICY .....	3
7	REVIEW .....	6
8	ACCESS TO THE POLICY.....	7
9	FURTHER INFORMATION.....	7





## 1 PURPOSE

The Lease and Licence of Community Facilities Policy (the Policy) aims to provide a structured and consistent approach to the management of Council's lease and licence agreements with local not-for-profit organisations for the use of community facilities.

## 2 SCOPE

The Policy relates to agreements made between Council and not-for-profit organisations based in City of Prospect.

## 3 DEFINITIONS

- 3.1 **Agreement** pertains to a legal agreement in the form of a lease or licence made between Council and an organisation for exclusive or part use of a community facility for a period of time in excess of 6 months.
- 3.2 **Schedule** pertains to the terms and conditions specific to the agreement made between Council and an organisation for use of a community facility.
- 3.3 **Not-for-profit organisations** are incorporated associations whose primary objective is service to the community rather than profit.
- 3.4 **Community Facilities** are Council properties which may include halls, ovals, open space, playing fields, clubrooms, courts, car parks, spectator facilities and/or any combination of the above.

## 4 LEGISLATIVE AND CORPORATE REQUIREMENTS

In adopting the Policy it is recognised that there are specific legislative requirements to be met, these include the:



2

---

- Local Government Act 1999 (Section 202)

*Alienation of community land by lease or licence.*

*(1) A council may grant a lease or licence over community land (including community land that is, or forms part of, a park or reserve).*

*(2) Before the council grants a lease or licence relating to community land, it must follow the relevant steps set out in its public consultation policy.*

*(3) However, a council need not comply with the requirements of subsection (2) if —*

*(a) the grant of the lease or licence is authorised in an approved management plan for the land and the term of the proposed lease or licence is five years or less; or*

*(b) the regulations provide, in the circumstances of the case, for an exemption from compliance with a public consultation policy.*

*(4) A lease or licence is to be granted or renewed for a term (not exceeding 21 years) stated in the lease or licence.*

*(5) A lease or licence may provide for—*

*(a) the erection or removal of buildings and other structures for the purpose of activities conducted under the lease or licence;*

*(b) the exclusion, removal or regulation of persons, vehicles or animals from or on the land, and the imposition of admission or other charges;*

*(c) any other matter relevant to the use or maintenance of the land.*

*(6) A lease or licence must be consistent with any relevant management plan.*

- Development Act 1993
- Environment Protection Act 1993



## 5 POLICY STATEMENT

Council will provide a range of well-maintained and well-managed community facilities and enter into agreement with locally based not-for-profit organisations for their use in order to encourage the health and wellbeing of its community.

### 5.1 PRINCIPLES OF THE POLICY

Council will ensure fair and equitable access for locally based organisations to its community facilities.

Council will work in partnership with locally based organisations to provide opportunities for all members of the community to participate in a range of activities.

Council will ensure that its community facilities are managed to an appropriate and sustainable standard.

## 6 APPLICATION OF POLICY

- 6.1. Sporting bodies will be granted a licence to use Council owned facilities in those situations where the body only requires use of the facility for set hours and/or days. A lease will only be entered into when an organisation has the exclusive use of the facility at all times and only after undertaking community consultation in accordance with the Community Consultation Policy.
- 6.2. A standard document shall be used in respect of all agreements. Council shall have the right to attach a schedule to the agreement setting out special conditions, fees or concessions as appropriate.
- 6.3. The organisation will be responsible for the general maintenance of the facility and for the cost of all utilities. Where services are made available to the wider



public or a common access point is shared between Council and the organisation, the contribution of the organisation towards this cost will be negotiated and outlined in the schedule attached to the agreement.

- 6.4. Where Council services are sought by the organisation to maintain the facilities in any way, Council shall recoup the full cost of providing those services in the fee as set out in the schedule attached to the agreement.
- 6.5. Council will guarantee loans to organisations for approved capital development of Council facilities where the organisation concerned can satisfy Council that it has the financial ability to service the loan.
- 6.6. Organisations are expected to pay for the preparation of plans, specifications and all architects' fees incurred by the Council for any proposed developments or improvements to be made to the facility at their request.
- 6.7. Fees for minor development applications for provisional planning consent for community facilities are to be paid by the organisation where consideration of the application must be undertaken by an external organisation.
- 6.8. Not-for-profit organisations and Council shall work together to ensure that the facilities are safe and in keeping with the standards required to ensure a quality experience for all users.
- 6.9. Prior to an agreement being made a condition statement shall be produced to determine the condition of the facility at the time of the agreement being made with the organisation.



- 6.10. Council shall delegate full authority for the negotiation of agreements to the Chief Executive Officer or nominee. Authority to approve the schedule and to sign and seal the agreement shall be vested in Council.
- 6.11. Where practicable at least three months prior to the termination or commencement of an agreement, a report shall be presented to Council providing the following information:
- The organisation's financial position and capacity to pay;
  - The number of members and participants;
  - The number of members and participants based in the City of Prospect;
  - The contribution to date (financial and in-kind) of the organisation to the maintenance and development of the facility;
  - Whether the activity is already available in Prospect;
  - Whether the organisation caters for or targets groups with special needs;
  - Whether the facility is shared and/or is able to be accessed by the community;
  - Whether the organisation operates in an environmentally sustainable manner.
  - the cost to Council of maintaining the facility
  - the current rent charged for use of the facility.
- 6.12. When recommending the amount of rent to be charged to an organisation for lease or licence of a community facility, the above information will be taken into consideration and four options will be presented to Council for a decision:
- a) maintain the current rent charged for the facility;
  - b) a minimal increase to the current rent charged;
  - c) a moderate increase to the current rent charged;
  - d) a substantial increase to the current rent charged.



6

---

- 6.13. All agreement terms will be of any period up to three years, and contain triennial periods for review if full term is in excess of three years.
- 6.14. Annual automatic rental indexations in line with the Consumer Price Index will be applied where appropriate.
- 6.15. A report shall be presented to Council where practicable at least three months prior to the extension of an agreement if:
- a) the organisation is in default;
  - b) the organisation and the Council administration fail to reach agreement on the terms and conditions.
- 6.16. Organisations must seek written permission from Council prior to entering into any agreement with another organisation for use of the facility.
- 6.17. Organisations may not sub-let the facility to any other organisation for the purpose of conducting a commercial or profit making activity.
- 6.18. The installation of gaming machines is not permitted in any Council owned facility.

## **7 REVIEW**

- 7.1 The Policy will be reviewed in line with Council's Policy Framework or earlier in the event of major changes to legislation or related policies/procedures or if deemed necessary by the Chief Executive Officer or nominee.
-





## **8 ACCESS TO THE POLICY**

8.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at 128 Prospect Road, Prospect SA 5082.

8.2 The Policy is available for staff inspection on Council's intranet site.

## **9 FURTHER INFORMATION**

For further information about the Lease and Licence of Community Facilities Policy please contact:

Director, Community Wellbeing  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

**10.7 CHURCHILL ROAD DRAINAGE PROJECT UPDATE****File Number:** IC23/307**Author:** Amir Eskandari, Manager PMO & Project Delivery**Responsible Executive:** Sam Dilena, Director City Works & Presentation**EXECUTIVE SUMMARY**

This purpose of this report is to provide a summary overview of progress for Stage 1 of the Churchill Road Drainage Upgrade project (the project) and seek relevant decisions from the Council to inform its progression. Stage 1 has been further broken down into Stages 1A and Stage 1B to align with funding that is available as well as required.

Key aspects detailed in the report are as follows;

Peer review of Barker Inlet Central Stormwater Management Plan mitigation measures

A peer review of the flood mitigation strategies recommended by the Barker Inlet Central Stormwater Management Plan (SMP) has confirmed that the proposed underground drainage upgrades are the only feasible solution to achieving the SMP objectives.

Stage 1 A Churchill Road Drainage Upgrade Project Status

An update is provided on the available funding and the project development activities which have recently taken place pursuant to the Council report dated 23 May 2023. The project's current budget is \$4.5 million and can only deliver a reduced portion of the overall required extent of Stage 1.

Stage 1A of the project, which includes the section of trunk drain from the Hindmarsh Enfield Prospect (HEP) channel to the north-western corner of the Renewal SA development is approximately 220 metres long, and includes a diversion of the existing trunk drains on the western side of the railway.

Council staff submitted a variation request to confirm the funding contributions of \$1.5 million from the State Government (administered by the Stormwater Management Authority 'SMA') and \$1.5 million from the Federal Government's National Emergency Management Agency (administered by State Government agency SAFECOM) to deliver Stage 1A only. The SMA has approved the variation request and SAFECOM has indicated support for the variation request, which is currently pending Federal Government Ministerial sign-off.

An Early Contractor Involvement: Design and Construct (ECI:D&C) procurement model to deliver this project has been selected and the first phase of that process has been initiated. That is, an Expression of Interest has now been issued to the open construction market to identify suitably qualified candidates to be shortlisted to participate in the second phase, a Select Tender for the ECI:D&C contract.

Funding Strategy Stage 1B Churchill Road Drainage Upgrade Project

A funding strategy is presented to the Council for its consideration to complete Stage 1B of the Churchill Road Drainage Upgrade Project (from the end of Stage 1A through to Charles Street).

Based on the 2023 cost estimate (including escalation), completion of this stage of the project would require an additional \$11.1 million. This funding strategy would require Council to quarantine a total of \$3.55 million in funding from that already allocated in its Long Term Financial Plan for stormwater projects across 3 financial years (2024/25, 2025/26, 2026/27) as well as \$0.15M from other identified infrastructure funding to use as matching funds for grant submissions.

Shared Path/Renewal SA Interface with Stage 1B Churchill Rd Drainage Upgrade Project

The report provides details on the interface between the drainage upgrade and the proposed upgrades to the Islington Shared Path, which has recently been awarded \$20,000 in funding towards planning and design from the 2023-24 State Bicycle Fund.

An opportunity has also been identified to work with Renewal SA to accelerate the delivery of a portion Stage 1B of the drainage upgrade underneath the shared path which is alongside the new proposed 'Prospect Corner' land development which is currently beyond the scope of Stage 1A. The opportunity to bring forward this portion of Stage 1B is worthy of ongoing consideration due to the significant costs that could be avoided from impacting future infrastructure and disruption impacts to a portion of this future community through extended period of loss of vehicular access alongside this drainage alignment.

## RECOMMENDATION

### That Council:

1. Having considered Item 10.7 Churchill Road Drainage Project Update receives and notes the report.
2. Notes the outcomes of the peer review of the flood management strategies defined in the Barker Inlet Central Stormwater Management Plan.
3. Supports the scope of Stage 1A of the project to be delivered using the allocated budget of \$4.5m and authorises the Chief Executive Officer to execute revised Funding Deeds with the State Government's Stormwater Management Authority and Federal Government's (via State Government Agency SAFECOM) National Emergency Management Agency.
4. Notes the commencement of an Expression of Interest process for the Churchill Road Drainage Upgrade Stage 1A project to shortlist suitably qualified contractors, supports participating in a Select Request for Tender for an Early Contractor Involvement: Design & Construct contract and authorises the Chief Executive Officer to procure and award a contract for the scope of Stage 1A if delivered within the allocated budget of \$4.5m.
5. Support the quarantining of a total of \$3.7 million from its 2024/25, 2025/26 and 2026/27 budget allocations in the Council's Long Term Financial Plan towards completing the \$11.1M Churchill Road Drainage Upgrade Stage 1B project.
6. Authorises the CEO to seek matching funding from both the State and Federal Government as follows;
  - State Government via Stormwater Management Authority - \$3.7 million
  - Federal Government via the Disaster Ready Fund (or other relevant grant programs) - \$3.7 million.
7. Authorises the CEO (or delegate) to negotiate with Renewal SA on a possible cost share partnership to complete a section of Stage 1B drainage upgrade along the Islington Shared Path as part of the Renewal SA development due to the benefits to both parties and report back to the Council on costs associated and a funding approach for its further consideration.
8. Acknowledge the successful grant funding application to the State Bicycle Fund for \$20,000 towards the design of the Islington Shared Path (including sealed pathway, landscaping and lighting) as part of the Stage 1A scope of works.
9. Notes the opportunity to proceed with interim improvements to the Islington Shared Path in advance of the future stage(s) of Churchill Road Drainage Upgrade Stage 1.

## DISCUSSION

### Project Progress Summary

The Churchill Road Drainage Upgrade Stage 1A project (the project) currently has a budget allocation of \$4.5 million which includes a \$1.5 million co-contribution from Council and grants of \$1.5 million from the National Flood Mitigation Infrastructure Program (NFMIP), coordinated via South Federal Government Fire and Emergency Services Commission (SAFECOM), and \$1.5 million from the Stormwater Management Authority (SMA).

On 2 May 2023, Council staff facilitated a Council Workshop to discuss the project followed by a Council Report on 23 May 2023, whereby Council passed the following resolution:

**RESOLUTION 2023/67**

*Moved: Cr Kristina Barnett*

*Seconded: Cr Mark Groote*

*That Council:*

1. *Having considered Item 10.3 Churchill Road Drainage Upgrade (Stage 1) Project receives and notes the report.*
2. *Supports in principle Scenario Option 2 at the cost of \$9.3 million as defined in this report.*
3. *Quarantines \$1.2 million from its 2024/25 budget allocation in Long Term Financial Plan for this project.*
4. *Authorises the CEO to seek additional funding from both the State and Federal Government as follows;*
  - *State Government via Stormwater Management Authority - \$1.2 million*
  - *Federal Government via National Emergency Management Agency - \$2.4 million.*
5. *Supports finalising the functional design of Stage 1 for scenario Option 2 to enable the project to be procurement ready.*
6. *Supports the progression of a peer review of the flood management outcomes defined in the Barker Inlet Central Stormwater Management Plan.*
7. *Requests a report be presented to the Council prior to proceeding to procure the Stage 1 works with the results of the peer review and request for additional funds from both the State and Federal Governments.*

**CARRIED UNANIMOUSLY**

A subsequent Council workshop was held on 1 August 2023. The purpose of this workshop was to provide Council with the latest status of the project and advise members of the receipt of correspondence from SAFECOM, which indicated that National Flood Management Agency (NEMA) rejected the allocation of additional funds required to complete the project despite program officer support being initially provided.

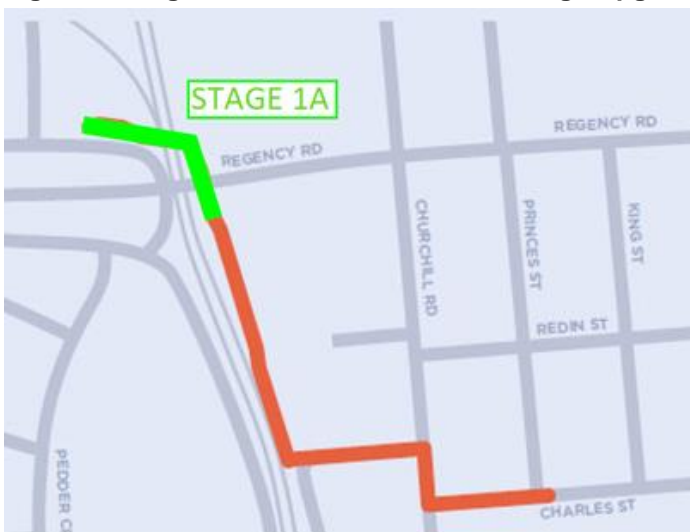
By way of update of the current progress of the project, the functional design for the entire scope of the Stage 1 project, which is described in the previous Council report as Scenario 1, has been completed in accordance with the alignment shown in Figure 1.

It has been determined that the scope of works that could be delivered under the current budget of \$4.5 million includes the section of trunk drain from the HEP channel to the north-western corner of the Renewal SA development site with an approximate total length of 220 metres, including a diversion of the existing trunk drains on the western side of the railway), as shown in Figure 2. This scope of works is now defined as Stage 1A of the project and was described in the previous Council report as Scenario 3).

Figure 1: Stage 1 of Churchill Road Drainage Upgrade – HEP Channel to Charles Street



Figure 2: Stage 1A of Churchill Road Drainage Upgrade – HEP Channel to south of Regency Road.



Future stages of the project would include the section of trunk drain from the north-western corner of the Renewal SA development to the low point in Charles Street (approximate length of 585 metres, plus lateral drainage lines).

Council is procuring Stage 1A by way of an Early Contractor Involvement: Design and Construct (ECI:D&C) procurement model to deliver the project. This allows for early industry involvement in refining the project design and optimising the project to deliver the most cost effective outcome. This procurement process will be undertaken through a multi-stage process as follows.

### Phase 1 – Expression of Interest (EOI)

In this phase an EOI will be released to the open market seeking registration of Expression of Interest from qualified, experienced and resourced contractors, who are interested in participating in a competitive procurement for this project. From this process, qualified Registrants will be shortlisted to proceed to the next phase of procurement, a Select Request for Tender.

### Phase 2 – Selected Request for Tender (RFT)

Shortlisted Registrants from Phase 1 will be invited to respond to the RFT including price schedules (i.e. a Guaranteed Maximum price (GMP) and an ECI fee to complete the detailed design) and non-price schedules (i.e. company and team capability and capacity, project specific plans, proposed changes to design, etc).

At the end of this stage, one Tenderer (ECI:D&C Contractor) will be selected to proceed to the ECI:D&C stage under contract.

### Phase 3 – ECI:D&C Development

In this phase, following the execution of an agreement, the ECI:D&C Contractor will work with Council and key stakeholders to develop the project design and refine the construction cost. This stage of the procurement will conclude with the ECI:D&C Contractor submitting a 'construction offer' – a project solution including non-price and price schedule related to their project team, detailed design, methodology, program and a lump-sum price (with reference to GMP) to complete the works. Council may elect to negotiate and accept this 'construction offer' and proceed to the construction phase with the ECI:D&C Contractor.

If Council determines that the 'construction offer' is unsuitable (ie doesn't offer Value for Money, etc), it may determine to reject the offer and proceed to tendering the detailed design on the open market via a 'Construct Only' contract. Following the payment of the ECI fee, design documents produced as part of the ECI stage will be Council's Intellectual Property.

Phase 1 of the multi-stage process is underway and submissions close on 7 December 2023. This will enable submissions to be assessed and Shortlisted Registrants identified in December 2023 to progress to the next phase.

This report requests that Council;

- notes the undertaking of an Expression of Interest process to identify suitably qualified candidates to participate in a Select Tender for the ECI:D&C contract; and
- Authorises staff to procure the Churchill Road Drainage Upgrade Stage 1A project by an ECI:D&C contract subject to the cost being within the current budget of \$4.5m.

Subject to the Council supporting the recommendation, Phase 2 of the multi-stage process is scheduled to take place from January to March 2024.

## **Barker Inlet Central Stormwater Management Plan – Peer Review**

As requested by Council, staff have procured a suitably skilled consultant to undertake a peer review of the flood management outcomes defined in the Barker Inlet Central Stormwater Management Plan (SMP) to ensure their efficacy.

Multi-disciplinary consultancy firm WGA was engaged to provide a high-level review of the SMP and its proposed flood management strategies. The scope of services of the peer review included:

- Review of Objectives of the SMP,
- High level review of the key issues faced within the catchment, particularly in relation to flooding,
- Review high level flow and hydrograph data at critical locations within the catchment, to undertake a high level assessment for practical alternatives to downstream system upgrades,
- Undertake high level optioneering of alternatives,

- Work with Quantity Surveyor to assess cost feasibility of alternatives, and
- Prepare summary report in letter format.

WGA's peer review was completed on 27 July 2023 and it explored the option of constructing a large scale or multiple small scale detention systems that would reduce the scope of underground drainage upgrades required to achieve the flood protection objectives of the SMP. It was found that this option was not feasible because:

*"There is limited ability within the City of Prospect for large scale detention basins due to the fact that the Council area is relatively well developed and has limited significant open space.... Therefore, in order to provide detention volumes of this order of magnitude would require an available area of between 3Ha, and 5.5Ha which is a significant parcel of land. That is a significant parcel of land not readily available in the City of Prospect"*.

For completeness WGA also worked with Southfront (the author of the SMP) and North Projects (the Cost Consultant) to prepare a cost estimate for a theoretical large scale detention solution which included an estimate of the cost of the land that would be required. The large scale detention system would eliminate the need to construct new stormwater drains underneath the railway corridor or upgrade the downstream sections of the HEP Channel.

A comparative summary of the cost estimates for the SMP solution and the Alternative solution for the various elements of infrastructure required to be upgraded are shown in Table 1.

**Table 1 – Peer Review Cost Comparison**

Element	Cost of SMP Solution	Cost of Alternative Solution
Prospect Road Drainage (Project D1-A of the SMP)	\$9,630,000	\$9,630,000
Churchill Road Drainage (Project D1-B of the SMP)	\$14,800,000	\$43,900,000
HEP Upgrade, Pedder Cres (Project D1-C of the SMP)	\$3,890,000	\$0
HEP Upgrade, Grand Junction Road (Project D1-D of the SMP)	\$940,000	\$0
<b>TOTAL</b>	<b>\$29.3 Million</b>	<b>\$53.5 Million</b>

In summary, the peer review found that:

*"This demonstrates that the proposed solution in the SMP to upgrade downstream works is considerably more cost effective than the providing detention within the catchment given the relatively close proximity to the large HEP open drainage system.*

*Provision of detention systems with oversized culverts or proprietary systems within the street network would be orders of magnitude more expensive than an open basin and not very practical due to existing services such as sewer mains which are located in the centre of roadways and water mains located typically 1m off the kerb line resulting in limited space to accommodate large scale underground detention systems"*.

A copy of the Peer Review is contained in **Attachment 1**.

### **Stage 1A – Funding Update**

As referenced earlier in this report, the funding strategy supported by the Council at its meeting held in May 2023 cannot be achieved due to the Federal Government agency NEMA not supporting further investment into this project via the existing Stage 1 grant.

Since these additional funds have not been provided to complete the full extent of Stage 1 of the project, this report seeks Council's support for the scope of Stage 1A of the project to be delivered using the allocated budget of \$4.5m and authority for the CEO to execute the revised Funding Deeds with the SMA and SAFECOM.

Council administration submitted a request for variation to the SMA and SAFECOM to seek their approval to deliver Stage 1A of the project using the current budget. The SMA has approved the variation and presented a revised deed to be executed by Council. SAFECOM are yet to formally advise the Council of its decision to allow variation of the original funding agreement. It is proposed that the SMA deed be executed only once the outcome of the SAFECOM variation request is known.

To that end Council administration has been advised that “*both SAFECOM and NEMA do support the request for variation*” however the variation requires a new deed to be signed by Senator Hon Murray Watt Minister for Emergency Management and then co-signed by Minister Joe Szakacs. The outcome to this variation request is expected to be known by the end of November 2023.

### Funding Strategy for Stage 1B of Churchill Road Drainage Upgrade

A Business Case is currently being prepared to support Council’s pursuit of additional State Government and Federal Government funding to undertake future stages of work and complete Churchill Road Drainage Upgrade Stage 1B as soon as possible.

The proposed strategy is a tripartite funding model, as set out in Table 2, and involves Council quarantining a total of \$3.7 million from its 2024/25, 2025/26 and 2026/27 infrastructure allocations in Long Term Financial Plan towards completing the project. The Council’s funding will be primarily allocated via existing forward budget allocations for the Barker Inlet SMP projects (\$3.55M), with a small portion \$0.15M being allocated via reallocation of infrastructure funding from other asset classes (ie Buildings in this period has ~\$3.6M allocated).

It should be noted at this stage there are many unknowns associated with Stage 1B regarding the timing of delivery of the project. These unknowns are associated with the timing of success of any future grant applications to both Federal and State Governments as well as the time associated with major trunk utility infrastructure alterations required. By way of example, approximately 18 months is required, from the time an order is issued for a major gas pipeline on Churchill Road to be designed, scheduled, procured and altered to the extent currently proposed.

The benefit of the current grant funding being sought is the length of time available to complete the projects of 3 years, hence aligning with the current funding allocation period provided for in the LTFP for Council’s funded component of the works.

It also requires Council applying for funding under both Round 2 of the Disaster Ready Fund (and possibly future rounds of DRF or other relevant Federal Government grant programs) and the SMA.

**Table 2 – Proposed Funding Model for Churchill Road Drainage Upgrade Stage 1B**

Year	Council LTFP	Federal Government Disaster Ready Funding	Stormwater Management Authority Funding
2024/25 Stormwater Funding	\$1.15m	<b>\$3.7m</b>	<b>\$3.7m</b>
2025/26 Stormwater Funding	\$1.19m		
2026/27 Stormwater Funding	\$1.21m		
Reallocation of Infrastructure Funding	\$0.15m		
<b>TOTAL</b>	<b>\$3.7m</b>		

The Federal Government has established the Disaster Ready Fund (DRF) providing up to \$200 million per year, over five years from 1 July 2023. The DRF funds projects that build resilience and prepare for, or reduce the risk of, future natural hazard impacts. The DRF requires a matching funding contribution from the applicant. It is also proposed that Council seeks matching funding from the State Government via the SMA to achieve the tripartite funding model as explained above.



If this tripartite funding model proves successful, it would provide additional funding of \$11.1m and would be sufficient to complete Stage 1B (based on the 2023 cost estimate). In summary, this report requests that Council:

- Quarantines a total of \$3.7 million from its 2024/25, 2025/26 and 2026/27 budget allocations in Long Term Financial Plan towards completing Stage 1B of the project.
- Authorises the CEO to seek matching funding of \$3.7m from each of the State Government and Federal Government as detailed in this report

### **Interface with Islington Shared Path and Renewal SA 'Prospect Corner' development site**

Council has been advised that it was successful in its application for \$20,000 funding through the 2023-24 State Bicycle Fund to progress the planning and design of an upgrade to the Islington Shared Path to the Islington Rail Station. The Islington Shared Path forms part of the alignment for the high-capacity trunk drain to be delivered for Churchill Road Drainage Upgrade Stage 1 but is beyond the scope of the currently funded works (Stage 1A).

The landscape and engineering design for the Islington Shared Path will be included in the scope of the ECI Contract for Churchill Road Drainage Upgrade Stage 1A. It is proposed that the construction of the Islington Shared Path upgrade would be included in the scope of the construction contract for the future Stage 1B of Churchill Road Drainage Upgrade or procured separately after the high-capacity trunk drain has been installed. This would ensure that any Islington Shared Path upgrade is not required to be demolished and reinstated as part of the drainage upgrades. The shared path upgrades include a widened sealed path, landscaping, furniture and path lighting.

As well as proposing to pursue additional funding from the State Government and Federal Government to accelerate delivery of the drainage upgrade of Stage 1B, Council staff are liaising with Renewal SA to explore other ways that the Islington Shared Path section of the drainage upgrades could be undertaken in parallel with their land development. That is prior to its housing being delivered, to enable the Islington Shared Path upgrades to be finalised sooner and reduce the overall disruption to the community from multiple construction phases (incl loss of vehicular access to new homes during the works if years later) as well as significant additional costs to the Council from reinstatement of any disturbance to new infrastructure in the 'Prospect Corner' housing development (ie roads, parking bays, utility services, etc) due to its close proximity to the drainage alignment.

Options could involve Renewal SA's land development contractor undertaking a portion of the drainage upgrades alongside their project or Renewal SA contributing these funds to the Council to deliver as part of an extension to Stage 1A via its future contractor. At present a new pipe is required to be installed to cater for their development's stormwater management needs along its entire western side that would be redundant once the Council's new drainage system is installed. Renewal SA is currently tendering the civil works for this land development and will be requesting a cost to upsize their required stormwater infrastructure to the extent required by the Council's new works in the shared path.

This report seeks authority for the CEO (or delegate) to negotiate with Renewal SA on a cost share partnership to complete a section of Stage 1B drainage upgrade along the Islington Shared Path as part of their development due to the benefits to both parties and a report back to the Council on costs associated, value for money and a funding approach for its further consideration. It is understood these works would not be required to be delivered until next financial year and could thus form part of the Council's 2024/25 Annual Budget considerations.

There are also opportunities to provide improved service levels to the community for the existing shared use pathway from Devonport Terrace to the Islington Train Station in the short-term. At present a largely gravel track is in place which could be improved through regrading and provision of a temporary bitumen seal over the existing track for approximately \$40,000. Should Council wish to progress with interim improvements to the Islington Shared Path ahead of the drainage upgrades being completed, a separate budget bid would need to be supported in the 2024/25 Annual Budget. However the allocation of these works needs to be considered in light of the various funding avenues being progressed at present to extend Stage 1A outcomes in this area.

Council is advised of the opportunity to proceed with interim improvements to the Islington Shared Path in advance of the future stage(s) of Churchill Road Drainage Upgrade Stage 1, however no recommendation has been made to reflect this given the possibility of substantial disturbance in the next year or so in the section alongside the Renewal SA development site (ie approx. 50% of this pathway).

### Relevance to Core Strategies / Policy

- *The Local Government Act 1999*
- *Local Government (Stormwater Management) Amendment Act 2007*
- *Urban Stormwater Management Policy for South Australia 2005*
- Barker Inlet Central Stormwater Management Plan
- Asset Management Plan – Stormwater

### Community Plan: Towards 2040

#### ► Responsible & Sustainable

##### 2 to 5 year timeline

- RS2.2 Promote and support projects (public and private) that include water quality and Water Sensitive Urban Design measures
- RS2.4 Understand and increase levels of annual tonnes of recycled materials used in our civil infrastructure projects
- RS2.5 Continue to provide opportunities for community and business learning focused on environmental issues
- RS2.7 Demonstrate innovation in the supply and delivery of infrastructure projects

### ATTACHMENTS

1. **Barker Inlet Stormwater Management Plan Peer Review Report**  



City of Prospect

# Barker Inlet SMP

## PEER REVIEW REPORT

WGA230933

WGA230933-RP-CV-0001\_C

27 July 2023



**Revision History**

REV	DATE	ISSUE	ORIGINATOR	CHECKER	APPROVER
A	13 Jul 2023	First Issue	DB	GLS	DB
B	21 Jul 2023	Second Issue	DB	GLS	DB
C	27 Jul 2023	Final Issue	DB	GLS	DB

# CONTENTS

1	INTRODUCTION .....	1
1.1	Report Purpose .....	1
1.2	SMP Objectives.....	1
1.3	Strategies .....	1
1.4	Topography .....	2
1.5	Existing Minor System.....	2
2	NETWORK UPGRADES .....	4
2.1	Proposed Network Upgrades.....	4
2.2	Flooding in Charles St, Princes Street Area .....	5
3	ALTERNATIVES .....	9
3.1	Stormwater Detention .....	9
3.2	Cost Estimate.....	10
3.2.1	Option 1A – 5%AEP .....	10
3.2.2	Option 2A – 2%AEP .....	10

## Figures

Figure 1: Extract from Figure 2.2 of Southfront Report.....	2
Figure 2: Existing Minor Underground Drainage System.....	2
Figure 3: Option 1 .....	4
Figure 4: Option 2 .....	4
Figure 5: 1% AEP Existing Condition .....	6
Figure 6: 5% AEP Existing Condition .....	7
Figure 7: 5% AEP Post Implementation of Major Drainage Upgrade.....	8
Figure 8: Approximate Scale of Detention Basin Required.....	10

## Tables

Table 1: Estimate of Detention Storage Requirements.....	9
Table 2: Estimate of Drainage Works required by City of Prospect in SMP .....	11
Table 3: Estimate of Drainage Works required by City of Prospect in SMP .....	11

## Appendices

### Appendix A Cost Estimates

# 1 INTRODUCTION

## 1.1 Report Purpose

WGA has been engaged by the City of Prospect to undertake a Peer Review of the Barker Inlet Central Stormwater Management Plan, prepared by Southfront.

In particular, WGA has been asked to review the report and provide an independent professional opinion on:

- The appropriateness of the overarching SMP Strategy which proposes downstream system upgrades as the best value for money.
- Assess the practicalities of achieving the SMP intents via alternate means such as large scale or multiple small scale detention.
- Review of the Functional Designs for Option 1 and Option 2, including draft Cost Estimates in relation to assessing feasible possible alternatives.

## 1.2 SMP Objectives

The set of objectives for the preparation of the SMP were as follows:

- Provision of an acceptable level of flood protection to the community.
- Provision of an acceptable level of performance in the minor (underground) drainage system.
- Improvements to stormwater quality released to the Barker Inlet.
- Beneficial harvesting and reuse of stormwater.
- Sustainable management of stormwater infrastructure.
- Achievement of desirable outcomes associated with new development and management of open space.

The key aims of the SMP's strategy is to achieve no above floor inundation for properties for all events up to and including the 1% AEP, however, where this is not practically achievable a 5% AEP standard has been sought.

## 1.3 Strategies

The Plan proposes a range of structural and non-structural solutions with a total budget cost of \$39.1m.

The strategies included new and upgraded underground drainage systems, combined with some stormwater detention/surcharge basins at a number of public reserves and vacant land parcels across the study area.

1.4 Topography

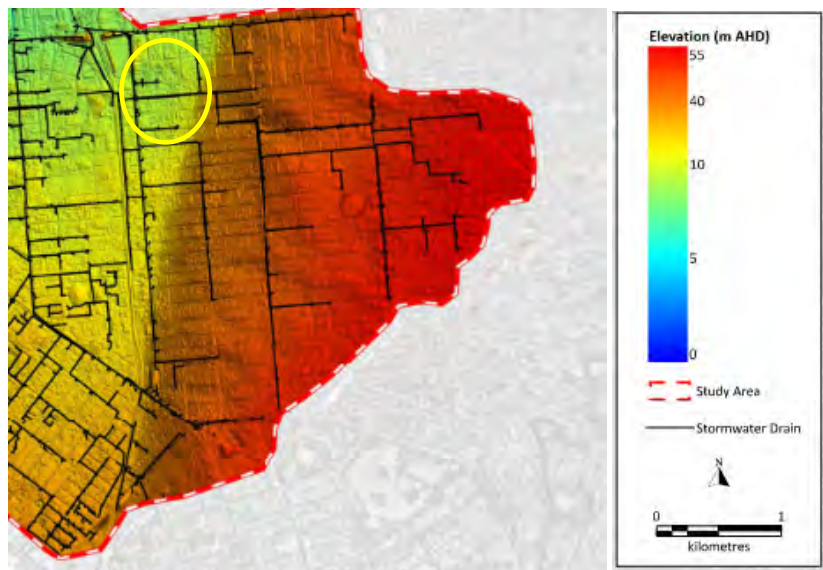


Figure 1: Extract from Figure 2.2 of Southfront Report

In general the topography is quite variable with relatively flat land in the east, with a steep escarpment from Prospect Road down to Churchill Road, with a relatively flat plain at the western end of the catchment within the City of Prospect.

Of importance to note, there is a low lying area just south of Regency Road, and east of Churchill Road, on Charles Street, Princes Street, King Street and Reddin Street.

1.5 Existing Minor System

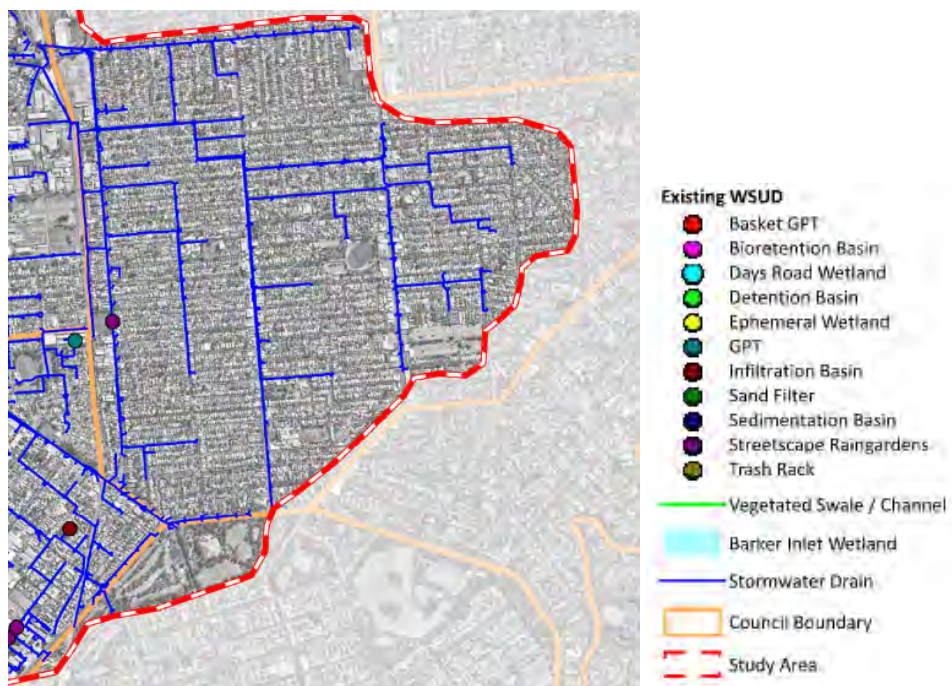


Figure 2: Existing Minor Underground Drainage System

Figure 2 shows that the extent of the underground drainage system within the City of Prospect is typical of those systems constructed at the time, which have a general lack of minor pipe network and stormwater pit inlet capacity along most residential streets.

This would generally result in extensive kerbside flows in significant rainfall events due to a lack of underground pipe network and inlets to capture stormwater flows. This is reasonably well reflected in the 1%AEP floodplain maps, particularly to the west of Main North Road.



# 2 NETWORK UPGRADES

## 2.1 Proposed Network Upgrades

There are two main upgrades proposed by Southfront, at the base of the catchment in the Regency Road/Churchill Road area.

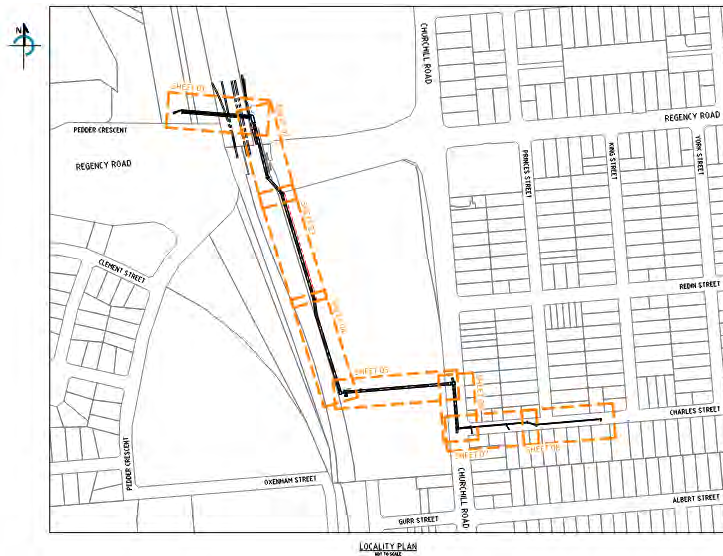


Figure 3: Option 1

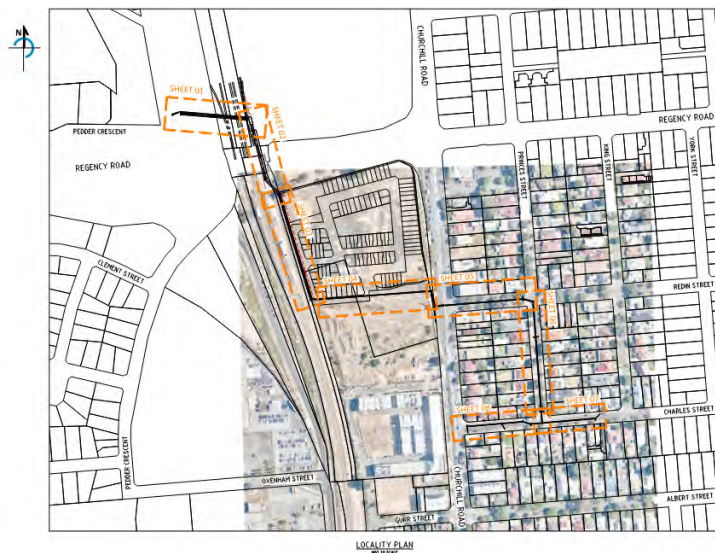


Figure 4: Option 2

The key elements of both Option 1 and 2 are common, which includes the jacking of two new 1500mm RCP pipes underneath the railway corridor, in parallel with two existing 1500mm RCP pipes.

These then connect to a new 2400mm x 1500mm RCBC to be constructed beneath the Regency Road bridge over the rail corridor.

The main differences between Option 1 and Option 2 is the route taken to Charles Street. Option 2 takes a route along some existing streets and minimises pipework in the busy Churchill Road. Option 1 requires a length of new pipe construction within Churchill Road.

Both Option 1 and Option 2 are aimed at alleviating flooding in the Charles Street low lying area and provide a 5% AEP level of protection to floor levels in this area.

## **2.2 Flooding in Charles St, Princes Street Area**

The main causes of flooding in the Charles Street and Princes Street area which results in flooding above several property's floor levels can be attributed to:

- The limited capacity of the underground drainage network (particularly Churchill Road drain and the downstream HEP channel).
- Low lying topography of the area. Charles Street is a trapped low point with no street overflow path. The area completely relies on the capacity of the underground system.
- Extensive volume of overflows from external and upstream catchments. Flows from catchments east of Prospect Road and southern areas of Churchill Road, bypass the underground network and end up at this low point in large events.
- Flat topography downstream of the steep escarpment, resulting in street flows slowing and flooding into private property.

The area is serviced by a small pump station, however, the station is relatively ineffective for events greater than a 5% AEP.

Figure 5 and Figure 6 show the extent of flooding in the area in a 1%AEP and 5%AEP.

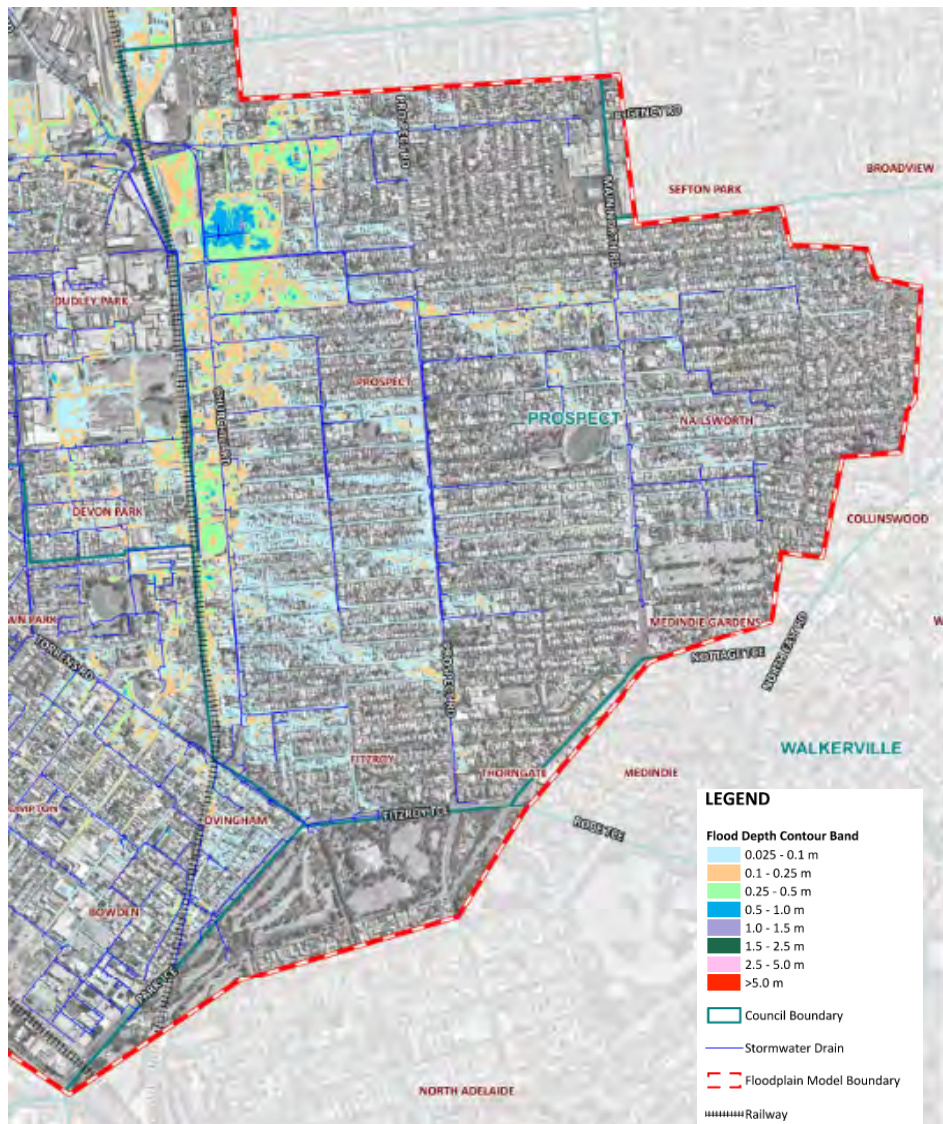


Figure 5: 1% AEP Existing Condition

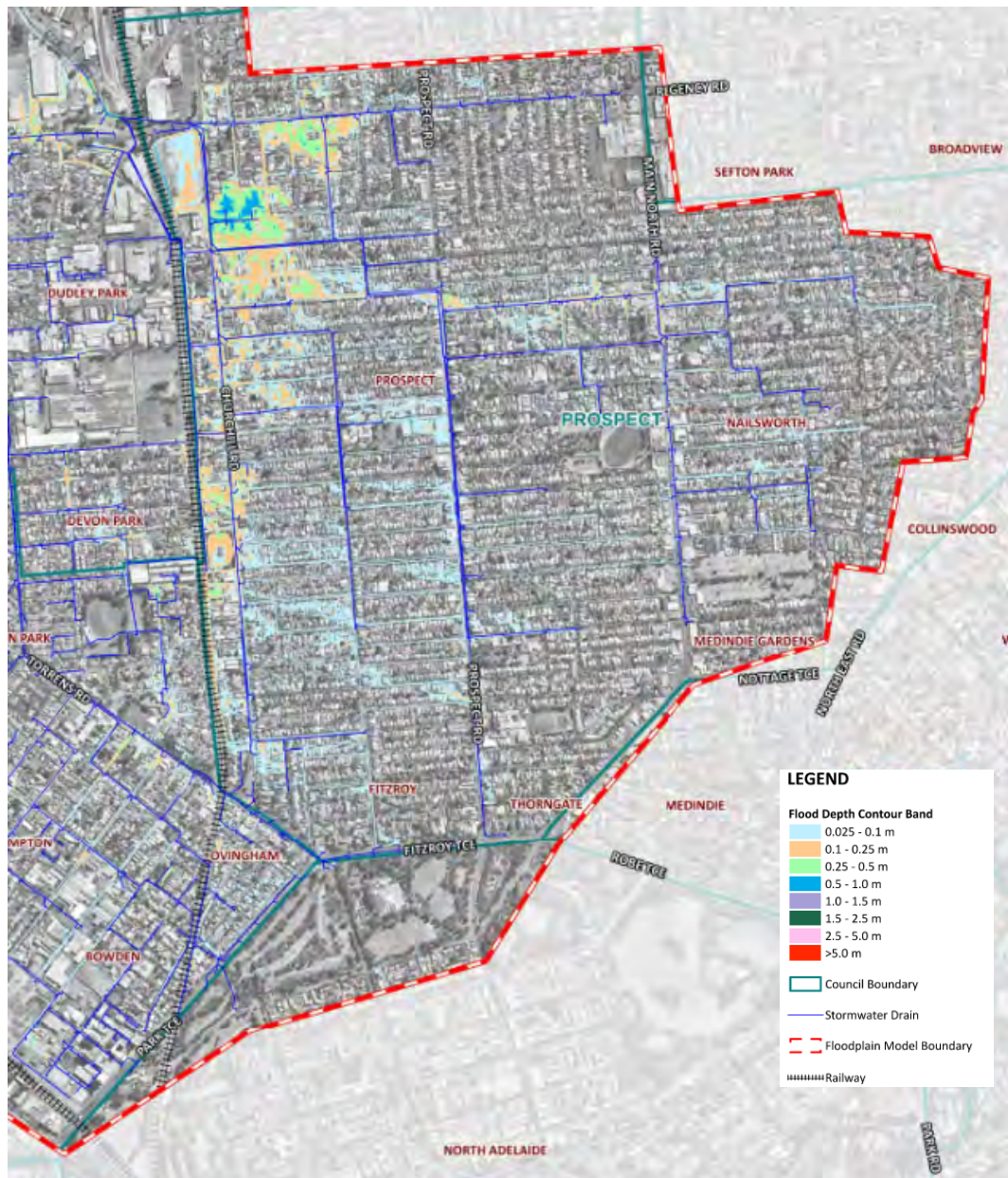
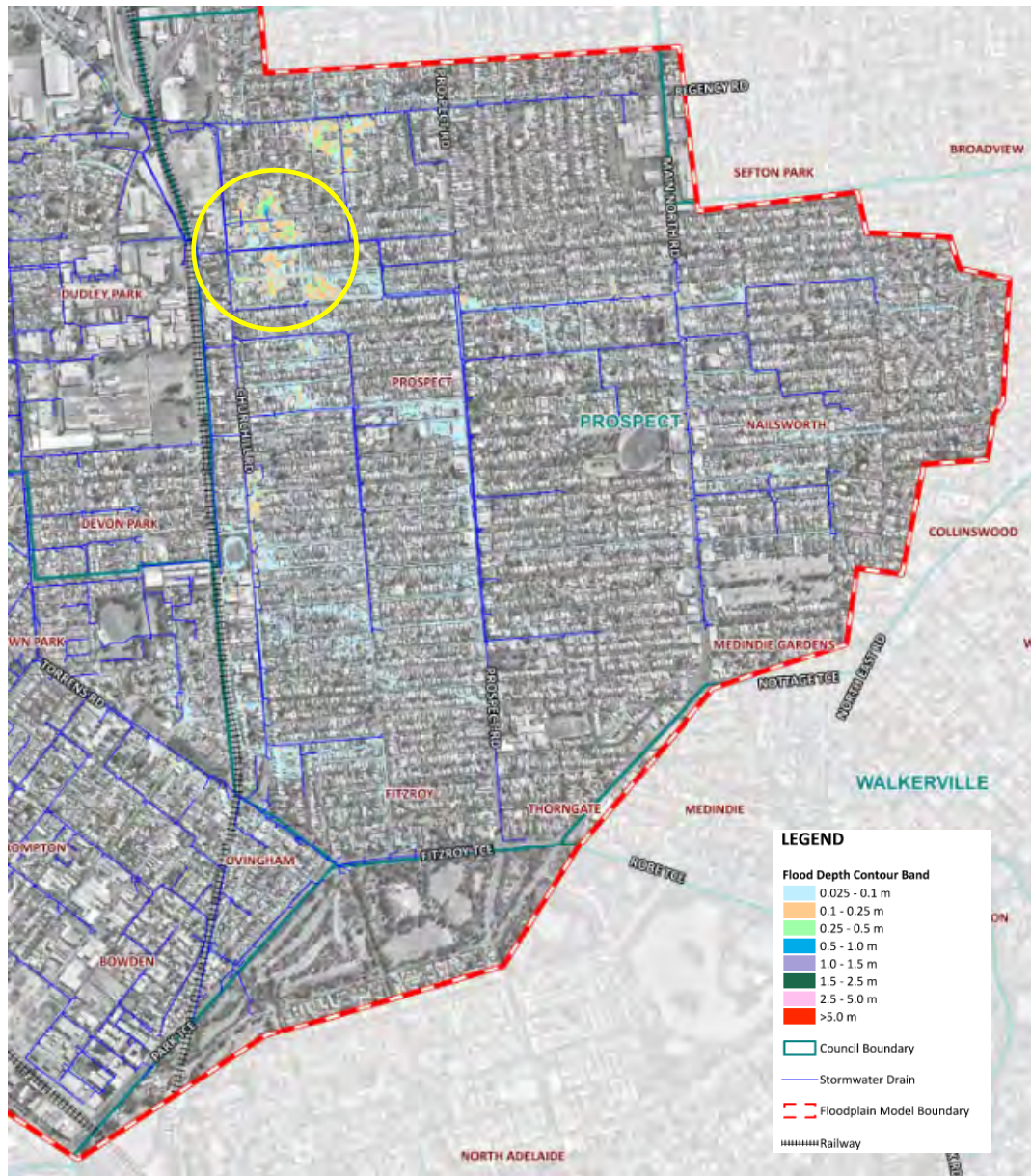


Figure 6: 5% AEP Existing Condition



**Figure 7: 5% AEP Post Implementation of Major Drainage Upgrade**

Note the improvement in reduced flooding in the Charles Street region, though due to its low lying nature, flood immunity to floor levels is only proposed to provide 5% AEP, and not 1% AEP. So in any one year there is a 5% chance of properties in this low lying area experiencing flooding above floor levels.

## 3 ALTERNATIVES

### 3.1 Stormwater Detention

There is limited ability within the City of Prospect for large scale detention basins due to the fact that the Council area is relatively well developed and has limited significant open space.

WGA has worked with Southfront to determine what the total requirement for Stormwater Detention that would be required to be provided to avoid the need for downstream upgrades including the 2 new 1500mm RCP pipes beneath the rail corridor.

Hydrographs were obtained from Southfront for the 5%, 2% and 1% AEP for the 3 hour, 6 hour and 9 hour storms which are the storms likely to be the critical storms for stormwater detention.

The capacity of the existing 2 x 1500mm RCP pipes beneath the railway corridor as provided by Southfront is 6.3m<sup>3</sup>/s.

The estimated detention storage volumes in m<sup>3</sup> that is required to provide protection for these events is summarised in Table 1.

**Table 1: Estimate of Detention Storage Requirements**

DURATION	5%AEP	2%AEP	1%AEP
3 hour	35,000	50,000	70,000
6 hour	<b>65,000</b>	90,000	110,000
9 hour	50,000	<b>100,000</b>	<b>120,000</b>

Given the depth of the existing pipes under the railway line, the maximum possible detention depth is estimated to be around 2.5m deep.

Therefore, in order to provide detention volumes of this order of magnitude would require an available area of between 3Ha, and 5.5Ha which is a significant parcel of land. That is a significant parcel of land not readily available in the City of Prospect. To put it in perspective, this would be a site roughly equivalent to the current vacant land at the southwest corner of the intersection of Regency Road and Churchill Road. Refer to Figure 7.

For the purposes of comparison only, as we would not suggest that acquiring such a large parcel of land for the purposes of stormwater detention was practical, North Projects has prepared an indicative cost estimate for a scheme equivalent to what is shown in Figure 8 to compare against the costs for the current Option 1 and Option 2 being considered by the City of Prospect.

The base of the detention basin option could be shaped and planted to include a sedimentation basin and vegetated swales, or ephemeral water bodies which would provide for some water quality benefits to the downstream systems. This could be achieved at relatively low additional cost.

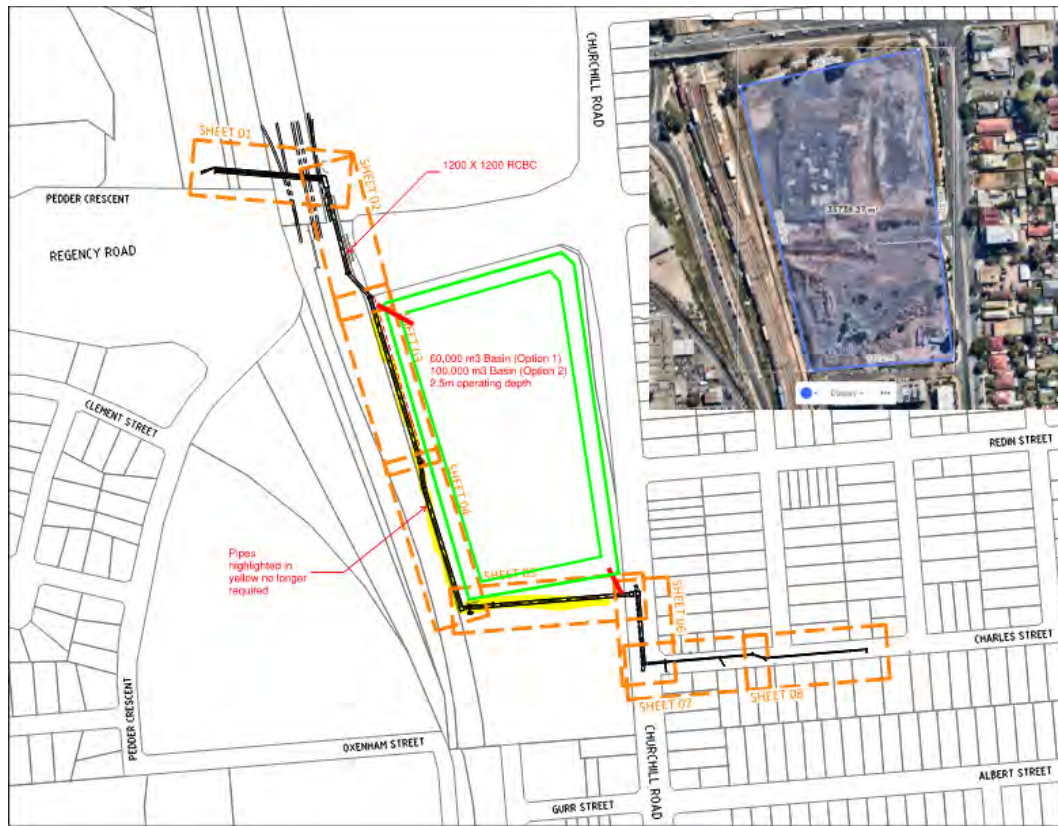


Figure 8: Approximate Scale of Detention Basin Required.

### 3.2 Cost Estimate

North Projects have undertaken a cost estimate for this theoretical solution which includes an estimate of the cost of the land. Option 1A would provide for a 5% AEP standard which is consistent with the recommendations in the SMP. Option 2A would provide for 2%AEP. A copy of the estimates is included in Appendix A.

#### 3.2.1 Option 1A – 5%AEP

	TOTAL COST
Total Project Cost	\$34.1m
P50 Inherent and Contingent Risk	\$43.9m
P90 Inherent and Contingent Risk	\$49.3m

#### 3.2.2 Option 2A – 2%AEP

	TOTAL COST
Total Project Cost	\$37.1m
P50 Inherent and Contingent Risk	\$47.7m
P90 Inherent and Contingent Risk	\$53.5m

The cost for this theoretical solution is considerably larger than the current proposed Option 1 and Option 2 being considered by the City of Prospect.

The extent of surface flows within the City of Prospect are relatively large due to the age of the infrastructure, and limited extent of the minor drainage system along a significant number of streets in the Council area. The limited amount of open space within the Council area, makes provision for large scale or even scattered detention quite difficult, particularly when somewhere between 50,000m<sup>3</sup> and 100,000m<sup>3</sup> is needed within the catchment.

The total costs identified in the SMP by Southfront attributed to the City of Prospect is shown in Table 2 with the exception that the cost for project D1-B represents the revised cost estimate prepared by North Projects based on a Reference Design completed by Southfront.\*

**Table 2: Estimate of Drainage Works required by City of Prospect in SMP**

ELEMENT	COST
Prospect Road Drainage (Project D1-A)	\$9,630,000
Churchill Road Drainage (Project D1-B)	\$14,800,000*
HEP Upgrade, Pedder Cres (Project D1-C)	\$3,890,000
HEP Upgrade, Grand Junction Road (Project D1-D)	\$940,000
<b>TOTAL</b>	<b>\$29.3 Million</b>

As a comparison Table 3 represents the comparative estimate of costs should the theoretical detention solution be adopted. This would result in the downstream works to upgrade the HEP drain not being required, and avoids the need to construct the proposed 2 x 1500mm RCP under the railway line

**Table 3: Estimate of Drainage Works required by City of Prospect in SMP**

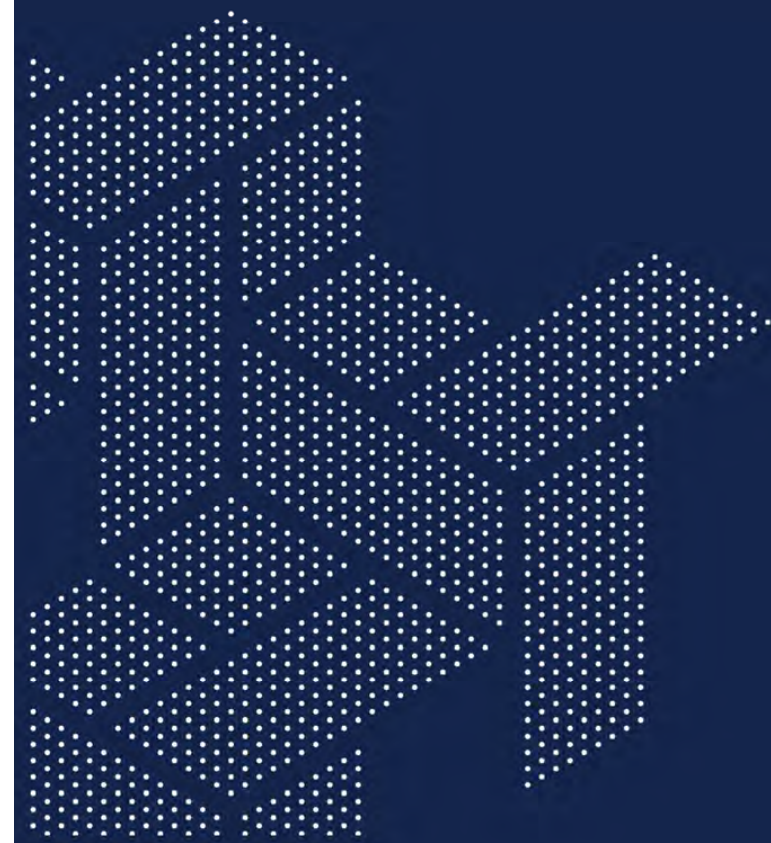
ELEMENT	COST
Prospect Road Drainage (Project D1-A)	\$9,630,000
Churchill Road Drainage (Project D1-B)	\$43,900,000 (P50) – 5%AEP
HEP Upgrade, Pedder Cres (Project D1-C)	\$0.00
HEP Upgrade, Grand Junction Road (Project D1-D)	\$0.00
<b>TOTAL</b>	<b>\$53.5 Million</b>

This demonstrates that the proposed solution in the SMP to upgrade downstream works is considerably more cost effective than the providing detention within the catchment . given the relatively close proximity to the large HEP open drainage system.

Provision of detention systems with oversized culverts or proprietary systems within the street network would be orders of magnitude more expensive than an open basin and not very practical due to existing services such as sewer mains which are located in the centre of roadways and water mains located typically 1m off the kerb line resulting in limited space to accommodate large scale underground detention systems.



**APPENDIX A**  
COST ESTIMATES



North Projects					
<b>Project Name - Churchill Road Drain upgrade / Barker Inlet</b>					
<b>Stormwater Management Plan</b>					
<b>Option 1 - Basin 60,000 m3</b>					
Date - 13/07/2023					
Revision - Rev 2					
Project summary					
Client side cost				\$	22,348,246.13
Environmental Management				\$	50,000.00
Traffic Management				\$	562,521.78
Stormwater and Associated Works				\$	3,162,901.78
Basin Works				\$	4,957,116.28
Over head costs				\$	3,024,951.80
<b>Total project cost</b>				\$	<b>34,105,737.78</b>
<b>P50 Inherent &amp; Contingent Risk</b>				\$	<b>43,870,892.62</b>
<b>P90 Inherent &amp; Contingent Risk</b>				\$	<b>49,267,784.56</b>
Description	Unit of Measurement	Estimated Quantity	Rate (No Margin) \$	Amount (No Margin) \$	Comments
<b>Client Side Cost</b>					
Service locating inc potholing	item	1	\$4,750.00	\$	4,750.00
Relocation/Modification of 600mm Water Service (A2-A3)	m	80	\$2,550.00	\$	204,000.00
Relocation/Modification of 100mm Telstra (A2-A3)	m	70	\$762.26	\$	53,358.42
Relocation/Modification of 2x100mm Telstra (A2-A3)	m	70	\$1,381.83	\$	96,728.28
Relocation/Modification of 3x100 Electrical Service (A10-A11)	m	30	\$3,014.15	\$	90,424.54
Relocation/Modification of 1x150 Sewer Service (C1-C2)	Each	1	\$35,000.00	\$	35,000.00
Relocation/Modification of 1x150 Sewer Service (C2-C3)	Each	1	\$35,000.00	\$	35,000.00
Relocation/Modification of 1x150 Sewer Service (C4-C5)	Each	4	\$35,000.00	\$	140,000.00
Relocation of rail electrical services	m	107	\$431.63	\$	46,184.90
Client Side Cost - Land Cost					
Land Purchase Cost	m2	35 738	\$600.00	\$	21,442,800.00
Transaction and Legal Cost	Item	1	\$200,000.00	\$	200,000.00
Business Compensation Cost	Item	1	Excluded	Excluded	
<b>Subtotal, Client side cost</b>				\$	<b>22,348,246.13</b>
<b>Environmental Management</b>					
Allowance for environmental management	Weeks	20	\$2,500.00	\$	50,000.00
<b>Subtotal, Environmental management</b>				\$	<b>50,000.00</b>
<b>Traffic Management</b>					
Temporary variable message and traffic signs	Weeks	20	\$1,562.74	\$	31,254.73
Temporary barriers	l/m	72	\$699.30	\$	50,349.50
Temporary lighting	Item	1	\$46,977.95	\$	46,977.95
Traffic control	Item	1	\$433,939.60	\$	433,939.60
<b>Subtotal, Traffic management</b>				\$	<b>562,521.78</b>
<b>Stormwater and Associated Works</b>					
<b>General Works</b>					
<b>General Works</b>					
Service locating and potholing	m	851	\$96.07	\$	81,756.00
Allowance for stormwater pipe (parallel to A1-A2) to be plugged and abandoned	Item	1	\$5,000.00	\$	5,000.00
Demolition of existing retaining wall between A4-A5	m	135	\$146.58	\$	19,788.61
Allowance for reinstatement of retaining wall between A4-A5	m2	198	\$900.00	\$	178,200.00
Relocate temporary fence between A6 to A7	m	97	\$38.50	\$	3,734.50
Removal of trees (adjacent to playground)	No	2	\$800.00	\$	1,600.00
Establishment of concrete barriers with gawk screens during ALBF period along pipe run A1-A2-A3	m	128	\$299.99	\$	38,398.47
Removal of existing rail during ALBF	m	100	\$609.79	\$	60,979.20
<b>Pit A2 - Custom Pit</b>					
Excavation (cut to spoil) for pit A2	m3	147	\$254.30	\$	37,382.60
Form, Reinforce and Pour base and walls of A2 pit around exiting pipe	m3	22	\$4,447.63	\$	97,847.95
Removal and disposal of existing pipe within pit A2	m	20	\$185.69	\$	3,713.75
Allowance for invert level correction (false floor)	Item	1	\$2,500.00	\$	2,500.00
Installation of precast lid for A2	no	1	\$5,795.00	\$	5,795.00
Backfill around the pit	m3	30	\$191.58	\$	5,747.34
Allowance to make good any works to Bunnings Warehouse	Item	1	\$5,000.00	\$	5,000.00
Track protection officer x2	Hours	191	\$150.00	\$	57,417.66
<b>Line A2-A3</b>					
Supply, excavation, placement and backfill of 1200x1200 RCBC	m	77	\$1,490.12	\$	114,739.06
Hydroexcavation at points of conflict with relocated or existing services	no	3	\$1,885.88	\$	5,657.63
<b>Pit A3</b>					
Supply, excavate, place and backfill pit A3 (3400x1200)	no	1	\$22,053.47	\$	22,053.47
<b>Line A3-A4</b>					
Removal of existing 500dia pipe within the excavation zone of proposed RCBC	m	21	\$304.99	\$	6,404.69
Allowance for the demolition of rail crossing	Item	1	\$5,000.00	\$	5,000.00
Allowance for the reinstatement of rail crossing	Item	1	\$8,000.00	\$	8,000.00
Supply, excavation, placement and backfill of 1200x1200 RCBC	m	26	\$2,227.28	\$	57,909.24
Hydroexcavation at points of conflict with relocated or existing services	no	1	\$12,660.00	\$	12,660.00
Allowance for skates to allow placement of RCBC (approx 11m of RCBC) under existing electrical, Telstra and Sabreant	Item	1	\$5,000.00	\$	5,000.00
Provide protection to 600mm dia sewer main	m3	2	\$397.20	\$	794.39
<b>Pit A4</b>					
Supply, excavate, place and backfill pit A4 (3400x1200)	no	1	\$20,793.19	\$	20,793.19
<b>Pit A8 (Assumed for this option this pit is closer to Churchill road)</b>					
Supply, excavate, place and backfill pit A8	no	1	\$21,678.62	\$	21,678.62
<b>Line A8-A9</b>					
Demolition of existing kerbs, spoonrain and pram ramps	m	15	\$68.84	\$	1,032.59
Demolition of existing asphalt	m2	54	\$40.60	\$	2,192.36

Description	Unit of Measurement	Estimated Quantity	Rate (No Margin) \$	Amount (No Margin) \$	Comments
<b>Client Side Cost</b>					
Supply, excavation, placement and backfill of 2400x1500 RCBC	m	15.6	\$5,268.45	\$ 82,187.84	
Hydroexcavation at points of conflict with relocated or existing services	NO	2	\$1,597.54	\$ 3,195.07	
Reinstatement of kerbs, sponrain and pram ramps including rubble below and side of kerbs	m	15	\$208.98	\$ 3,134.77	
Reinstatement of blockpaved pavement	m2	46	\$20.62	\$ 948.69	
Reinstatement of asphalt pavement	m2	54	\$174.99	\$ 9,449.44	
<b>Pit A9</b>					
Allowance for Pit A9	Item	1	\$170,000.00	\$ 170,000.00	
Removal of 2850x750 RCBC	m	4	\$840.22	\$ 3,360.88	
Allowance to connect existing culvert to JB	Item	1	\$9,000.00	\$ 9,000.00	
<b>Stormwater Demolition Works Splay point to Splay point</b>					
Removal of Kerb					
Removal of median Island	m2	82	\$40.86	\$ 3,350.82	
Removal of asphalt pavement	Included below	Included below	Included below		
Removal of 1800x750mm RCBC	m	68	\$1,972.24	\$ 134,112.05	
Reinstatement of median Island inc. kerbs following installation of 2400x1500 RCBC and splayed connection	M2	82	\$142.56	\$ 11,689.86	
<b>Splayed Connection 1 (Adjacent A10)</b>					
Supply, excavate, Place and Backfill 1800x750mm RCBC	m	6	\$9,803.17	\$ 58,818.99	
<b>Pit A10</b>					
Supply, excavate, place and backfill pit A10	Item	1	\$170,000.00	\$ 170,000.00	
<b>Line A10-A11</b>					
Supply, placement and backfill of 2400x1500 RCBC	m	56	\$12,039.43	\$ 674,208.10	
Allowance for connection to existing stormwater	Item	1	\$8,000.00	\$ 8,000.00	
<b>Line A9-A10</b>					
Supply, excavation, placement and backfill of 2400x1500 RCBC	m	4	\$11,658.43	\$ 46,633.72	
Hydroexcavation at points of conflict with relocated or existing services	no	2	\$1,237.76	\$ 2,475.52	
<b>Pit A11</b>					
Supply, excavate, place and backfill pit A11	no	1	\$29,366.41	\$ 29,366.41	
<b>Splayed Connection 2 (Adjacent A11)</b>					
Supply, excavate, Place and Backfill 1800x750mm RCBC	m	5	\$4,816.24	\$ 24,081.20	
<b>Line A11-C1</b>					
Removal of asphalt pavement	Included below	Included below	Included below		
Supply, excavation, placement and backfill of 1200x 450 RCBC	m	18	\$4,277.03	\$ 76,986.57	
<b>Pit C1</b>					
Supply, excavate, place and backfill pit C1	no	1	\$9,332.65	\$ 9,332.65	
<b>Pit D1</b>					
Demolish existing pit	no	1	\$2,391.85	\$ 2,391.85	
Supply, placement and backfill pit D1	no	1	\$9,226.44	\$ 9,226.44	
<b>Pit E1</b>					
Supply, excavate, place and backfill pit E1	no	1	\$9,188.22	\$ 9,188.22	
<b>Line E1,C1,D1</b>					
Removal of asphalt pavement					
Supply, excavation, placement and backfill of 375 Class 3	m	11	\$1,154.62	\$ 12,700.84	
<b>Line C1-C2</b>					
Removal of asphalt pavement	Included below	Included below	Included below		
Supply, excavation, placement and backfill of 750 RRJ RCP	m	44	\$1,193.98	\$ 52,535.17	
Hydroexcavation at points of conflict with relocated or existing services	Hours	16	\$255.30	\$ 4,084.75	
<b>Pit C2</b>					
Supply, placement and backfill pit C2	no	1	\$9,987.79	\$ 9,987.79	
<b>Line C2-F1</b>					
Removal of asphalt pavement	Included below	Included below	Included below		
Removal of existing pipe	m	8	\$182.38	\$ 1,459.05	
Removal of kerb	m	3	\$93.99	\$ 281.98	
Supply, excavation, placement and backfill of 375 pipe	m	8	\$1,127.58	\$ 9,020.65	
Reinstatement of kerb	m	3	\$533.92	\$ 1,601.75	
<b>Pit F1</b>					
Supply, placement and backfill pit F1	no	1	\$9,196.84	\$ 9,196.84	
<b>Line C2-C3</b>					
Removal of asphalt pavement	Included below	Included below	Included below		
Supply, excavation, placement and backfill of 675 RRJ RCP	m	29	\$1,242.24	\$ 36,025.09	
Hydroexcavation at points of conflict with relocated or existing services	no	5	\$1,019.70	\$ 5,098.51	
<b>Pit C3</b>					
Supply, placement and backfill pit C3	no	1	\$9,240.09	\$ 9,240.09	
<b>Line C3-G1</b>					
Removal of asphalt pavement	Included below	Included below	Included below		
Supply, excavation, placement and backfill of 375 RRJ RCP	m	2	\$2,159.05	\$ 4,318.10	
<b>Pit G1</b>					
Removal of kerb	m	3	\$93.99	\$ 281.98	
Reinstatement of kerb	m	3	\$447.33	\$ 1,341.98	
Supply, placement and backfill pit G1	no	1	\$9,225.58	\$ 9,225.58	
Hydroexcavation at points of conflict with relocated or existing services	no	1	\$1,163.52	\$ 1,163.52	
<b>Line C3-C4</b>					
Removal of asphalt pavement	Included below	Included below	Included below		
Supply, excavation, placement and backfill of 675 RRJ RCP	m	10	\$1,344.29	\$ 13,442.91	
Hydroexcavation at points of conflict with relocated or existing services	no	1	\$1,267.20	\$ 1,267.20	
<b>Pit C4</b>					
Supply, placement and backfill pit C4	no	1	\$9,240.09	\$ 9,240.09	
<b>Line C4-H1</b>					
Removal of asphalt pavement	Included below	Included below	Included below		
Supply, excavation, placement and backfill of 375 RRJ RCP	m	3	\$1,582.40	\$ 4,747.20	
Hydroexcavation at points of conflict with relocated or existing services	no	1	\$1,118.16	\$ 1,118.16	
<b>Pit H1</b>					
Supply, placement and backfill pit H1	no	1	\$8,183.66	\$ 8,183.66	
<b>Line C4-C5</b>					
Removal of asphalt pavement	Included below	Included below	Included below		
Supply, excavation, placement and backfill of 600 RRJ RCP	m	68	\$1,145.77	\$ 77,912.26	
Hydroexcavation at points of conflict with relocated or existing services	no	7	\$1,072.80	\$ 7,509.60	
<b>Pit C5</b>					

Description	Unit of Measurement	Estimated Quantity	Rate (No Margin) \$	Amount (No Margin) \$	Comments												
<b>Client Side Cost</b>																	
Supply, placement and backfill pit C5	no	1	\$9,189.20	\$ 9,189.20													
<b>Line C5-C6</b>																	
Removal of asphalt pavement																	
Supply, excavation, placement and backfill of 525 RRJ RCP	m	14	\$1,066.98	\$ 14,937.66													
Hydroexcavation at points of conflict with relocated or existing services	no	7	\$1,020.96	\$ 7,146.72													
<b>Pit C6</b>																	
Supply, placement and backfill pit C6	no	1	\$9,189.20	\$ 9,189.20													
<b>Line C6-I1</b>																	
Removal of asphalt pavement	Included below	Included below	Included below														
Removal of stormwater pipe	m	8	\$196.92	\$ 1,575.38													
Supply, excavation, placement and backfill of 375 RRJ RCP	m	3	\$1,622.04	\$ 4,866.11													
<b>Pit I1</b>																	
Supply, placement and backfill pit I1	no	1	\$9,441.77	\$ 9,441.77													
Removal of asphalt from churchill road	m2	244	\$22.26	\$ 5,431.89													
Reinstatement of asphalt pavement along Churchill road	m2	244	\$119.41	\$ 29,135.68													
Removal of asphalt from charles street	m2	322	\$16.49	\$ 5,310.16													
Reinstatement of asphalt pavement along Charles Street	m2	322	\$112.46	\$ 36,211.84													
Allowance to make good damaged kerbs and crossovers	Item	1	\$10,000.00	\$ 10,000.00													
Allowance to relocate the water main near the rail in line A1-A2 (50m)	Item	1	\$100,000.00	\$ 100,000.00													
Supply and install of steel plates	Item	1	\$151,616.00	\$ 151,616.00													
Allowance for CCTV inspection	Item	1	\$37,950.00	\$ 37,950.00													
				<b>Subtotal, Stormwater and associated works</b>	<b>\$ 3,162,901.78</b>												
<b>Basin Works</b>																	
Clearing and grubbing	m2	35 739	\$6.50	\$ 232,255.87													
Excavation works for Basin	M3	60 000	\$6.77	\$ 405,927.27													
Cartage with 1 hour turnaround	M3	60 000	\$11.36	\$ 681,818.18													
Disposal cost	Tonne	126 000	\$20.00	\$ 2,520,000.00													
Trim and compact	m2	35 738	\$1.17	\$ 41,947.49													
Proof roll	m2	35 738	\$0.18	\$ 6,551.97													
Supply and Place 200mm of clay	m2	35 738	\$25.90	\$ 925,614.20	Assumed 200mm of clay is required												
Supply and place 2400x1500 RCBC to PIT A8	m	30	\$3,375.56	\$ 101,266.80													
Supply and place 1200x1200 RCBC to PIT A4	m	30	\$1,391.15	\$ 41,734.50													
				<b>Subtotal, Basin Works</b>	<b>\$ 4,957,116.28</b>												
				<b>Construction cost (incl. stormwater, Environmental management and traffic management)</b>	<b>\$ 8,732,539.84</b>												
<b>OVERHEADS (Site Specific)</b>																	
On Site Overheads	%	20%	\$8,732,539.84	\$1,746,507.97													
Off site Overhead	%	2%	\$10,479,047.81	\$209,580.96													
Margin	%	10%	\$10,688,628.77	\$1,068,862.88													
				<b>Subtotal, SITE OVERHEADS</b>	<b>\$ 3,024,951.80</b>												
				<b>Construction cost including overheads</b>	<b>\$ 11,757,491.65</b>												
				<b>Total project cost ( incl. Client cost, construction and overheads)</b>	<b>\$ 34,105,737.78</b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>P50 Inherent &amp; Contingent Risk</td> <td style="text-align: right;">9,765,155</td> <td style="text-align: right;">29%</td> </tr> <tr> <td>P90 Inherent &amp; Contingent Risk</td> <td style="text-align: right;">15,162,047</td> <td style="text-align: right;">44%</td> </tr> <tr> <td>P50 Total cost</td> <td style="text-align: right;"><b>43,870,893</b></td> <td></td> </tr> <tr> <td>P90 Total cost</td> <td style="text-align: right;"><b>49,267,785</b></td> <td></td> </tr> </table>						P50 Inherent & Contingent Risk	9,765,155	29%	P90 Inherent & Contingent Risk	15,162,047	44%	P50 Total cost	<b>43,870,893</b>		P90 Total cost	<b>49,267,785</b>	
P50 Inherent & Contingent Risk	9,765,155	29%															
P90 Inherent & Contingent Risk	15,162,047	44%															
P50 Total cost	<b>43,870,893</b>																
P90 Total cost	<b>49,267,785</b>																
<b>Project summary</b>																	
Client side cost	\$ 22,348,246.13																
Environmental Management	\$ 50,000.00																
Traffic Management	\$ 562,521.78																
Stormwater and Associated Works	\$ 3,162,901.78																
Basin Works	\$ 4,957,116.28																
Over head costs	\$ 3,024,951.80																
<b>Total project cost</b>	<b>\$ 34,105,737.78</b>																
<b>P50 Inherent &amp; Contingent Risk</b>	<b>\$ 43,870,892.62</b>																
<b>P90 Inherent &amp; Contingent Risk</b>	<b>\$ 49,267,784.56</b>																

North Projects						
Project Name - Churchill Road Drain upgrade / Barker Inlet						
Stormwater Management Plan						
Option 2 - Basin 100,000 m3						
Date - 13/07/2023						
Revision - Rev 2						
<b>Project summary</b>						
1.00	Client side cost				\$ 22,348,246.13	
2.00	Environmental Management				\$ 50,000.00	
3.00	Traffic Management				\$ 562,521.78	
4.00	Stormwater and Associated Works				\$ 3,162,901.78	
5.00	Basin Works				\$ 7,162,279.91	
6.00	Over head costs				\$ 3,788,820.49	
<b>Total project cost</b>					<b>\$ 37,074,770.10</b>	
<b>P50 Inherent &amp; Contingent Risk</b>					<b>\$ 47,690,018.27</b>	
<b>P90 Inherent &amp; Contingent Risk</b>					<b>\$ 53,556,729.89</b>	
Item No.	Description	Unit of Measurement	Estimated Quantity	Rate (No Margin) \$	Amount (No Margin) \$	Comments
<b>1.00 Client Side Cost</b>						
1.01	Service locating inc potholing	item	1	\$4,750.00	\$ 4,750.00	
1.02	Relocation/Modification of 600mm Water Service (A2-A3)	m	80	\$2,550.00	\$ 204,000.00	
1.03	Relocation/Modification of 100mm Telstra (A2-A3)	m	70	\$762.26	\$ 53,358.42	
1.04	Relocation/Modification of 2x100mm Telstra (A2-A3)	m	70	\$1,381.83	\$ 96,728.28	
1.05	Relocation/Modification of 3x100 Electrical Service (A10-A11)	m	30	\$3,014.15	\$ 90,424.54	
1.06	Relocation/Modification of 1x150 Sewer Service (C1-C2)	Each	1	\$35,000.00	\$ 35,000.00	
1.07	Relocation/Modification of 1x150 Sewer Service (C2-C3)	Each	1	\$35,000.00	\$ 35,000.00	
1.08	Relocation/Modification of 1x150 Sewer Service (C4-C5)	Each	4	\$35,000.00	\$ 140,000.00	
1.09	Relocation of rail electrical services	m	107	\$431.63	\$ 46,184.90	
1.10	Client Side Cost - Land Cost					
1.11						
1.12	Land Purchase Cost	m2	35 738	\$600.00	\$ 21,442,800.00	Location SA categorises the land as residential (Land Use Generalised 2022). Location SA and SAPPA both show the land to be sub-division. Plan SA also shows the lodgement of the application for the sub-division but it is pending approval
1.13	Transaction and Legal Cost	Item	1	\$200,000.00	\$ 200,000.00	
1.14	Business Compensation Cost	Item	1	Excluded	Excluded	
<b>Subtotal, Client side cost</b>					<b>\$ 22,348,246.13</b>	
<b>2.00 Environmental Management</b>						
2.01	Allowance for environmental management	Weeks	20	\$2,500.00	\$ 50,000.00	
<b>Subtotal, Environmental management</b>					<b>\$ 50,000.00</b>	
<b>3.00 Traffic Management</b>						
3.01	Temporary variable message and traffic signs	Weeks	20	\$1,562.74	\$ 31,254.73	
3.02	Temporary barriers	1/m	72	\$699.30	\$ 50,349.50	
3.03	Temporary lighting	Item	1	\$46,977.95	\$ 46,977.95	
3.04	Traffic control	Item	1	\$433,939.60	\$ 433,939.60	
<b>Subtotal, Traffic management</b>					<b>\$ 562,521.78</b>	
<b>4.00 Stormwater and Associated Works</b>						
<b>General Works</b>						
<b>General Works</b>						
4.01	Service locating and potholing	m	851	\$96.07	\$ 81,756.00	
4.02	Allowance for stormwater pipe (parallel to A1-A2) to be plugged and abandoned	Item	1	\$5,000.00	\$ 5,000.00	
4.03	Demolition of existing retaining wall between A4-A5	m	135	\$146.58	\$ 19,788.61	
4.04	Allowance for reinstatement of retaining wall between A4-A5	m2	198	\$900.00	\$ 178,200.00	
4.05	Relocate temporary fence between A6 to A7	m	97	\$38.50	\$ 3,734.50	
4.06	Removal of trees (adjacent to playground)	No	2	\$800.00	\$ 1,600.00	
4.07	Establishment of concrete barriers with gawk screens during ALBF period along pipe run A1-A2-A3	m	128	\$299.99	\$ 38,398.47	
4.08	Removal of existing rail during ALBF	m	100	\$609.79	\$ 60,979.20	
<b>Pit A2 - Custom Pit</b>						
4.09	Excavation (cut to spoil) for pit A2	m3	147	\$254.30	\$ 37,382.60	
4.10	Form, Reinforce and Pour base and walls of A2 pit around exiting pipe	m3	22	\$4,447.63	\$ 97,847.95	
4.11	Removal and disposal of existing pipe within pit A2	m	20	\$185.69	\$ 3,713.75	
4.12	Allowance for invert level correction (false floor)	Item	1	\$2,500.00	\$ 2,500.00	
4.13	Installation of precast lid for A2	no	1	\$5,795.00	\$ 5,795.00	
4.14	Backfill around the pit	m3	30	\$191.58	\$ 5,747.34	
4.15	Allowance to make good any works to Bunnings Warehouse	Item	1	\$5,000.00	\$ 5,000.00	
4.16	Track protection officer x2	Hours	191	\$150.00	\$ 28,650.00	
<b>Line A2-A3</b>						
4.17	Supply, excavation, placement and backfill of 1200x1200 RCBC	m	77	\$1,490.12	\$ 114,739.06	
4.18	Hydroexcavation at points of conflict with relocated or existing services	no	3	\$1,885.88	\$ 5,657.63	
<b>Pit A3</b>						
4.19	Supply, excavate, place and backfill pit A3 (3400x1200)	no	1	\$22,053.47	\$ 22,053.47	
<b>Line A3-A4</b>						
4.20	Removal of existing 500dia pipe within the excavation zone of proposed RCBC	m	21	\$304.99	\$ 6,404.69	
4.21	Allowance for the demolition of rail crossing	Item	1	\$5,000.00	\$ 5,000.00	
4.22	Allowance for the reinstatement of rail crossing	Item	1	\$8,000.00	\$ 8,000.00	
4.23	Supply, excavation, placement and backfill of 1200x1200 RCBC	m	26	\$2,227.28	\$ 57,909.24	
4.24	Hydroexcavation at points of conflict with relocated or existing services	no	1	\$12,660.00	\$ 12,660.00	
4.25	Allowance for skates to allow placement of RCBC (approx 11m of RCBC) under existing electrical, Telstra and Sabrenet	Item	1	\$5,000.00	\$ 5,000.00	
4.26	Provide protection to 600mm dia sewer main	m3	2	\$397.20	\$ 794.39	
<b>Pit A4</b>						
4.27	Supply, excavate, place and backfill pit A4 (3400x1200)	no	1	\$20,793.19	\$ 20,793.19	
<b>Pit A8 (Assumed for this option this pit is closer to Churchill road)</b>						
4.28	Supply, excavate, place and backfill pit A8	no	1	\$21,678.62	\$ 21,678.62	
<b>Line A8-A9</b>						
4.29	Demolition of existing kerbs, spoonrain and pram ramps	m	15	\$68.84	\$ 1,032.59	
4.30	Demolition of existing asphalt	m2	54	\$40.60	\$ 2,192.36	
4.31	Supply, excavation, placement and backfill of 2400x1500 RCBC	m	15.6	\$5,268.45	\$ 82,187.84	
4.32	Hydroexcavation at points of conflict with relocated or existing services	N0	2	\$1,597.54	\$ 3,195.07	
4.33	Reinstatement of kerbs, spoonrain and pram ramps including rubble below and side of kerbs	m	15	\$208.98	\$ 3,134.77	
4.34	Reinstatement of blockpaved pavement	m2	46	\$20.62	\$ 948.69	

Item No.	Description	Unit of Measurement	Estimated Quantity	Rate (No Margin) \$	Amount (No Margin) \$	Comments
4.35	Reinstatement of asphalt pavement	m2	54	\$174.99	\$ 9,449.44	
<b>Pit A9</b>						
4.36	Allowance for Pit A9	Item	1	\$170,000.00	\$ 170,000.00	
4.37	Removal of 2850x750 RCBC	m	4	\$840.22	\$ 3,360.88	
4.38	Allowance to connect existing culvert to JB	Item	1	\$9,000.00	\$ 9,000.00	
<b>Stormwater Demolition Works Splay point to Splay point</b>						
4.39	Removal of Kerb	m2	82	\$40.86	\$ 3,350.82	
4.40	Removal of median Island	Included below	Included below	Included below		
4.50	Removal of asphalt pavement	Included below	Included below	Included below		
4.42	Removal of 1800x750mm RCBC	m	68	\$1,972.24	\$ 134,112.05	
4.43	Reinstatement of median Island inc. kerbs following installation of 2400x1500 RCBC and splayed connection	M2	82	\$142.56	\$ 11,689.86	
<b>Splayed Connection 1 (Adjacent A10)</b>						
4.44	Supply, excavate, Place and Backfill 1800x750mm RCBC	m	6	\$9,803.17	\$ 58,818.99	
<b>Pit A10</b>						
4.45	Supply, excavate, place and backfill pit A10	Item	1	\$170,000.00	\$ 170,000.00	
<b>Line A10-A11</b>						
4.46	Supply, placement and backfill of 2400x1500 RCBC	m	56	\$12,039.43	\$ 674,208.10	
4.47	Allowance for connection to existing stormwater	Item	1	\$8,000.00	\$ 8,000.00	
<b>Line A9-A10</b>						
4.48	Supply, excavation, placement and backfill of 2400x1500 RCBC	m	4	\$11,658.43	\$ 46,633.72	
4.49	Hydroexcavation at points of conflict with relocated or existing services	no	2	\$1,237.76	\$ 2,475.52	
<b>Pit A11</b>						
4.50	Supply, excavate, place and backfill pit A11	no	1	\$29,366.41	\$ 29,366.41	
<b>Splayed Connection 2 (Adjacent A11)</b>						
4.51	Supply, excavate, Place and Backfill 1800x750mm RCBC	m	5	\$4,816.24	\$ 24,081.20	
<b>Line A11-C1</b>						
4.52	Removal of asphalt pavement	Included below	Included below	Included below		
4.53	Supply, excavation, placement and backfill of 1200x 450 RCBC	m	18	\$4,277.03	\$ 76,986.57	
<b>Pit C1</b>						
4.54	Supply, excavate, place and backfill pit C1	no	1	\$9,332.65	\$ 9,332.65	
<b>Pit D1</b>						
4.55	Demolish existing pit	no	1	\$2,391.85	\$ 2,391.85	
4.56	Supply, placement and backfill pit D1	no	1	\$9,226.44	\$ 9,226.44	
<b>Pit E1</b>						
4.57	Supply, excavate, place and backfill pit E1	no	1	\$9,188.22	\$ 9,188.22	
<b>Line E1,C1,D1</b>						
4.58	Removal of asphalt pavement	Included below	Included below	Included below		
4.59	Supply, excavation, placement and backfill of 375 Class 3	m	11	\$1,154.62	\$ 12,700.84	
<b>Line C1-C2</b>						
4.60	Removal of asphalt pavement	Included below	Included below	Included below		
4.61	Supply, excavation, placement and backfill of 750 RRJ RCP	m	44	\$1,193.98	\$ 52,535.17	
4.62	Hydroexcavation at points of conflict with relocated or existing services	Hours	16	\$255.30	\$ 4,084.75	
<b>Pit C2</b>						
4.63	Supply, placement and backfill pit C2	no	1	\$9,987.79	\$ 9,987.79	
<b>Line C2-F1</b>						
4.64	Removal of asphalt pavement	Included below	Included below	Included below		
4.65	Removal of existing pipe	m	8	\$182.38	\$ 1,459.05	
4.66	Removal of kerb	m	3	\$93.99	\$ 281.98	
4.67	Supply, excavation, placement and backfill of 375 pipe	m	8	\$1,127.58	\$ 9,020.65	
4.68	Reinstatement of kerb	m	3	\$533.92	\$ 1,601.75	
<b>Pit F1</b>						
4.69	Supply, placement and backfill pit F1	no	1	\$9,196.84	\$ 9,196.84	
<b>Line C2-C3</b>						
4.70	Removal of asphalt pavement	Included below	Included below	Included below		
4.71	Supply, excavation, placement and backfill of 675 RRJ RCP	m	29	\$1,242.24	\$ 36,025.09	
4.72	Hydroexcavation at points of conflict with relocated or existing services	no	5	\$1,019.70	\$ 5,098.51	
<b>Pit C3</b>						
4.73	Supply, placement and backfill pit C3	no	1	\$9,240.09	\$ 9,240.09	
<b>Line C3-G1</b>						
4.74	Removal of asphalt pavement	Included below	Included below	Included below		
4.75	Supply, excavation, placement and backfill of 375 RRJ RCP	m	2	\$2,159.05	\$ 4,318.10	
<b>Pit G1</b>						
4.76	Removal of kerb	m	3	\$93.99	\$ 281.98	
4.77	Reinstatement of kerb	m	3	\$447.33	\$ 1,341.98	
4.78	Supply, placement and backfill pit G1	no	1	\$9,225.58	\$ 9,225.58	
4.79	Hydroexcavation at points of conflict with relocated or existing services	no	1	\$1,163.52	\$ 1,163.52	
<b>Line C3-C4</b>						
4.80	Removal of asphalt pavement	Included below	Included below	Included below		
4.81	Supply, excavation, placement and backfill of 675 RRJ RCP	m	10	\$1,344.29	\$ 13,442.91	
4.82	Hydroexcavation at points of conflict with relocated or existing services	no	1	\$1,267.20	\$ 1,267.20	
<b>Pit C4</b>						
4.83	Supply, placement and backfill pit C4	no	1	\$9,240.09	\$ 9,240.09	
<b>Line C4-H1</b>						
4.84	Removal of asphalt pavement	Included below	Included below	Included below		
4.85	Supply, excavation, placement and backfill of 375 RRJ RCP	m	3	\$1,582.40	\$ 4,747.20	
4.86	Hydroexcavation at points of conflict with relocated or existing services	no	1	\$1,118.16	\$ 1,118.16	
<b>Pit H1</b>						
4.87	Supply, placement and backfill pit H1	no	1	\$8,183.66	\$ 8,183.66	
<b>Line C4-C5</b>						
4.88	Removal of asphalt pavement	Included below	Included below	Included below		
4.89	Supply, excavation, placement and backfill of 600 RRJ RCP	m	68	\$1,145.77	\$ 77,912.26	
4.90	Hydroexcavation at points of conflict with relocated or existing services	no	7	\$1,072.80	\$ 7,509.60	
<b>Pit C5</b>						
4.91	Supply, placement and backfill pit C5	no	1	\$9,189.20	\$ 9,189.20	
<b>Line C5-C6</b>						
4.92	Removal of asphalt pavement	Included below	Included below	Included below		
4.93	Supply, excavation, placement and backfill of 525 RRJ RCP	m	14	\$1,066.98	\$ 14,937.66	
4.94	Hydroexcavation at points of conflict with relocated or existing services	no	7	\$1,020.96	\$ 7,146.72	
<b>Pit C6</b>						
4.95	Supply, placement and backfill pit C6	no	1	\$9,189.20	\$ 9,189.20	

Item No.	Description	Unit of Measurement	Estimated Quantity	Rate (No Margin) \$	Amount (No Margin) \$	Comments
<b>Line C6-II</b>						
4.96	Removal of asphalt pavement	Included below	Included below	Included below		
4.97	Removal of stormwater pipe	m	8	\$196.92	\$ 1,575.38	
4.98	Supply, excavation, placement and backfill of 375 RRJ RCP	m	3	\$1,622.04	\$ 4,866.11	
<b>Pit II</b>						
4.99	Supply, placement and backfill pit II	no	1	\$9,441.77	\$ 9,441.77	
4.100	Removal of asphalt from churchill road	m2	244	\$22.26	\$ 5,431.89	
4.101	Reinstatement of asphalt pavement along Churchill road	m2	244	\$119.41	\$ 29,135.68	
4.102	Removal of asphalt from charles street	m2	322	\$16.49	\$ 5,310.16	
4.103	Reinstatement of asphalt pavement along Charles Street	m2	322	\$112.46	\$ 36,211.84	
4.104	Allowance to make good damaged kerbs and crossovers	Item	1	\$10,000.00	\$ 10,000.00	
4.105	Allowance to relocate the water main near the rail in line A1-A2 (50m)	Item	1	\$100,000.00	\$ 100,000.00	
4.106	Supply and install of steel plates	Item	1	\$151,616.00	\$ 151,616.00	
4.107	Allowance for CCTV inspection	Item	1	\$37,950.00	\$ 37,950.00	
<b>Subtotal, Stormwater and associated works</b>					<b>\$ 3,162,901.78</b>	
<b>5.00 Basin Works</b>						
5.01	Clearing and grubbing	m2	35 739	\$6.50	\$ 232,255.87	
5.02	Excavation works for Basin	M3	100 000	\$6.77	\$ 676,545.45	
5.03	Cartage with 1 hour turnaround	M3	100 000	\$11.36	\$ 1,136,363.64	
5.04	Disposal cost	Tonne	200 000	\$20.00	\$ 4,000,000.00	
5.05	Trim and compact	m2	35 738	\$1.17	\$ 41,947.49	
5.06	Proof roll	m2	35 738	\$0.18	\$ 6,551.97	
5.07	Supply and Place 200mm of clay	m2	35 738	\$25.90	\$ 925,614.20	Assumed 200mm of clay is required
5.08	Supply and place 2400x1500 RCBC to PIT A8	m	30	\$3,375.56	\$ 101,266.80	
5.09	Supply and place 1200x1200 RCBC to PIT A4	m	30	\$1,391.15	\$ 41,734.50	
<b>Subtotal, Basin Works</b>					<b>\$ 7,162,279.91</b>	
<b>Construction cost (incl. stormwater, Environmental management and traffic management)</b>					<b>\$ 10,937,703.48</b>	
<b>6.00 OVERHEADS (Site Specific)</b>						
6.10	On Site Overheads	%	20%	\$10,937,703.48	\$2,187,540.70	
6.20	Off site Overhead	%	2%	\$13,125,244.18	\$262,504.88	
6.30	Margin	%	10%	\$13,387,749.06	\$1,338,774.91	
<b>Subtotal, SITE OVERHEADS</b>					<b>\$ 3,788,820.49</b>	
<b>Construction cost including overheads</b>					<b>\$ 14,726,523.97</b>	
<b>Total project cost ( incl. Client cost, construction and overheads)</b>					<b>\$ 37,074,770.10</b>	
					P50 Inherent & Contingent Risk	10,615,248 29%
					P90 Inherent & Contingent Risk	16,481,960 44%
					P50 Total cost	47,690,018
					P90 Total cost	53,556,730
<b>Project summary</b>						
1.00	Client side cost				\$ 22,348,246.13	
2.00	Environmental Management				\$ 50,000.00	
3.00	Traffic Management				\$ 562,521.78	
4.00	Stormwater and Associated Works				\$ 3,162,901.78	
5.00	Basin Works				\$ 7,162,279.91	
6.00	Over head costs				\$ 3,788,820.49	
<b>Total project cost</b>					<b>\$ 37,074,770.10</b>	
<b>P50 Inherent &amp; Contingent Risk</b>					<b>\$ 47,690,018.27</b>	
<b>P90 Inherent &amp; Contingent Risk</b>					<b>\$ 53,556,729.89</b>	

**AUSTRALIA**

60 Wyatt Street  
Adelaide SA 5000

Level 6, 312 St Kilda Road  
Southbank VIC 3006

Level 1, 66 Kings Park Road  
West Perth WA 6005

7/9 Keith Lane  
Fannie Bay NT 0820

Ground Floor, 154 Melbourne Street  
South Brisbane QLD 4101

Level 1, 15 Darling Terrace  
Whyalla SA 5600

559 Hunter Street  
Newcastle West NSW 2302

**WGA.COM.AU****NEW ZEALAND**

4 Ash Street  
Christchurch Central  
Christchurch NZ 8011

10 Bisley Road  
Room 38 'The Homestead'  
Hamilton NZ 3214

The Hangar, 2/2 Boundary Road  
Catalina Bay, Hobsonville Point  
Auckland NZ 0618

**WGANZ.CO.NZ**

FOR FURTHER INFORMATION CONTACT:

Damien Byrne  
Director

T 08 8223 7433

E [dbyrne@wga.com.au](mailto:dbyrne@wga.com.au)



## 10.8 ANNUAL REPORT

**File Number:** IC23/316

**Author:** Julie Kushnir, Acting Manager Communications, Strategy and Engagement

**Responsible Executive:** Farlie Taylor, Director City Strategy, Community & Culture

### EXECUTIVE SUMMARY

Council prepares a report each year to comply with the requirements of the *Local Government Act 1999* relating to the delivery of services, performance and achievements during the financial year.

The purpose of this report is to provide Council Members with the opportunity to consider the draft City of Prospect Annual Report 2022-2023 (including the financial statements and subsidiary documentation).

### RECOMMENDATION

**That Council:**

1. **Having considered City of Prospect Annual Report 2022-2023 receives and notes the report.**
2. **Endorses the Annual Report 2022-2023.**
3. **Authorises the Chief Executive Officer to make minor administrative edits as required prior to final publication.**
4. **Provides copies of its Annual Report 2022-2023 to the appropriate authorities as required by the Local Government (General) Regulations 2013 (SA).**

### DISCUSSION

The Annual Report is a significant document that measures accountability, operations and provides transparency to the public regarding the services delivered by Council. The report provides an opportunity to communicate the many achievements accomplished by Council during the year, reflecting the stewardship of our City.

Legislation requires Council to adopt an Annual Report on or before 30 November each year. The draft City of Prospect Annual Report 2022-2023 has been prepared in accordance with the requirements of the *Local Government Act 1999* (the Act) including the detailed obligations described in Schedule 4 and associated regulations.

Council's Annual Report will be available for viewing without charge at Payinthe (Principal Office), 128 Prospect Road Prospect and access will be available online to either view or download from Council's website<sup>1</sup>.

The implementation of LG Reform has resulted in numerous changes to reporting requirements within the Annual Report. Due to the timing of the commencements of the reforms, the Annual Report for the 2022-2023 year is the first time these changes have been captured. Guidance has been provided by the LGA regarding the changes and staff have ensured that the new information has been captured and reported as required.

### Implications, Related Questions and Further Information

Funding for preparation of the Annual Report is included in Council's recurring budget for each financial year.

---

<sup>1</sup> *Local Government Act 1999* (SA) s 132.

Upon adoption, published copies of the report are provided to the South Australian Local Government Grants Commission, Library Board of South Australia, and the National Library<sup>2</sup>.

Recent sector reform changes remove the previous requirement to table an annual report in Parliament and instead insert a provision for Regulations to prescribe the bodies to which a Council must submit an annual report.

Councils are required to provide to the Minister, at the time or times, and in the manner and form, determined by the Minister, the material specified in Schedule 4 (Material to be included in the annual report of a Council) of the Act and any other information specified by the Minister. The Minister may publish this information.

Regional Subsidiary Financial Statements are legislatively required to be included in the final Annual Report however<sup>3</sup>, they are provided as a link to this covering Report in the interests of saving paper and duplication;

- Eastern Health Authority: <https://www.eha.sa.gov.au/about-us/annual-report>
- East Waste: <https://www.eastwaste.com.au/wp-content/uploads/2022/09/EAS82051-East-Waste-Annual-Report-2021-22-final.pdf>

Regional Subsidiary Financial Statements and Council's Audited Financial Statements will be incorporated as attachments to the Annual Report, prior to final publication and distribution.

### Relevance to Core Strategies / Policy

*Local Government Act 1999 (SA)*

Local Government (General) Regulations 2013

*Statutes Amendment Local Government (Review) Act 2021 (SA)*

### ATTACHMENTS

1. **City of Prospect Annual Report 2022-2023**  
2. **City of Prospect's Financial Statements for the year ended 30 June 2023**  

---

<sup>2</sup> *Local Government Act 1999 (SA)* s 131, *Libraries Act 1982 (SA)* s 35, *Copyright Act 1968 (Cth)* s 195CD and s 195CE.

<sup>3</sup> *Local Government Act 1999 (SA)* s 131, Schedule 2, ss12(2) and s 28(1).



# Annual Report

2022/2023



## Introduction

CEO Message	05
City Snapshot	06
Key Highlights	07

## Connected and Caring

Youth	10
Community Forum	10
Community Support	11
Our Volunteers	12
Annual Grants Program	13
Community Safety	14
Eastern Health Authority	15

## Active and Engaged

Library	18
Club 5082 Concerts	20
School Holiday Activities	21

## Proud of our past, excited by our future

Local History	24
Development Assessment	24
City Planning	24
Capital Works Projects	26
Department of Infrastructure and Transport Projects Supported by City of Prospect	27
Asset Management	27
Recurrent Projects	29
City Maintenance	29

## Inclusive and Diverse

Citizen of the Year Awards	31
Community Service Awards	32

## Creative and Innovative

Newmarch Gallery	36
Events	37

## Responsible and Sustainable

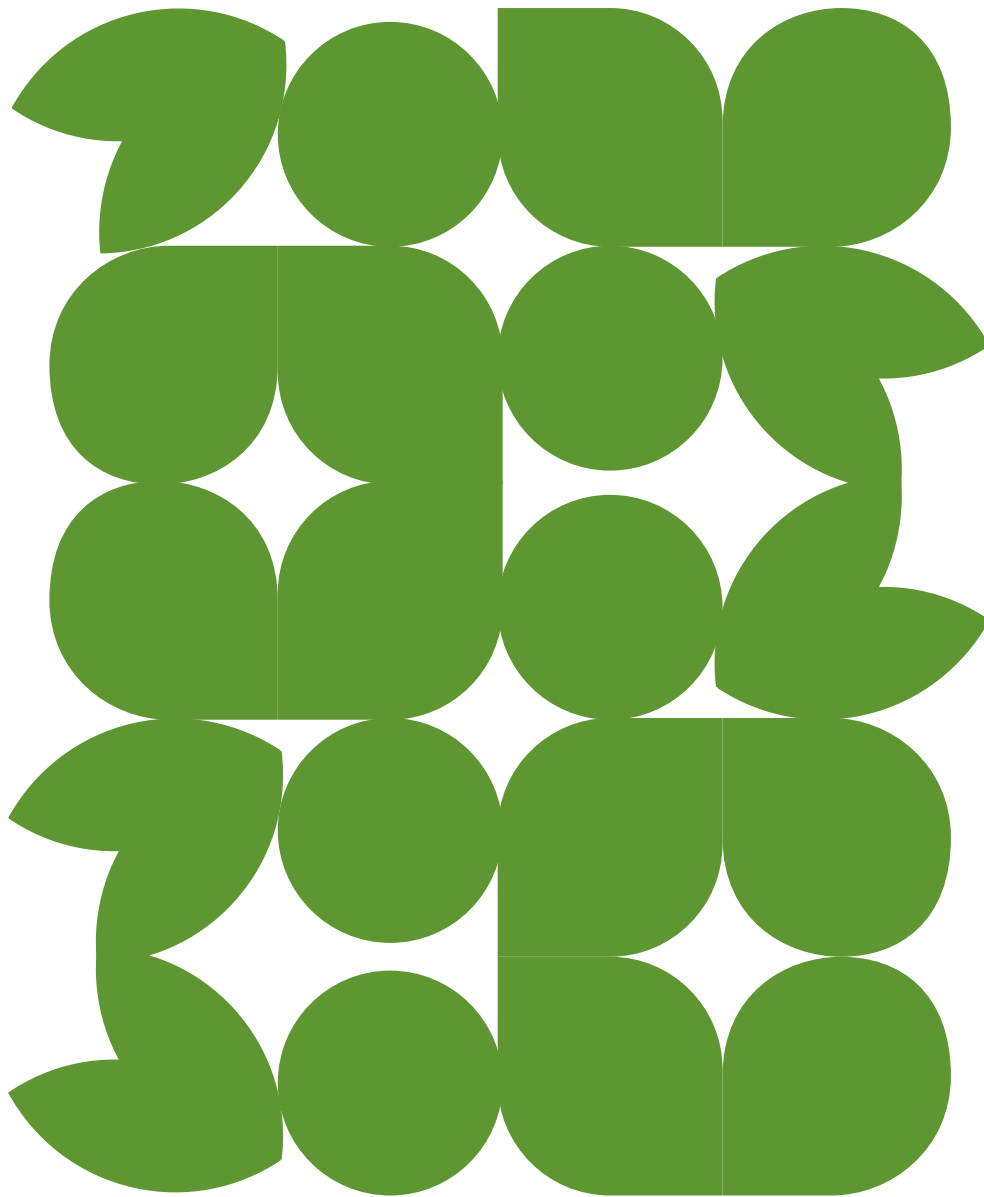
Open Spaces Upgrades	42
Green Tunnel	43
Environmental Sustainability	43

## Our Council

Council Members	45
Council Boundaries	47
Elector Representation	48
Council Member Allowances	48
Council Member Reimbursements/Benefits	49
Council Member Register of Allowances and Benefits	49
Council Member Conferences, Education and Development	50
Member Behaviour	52
Interstate/International Travel Costs	52
Gifts and Benefits Register	52
Meetings, Workshops, Panels, Committees	53
Council Decision Making Structure	55
Executive Leadership	56
Human Resource Management	58
Your Rates, Your City	59
Policy and Administration Documents	63
Information Statement	64
Financial Management	67
Have Your Say	68

## Appendices

City of Prospect Financial Statement	71
Eastern Health Authority Annual Report	121
East Waste Annual Report	195



# Introduction

City of Prospect acknowledges that we are on the traditional country of the Kurna people of the Adelaide Plains region and we pay our respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationships with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

## CEO Reflections

**As we present the Annual Report for the 2022/2023 financial year, I can't help but to express pride for what Council has delivered for our community.**

This past financial year, we welcomed a new group of Elected Members – including a mix of both new and returning faces. I would again like to take this opportunity to thank Mayor O'Loughlin, as well as our previous Elected Members, for their commitment to and passion for City of Prospect. Our City is richer for your tireless contributions, and I look forward to working with our new Council to build upon this legacy and progress the renewed priorities that our community has identified through our new Draft Strategic Community Plan.

Since being elected, our new Council has showed their passion for their roles and hit the ground running, working hard to set strong targets and focusing on City of Prospect's future.

In 2022, we also marked the sesquicentenary (150th anniversary) of City of Prospect, with the first meeting of the newly proclaimed Council having been held on 5 August 1872. Fast forward 150 years, and we celebrated this milestone with a variety of activities throughout the year, including a jam-packed History Month in May, the Mayor's dinner in August, and Prospect Theatre for Young People worked to create a play that celebrated snippets of our local history, allowing local children to learn more about the origins of our city.

In October, we joined more than 6,000 people in celebrating the return of our marquee event, the Spring Fair, our first since the beginning of the COVID-19 pandemic.

In January, the 2023 Citizen of the Year Awards were presented to four deserving women who've each made standout contributions to our community.

The much-loved Twilight Sessions returned to Prospect Memorial Gardens for its 28th year, and the annual Prospect Fringe once again electrified our main street during February and March.

Our Prospect Toy Library was nominated for the nationwide 'Best Medium Toy Library' award for 2023, and City of Prospect was a finalist in the global Intelligent Community of the Year Awards held by the Intelligent Communities Forum, a global network that connects cities and regions across five regions across five continents to collaborate on economic development and community growth in the digital age.



We joined more than 170 councils across Australia as a part of the Cities Power Partnership aimed at tackling climate change locally and promoting sustainability within our community, supporting our commitment for sustainability.

We also commenced or completed several large-scale projects, including commencing construction of the \$5.2 million Broadview Community and Sports Hub project, finalising plans for the future upgrade of RL Pash Reserve, completing the concept plan consultation for Peppermint Gums Reserve upgrade, and finalising detailed designs for exciting redevelopment works at Irish Harp and Percy Street Reserves.

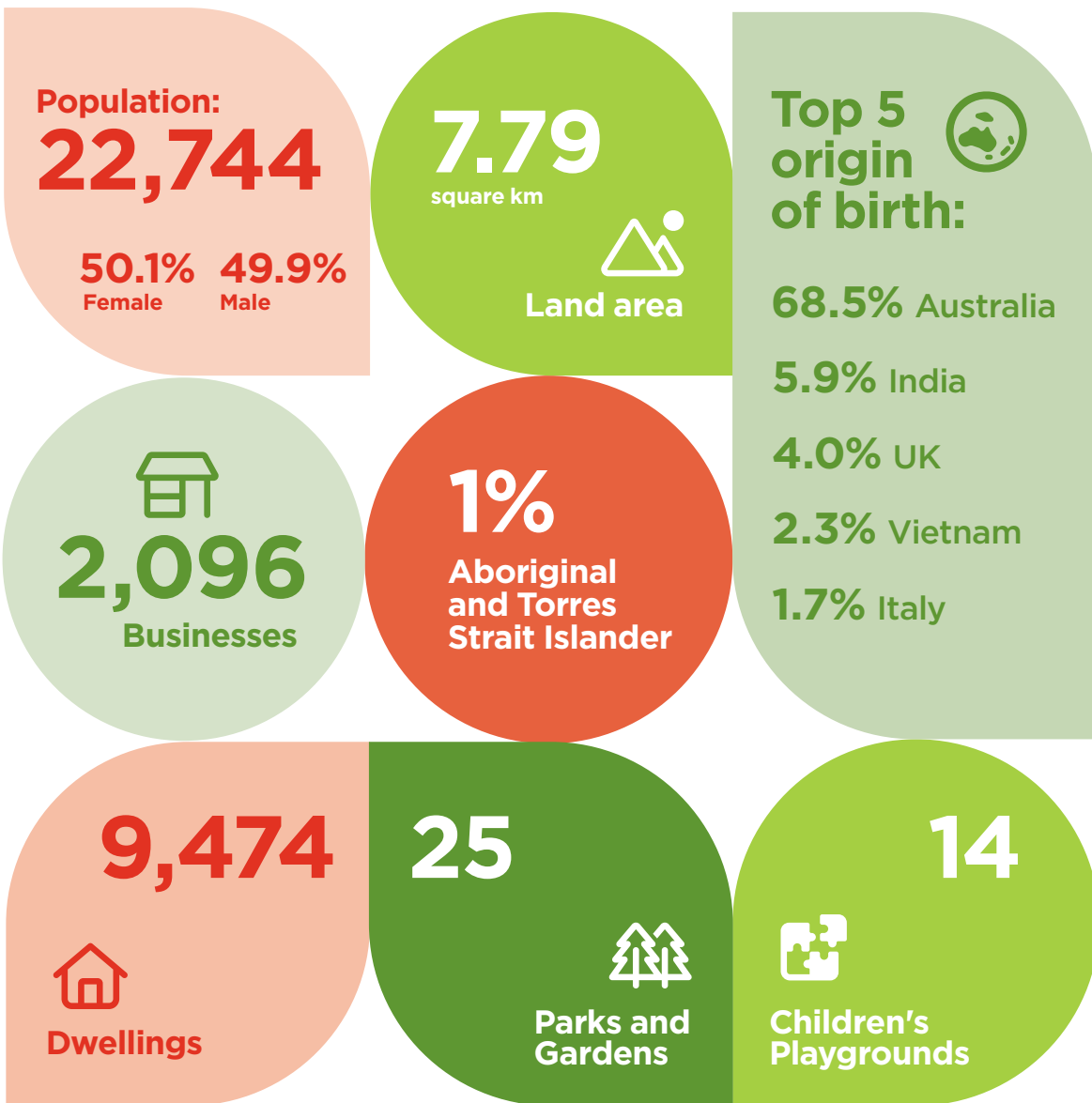
As a part of our Renewal Programs, we continued to improve and restore kerbs, gutters, and roads in our suburban streets that we know matters to our community. In fact, Council's work to refresh basic community assets such as roads, footpaths and kerbs was at a rate higher than at any time since 2016/17, and this in spite of critical labour and supply shortages driven by the epidemic. Furthermore, we have achieved this whilst also delivering a rate increase at a level below inflation, and returning the budget to surplus for the first time since 2018/19.

While we remain a strong organisation, we have further solidified our vision based on our community's input and have an exciting journey ahead of us to make this a reality. I look forward to working closely with the Prospect community, its elected representatives, and council staff to ensure positive outcomes for our community.

I would especially like to thank my dedicated staff, leadership, and Executive team for their support and tireless efforts to deliver for our local community. Without your tireless and ongoing commitment, Council would not be able to progress or action any of the issues or activities that are important to our residents, businesses and visitors.

**Chris White**  
Chief Executive Officer

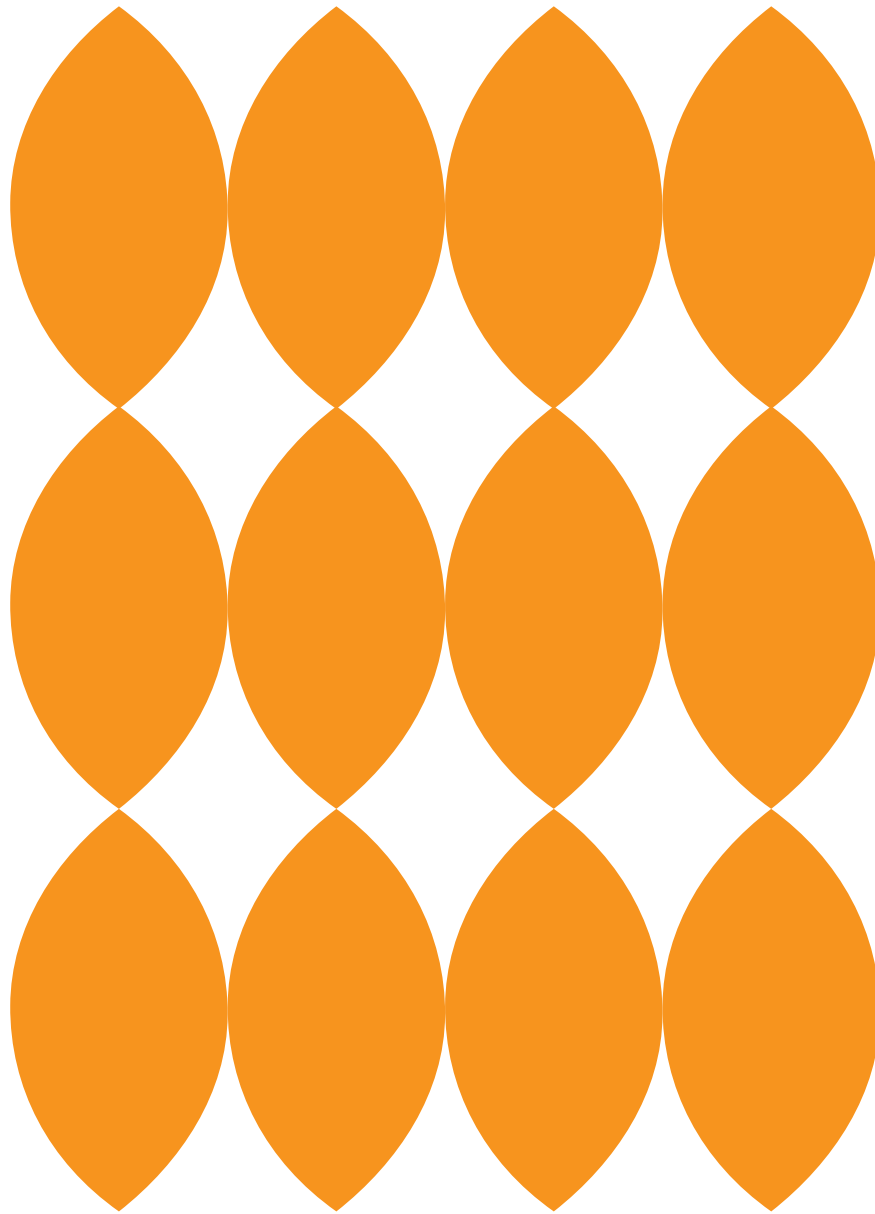
# City Snapshot





# Key Highlights





# Connected and Caring

We strive to be a city which capitalises on its locational advantages, brings people together, harnesses social and technological connection opportunities and is easy to navigate.



## “It took volunteering to meet someone on the same street as me!”

Despite sharing the same name, Sophie Harris and Sophie Summers began volunteering at City of Prospect for very different reasons.

After being diagnosed with a brain tumour, Sophie Harris had to leave her career in childcare. Suddenly finding herself with a lot of extra time, her father, who was a member of council at the time, suggested she get involved in volunteering with council in 2017. Six years later, Sophie now assists staff in running both Friendship Group bingo sessions for older residents on Tuesday mornings and Story Time for pre-schoolers on Wednesdays.

Sophie Summers began her volunteer journey working with children at the Women’s and Children’s Hospital in the Paediatric Outpatient Department (POPD). While rewarding both personally and professionally, she began seeking volunteering opportunities locally to work better with her university schedule. Summers began volunteering at Prospect Library in 2020, where she too assisted in running Wednesday Story Time sessions.

Reflecting on how they met, Ms Harris remembers being introduced to Ms Summers.

“I was told there was a new volunteer starting and was asked if I’d like to meet her. I said ‘Hi, I’m Sophie’, and she said, ‘My name’s Sophie too!’”

The girls quickly discovered they had more in common than a first name; they lived on the same street in Nailsworth, and their birthdays were within a day of each other’s.

Three years later, the Sophies’ initial meeting has developed into a close friendship.

“Now, every Wednesday morning before we go to Story Time, we walk around the North Adelaide horse paddocks. We’ve just become so close,” Ms Harris said.

“It was so strange. We lived on the same street but had no idea about each other!” Ms Summers laughed.

Reflecting on her volunteering, Ms Summers is glad she made the move closer to home. Along with gaining valuable experience she hopes to one day utilise in her occupational therapy career, she enjoys knowing that she’s helping other people.

“If you find something you enjoy volunteering for, it just feels like you’re having fun and filling your day with something you enjoy.”

Echoing her sentiments, Ms Harris added that volunteering had helped her too, and gave her the push she needed to get out of the house and involved in her local community.

“You get to meet so many different people. It just gives my life more joy.”

However, the friendship the Sophies have found in one another was at the top of their respective lists.

“It’s such a good friendship that Soph and I have gained from this, and to think, if we didn’t meet at the library, we probably never would’ve met!” Ms Summers said.

“You couldn’t have scripted it more!”

Image: City of Prospect volunteers Sophie Harris and Sophie Summers

## Youth

### Youth Parliament

Two young people, a student from Prescott College and a resident from Nailsworth, were sponsored to attend Youth Parliament and represent City of Prospect. They both enjoyed the experience and worked as part of a team to prepare a Bill on a topic of their choice and present at Parliament House to dignitaries that have the power to influence change.

### National Recycling Week

Students from Blackfriars Priory School were invited to attend the KESAB Education Centre at Wingfield in November 2022 to learn how waste is managed and recycled, post tour an education officer from KESAB attended school to conduct a bin audit and discuss how they can reduce waste and landfill.

### Youth Market and Clothes Swap

A clothes swap was held during National Recycling Week at Eliza Hall in November 2022 as a sustainable shopping alternative. 100 people participated in the swapping frenzy and the event showcased eight young stallholders selling an array of handmade goods including candles, jewellery, hair products and soap.

### National Science Week Schools Day

We saw 300 students from Blackfriars, Prospect, Nailsworth and Rosary Schools gathered at Eliza Hall to view a chemistry show facilitated by Natalia Dworniczek – AKA Nitro Nat.

The 40-minute spectacle explored chemical reactions with lots of colour and wonder, with safe fire demonstrations and lots of mess.

## Community Forum

A Community Forum was held on Wednesday 7 June 2023 inviting members from various community groups including Churchill Greening, Prospect Lions Club, Neighbourhood Watch, Friends of the Library and proactive individuals to meet with City of Prospect Director - City Strategy Community & Culture, and the Deputy Mayor. This forum was an opportunity to connect and discuss any key community concerns, strategising as to how Council can support and facilitate community groups needs.



## Community Support

During the 2022/2023 financial year, Prospect Community Support assisted 618 clients with in home and social programs. This support is provided by the Department of Health and Aged Care through the Commonwealth Home Support Program (CHSP) funding with support from Council.

### In-Home Support

The services outlined in the adjacent table assisted clients to remain safely supported in their own home. Council transitioned out of providing In-Home Support Services in December 2022.

### Social Support

The services outlined in the adjacent table assisted clients to stay connected with friends and neighbours by engaging in the community locally and around metropolitan Adelaide.

The exercise programs and social activities are thoroughly enjoyed by clients of the Prospect Community Support program. Feedback received includes “it’s an amazing service to connect people”, “I really look forward to Tuesdays (Friendship Group)”, “I just think we are so lucky to be picked up and able to go out...it makes such a difference to our lives”.

The program volunteers include community bus drivers, bus assistants, and program assistants, who all provide vital support for our clients who attend these social programs.

### Transport

The services outlined in the adjacent table assisted clients via transport to specialist appointments via taxi vouchers.

### In-Home Support

Service	No. of clients assisted	Services given in hours / \$
Home Maintenance: Handyman, gutter /window / spring cleaning	148	252 hours
Garden Maintenance: Ongoing and one off gardening	143	622 hours
Home Modifications: Installation of grab rails	4	\$1,227
Domestic Assistance: General house cleaning	165	2,201 hours

### Social Support

Service	No. of clients assisted	Services given in hours
Transport: Transportation to/ from activities	55	312 hours
Social Support (Groups): Day Trips, Outings, Activities, Exercise Classes, Friendship Group, Men’s Shed	378	9,055 hours

### Transport

Service	No. of clients assisted	Services given in hours
Transport: Taxi Vouchers	20	65 hours



## Our Volunteers

Volunteers help the Council to deliver incredibly diverse services and their voluntary role provides a great avenue for residents to connect to their local community.

Organisations across South Australia are reporting an overall decline in volunteer participation; however, Council's program numbers remain stable. Whilst there has been an increase in volunteering since 2021/2022, volunteering numbers still remain below the pre-COVID-19 rate.

Noted changes to volunteer participation is that volunteers in the 65+ age group who were our long-term volunteers are standing down due to pressure on them to assist their families with caring for their grandchildren and/or elderly parents. We also are in a tight labour market which has seen many volunteers return to the workforce.

The table below shows our volunteer participation across each quarter.



Service	July-Sept 2022	Oct-Dec 2022	Jan-Mar 2023	Apr-Jun 2023
<b>Active</b>				
*Completed hours during the quarter	72	76	79	69
<b>Inactive</b>				
*Inducted but didn't complete any hours during the quarter	59	43	44	39
<b>Total # registered</b>	131	119	123	108
<b>% of active</b>	55%	64%	64%	64%
<b>Total Hours</b>	517	1,969	1,849	2,379
<b>% compared to previous quarter</b>	158%	81%	92%	107%
<b>Avg hours per volunteer per week</b>	2.91	2.6	1.95	2.87
<b>Referred on</b>	6	7	20	11
<b>New Volunteers</b>	4	2	8	3
<b>Archived</b>	19	3	19	12
<b>Current Vacancies</b>				
*Active recruitment underway	12	12	8	8

## Annual Grants Program

### Community Grants Program

The Community Grants Program provided the opportunity for locally based community groups to receive funding of up to \$5,000 to support their activities / programs that benefit City of Prospect community in the following areas:

- › Small Equipment Purchases
- › Community Development Programs
- › Facilities Improvement
- › Small Events
- › Environment Grants

28 applications were received for a total of \$51,329 from a budget of \$30,000. As occurs each year, grant funds were proportionally allocated according to a weighted and comparative assessment against the adopted grant criteria.

Funding of \$30,036 was allocated for the 2022/2023 Community Support Fund.



Grant Recipient	Amount
Adelaide Camera Club Inc	\$1,000
Adelaide Roots and Blues (ARBA)	\$2,000
Blackfriars Priory School	\$2,000
Broadview Uniting Church - Mums and Bubs Program	\$2,000
Broadview Uniting Church - Community Shed	\$2,000
Collinswood Combined Probus	\$1,000
Eagles Lacrosse Club	\$1,000
North Adelaide Croquet Club Inc	\$2,000
Prospect Blair Athol Lions Club - Auspicping Powerhouse Gym	\$2,000
Prospect Blair Athol Lions Club	\$1,000
Prospect Broadview Bowling Club	\$686
Prospect Community Garden	\$2,000
Prospect District Cricket Club	\$2,000
Prospect Local History Group - Air Raid Shelter - Blue Plaque	\$600
Prospect Local History Group - Digitisation Standard Messenger	\$2,000
Prospect Local History Group - Display Equipment for Payinthe Cabinets	\$1,000
Prospect Petanque Club	\$2,000
Skill Teaching and Resources Inc	\$1,000
Ukelaide! Inc	\$2,000
Western Magic District Basketball Club	\$750
<b>TOTAL</b>	<b>\$30,036</b>

### Other Council grants

In the 2022/2023 financial year, Council provided four (4) other community grant opportunities outside of our Community Grants Program.

Grant type	Applications received	Applications funded	Total value of grants funded
<b>Ovingham Activation Grants</b>	1	1	\$1,000
<b>Youth Sponsorship Grant Program</b>	29	29	\$9,750
<b>Significant Tree Grants</b>		4	\$3,990
<b>Heritage Incentive Scheme</b>		8	\$16,000

## Community Safety

Council's Community Standards team provides services to fulfil Council's obligations under relevant acts and legislation concerned with the safety and wellbeing of the general public relating to:

- › Animal management
- › Parking
- › Local nuisance and litter
- › Local Government Act (1999) and by-laws
- › Fire prevention

General Inspectors work with the community to promote community safety and use a range of strategies including education, proactive and reactive enforcement.

### Parking

Enforcement of parking controls is prioritised, with the highest priority given to hazardous parking around schools and in bicycle lanes. Other focus areas including parking in disabled parking spaces, over driveways, overstaying time limited parking zones, and parking on footpaths and verges. 7,101 parking expiations were issued

In response to community concerns, over the past 12 months additional parking patrols have focused on commercial areas of Prospect Road and surrounding local streets to monitor compliance and address safety concerns on a regular basis.

### Dog and Cat Management

Dog and cat management is a core service provided by the Community Safety team who administer and enforce the requirements of the *Dog and Cat Management Act (1995)*, and promote responsible ownership of animals in our community.

#### Responding to customer requests for dog complaints:

- › 87 complaints related to dogs
- › 24 expiations issued for dog wandering at large
- › 2 expiations issued for nuisance barking
- › 10 expiations issued for dog attacks/harassment

#### Responding to customer requests relating to cat complaints:

- › Our officers delivered and managed cat trapping programs for un-owned cats within our community; and we received 22 cat complaints.





**Local Nuisance and Litter Control**

Our Community Safety Officers respond to and investigate reports of local nuisance and litter including complaints relating noise, smoke, dust, odour, unsightly conditions, waste and litter.



**Eastern Health Authority**

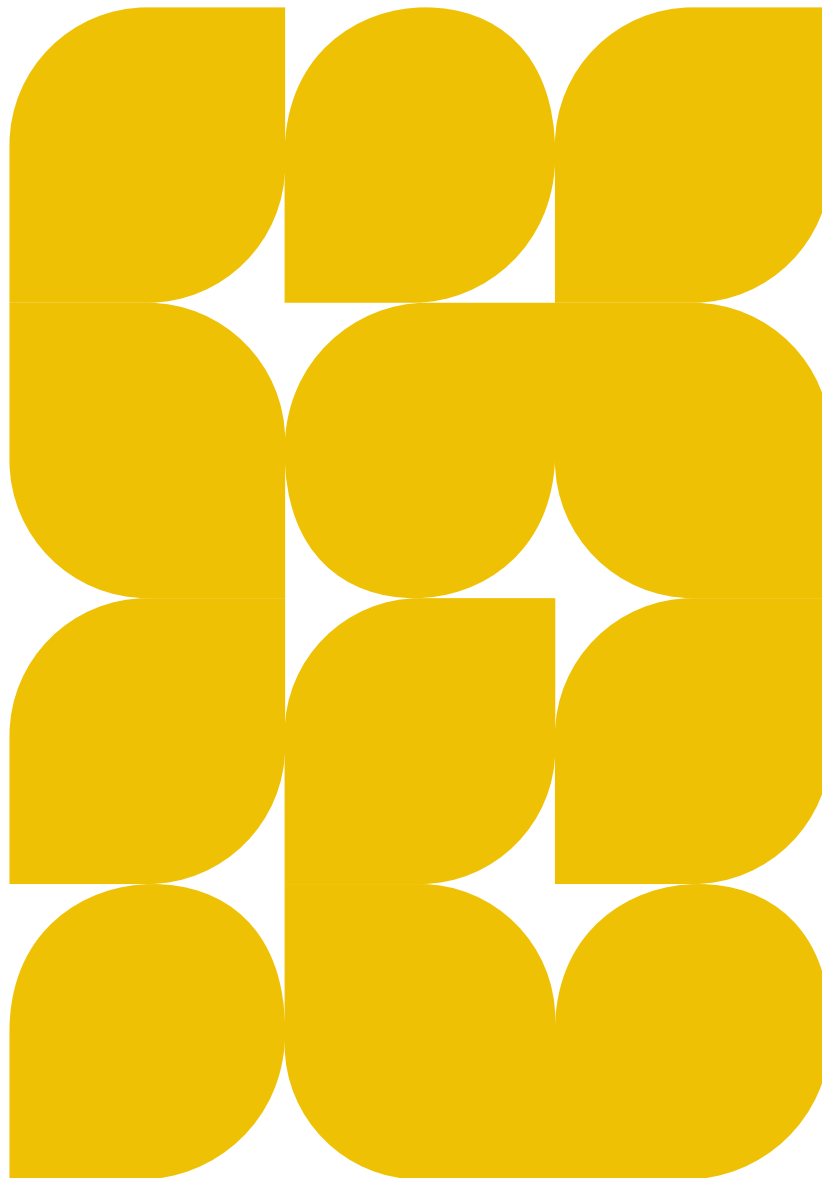
The Eastern Health Authority (EHA) operates as a regional subsidiary, providing environmental health services across a region of five councils including City of Prospect, City of Burnside, Campbelltown City Council, City of Norwood, Payneham and St Peters and Town of Walkerville.

Despite continuing disruption from COVID-19, EHA delivered its full range of functions within the region as well as providing immunisation services to residents of Adelaide Hills Council and City of Unley (including providing vaccinations to 12,423 school students).

EHA also undertook 1,447 food safety inspections throughout the region, and 272 public health inspections in response to complaints received.

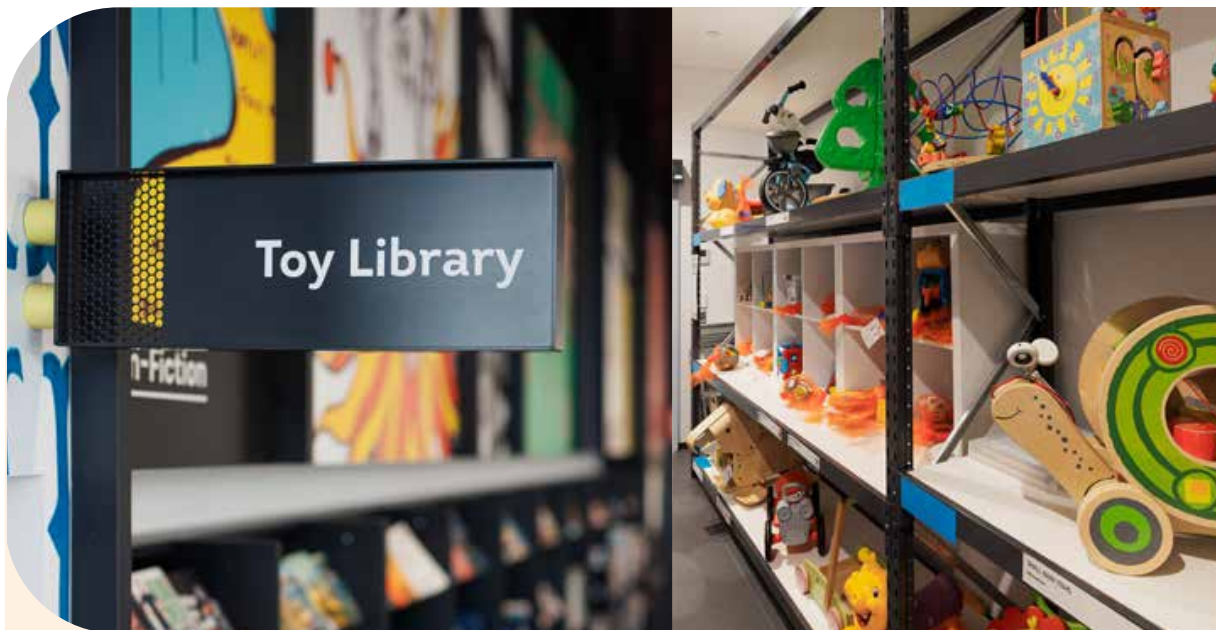
An annual report detailing the many activities conducted by EHA throughout the year is attached as Appendix B.





# Active and Engaged

An empowered community which cares for the city and for each other, is involved in the many aspects of our community life and strives for positive change through contributions to decision making.



## Celebrating 40 years of Prospect Toy Library: A community treasure

We marked a significant milestone for Prospect Toy Library on 1 June 2023 as we celebrated its 40th anniversary. This beloved institution has been a cornerstone of the community, providing families with a wide range of toys and games to inspire and entertain children aged 0-12 years.

The history of Prospect Toy Library dates back to the late 1970s, when Gail Layton and Sue Hanrahan began exploring the possibility of establishing a community toy library. In 1980, the Research Committee, formed by a group of passionate individuals, undertook surveys, and drafted a proposal to make the dream a reality. While multiple funding bodies showed interest, it was the support of City of Prospect that proved crucial in getting the project off the ground.

Prospect Toy Library faced several challenges in its early years, including finding suitable accommodation and raising funds. In June 1983, Prospect Toy Library opened its doors to the community for the first time at Prospect Junior Primary School. Over the years, Prospect Toy Library continued to evolve and adapt to meet the changing needs of the community.

In 1988, it found a new home within Nailsworth Primary School, and in 2010, was moved to a larger and more modern space at the rear of Prospect Public Library. 2013 saw another shift, this time into the main Prospect Public Library building, but with the addition of a council staff member as Coordinator.

Today, the Toy Library still resides within Prospect Library, in council's Payinthe building. Throughout its journey, Prospect Toy Library has relied heavily on the support of volunteers who generously contribute their time and expertise. Their dedication played a crucial role in its establishment, operation, and the availability of a diverse range of toys for borrowing.

Recognising the important role it plays within our community, Prospect Toy Library was nominated for the Medium Toy Library of the Year Award at the 2023 Toy Libraries Australia Awards. While we didn't take home the crown, the nomination was a testament to the library's dedication to providing a valuable resource for families in the community.

Looking ahead, we have exciting plans to collaborate with local playgroups. These partnerships aim to share resources and create engaging play days at Prospect Library, where children can explore, socialise, and learn through play.

## Library

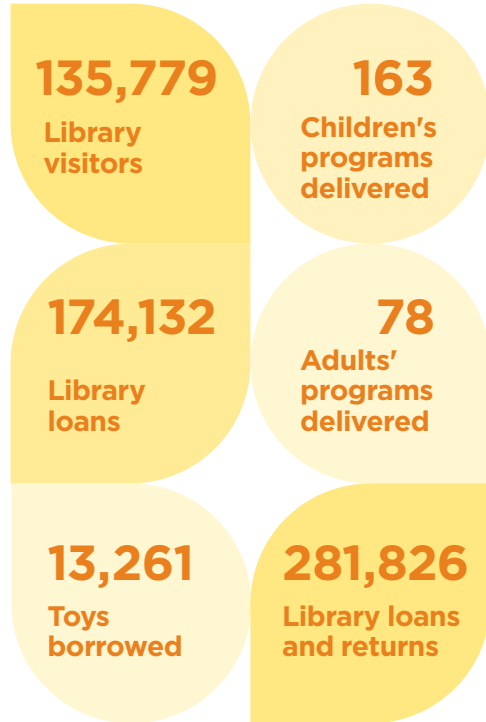
### Lit 4 Life (Libraries Board Innovation Fund Grant)

City of Prospect, in conjunction with City of Charles Sturt, City of Marion, City of Port Adelaide Enfield, City of Salisbury, and City of Holdfast Bay, were successful in winning a grant of \$85,000 to put on events in conjunction with Windmill Theatre, Adelaide Symphony Orchestra, and Patch Theatre. The idea was to encourage children to come back into libraries after the COVID-19 shutdown. Prospect hosted three (3) of the different shows, Once Upon a Jar, Grug and the Rainbow, and Sea of Light.

- › 19 April 2023 - Once Upon a Jar (Patch Theatre)  
- 30 people attended (1 session)
- › 3 May 2023 - Grug and the Rainbow (Windmill Theatre) - 164 people attended (3 sessions)
- › 6 June 2023 - Sea of Light (Patch Theatre)  
- 112 people attended (8 sessions)

### Storytime and Rhymetime

Activity in 2022/2023	Attendee number
40 Storytime Sessions	542 children and 484 adults attended (1026 people total)
40 Rhymetime sessions	1,756 children and 1,810 adults attended (3,566 people total)



## Other Library Programs

Date	Activity	Attendee Number
5 July 2022	Fruit Jams (STEM music program with fruit)	9
6 July 2022	NAIDOC Week Schools Day	270
1 August 2022	Children's Writing Competition	51
16 August 2022	Science Week - Sphero and VR (2 sessions)	15
17 August 2022	Schools Day Science Week	230
26 August 2022	Rosary School Book Week Parade	Whole school
25 August 2022	Children's Writing Competition Award Ceremony	17 children 28 adults
13 September 2022	Game On!	45
14 October 2022	Step into the Studio - Print Making with Jake Holmes - Etching	10
21 October 2022	Step into the Studio - Ceramics with Holly Philip	14
29 October 2022	Spring Fair Library Stall	N/A
31 October 2022	Halloween Face Painting	70
11 November 2022	Clothes Swap and Youth Market	100
17 November 2022	Step into the Studio - Print Making with Jake Holmes - Screen Printing	10
18 November 2022	Safe Sprouts First Aid	15 adults
18 November 2022	Quiz Night	60
24 November 2022	Step into the Studio - Ceramics with Holly Philip	15
December 2022	Letters to Santa	307 letters received and responded to
8 December 2022	Step into the Studio - Christmas Knitting with Dear Pru	10
9 December 2022	Catch Tilly Book Launch	8
14 December 2022	Ginger Bread House Competition	15
17 December 2022	Step into the Studio - Ceramics with Holly Philip	15
12, 19 January, 2 February 2023	Tech Space Learning Introduction - Arduino (3 sessions)	49
16 January 2023	Step into the Studio - Calamity Tash Kids Version	10
17 January 2023	Step into the Studio - Jake Holmes	10
19 January 2023	Step into the Studio - Dear Pru	10
24 January 2023	Game On!	55
9 February - 30 March	Tech Space Learning - Robotics and Coding (8 week course)	10 people per session - 80 people total
9 March 2023	Step into the Studio - Farmers Market Bag Creation with Dear Pru	10
13 March 2023	Fibre Feast Preparation	17
28 March 2023	Author Talk - Boldly Old: Take on Aging	15
30 March 2023	Meet the Maker - Gossip and Cavatelli with Rosa Matto	16
31 March 2023	Youth Week - Illustration workshop	16
13 April 2023	Step into the Studio - Charm Bracelets	9
20 and 27 April 2023	Collage and Digital Photography Workshop - School Exhibition	30
28 April 2023	Prospect Quiz	65
12 May 2023	Reconciliation Week Q&A	45
1 June 2023	Toy Library 40th Birthday Party	30
10 June 2023	Worldwide Knit in Public Day	10
20 June 2023	A Walk Does Wonders Session	102

## Club5082 Concerts

Live music is an important part of our city’s culture, and Club5082 provides an entertainment space for musicians and music-lovers alike. Held regularly on a Friday evening from 7pm, Eliza Hall is transformed into a fully licensed, action-packed live music venue showcasing local, interstate and international bands across a range of music genres.



### Club 5082 Concerts

Date	Activity	Attendance
Friday 1 July	First Nation Voices – Glenn Skuthorpe	Sold Out
Friday 5 August	Lazy Eye Band – Shuffle The Deck	Sold Out
Friday 2 September	The South Season Do Tarantino	Sold Out
Friday 7 October	Still Talking ‘Bout A Revolution – Nancy Bates Sings Tracy Chapman	Sold Out
Friday 4 November	Cal Williams Jr Trio – A History of Mississippi Blues	Sold Out
Friday 16 December	Classy Christmas Crooner with Will Metzer	Sold Out
Friday 3 February	R&B, Soul and Funk Night with The Hawkins Band and Zkye Blue	Sold Out
Friday 3 March	Prospect Fringe – Malibu Drive Does Disco	Sold Out
Friday 14 April	University of Adelaide Latin Ensemble and Big Band	Sold Out
Friday 5 May	International Jazz Day Celebration – University of Adelaide	Sold Out
Friday 2 June	Early History of Female Blues	Sold Out



## School Holiday Activities

### Skate Park League (SPL)

An event was held at George Whittle Reserve in January 2023 as part of The Australian Skate Park League (SPL) Championship. The Prospect round was part of an interconnected series of skate park events held across South Australia and featured scooter, BMX and skate competitions.

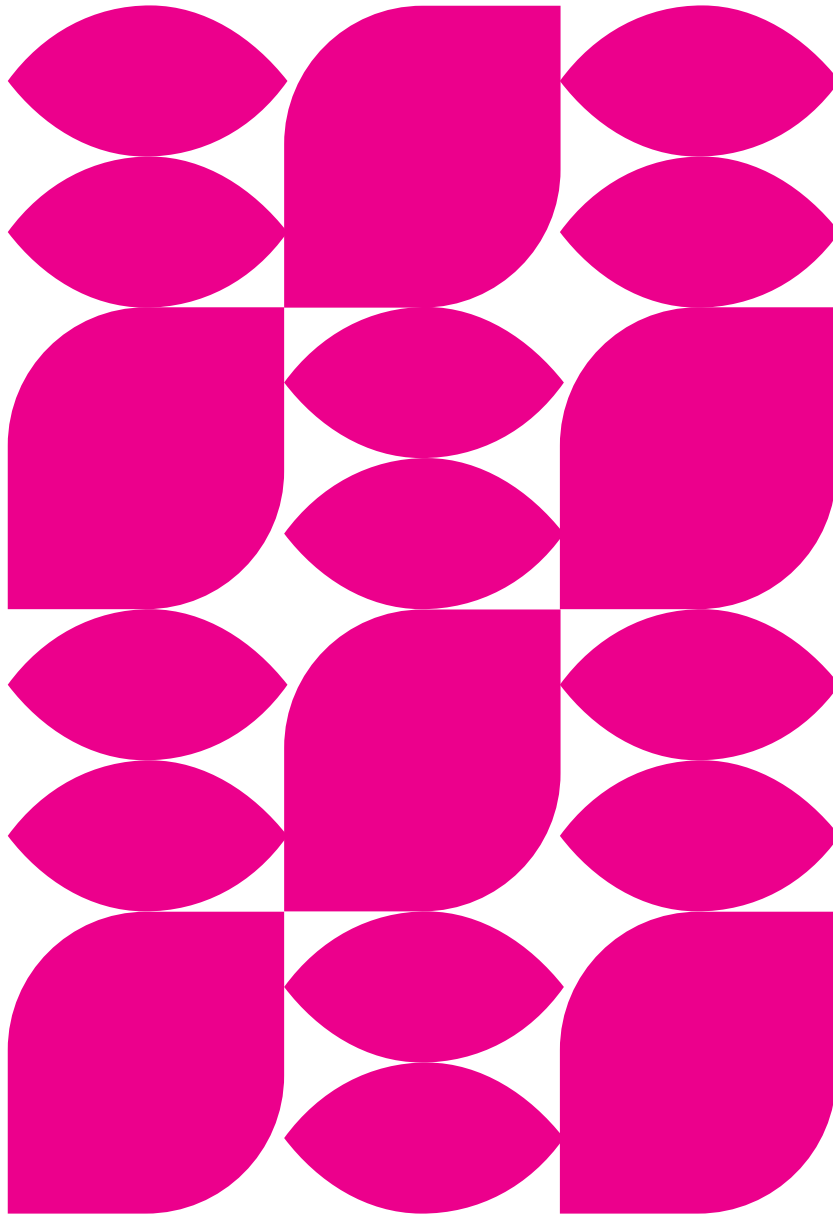
The event provided an opportunity for seasoned veterans and young enthusiasts to get involved and showcase their skills and for local community to cheer on their own. The event featured youth market stalls, airbrush tattoos, local youth DJ, street basketball and soccer matches and free barbeque facilitated by local service group.

### National Youth Week

To celebrate National Youth Week, five fun activities were delivered after school at Payinthe including: Lego build and bash, Nerf wars, Robotics, illustration workshop and mini golf and giant games in Vine Street Plaza. The weeklong program provided an outlet for young people to gather and participate in a range of free activities in a safe and supportive environment.

### School Holiday Activities

Date	Activity	Attendance
14 July 2022	Movie – Bad Guys	3
14 July 2022	Fruit Jams – STEM based music program for young people, making musical instruments using a programmable circuit board and piece of fruit	Sold out
19 July 2022	Movie – Minions	27
22 July 2022	Especially on Birthdays – Theatre performance	39
12, 13, 15 July 2022	Lego Workshops	33
4, 10 October 2022	Lego Workshops	29
11 October 2022	Movie – Lightyear	10
12 October 2022	Mr Snotbottom	Sold out
13 October 2022	Laser Tag (4 sessions) 4, 4:30, 5, 5:30pm	32
11 January 2023	Jurassic Poop	Sold out
16, 17, 18 January 2023	Lego Workshops	31
20 January 2023	Movie – DC League of Superpets	24
23 January 2023	Touch-A-Truck	30 families
23 January 2023	Dungeons and Dragons	12
17, 18 April 2023	Lego Workshops	13
20 April 2023	Manga Workshop	15
21 April 2023	Movie – The Secret Garden	8
26 April 2023	Come and Try Embroidery	4
26 April 2023	Bluegum Bills Suburban Wildlife Safari	Sold out



# Proud of our past, excited by our future

With a great blend of old and new, we are a city which celebrates where it has come from and takes pride in creating its future.





## Sesquicentenary

This year marked the sesquicentenary (150th anniversary) of City of Prospect. The greater Prospect area was originally part of the District Council of Yatala, a large council area that struggled to maintain roads and bridges with the rates that were paid.

As time progressed, boundary changes were made, and new councils created to adequately cater to the growing needs of residents and traders. Residents of Prospect were concerned they were being forgotten, and their rates were not being invested into local infrastructure to support them. A petition was circulated, followed by a counter petition, but eventually the decision was made for the greater Prospect area to have its own council. On 1 August 1872, the new District Council of Prospect was proclaimed, and the first meeting was held on 5 August 1872.

Fast-forward 150 years, and we've celebrated this milestone with a variety of activities, including a jam-packed History Month in May, and the Mayor's dinner in August marked the momentous occasion with a sesquicentenary theme.

The wider community also celebrated the 150th anniversary of City of Prospect. Prospect Theatre for Young People worked throughout the year to create a play that celebrated snippets of our local history, allowing local children to learn more about the origins of our city. We've enjoyed looking back on the history of our council and look forward to seeing what the future brings.

## Local History

During 2022/2023, we had 55 research requests that were responded to by the Local History Officer or forwarded to members of the Prospect Local History Group.

City of Prospect received a grant of \$10,000 from the Local History Group to use to pay for staff hours and associated costs to digitize photographs, maps, and plans from the Prospect Local History Collection. All 80 large photos were scanned externally at the Parliamentary Library, and 354 smaller photographs were scanned in-house.

We are continuing to accession the collection in readiness to catalogue it and digitize/scan the remaining photographs. We estimate that approximately  $\frac{3}{4}$  of the photographs within the Local History Collection have now been digitized. City of Prospect continues to work closely with the valued Local History Group.

## Development Assessment

City of Prospect has typically benchmarked its development application activity through its annual report, including trend analysis of the number of lodgements, value of approved developments, and activity within council's Urban Corridor Zones. At the time of preparing this report, information was not available to be accessed from the online planning portal to continue this trend analysis. Council administration is working with staff at the Department for Trade and Investment to see this data is made available for future reporting.

Anecdotally, it is evident that development applications have decreased in volume from the record levels seen during the early COVID-19 influenced period. In 2021/2022, City of Prospect received 480 development applications at a total approximate construction value of \$97 million, whereas 380 applications were lodged in the 2022/2023 financial year at a total approximate construction value of \$184 million.

Over the last 10 years, council has received an average of 540 applications at an overall value of approximately \$160 million.

## City Planning

### Planning and Design Code

In March 2021, the *Planning, Development and Infrastructure Act 2016* went live in Metropolitan Adelaide, replacing each council's Development Plan with a single state-wide Planning and Design Code.

Continuing changes through practice directions, ongoing system enhancements, policy amendments to the Planning and Design Code, and other activities continued during the 2022/2023 financial year (as expected following a significant, generational update to the planning system).

With a single state-wide code now existing instead of each council having a unique development plan, council's role in relation to planning policy has changed. Both councils and private property owners can write to the State Government requesting that a policy be changed, which the State Government may approve or refuse. If approved, the State Government will then determine whether it will control the process of amending the code or whether council will.

Where it was previously uncommon for persons other than council to undertake amendments to the Prospect Development Plan, these are now relatively common (primarily via State Government, but also potentially from private landowners).

Council's role in this process is as much about advocacy, seeking to influence amendments to the code that we have not undertaken, as it is about actively seeking to amend the code ourselves. A summary of Council's key advocacy and direct planning policy work during this year is provided below.

### Code Amendments and Studies

During the 2021/2022 financial year, Council submitted a number of 'Minor or Operational' requests for amendments to the Planning and Design Code. These included amendments to the number of identified representative buildings (submitted September 2021) and significant trees (submitted August 2021) in City of Prospect.

Council received advice that its representative buildings Code Amendment request was refused in September 2022. Council has received advice that its significant trees Code Amendment request is being reviewed, but as at the end of the financial year the request had neither been approved nor refused.



## Integrated Transport Plan

Council has committed funding to develop a comprehensive plan for the city's transport network. Our transport network plays a crucial role in enhancing Prospect's liveability and resilience to challenges such as population growth, ageing demographics, urban changes, and climate change.

The Council aims to deliver an Integrated Transport Plan that meets future needs while preserving Prospect's unique character. This Plan will provide guidance for transport planning, programs, operations, and advocacy over the next decade. Collaboration with other agencies will ensure alignment with state and local strategies, policies, and potential funding opportunities. An analysis of travel patterns will address transport challenges and consider community aspirations. Data collection on vehicular use across the city's entire 89km road network is already underway.

The Plan aims to explore innovative technologies, walkable neighbourhoods, cycling networks, and integrated public transport. Enhancing accessibility, child-friendly street designs, sustainability and heritage considerations will also be incorporated. To address congestion and safety concerns around school zones, the Plan will support schools in achieving better-integrated outcomes and the overlapping of some of City of Prospect's six school zones.

Growth studies will inform infrastructure investments, including off-street parking, to accommodate the growth of the Village Heart and surrounding corridors. Updating the transport network hierarchy and developing comprehensive plans for Local Area Traffic Management are also key components of the Integrated Transport Plan.

Over 250 traffic counts will be conducted to gather data on the road network's functionality. These counts will provide insights into traffic patterns and 'rat running' (commonly used shortcuts), serving as planning tools rather than enforcement measures. Community engagement is crucial, and the Council looks forward to involving residents in the decision-making process.

## Capital Work Projects

### Transport Asset Renewal Works

As part of maintaining and renewing Council's transport assets, each and every year funding is allocated to renew Council's transport assets including reconstructing footpaths, kerb and gutter, resealing roads and/or reconstructing road pavements. These works aim at reconstructing assets where the existing footpath/kerb is impacted by tree roots to cause ponding issues or tripping hazards or has exceeded its useful life and has deteriorated beyond the point of repair. Newly constructed assets improve the amenity, functionality and integrity of our road infrastructure.

This year, Council spent \$3.9 million on civil renewal works, including:

- › approximately 3,400m<sup>2</sup> of footpath being reconstructed including footpaths on Boyle Street, Redin Street, King Street, Staffa Street, Redin Street, Elizabeth Street, Davies Terrace, Princes Street, Churchill Road, Churchill Road Service Road, William Street, Redin Street, and Gordon Road
- › approximately 5,500 linear metres of kerb and gutter on the following roads were renewed; Cane Street, Doreen Street, Devonport Terrace, Mendes Street, Graham Place, Cotton Street, Galway Avenue, Jellicoe Street, Rosetta Street, Braund Road, Priscilla Street, Braund Road, James Street, Redin Street, Bridges Street, Redin Street, King Street, Elizabeth Street, Davies Terrace, Gordon Road, Farrant Street, Daphne Street, William Street, Charles Street, William Street, Devonport Terrace, and Charles Street

Additionally, approximately 34,000m<sup>2</sup> of our road network was resealed with new asphalt surface containing reclaimed asphalt pavement removed from existing roads, recycled soft plastic and glass/plastic bottles. The use of recycled materials has created a saving of 88.3 tonnes of carbon dioxide emissions which is equivalent to 36.4 cars off the road for one year. It also helped diverting 1,855 tonnes of construction waste and 143,600 glass/plastic bottles from landfill.

The newly sealed roads include: James Street, Bridges Street, Bougainvillea Lane, Cane Street, Doreen Street, Mendes Street, Devonport Terrace, Graham Place, Rosetta Street, Jellicoe Street, Priscilla Street, Cotton Street, Braund Road, Redin Street, Daphne Street, Gordon Road, Charles and William Street Intersection.

### Davies Terrace Streetscape

This \$220,000 project saw a non-compliant footpath and unsightly fence line on the northern side of Davies Terrace transformed into a landscaped area showcasing Council's environmental sustainability initiative. The project utilised Water Sensitive Urban Design principles, including planting native vegetation/shrubs and was supported by artwork delivered in consultation with the local community.

### William and Redin Roundabout

A roundabout was constructed at the intersection of William Street and Redin Street in Prospect, partially funded under the Australian Government's Infrastructure Black Spot Program with the aim to improve safety for all road users. Council also contributed \$70,000 to the project.



## Department of Infrastructure and Transport projects supported by City of Prospect

### Ovingham Level Crossing Removal and Ovingham Station Upgrade

The Australian and State Governments co-funded a \$196 million project to remove the level crossing at Torrens Road, Ovingham that was completed in February 2023.

An average of 21,300 vehicles passed through the level crossing each day before it's removal, with the boom gates lowered for approximately 22% of the time during peak hour periods, leading to long traffic delays. The removal of the level crossing has resulted in improved travel times for motorists and safety for all road users.

As part of this project, there has been significant improvements to the surround public realm spaces created through this project, including an increase in open space, new lighting and CCTV for community safety, a futsal court, a half basketball court, Kurna cultural heritage artwork, a nature play area, public artwork, plaza areas, landscaping and revegetation, stormwater management and also pedestrian and cycle paths.

Council is also working with the State Government's Department of Infrastructure and Transport to upgrade a vacant section of land along Churchill Road immediately adjacent to the upgrade project, that will be handed over to Council upon completion as a new area of green space for our community. Consultation for this project commenced this financial year and will continue into 2023/2024, followed by its planned delivery.

### North East Road and Nottage Terrace Intersection Upgrade

The Australian and State Governments co-funded a \$6 million upgrade project at the intersection of Nottage Terrace and North East Road. This intersection is a highly utilised section of road infrastructure, with approximately 62,000 vehicles passing through on a daily basis.

This project increased the capacity of the intersection, specifically the left turn lane from Nottage Terrace onto North East Road. This assisted to alleviate the previous issue of long delays of traffic at this intersection through afternoon peak period.

The project also included upgraded bicycle facilities, landscaping and results in improved safety for all road users.

## Asset Management

### Asset Management Plans

Council endorsed the full suite of Asset Management Plans and Summary document at its Meeting in May 2023. The Plans have been developed over the previous 18 months following a complete review of requirements in early 2021. At this time the Plans shifted from being developed within the constraints provided by the Long Term Financial Plan (LTFP) to influencing the development of the LTFP through balancing service levels, community demand, risks and ability of the community to pay.

Council's endorsement of the Plans demonstrates its commitment to responsive management of its assets (and the services provided by those assets), compliance with legislative requirements and commitment to funding via long term financial planning.

It should be noted that significant funding is allocated in the 2023/2024 Budget to continue improving the Council's asset management framework.

### Condition Audits

Condition audits play an important role in how Council manages its assets. The data gathered provides necessary information to inform decision making and ensure that assets are being managed appropriately.

This year, Council completed condition audits on the entire road, kerb and footpath network and commenced a condition audit on all Council owned buildings.



## Broadview Community and Sports Hub Construction

Construction of the eagerly anticipated Broadview Community and Sports Hub is well underway, having commenced in December 2022, marked by a sod turning ceremony at Broadview Oval/Yarnta Tutu Yarta held on 10 December 2022.

The final stage of the project is underway, with the new facility available for use from 2024. Throughout the project's development, extensive collaboration with the community and key stakeholders has been essential. This inclusive approach ensured that the design evolved to meet the needs of our community. The facility will act as a central hub, catering to community and sporting groups alike. It will provide essential amenities and support the growing participation of juniors and women in Australian Rules Football, serving as the new home of the mighty Broadview Tigers Football Club.

Beyond the sporting amenities, the Community Hub will offer a variety of facilities available for public use and hire. Accessible function rooms, fitness hub, and food and beverage facilities, including a kiosk and a bistro/restaurant, will be open for the community to utilise for activities and events.

The Broadview Community and Sports Hub is more than just a construction project - it represents a shared vision for a vibrant and inclusive community. We look forward to its long-term positive impact on our community, fostering a sense of belonging, promoting active lifestyles, and creating spaces for social connection and celebration.

## Recurrent Projects

### Traffic and Parking Summary

Council endorsed an update to its Parking Management Policy in August 2022 and included direction in respect to narrow roads as well as residential parking permits.

Council has also improved the management of major building works and their impact on Council land. Council has developed a case managed approach for larger developments in an effort to garner greater cooperation with builders and minimise impacts to the adjacent community.

This initiative has been utilised on three (3) developments to date with improved compliance and fewer complaints from the community.

## City Maintenance

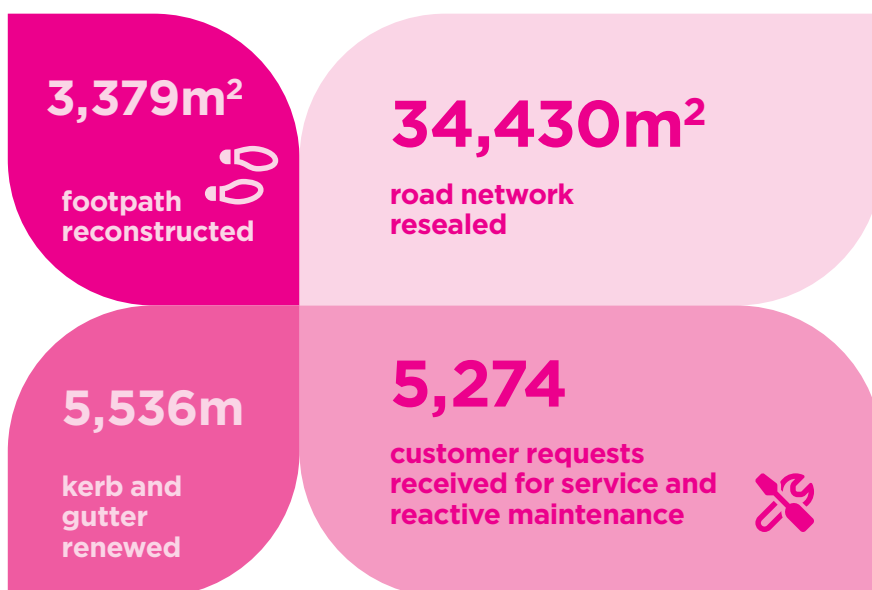
Our multi-skilled City Maintenance team delivers a range of both horticulture and civil services across our city to maintain a safe and inviting environment for our community and visitors to enjoy. Some key focus areas include:

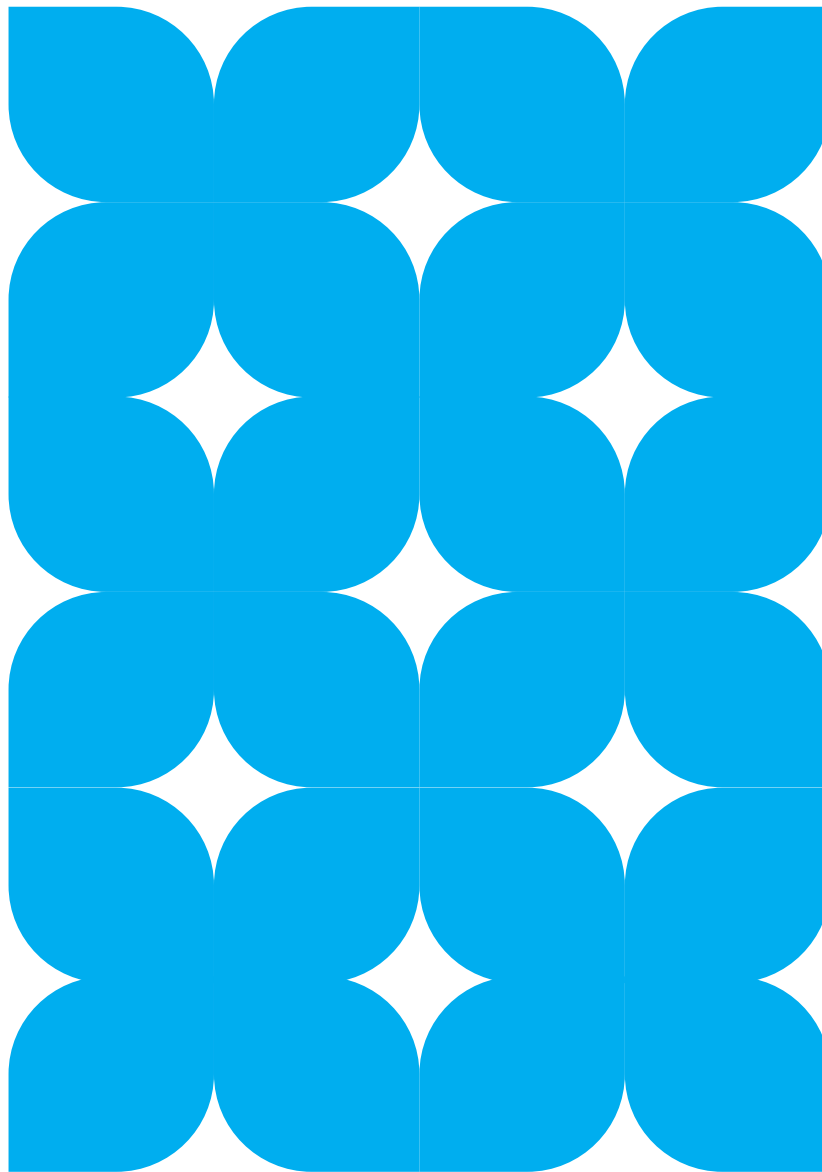
- › Parks and gardens maintenance including lawn mowing, grounds maintenance, playground safety inspections and irrigation
- › Road, footpath, kerb, gutter and drain maintenance and repairs
- › Street sweeping, footpath blowing and sanitation
- › Street tree maintenance including pruning and watering
- › Main road garden bed maintenance including annual revegetation

### Customer Request for Service and Reactive Maintenance

Our Rapid Response service is dedicated to providing 24/7 response to customer requests for City Maintenance services including emergency events. In 2022/2023, 5,274 customer requests were received by Council from members of the public.

Of these, 5,059 requests were closed off, with the remaining 4% relating to matters associated with typical residual working backlog, longer term investigations, and issues which require broader budgetary considerations.





# Inclusive and Diverse

We will know we have achieved through striving for greater equality and a community which celebrates and recognises all aspects of what it means to be inclusive and diverse.



## Australia Day Citizen of the Year Awards



The annual City of Prospect Australia Day Citizen of the Year Awards program provides the opportunity for local residents to nominate those who have made a significant contribution for the benefit of our communities. The Awards are provided by the Australia Day Council of South Australia and are administered by Local Government Authorities throughout the State on behalf of the Council.

The four Award categories are:

- › Australia Day Citizen of the Year Award
- › Young Citizen of the Year Award
- › Community Event of the Year Award
- › Award for Active Citizenship

In choosing the recipients of the Australia Day Citizen of the Year Awards, consideration was given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contributions to the community.

A number of really strong nominations were received for three categories, however, no nominations were received for the Award for Active Citizenship.

One of the nominations received for Young Citizen of the Year Award was a close runner-up to receive the award following the assessment process and was instead recommended to receive the Award for Active Citizenship; resulting in a recommendation for four awards to be presented for the 2023 round.

**City of Prospect  
Citizen of the Year 2023**  
was awarded to  
**Nola Bellenger**

**City of Prospect  
Young Citizens of the Year 2023**  
was awarded to  
**Amelia Smith**

**City of Prospect Community  
Event of the Year 2023**  
was awarded to  
**Santa's coming  
to Prospect**

**City of Prospect Award  
for Active Citizenship 2023**  
was awarded to  
**Eleanor Larwood**

## Community Service Awards

City of Prospect’s annual Community Service Awards program acknowledges and celebrates significant voluntary contributions that make City of Prospect such a great place to live and work.

The awards promote individuals, community groups and sport clubs. Nominations for the Awards opened on Monday, 13 February 2023 and closed on Friday, 31 March 2023. The award process is community driven as it is considered that the community themselves are best placed to know and appreciate whom in their community, community group or sports club should receive an award - therefore each nominee is eligible to receive an Award. Presentation of the Community Service Awards was a feature of Council’s National Volunteer Week event, held on 17 May 2023 in Eliza Hall.

This year’s theme for National Volunteer Week was The Change Makers. National Volunteer Week 2023 was a celebration of our power to drive change and ensure volunteering is inclusive of all members of the Australian community. This vision for the future will see volunteering thrive.

The following list shows those individuals, community groups and sporting clubs who received a 2023 Community Service Award:

Groups	
Broadview Together	
BOSA Football Club	
Healthies from Healthy Inspirations Prospect	
Kiwanis Club of Prospect	
Prospect Blair Athol Lions Club	
Prospect Tennis Club	
STAR Inc Board	
Individual	
Maria Abraham	Alicia Neville
Anna Cope	Chris North
Caitlin Davies	Albert Oates
Stacey Dunbar	Avrill Oates
Grace Fitzpatrick	Peter Owens
Allen Harris	Debbie Owens
Kevin LePoidevin	Barrie Trevarrow
Shane Morrisey	Merry Wickes
Marianne Nelson	Priscilla Vokolos



### NAIDOC Week Celebration

In July 2022, 240 local school students gathered at Payinthe to learn about Aboriginal and Torres Strait Islander history and culture. Children attended a Dreamtime Storytelling session in the library, an interactive dance and sing along in Eliza Hall and art workshop in Irish Harp Room learning important Kurna symbols.

### Reconciliation Week

National Reconciliation Week is held every year between 27 May and 3 June, and is a time for all Australians to learn about our shared histories, cultures, and achievements, and to explore how each of us can contribute to achieving reconciliation in Australia.

City of Prospect collaborated with emerging Kurna Elder Uncle Tamaru to create a new Question and Answer event. Talking on Eggshells - Taboo with Uncle Tamaru was held on Tuesday 30 May in Eliza Hall with 70 members of community, Elected Members and staff. Kurna Elder Aunty Lynette and Mayor Larwood joined the discussion panel with radio personality Ali Clarke hosting. The event was an opportunity for Kurna Elders to talk directly with our community in an effort to better understand Aboriginal and Kurna culture, history and future.

Uncle Tamaru said that 'City of Prospect was a leader in building a relationship with Kurna people and looking at ways to move forward with implementation of its Reconciliation Action Plan and Payinthe Kumangka committee.'

A sold out weaving workshop with Aboriginal consultant and artist Nikki Carabetta was also held during the week.

### City Wide Business Support

Encouraging an inclusive and collaborative approach between Council, business and property owners, the Village Heart Marketing Committee is a monthly meeting platform open to all stakeholders of the Prospect Village Heart Marketing Fund. The Committee has a marketing plan which explores opportunities to create awareness and encourage visitation and economic prosperity for Prospect Road with flow-on effects to visitor, resident, business and investment attraction for the wider City of Prospect area.

The Committee and associated marketing campaigns, events and activities were coordinated by a Business Support Officer.

### Prospect Business Forum

An initiative proposed by Mayor Larwood and supported by Council, the Prospect Business Forum was held in May 2023. Members of the local business community were invited to participate in discussion about options for Council's future strategy and support for local business across City of Prospect.

The Mayor welcomed guests and the Director City Growth and Development gave a presentation inviting contribution and feedback from over 70 attending business owners. Guests participated in an open forum and were given the opportunity to ask questions to generate conversations in the context of economic development success. This was followed by an informal networking session.

### Payinthe Kumangka Steering Group

The Payinthe Kumangka Steering Group was formed in 2021 meeting regularly to engage with Kurna People of the Adelaide Plains as the traditional owners and to continue to educate and develop our reconciliation journey together.

During 2022/23, six (6) meetings were held with key highlights including:

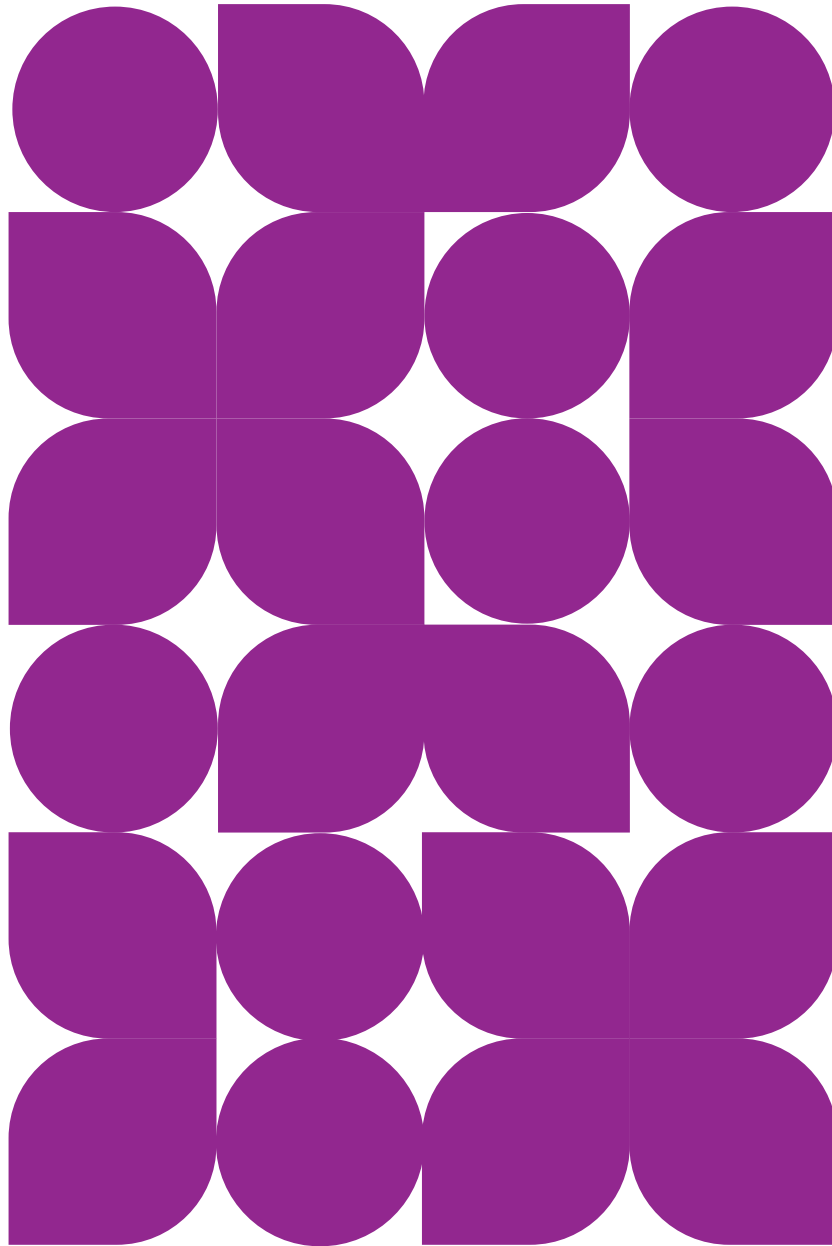
- › discussion of the impacts of The Voice to Parliament, both at a State and Federal Government level. Council also sought input from KYAC Representatives around their views on The Voice and how Council may be able to assist
- › resignation of Darren Wanganeen from his position on the Reference Group

### Access and Inclusion Community Advisory Group

A key priority of Council's Disability Access and Inclusion Plan 2021-2025 is the establishment of an Access and Inclusion Community Advisory Group.

The Advisory Group plays an important role in assisting Council to better understand the needs of people living with disability in our community, and better meet the requirements of the Plan, consequently improving the lives of people with disabilities who live, work and visit City of Prospect.

The Access and Inclusion Community Advisory Group met on five occasions throughout the year, providing advice and feedback on key Council projects, including reserve master planning and upgrades, Broadview Oval Community and Sports Hub, and customer request functions.



# Creative and Innovative

We attract investment and development opportunities to activate the local economy, create jobs and share prosperity in a city which welcomes and empowers thinkers, innovators and doers.



## Prospect's Intelligent Community celebrated on global stage

Sometimes it's so easy to get caught up in the day to day, you forget just how far you've come.

In 2022, City of Prospect's social and digital successes were recognised as we were named as a finalist in the global Intelligent Community of the Year Awards.

The Intelligent Communities Forum (ICF) is a global network that connects cities and regions across five continents to collaborate on economic development and community growth in the digital age. Each year, the ICF crowns one city its Intelligent Community of the Year.

City of Prospect's journey began earlier this year when the council area was selected as one of the Top 7 Intelligent Community Finalists. While compiling materials for each stage of the award

nomination process, we were reminded of the many innovative council and community-led initiatives that have transformed City of Prospect into such a desirable location for people to work, live, study, connect and play within. This included GigCity high-speed internet connectivity, innovative community consultations, Council's state-of-the-art Payinthe building, imaginative STEM education programs in local schools, environmental initiatives, and collaborative works with community artists.

Although City of Prospect didn't win Intelligent Community of the Year (that title went to New Taipei, Taiwan), we were honoured and humbled to be in the running. Being named a Top 7 finalist represents that we are charting new paths to lasting prosperity for our residents, businesses and institutions.

## Newmarch Gallery

Newmarch Gallery has steadily cemented itself as the leading Council owned Gallery in SA following its launch in 2019, with ten exhibitions scheduled each year that include the annual Local Schools Art Exhibition and the very popular Prospect Community Art Show, now part of the SALA Festival.

Visitor numbers to exhibition openings has quadrupled since the Gallery moved to Prospect Road and visitations during the month-long exhibitions have increased tenfold. Applications to exhibit in the Gallery have continued to increase with the calibre of applications rising. Subscriber numbers to the Gallery mailing list is now totalling 1,500+ and our Instagram following continues to grow with over 2,000 followers. Subscribers to the Gallery e-news receive regular updates that includes invitations to exhibition openings, art workshops, artist talks and other related City of Prospect programs.

Newmarch Gallery actively seeks opportunities to leverage resources and has established partnerships with the Adelaide Film Festival, SALA, Dream Big Children’s Festival, Adelaide Fringe, Feast Festival and the Art Gallery of SA.

### Public Art

We have had an explosion of Stobie Pole art within the city with many works being carried out by local artist Anneke Hoffmann.

Twelve stobie poles on Davies Terrace were mosaiced with Australian flora/fauna.

### Local Schools Art Exhibition (12 May – 10 June 2023)

Community artists were appointed to work with students at Blackfriars, Nailsworth, Prospect and Rosary School to design and prepare artwork for display at Newmarch. 180 artworks were produced according to the theme – Our World. This exercise allowed children to imagine, create, participate, share concepts, insights and perspectives, and think deeply about the place we live and our hopes for the future.

Over 300 people attended the exhibition launch on Friday, 12 May, the largest gallery gathering to date with students involved with the planning and implementation of the event.

### Newmarch Gallery Program 2022/2023

Date	Exhibition	Artists	Attendees* opening night	Exhibition Partners
July/Aug	The 23 <sup>rd</sup> Community Art Show	Local artists	150*	SALA festival
Aug/Sept	Emerging from the Labyrinth	Carolyn Corletto, Janine Dello, Kate Dowling, Zoe Freney, Maggie Moy	74*	SALA Festival
Sept/Oct	Shadow of the Moon	Gus Clutterbuck	123*	Art Gallery of SA
Nov/Dec	From My Room	Ruby Allegra	140*	Feast Festival
Dec/Jan	Dream Tetras	Mike Ladd, Cathy Brooks	86*	
Jan/ Feb	CoViv	Daniel Connell	82*	
Feb/Mar	Work From Home	Zoe Freney	95*	Fringe Festival
Mar/May	Disruptions, Fictions	Daryl Austin	112*	
May/June	Our World	Local Primary and Priory Schools	306*	Dream Big
June/July	A Partnership for Uncertain Times	Brad Darkson, Deirdre Feeney, Niki Sperou, Catherine Truman	107*	Australian Network for Art and Technology

\*Attendances are based on Eventbrite tickets sold – this can vary

### Newmarch Gallery Mailchimp Stats

- › **July 2016** – 854 subscribers  
47% Campaign Performance against peers average of 39%

---

- › **May 2022** – 1230 subscribers  
47.3% Campaign Performance against peers average 39.1%

---

- › **Nov 2023** – 1700 subscribers  
47.3% Campaign Performance against peers average 39.1%

### Newmarch Gallery exhibitor applications received

- › **2018** – 8 applications

---

- › **2021** – 26 applications

---

- › **2022** – 34 applications

---

- › **2023** – 34 applications

### Community Art Show

- › **2018** – 87 participating local artists

---

- › **2022** – 106 participating local artists

---

- › **2023** – 102 participating local artists

Visitor numbers to exhibitions are based on the Payinthi/Library visitor statistics of approx. 11,000 per month. If only 5% of Payinthi visitors also visit the Gallery the approx. totals are 550 a month or 5,500 visitors per year (approx.) excluding opening night numbers.

## Events

### 2022 Prospect Art Walk

In August, attendees were invited to embark on a self-guided adventure exploring the best of City of Prospect's streets, laneways, hidden nooks, and local businesses to discover the work of Adelaide's best emerging and creative minds. The experience featured a variety of immersive and interactive art experiences including augmented reality, live mural art, tattoo art, mask making, pottery wheel throwing and much more. This was complimented by live music, an artisan's market, bars, food and lots of fire! The event catered to all-ages and attracted a significant number of visitors to Prospect Road local businesses.

### 2022 Prospect Spring Fair

After a three year hiatus due to the COVID-19 pandemic, the Prospect Spring Fair triumphantly returned to Broadview Oval/Yarnta Tutu Tarta.

The community event featured a huge array of family-friendly entertainment and activities including free live music, amusement rides, sideshow games, roving entertainers, petting zoo, free facepainting and airbrush/glitter tattoos, giant games, mini-putt putt, SA Metropolitan Fire Service truck, flyball and over 80 stallholders including artisan wares, local services, food, coffee and licensed vendors. A main event feature that was extremely well received was the inaugural Glam Adelaide Dachshund Mini Dash, which featured 40 Dachshunds competing to be crowned the fastest Dachshund in the North. Principal Sponsor, Harris Real Estate Prospect offered their generous

support once again and ran the popular Harris Trail.

Crowds attending throughout the 5-hour event reached over 6,000.

### 2023 Twilight Sessions

Popular annual community event Twilight Sessions returned to Prospect Memorial Gardens and was a resounding success.

In its 28th year, the free entry event was held every Friday evening in February from 6pm - 9:30pm and featured a different genre of live music every week, with the addition of food vendors and kids activities such as face painting. The 2023 season weekly themes were Pop Classics, Blues Soul and Funk, Retro Rockabilly and Latin Fiesta. Each week featured live music acts and a DJ play originals and covers matching the theme. The event was sponsored by Fenwicks Real Estate (sponsor of the event for 25 years) who operated a weekly lucky door prize with prizes handed out on the main stage each week.

Various local community groups participated in the Twilight Sessions season including Prospect and Blair Athol Lions Club, Prospect Tennis Club, North Adelaide Football Club and 2nd Prospect Sea Scouts. Council's waste contractor, East Waste, also participated in three (3) of the four (4) weeks with an educational stall. Crowd attendance varied each week between approx. 700 - 1,100 with most people staying for the full event hours.



### 2023 Prospect Fringe

Prospect Fringe returned for the third consecutive year and was one of the best programs yet with a total of 1,674 tickets sold to shows at venues in throughout City of Prospect. A curated program featuring a diverse mix of music, cabaret, theatre, comedy, art exhibits and children's events was on offer for residents and beyond to enjoy.

City of Prospect and the community has always been a huge supporter of arts, culture and events, and this program is our way of bringing a piece of the Adelaide Fringe to the neighbourhood. A variety of venues were included in the program with a mix of shows and events organised by Council and others by local businesses.

More than 30 shows and events were held at 10 different venues with the dollar amount of income for shows attended by ticket holders being \$53,169.

### 2022 Community Christmas Street Events

Over two weekends in December, five community street parties were held on local City of Prospect roads. These street parties allowed residents to enjoy an outdoor end of year neighbourhood gathering or Christmas celebration with City of Prospect coordinating traffic management requirements and approvals via the Community Street Event Policy.

12 different streets expressed interest, however not all opted to proceed with a road closure. The following five local streets held Street Events in 2022 that included a road closure:

- › Clifton St between Prospect Rd and Braund Rd
- › Prospect Tce between Ballville St and Gloucester St
- › York St between Regency Rd and Redin St
- › Albert St between Prospect Rd and Connaught St
- › Buller St between Prospect Rd and Braund Rd

This included traffic management plans/approvals and on-day implementation (traffic staffing and equipment), public notice advertising the closures and insurance.

### External Event Support

Council also supported the following community events through the booking process, event guidance, promotion or financial support via grants:

- › Markets in Prospect (monthly in Vine St Plaza)
- › Full Moon Festival (September 2022, Prospect Memorial Gardens)
- › Rosary School Christmas Concert (November 2022, Prospect Memorial Gardens)
- › Lions Christmas Carols (December 2022, Prospect Memorial Gardens)
- › Encounter Church Carols (December 2022, Prospect Memorial Gardens)
- › Santa's Coming to Prospect (December 2022, Vine St Plaza)
- › Blackfriars Priory School Autumn Fair (March 2023, private school grounds)
- › Ukelaide (March 2023, St Helens Park)

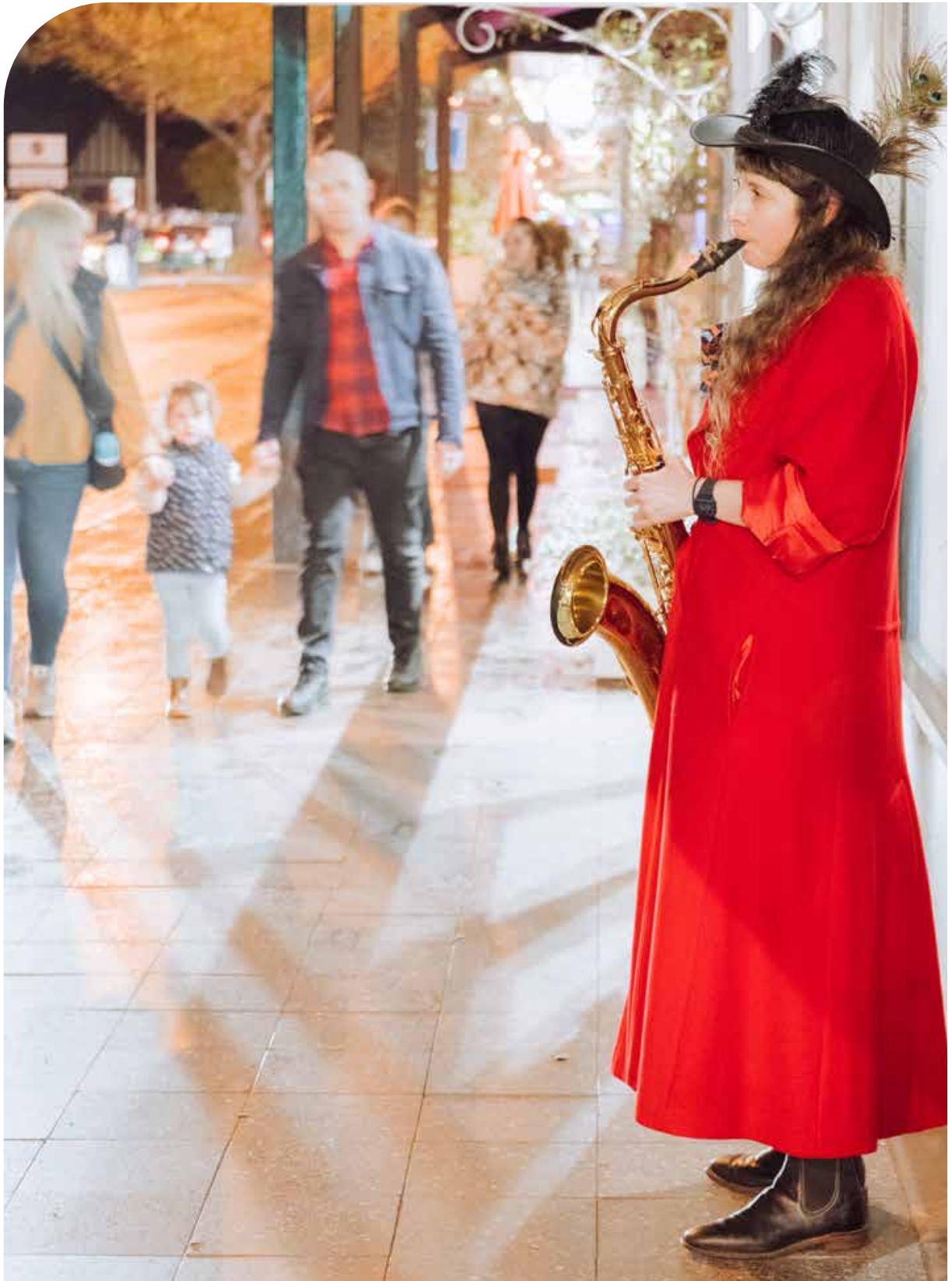
### Summer Busking and Street Entertainment

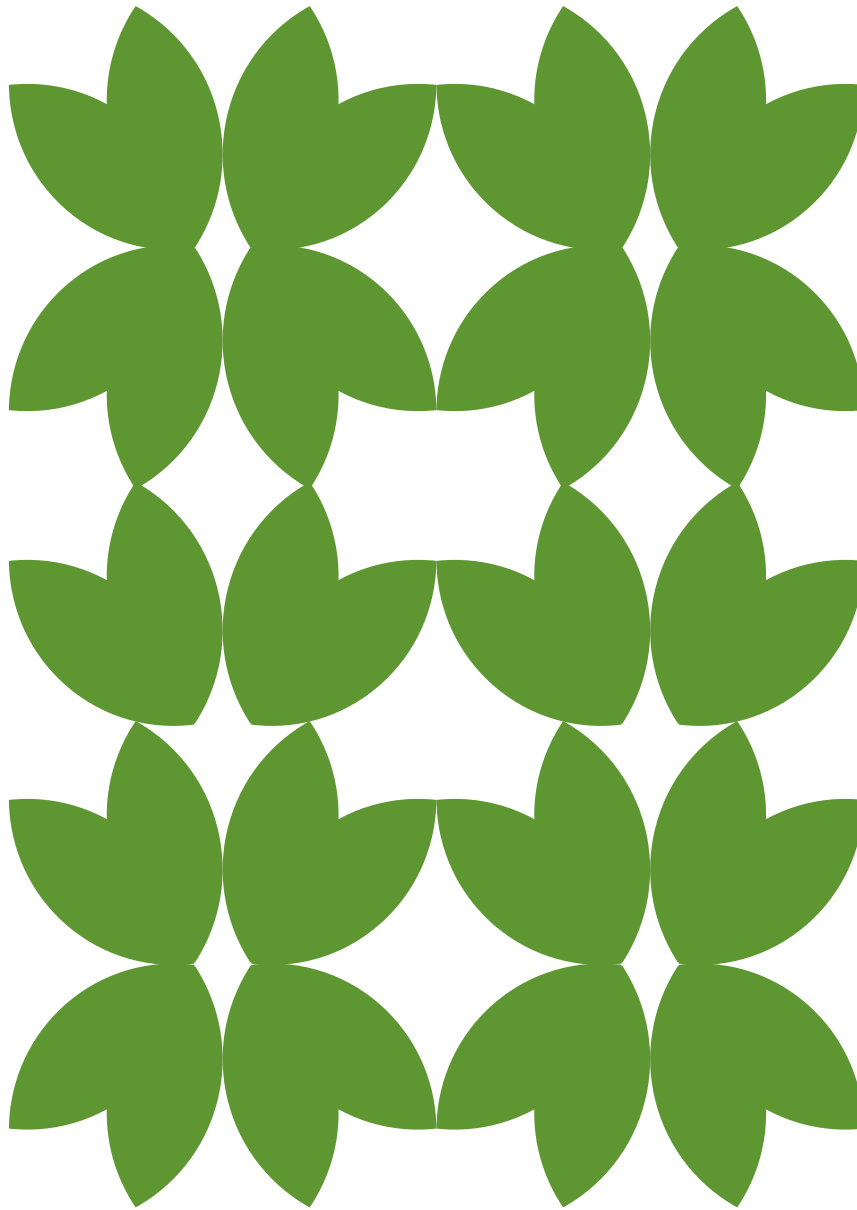
City of Prospect's Summer Busking and Street Entertainment Program provides a platform for local artists, musicians and entertainers to connect with Prospect community and showcase their talent and unique skills. This initiative aims to support our creative community by providing performance opportunities and generating income for artists.

From 8 December 2022 until 4 February 2023, 33 busking performances were held in Vine Street Plaza to activate Prospect Road.

**"More than 30 shows and events were held at 10 different venues"**







# Responsible and Sustainable

Recognising that there is more to do, our non-negotiable is a sustainable natural and built environment and a community which looks forward responsibly and continues to contribute to a better quality of life.

## Cities Power Partnership Pledge

City of Prospect is looking forward to working with more than 170 councils across Australia to tackle climate change locally and promote sustainability within our community as part of the Cities Power Partnership.

With an aim of a zero-carbon emissions future, the Cities Power Partnership focuses on supporting and celebrating local councils across the country who succeed in reducing community carbon emissions. As part of the partnership, local councils are asked to make five pledges within the categories of renewable energy, efficiency, transport and working in partnership.

Council has decided on five pledges City of Prospect will work towards as part of the partnership. Our pledges are:

1. Install renewable energy (solar PV and battery storage) on council buildings
2. Adopt best-practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures
3. Roll out energy efficient lighting across the municipality
4. Ensure council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles
5. Encourage sustainable transport use such as public transport, walking and cycling through council transport planning and design

To deliver on our pledges, we plan to undertake an energy audit of council buildings, install renewable energy as council building assets are upgraded, and investigate the rollout of LED lighting across all streetlights.



## Open Space Upgrades

### RL Pash Reserve

As a result of a State Government election promise from the Member for Adelaide, the Council received \$250,000 of grant funding to upgrade RL Pash Reserve.

Council conducted two rounds of community consultation and prepared a detailed design based on the feedback received. In order to meet the community expectations, Council has allocated additional funds of \$474,000 for this reserve upgrade project. The upgrade will include installation of a new playspace, fitness equipment, fencing, paths, trees, irrigation, furniture and nature play. The upgrade works will also incorporate the construction of a new stormwater bioretention basin / swale, which will improve water quality from upstream catchments prior to being discharged ultimately into the Gulf of St Vincent.

The project will be constructed in 2023/2024 financial year.

### Upgrade to Irish Harp Reserve

The design of Irish Harp Reserve upgrade has been finalised, with construction scheduled to be delivered in 2023/2024 financial year. Irish Harp Reserve has a funding allocation of \$907,000 comprising a \$325,000 State Government grant with the remainder funded by Council.

The project will deliver a playground upgrade including a flying fox and triple swing set, family picnic area with shelter, accessible BBQ and

accessible picnic setting with table and seats. A basketball court will also be included, existing lawn area improved, and nature play provided.

A unique feature will be an aeroplane that will be delivered as an element of play inspired by the park's history.

### Upgrade to Percy Street Reserve

The design of Percy Street Reserve upgrade has been finalised, with construction scheduled to be delivered in 2023/2024 financial year. Council has allocated \$313,000 for construction of Percy Street Reserve upgrade.

The project will deliver a new play space that includes replacing existing play elements with new, monkey bars, nature play, shade over play equipment as well as a hard surface area for handball/hopscotch and a looped pathway included.

The park's irrigation will also be renewed, and a security light installed to support increased community safety. A key addition from this upgrade is a new internal fence to ensure the interaction of dogs and playground are kept separated.

Council has supported the Rotary Club of Mount Barker in retiring the old play equipment in both Irish Harp and Percy Street Reserves as part of their 'Rotary Overseas Relocated Playgrounds' project. They're giving new life to the equipment by sending it off to kids in developing countries who need it most.



## Green Tunnel

City of Prospect's Tree Strategy was endorsed in 2021 and is a five year plan to set up a framework for managing the City's trees as resources and to incorporate and prioritise the Green Tunnel Planting Program. The actions and targets set out in the Strategy are based around the State Government's 30 Year Plan for Greater Adelaide, which outlines key directions to create a greener city through an increase in green cover by 20% across metropolitan Adelaide by 2045.

Staff were able to demonstrate the benefits of planting smaller trees which will improve survival success rates and improve growth whilst reducing operating costs. This year, Council has planted 317 trees as part of this program.

This is in addition to 187 trees planted as part of Council recurrent tree planting program.

## Environmental Sustainability

### Waste processing

Waste management continues to be a key focus of Council. City of Prospect collected 8,966 tonnes of waste as part of its kerbside collection. 57% of this waste, namely compostable waste, recyclables and E-waste, was diverted from landfill.

Council made 3,010 individual hard waste collections.

### Waste education

Council continues to develop ways of promoting our message to the community to reduce waste to landfill and contamination of other waste streams. A range of actions undertaken included:

- › Articles in the Your Prospect magazine
- › Waste education on Council's website including brochures, recycling and composting information, E-waste and hard waste information
- › International compost week display in the library

Several waste education workshops, school excursions, bus tours to waste facilities, information stalls and online sessions were delivered in partnership with East Waste and other community groups including KESAB environmental solutions, Clean Up Australia Day, Prospect Community Garden and City of Prospect's events team.

### Kitchen Organics Basket

Council continues to offer and supply residents with kitchen organics baskets, including 150 compostable (corn starch) bags annually to help assist with the collection of food scraps for disposal into organics (green lid) bin. The food scraps are processed into compost rather than landfill, which is a much better environmental option and is cheaper than sending to landfill.

### Compost Bins and Worm Farms

Council continues to offer residents a rebate for the purchase of compost bins and worm farms through the 'Compost Bin and Worm Farm Incentive Scheme'. Residents may receive a rebate of \$20 towards the purchase cost of these products as acknowledgement of your commitment to reduce landfill.

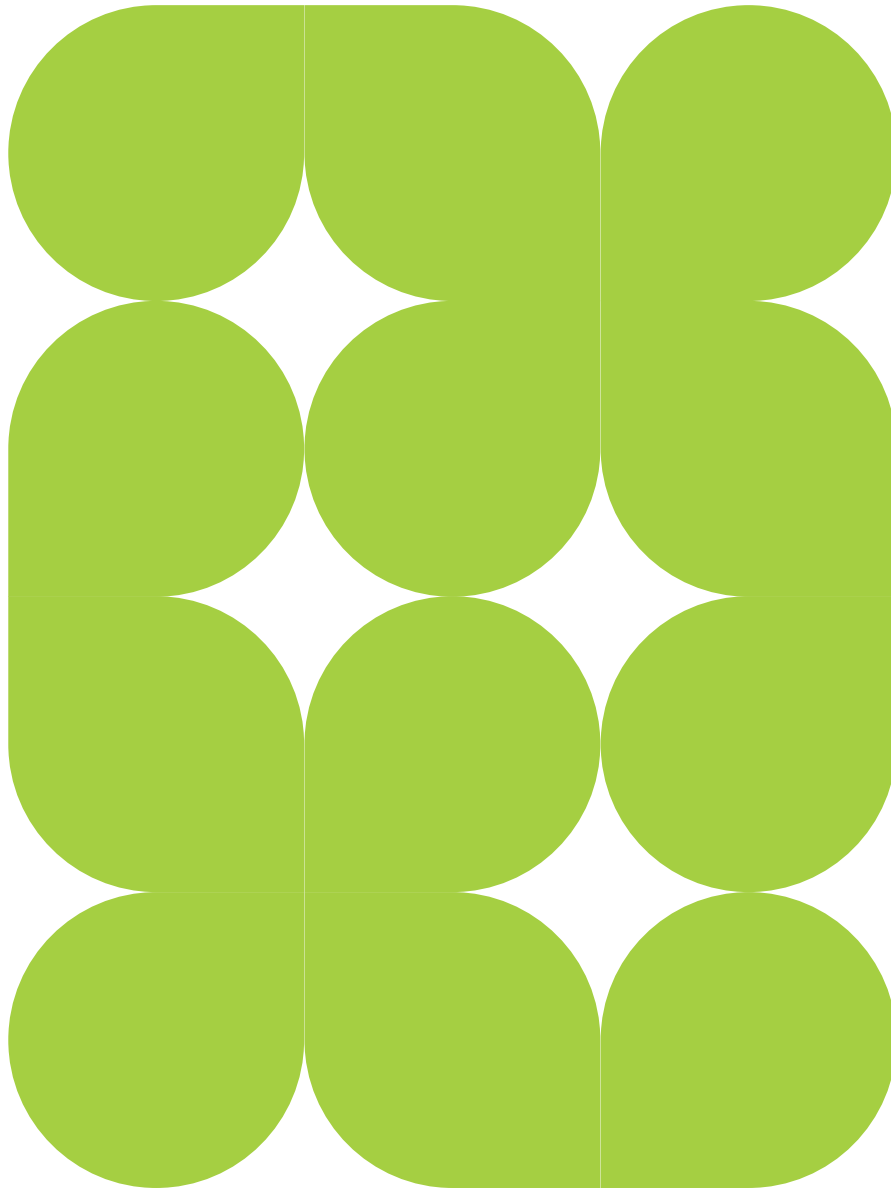
### Battery and Light Globe Recycling Collections

A battery and light globe recycling service for residents was introduced on the ground floor at Payinthe. The items are collected by EcoCycle for recycling.

### Resilient East and Climate Ready Eastern Adelaide

Resilient East is a regional climate initiative between State and Local government organisations in eastern Adelaide.

The year saw a range of research, collaboration, trialling of community projects and outreach that have continued to optimise understanding, identify future investments and prioritise work for future years.



# Our Council

## Your Council Members

November 2022  
— June 2023

Due to local government elections held in November 2022, City of Prospect recognises the efforts of our previous Elected Members (July – November 2022) and welcomes the current Elected Members who assumed their roles in November 2022. The new Elected Members have worked very quickly in establishing strong targets that will benefit the future of City of Prospect for years to come.

### Mayor



**Mayor Matt Larwood**

### North Ward

**Cr Thuy Nguyen**



**Cr Jason Nelson**



### Central Ward

**Cr Mark Groote (Deputy Mayor)**



**Cr Alison De Backer**



### West Ward

**Cr Kristina Barnett**



**Cr Trinh Nguyen**



### East Ward

**Cr Lillian Hollitt**



**Cr Mark Standen**



## Your Council Members

July — November 2022

Due to local government elections held in November 2022, City of Prospect recognises our previous Elected Members from July - November 2022, and current Elected Members from November 2022:

### Mayor



**Mayor David O'Loughlin**

### North Ward

**Cr Thuy Nguyen**



**Cr Robin Pearce**

### Central Ward

**Cr Mark Groot**



**Cr Alison De Backer**

### West Ward

**Cr Kristina Barnett**



**Cr Matt Larwood (Deputy Mayor)**

### East Ward

**Cr Allen Harris**



**Cr Steven Rypp**



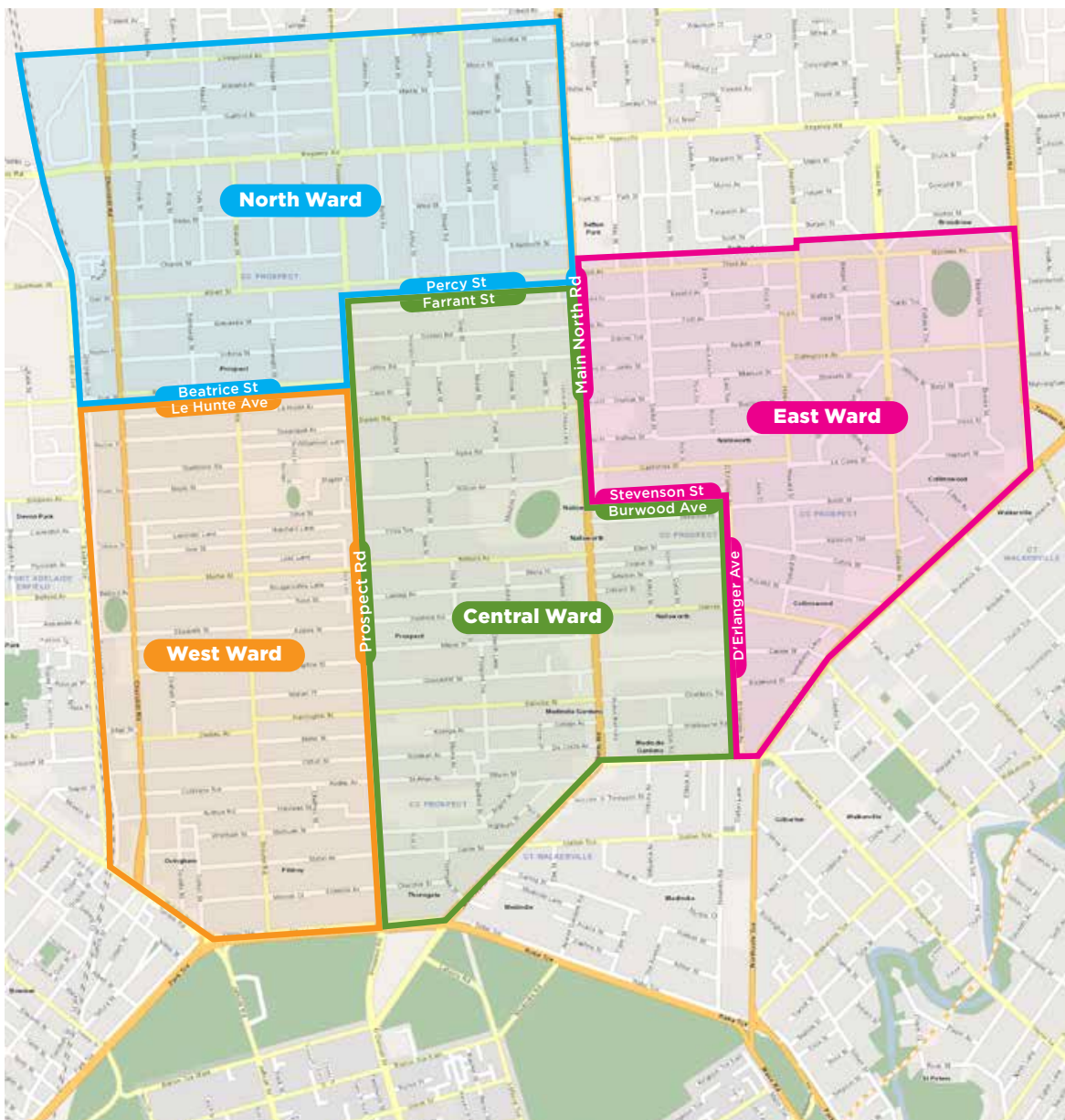
# Council Boundaries

**North Ward** – Prospect

**East Ward** – Nailsworth, Collinswood, Broadview, Sefton Park

**Central Ward** – Prospect, Nailsworth, Thorngate, Medindie Gardens

**West Ward** – Fitzroy, Ovingham, Prospect



## Elector Representation

The following table compares City of Prospect's representation quota with that of other Councils of a similar size and type (amongst various metropolitan councils). The ratio is derived by dividing the total number of electors for each Council by the number of Council Members.

The Council's representation quota is 1:1,685.

The average for these Councils (based on the Ratio figures below) is 1:1,901.

Council	Electors	Councillors	Ratio
Burnside	32,295	13	1:2,484
Gawler	19,842	11	1:1,803
Holdfast Bay	28,533	13	1:2,194
Norwood, Payneham and St Peters	26,147	14	1:1,867
<b>Prospect</b>	<b>15,169</b>	<b>9</b>	<b>1:1,685</b>
Unley	28,092	13	1:2,160
Walkerville	5,827	9	1:647

An Elected Member Representation Review was conducted in 2021 with Council endorsing its final position at its meeting of 28 September 2021. The Representation Review Report was endorsed by the Electoral Commission on 16 December 2021.

The amendments made as a result of the Review came into effect following the Local Government Election in November 2022, with Council adopting the following structure:

- › The Principal Member of Council continues to be a Mayor, elected by the community
- › The Council area continues to be divided into 4 wards, with the retention of the same names (North Ward, West Ward, Central Ward, East Ward)

Council will undertake its next Elector Representation Review in 2029.

## Council Member Allowances

The *Local Government Act 1999* (the Act) requires that the Remuneration Tribunal of South Australia (the Remuneration Tribunal) determines on a four yearly basis, allowances for all South Australian Councils.

In determining this allowance, the Remuneration Tribunal must have regard to the following:

- › the role of members of council as members of the councils governing body and as representatives of their area
- › the size, population and revenue of the council, and any relevant economic, social, demographic and regional factors in the area
- › the ratio of members to ratepayers; (as a new requirement effective September 2021)
- › the fact that an allowance under this section is not intended to amount to a salary for a member
- › the fact that an allowance under this section should reflect the nature of a members office
- › the provisions of this act providing for the reimbursement of expenses of members.

City of Prospect has been classified by the Independent Remuneration Tribunal as a Group Two Council, with the following allowances for the financial year:

### Elected Member Allowances - Group 2 from 1 July 2022 to 9 November 2022

<b>Mayoral Allowance</b>	\$74,212 (4 x the annual allowance for councillors of that council)
<b>Deputy Mayor Allowance</b>	\$23,191 (1.25 x the annual allowance for councillors of that council)
<b>Elected Member</b>	\$18,553

### Elected Member Allowances - Group 2 from 9 November 2022 to 30 June 2023 (CPI)

<b>Mayoral Allowance</b>	\$76,440 (4 X the annual allowance for councillors of that council)
<b>Deputy Mayor Allowance</b>	\$23,887 (1.25 x the annual allowance for councillors of that council)
<b>Elected Member</b>	\$19,110

## Council Member Reimbursements/ Benefits

The Act provides that an Elected Member is entitled to receive from the council reimbursement of expenses incurred as a result of performance / discharging official functions and duties and as approved by Council either specifically or via a policy. Additionally, a council may provide facilities and other forms of support to its members to assist their performance in discharging official functions and duties.

City of Prospect has a Council Member Allowances and Benefits Policy, which was reviewed in January 2023 and provides the following support deemed necessary or expedient for Elected Members to assist in performing or discharging their official functions and duties:

- › Business cards (upon request)
- › Use of Council Chambers and other meeting facilities
- › Tablet and associated costs, including incidental personal use and data plan not exceeding \$45 per month
- › General Administrative Support

In addition to the above, Council has resolved via its Elected Member Allowances and Benefits Policy to make available to the Principal Member (and to any acting Principal Member appointed during the Principal Member's absence), the following additional facilities and support to assist them in performing and discharging their official functions and duties:

- › Access to Office facilities as required
- › Support of Executive Assistant
- › Internet service at place of residence - not exceeding \$100 per month. Any charges incurred over this amount to be recovered from the Principal Member

## Council Member Allowances/Benefits

City of Prospect maintains a register of allowances that details the amount and benefit paid over the course of the financial year. Elected Members can claim reimbursement of further costs according to City of Prospect Council Member Allowances and Benefits Policy.

Elected Members may receive an additional allowance for chairing prescribed committees or sitting fees if they represent Council on external boards. These sitting fees are determined by the Independent Remuneration Tribunal providing an allowance of \$170 per meeting limited to an aggregate amount of allowance of \$1,020 per annum.

The Mayor's entitlement is paid on a monthly basis in advance.

### Payments for 1 July 2022 to 12 November 2022 include:

Name	Total Council Member Allowance Paid
Mayor O'Loughlin	\$18,553
Cr Nguyen	\$4,638
Cr Pearce	\$4,638
Cr Barnett	\$4,638
Cr Larwood (Deputy Mayor)	\$5,798
Cr Groote	\$4,638
Cr De Backer	\$4,638
Cr Harris	\$4,638
Cr Rypp	\$4,638

### Payments for 12 November 2022 to 30 June 2023 include:

Name	Total Council Member Allowance Paid
Mayor Larwood	\$57,330
Cr Thuy Nguyen	\$14,333
Cr Standen	\$14,333
Cr Barnett	\$14,333
Cr Groote (Deputy Mayor)	\$14,333
Cr Nelson	\$14,333
Cr De Backer	\$14,333
Cr Trinh Nguyen	\$14,333
Cr Hollitt	\$14,333

## Council Member Conferences, Education and Development

City of Prospect is committed to providing training and development for Elected Members as it assists Council in remaining compliant with all relevant legislation, standards and codes. Elected Members can attend training sessions, workshops, and conferences throughout the year to broaden their knowledge and skills.

City of Prospect's Council Member Conferences Education and Development Policy provides the requisite details regarding the administration and management of such opportunities, in accordance with legislative requirements.

In 2022/2023, Elected Members attended various and numerous informal gatherings and workshops where they were provided briefings on topics. Agendas for these sessions can be found on the City of Prospect website.

Additional training and development opportunities were undertaken by Elected Members, for the period 1 July 2022 to 12 November 2022 as follows:

Name	Date	Details
<b>Mayor D O'Loughlin</b>	28 October 2022	LGA Showcase and AGM

There are a series of mandatory training requirements for a new elected body under the *Local Government Act 1999*. These training models must be completed within 12 months of the commencement of a new term of Council. All mandatory training requirements will be completed within the stipulated timeframe. For the period 12 November 2022 to 30 June 2023, Elected Members completed the following:

Name	Date	Details
<b>Mayor Larwood</b>	19 November 2022	Induction Program
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	23 May 2023	Media Training
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)
	21-23 June 2023	ALGA National Conference
<b>Cr Thuy Nguyen</b>	19 November 2022	Induction Program
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)
<b>Cr Standen</b>	19 November 2022	Induction Program
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)

Name	Date	Details
<b>Cr Barnett</b>	19 November 2022	Induction Program
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)
<b>Cr Groote (Deputy Mayor)</b>	19 November 2022	Induction Program
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	21 May 2023	Media Training
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)
<b>Cr Nelson</b>	19 November 2022	Induction Program
	17 March 2023	Assessment Panel Training for Elected Members
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)
	21 June 2023	ALGA National Conference
<b>Cr De Backer</b>	19 November 2022	Induction Program
	17 March 2023	Assessment Panel Training for Elected Members
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)
<b>Cr Trinh Nguyen</b>	19 November 2022	Induction Program
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)
<b>Cr Hollitt</b>	19 November 2022	Induction Program
	9 May 2023	Civic Competency (Representing Council Decisions, Social Media Liability)
	20-21 May 2023	Council Leadership Workshop
	13 June 2023	Legal Competency (Role of a Council Member, Registers, Returns and Resources, Legal Protections and Oversight)

## Member Behaviour

There were no contraventions of Chapter 5 Part 4 Division 2 by Members of the Council during the 2022/2023 financial year.

There were no contraventions of section 75G (Health and safety duties) by Members of the Council during the 2022/2023 financial year.

## Interstate/International Travel Costs - Elected Members

Elected Member	Date of Travel	Reason for travel	Total Cost
<b>Cr Jason Nelson</b>	June 2023	ALGA National Conference	\$1,200

## Gifts and Benefits Register – Elected Members

The following Gifts and Benefits were declared by Elected Members during the 2022/2023 year:

Elected Member	Date Given or Received	Name of Donor	Description of Gift or Benefit	Value	Reason for Offer and Acceptance	Accepted/ Returned
<b>Cr Thuy Nguyen</b>	21 March 2023	Not supplied	Tea Gift Hamper	<\$100	Gift of appreciation	Accepted
<b>Mayor Matt Larwood</b>	14 April 2023	Hostplus SANFL	AFL Gather Round Chairman's Room Function	>\$100	Network and building relationships	Accepted

## Meetings, Workshops, Panels and Committees

Ordinary Meetings of Council are held on the fourth Tuesday of each month starting at 7:00pm. Special Meetings of Council can be held under the provisions of the Act.

Councillor Information and Workshop Sessions are held on an as-required basis (as determined by the Chief Executive Officer), with a preference for them being on a Tuesday evening commencing at 6.15pm.

### Meetings attended by Council Members 1 July 2022 to 12 November 2023

Name	Council (inc special council meetings)	Councillor Information & Workshop	Audit Committee	Strategic Planning & Development Policy Committee	Council Assessment Panel (CAP)	CEO Performance Review Committee
<b>Total Meetings</b>	<b>5</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>1</b>
Mayor David O'Loughlin	5	6	1	1		1
Cr Kristina Barnett	5	5		1		
Cr Matt Larwood	4	5				1
Cr Mark Groote	4	3				1
Cr Alison De Backer	5	5		1		1
Cr Allen Harris	2	2				
Cr Thuy Nguyen	4	4		1		
Cr Robin Pearce	5	6		1	2	
Cr Steven Rypp	5	5	1			

### Meetings attended by Council Members 12 November 2022 to 30 June 2023

Name	Council (inc special council meetings)	Councillor Information & Workshop	Audit Committee	Strategic Planning & Development Policy Committee	Council Assessment Panel (CAP)	CEO Performance Review Committee
<b>Total Meetings</b>	<b>12</b>	<b>13</b>	<b>4</b>	<b>-</b>	<b>6</b>	<b>2</b>
Mayor Matt Larwood	9	8	3	-		2
Cr Kristina Barnett	11	12		-		2
Cr Lillian Hollitt	11	13		-		
Cr Mark Groote	11	11		-		2
Cr Alison De Backer	12	11	4	-		
Cr Mark Standen	12	12		-		
Cr Thuy Nguyen	11	12		-		2
Cr Trinh Nguyen	9	9		-		
Cr Jason Nelson	11	13	1	-	5	2

### Council Assessment Panel

The Council Assessment Panel (CAP) is a body established by Council under the provisions of the *Planning, Development and Infrastructure Act 2016*.

Until the commencement of the new Planning System in March 2021, the roles of the CAP included: the assessment and determination of development applications under delegation from Council (including those where representations from the public will be heard), providing comment to the State Planning Commission on applications to be determined by the Commission, and considering compromise proposals on appeals before the Environment, Resources and Development Court.

Since the commencement of the new Planning System, the CAP is now an independent assessment authority whose role is to assess and determine development applications that have undergone public notification, and to review (upon request by an applicant) decisions made by Council's Assessment Manager.

Meetings of the CAP are held on the second Monday of each month, commencing at 5:30pm.

### Audit Committee

The Audit Committee is established to oversee risk management and audit initiatives of council activities and to act as a source of advice to the Council and Chief Executive Officer in relation to these matters. The Committee are expected to meet at a minimum of four times per year.

### Council Assessment Panel Independent Members Allowances for the period July 2022 to June 2023

Sitting fees per meeting		Allowances paid 2022/2023	
Presiding Member (Jul 22 - Feb 23)	\$550	Mr Don Donaldson	\$3,850
Presiding Member (May 23 - June 23)	\$550	CK Pascale	\$1,100
Independent Member (Jul 22 - Jun 23)	\$475	Mr Robert Gagetti	\$4,275
Independent Member (Jul 22 - Jun 23)	\$475	Mr Ryan Perera	\$3,325
Independent Member (Jul 22 - Jun 23)	\$475	Mr W Gormly	\$3,875 (Acting Presiding Member)
Independent Member (Apr 23 - Jun 23)	\$475	Mr N Grainger	\$1,425
Independent Member (Apr 23 - Jun 23)	\$475	Mr Y Svensson	\$1,425

### Audit Committee Independent Member Allowances

	Sitting fees per meeting			Total Allowance Paid	
	1 July 2022 - 12 Nov 2022	12 Nov 2022 - 30 Jun 2023		1 July 2022 - 12 Nov 2022	12 Nov 2022 - 30 Jun 2023
Presiding Member	\$500	\$550	Ms Corinne Garrett	\$2,000	\$2,200
Member	\$400	\$475	Mr Peter Fairlie-Jones	\$800	\$1,900
Member	\$400	\$475	Mr Peter Scargill	\$800	\$1,425



## Council Decision Making Structure

City of Prospect operates within the framework of the *Local Government Act 1999*, whereby the Council as a collective and united elected body, make decisions on behalf of Council for the benefit of City of Prospect residents, ratepayers, visitors and wider Adelaide community.

The Chief Executive Officer and their administration then undertake/perform these decisions. The Council has a number of committees that assist in its decision making including:

**"The Council works for the benefit of the residents, ratepayers, visitors and wider Adelaide community"**



## Executive Leadership

### Chris White

#### Chief Executive Officer

The functions of the Chief Executive Officer legislated under the *Local Government Act (1999)* include:

- a. ensuring that policies and lawful decisions of the council are implemented in a timely and efficient manner
- b. to undertake responsibility for the day-to-day operations and affairs of the council
- c. to provide advice and reports to the council on the exercise and performance of its powers and functions under this or any other Act
- d. to co-ordinate proposals for consideration by the council for developing objectives, policies and programs for the area
- e. to provide information to the council to assist the council to assess performance against its strategic management plans
- f. to ensure that timely and accurate information about council policies and programs is regularly provided to the council's community, and to ensure that appropriate and prompt responses are given to specific requests for information made to the council
- g. to ensure that the assets and resources of the council are properly managed and maintained
- h. to ensure that records required under this or another Act are properly kept and maintained
- i. to give effect to the principles of human resource management prescribed by this Act and to apply proper management practices
- j. to exercise, perform or discharge other powers, functions or duties conferred on the chief executive officer by or under this or other Acts, and to perform other functions lawfully directed by the council

### Ginny Moon

#### Director Corporate Services

The Director of Corporate Services is responsible for ensuring the provision of systems and services within Corporate Management; Information Technology; Information Management; Risk Management; Work Health and Safety; Financial Services; and Rates Administration.

### Sam Dilena

#### Director City Works and Presentation

The Director of City Works and Presentation is responsible for Public Realm Place-making; City Maintenance; Asset Management; Stormwater Management; Traffic Management; Contract Management; Project Management; Parks and Gardens; Public Realm Management; Fleet Management; Community Land and Property and Facility Management; Waste Management; and Environmental and Sustainability Management.

### Farlie Taylor

#### Director City Strategy, Community and Culture

The Director of City Strategy, Community and Culture is responsible for Community Programs, including Music and Youth; Community and Home Support; Community Transport; Library; Events; Arts; Customer Service and Administration; Communication; and Public Affairs.

### John Pearce

#### Director City Growth and Development

The Director of City Growth and Development is responsible for three departments in Council Services delivery. Planning and Urban Development which includes the administration of the Council Assessment Panel; Building Compliance and Environmental Health via its relationship with the Eastern Health Authority; the Community Standards team including Bylaws management, Dog and Cat Management, Parking Infringements, Administration of the Local Nuisance and Litter Control Act; and Business and Economic Development, including Investment Attraction, Business Stakeholder Relations, Village Heart Marketing Fund, and Strategic Economic Planning and Commercial Acquisitions.

**Executive Leadership Team**

Position Title	Female	Male	Salary Package Range
CEO		1	\$299,449
Director	2	2	\$200,905 - \$214,373

All of the above positions were provided with a Total Employment Cost package which included the option for a fully maintained salary sacrifice vehicle (including private use).

Salary information is available on the public salary register located on Council's website. In addition, provisions are made for mobile phone allocation and service and laptop / iPad facilities.

**Interstate/International Travel Costs - Staff**

Staff Member	Date of Travel	Reason for travel	Total Cost
<b>Brittany Dupree – Manager Communications, Strategy and Engagement</b>	October/November 2023	Intelligent Community Forum Global Summit	\$6,254
<b>Farlie Taylor – Director City Strategy, Community and Culture</b>	October/November 2023	Intelligent Community Forum Global Summit	\$6,254
<b>Tash Turner – Library Officer Children’s Literacy and Learning</b>	May 2023	Toy Library Conference	\$831
<b>Chris White - CEO</b>	June 2023	ALGA National Conference	\$1,182
<b>Edward James – Gallery and Public Art Program Coordinator</b>	June 2023	Art Conference	\$1,131

**Gifts and Benefits Register – Staff**

The following Gifts and Benefits were declared by Staff during the 2022/2023 year:

Staff Member	Date Given or Received	Name of Donor	Description of Gift or Benefit	Value	Reason for Offer and Acceptance	Accepted/ Returned
<b>Ginny Moon</b>	30/11/2022	City of Prospect	Westfield Gift Voucher	<\$100	Gift for 20 years of employment at City of Prospect	Returned
<b>Chris White</b>	14/04/2023	Hostplus SANFL	AFL Gather Round Chairman’s Room Function	>\$100	Network and building relationships	Accepted
<b>Farlie Taylor</b>	14/04/2023	Hostplus SANFL	2 Tickets to the AFL Gather Round Richmond v Swans Game @ \$15 each.	<\$100	Network and building relationships	Accepted (used by staff)
<b>Brittany Dupree</b>	6/05/2023	North Adelaide Football Club	Tickets to Prospect Oval Seniors Game	<\$100	Network and building relationships	Accepted
<b>John Pearce</b>	6/05/2023	North Adelaide Football Club	Tickets to Prospect Oval Seniors Game	<\$100	Network and building relationships	Accepted
<b>Roger Collini</b>	4/6/2023	North Adelaide Football Club	Tickets to Prospect Oval Seniors Game	<\$100	Network and building relationships	Accepted

## Human Resource Management

Council maintains a policy of retaining a balance of trained and engaged Council employees and the use of contractors for specialised projects and services. In doing so, Council can ensure that projects are carried out using the specialist equipment and skills of contractors whilst retaining a core in-house workforce that can respond quickly and efficiently to localised issues and concerns.

Council supports a diversity of employment types including full-time, part-time, role sharing, fixed-term contract and casual employees, with casual staff working predominantly in customer facing roles that can deliver services over seven days, peaking during seasonal and high demand periods.

Employees range in age from 23 years through to 78 years, holding job obtained skills or qualifications at all levels, from Certificate level through to Postgraduate.

Employees are engaged under the South Australian Municipal Salaried Officers Award and the Local Government Employees Award. Service delivery standards and employment conditions are enhanced through the enterprise bargaining process, which involves negotiation between Council employees and management.

In addition, training is provided to Council employees during the year to ensure they are equipped with the knowledge and skills required to service the community efficiently. Formal and informal programs are offered including Local Government Professionals SA development programs and LGA SA offerings. To support people to deliver their best for City of Prospect, staff and leaders undertake regular performance and development conversations throughout the year. These conversations provide staff with the opportunity to define and measure goals, acknowledge achievements, and continue to develop their capability through a development plan. Leaders are also encouraged to regularly 'check-in' with each staff member about their wellbeing at work.

Council's Employee Assistance Program is available to assist staff with mental, emotional and psychological wellbeing in the workplace or their personal life. Assistance is also available to managers to provide them with additional support to deal with complex or difficult situations. This service was promoted in times of possible distress to staff such as the passing of staff members, current and past.

As at 30 June 2023, Council employed 91 people with a full-time equivalent (FTE) of 81.

The Council employs staff across a range of job roles, including:

- › Management
- › Planning and Building
- › Library Services
- › Information Technology
- › Work Health and Safety
- › Horticulture and Civil Services
- › Engineering
- › Economic Development
- › Community Services
- › Arts and Events
- › Environmental Planning and Management
- › Administration

The following tables summarise the age profile and length of service of employees with City of Prospect as at 30 June 2023.

Age of Workforce	Male	Female	Total
20-29	5	6	11
30-39	6	10	16
40-49	10	12	22
50-59	10	21	31
60+	7	4	11
<b>Total Employees</b>	<b>38</b>	<b>53</b>	<b>91</b>

Length of Service	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
0 to 5	33	32	30	47	50
5 to 10	25	26	22	16	13
10 to 15	18	20	24	21	14
15 to 20	4	4	9	10	7
20+	7	8	9	6	9
<b>Total</b>	<b>87</b>	<b>90</b>	<b>94</b>	<b>100</b>	<b>91</b>

## Your Rates, Your City

Council seeks to ensure that rates are applied fairly across the community.

After Council has established what services will be provided and how much those services are expected to cost, it then works out how much money will be collected from various sources, and how much it needs to collect from the community in the form of rates.

Providing and maintaining services and facilities costs money. Council must raise sufficient funds and does this by charging a rate on property.

While Council receives some money from other sources such as grants and fees, the largest portion (approximately 89%) of the money that Council requires comes from rate payers.

### Rating Strategy

Before Council can set its rates each financial year, it must review its Rating Strategy to assess if strategy positions previously taken need to be amended.

The Rating Strategy is a broad statement by the Council of the approach that it will take in determining rates and the reasons for this approach. This process helps to ensure accountability to the community.

The Rating Strategy for 2022/2023 was adopted by Council in June 2022 along with Council's Annual Business Plan. It took into account:

- › Valuations set by the Valuer-General
- › Community Plan to 2040
- › Council's Treasury Management Policy
- › Inflation rates, Consumer Price Index (CPI) and Local Government Price Index (LGPI)
- › The effect of rates on local business
- › Employment rates
- › Interest rates
- › COVID-19 health crisis
- › Council's borrowings
- › Legislative changes
- › Any financial change imposed by legislation
- › Physical infrastructure requirements
- › Environmental impacts and opportunities
- › Income from fees and charges
- › Income from grants
- › Income from other sources

Council works hard to ensure rates are kept to a responsible level, consistent with meeting the

needs and demands of the local community in maintaining infrastructure and providing services.

Council also seeks to ensure that rates are applied fairly across the community.

In 2022/2023, the total revenue raised from rates increased by 5.7%. This increase was made up of average residential rate increases of 4.7% plus growth of 1.0%. Local residential property valuations increased by an average of 27.9% from the previous year.

### Land Use and Locality

Council has chosen to have four different rates depending on the type of land use and location within the Planning and Design Code. One for residential, one for non-residential (including commercial shops, offices, light industry etc), one for vacant land located in the residential development zone, and one for vacant land not in the residential development zone (non-residential).

### Minimum Rate

Council considers it appropriate that all rateable properties make a contribution to the basic services provided for all rate payers by way of a minimum rate. The minimum rate was increased from \$1,287 to \$1,347 for the 2022/2023 financial year.

### Payments

Council rates can be paid through a variety of methods:

Cheque, EFTPOS, Cash, Telephone, Internet, Direct Debit, Australia Post and BPay.

**"Council works hard to ensure rates are kept to a responsible level"**



### Mandatory Rebates

During the 2022/2023 financial year, 143 properties were granted mandatory rebates as follows:

No. of Rebates	Reason	Value of Rebate
1	Cemeteries	\$10,001
112	Community Services	\$147,189
10	Education	\$190,736
20	Religious	\$176,117
<b>Total</b>		<b>\$524,043</b>

### Discretionary Rebates

Five applications for discretionary rebates were approved by Council during the 2022/2023 financial year.

No. of Rebates	Reason	Value of Rebate
3	Community Services	\$10,591
<b>Total</b>		<b>\$10,591</b>

### Valuation

A capital value is assessed for each property and is used by Council for calculating rates.

The capital value is provided each year by the Valuer-General. The table below shows the trend of capital valuation for City of Prospect over the last few years.

### Separate Rate - Village Heart Marketing Fund

Since 2017/2018, Council has managed a fund for the marketing and promotion of the Prospect Road Village Heart. This fund is provided to finance activities as identified by the Prospect Road Main Street Association.

Funding is achieved through a separate rate applied to each non-residential business or tenancy within the Prospect Road High Street Development Zone. Each business was billed a fixed contribution of \$150 for the 2022/2023 financial year, with a rebate available to ensure that this is only paid once per business per year. The fund collects \$18,750 for administration support, marketing and promotion.

### The trend of capital valuation for City of Prospect

	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
<b>Valuation of the City (Million)</b>	\$5,205	\$5,629	\$5,981	\$6,280	\$6,498	\$6,550	\$8,227
<b>Minimum Rate</b>	\$1,118	\$1,160	\$1,200	\$1,239	\$1,263	\$1,287	\$1,347
<b>Residential Rate in (dollar)</b>	0.319577	0.303805	0.306640	0.298080	0.303550	0.302250	0.244030
<b>Non-residential Rate in (dollar)</b>	0.654307	0.637904	0.631026	0.592218	0.616450	0.628350	0.648337
<b>Average Residential Rate</b>	\$1,732	\$1,780	\$1,839	\$1,899	\$1,935	\$1,972	\$2,065
<b>Vacant Land Rate Residential</b>	0.399471	0.379756	0.383300	0.372600	0.379438	0.377813	0.305037
<b>Vacant Land Rate (Non-residential)</b>	0.817884	0.797380	0.788783	0.740273	0.770563	0.785438	0.810421





## Policy and Administration Documents

### National Competition Policy - Clause 7 Statement Reporting

The *National Competition Policy* was last revised in July 2002 and applies to all Local Government authorities in South Australia, including City of Prospect. The Policy aims to:

- › Develop an open and integrated Australian market for goods and services by removing unnecessary barriers to trade and competition
- › Ensure no buyer or seller in a market is able to engage in anti-competitive conduct against the public interest
- › As far as possible, apply the same rules of market conduct to all market participants, regardless of the form of business ownership – that is government business activities should not enjoy any net advantages solely as a result of their public ownership
- › Ensure that regulation of business activities that restrict competition is subject to an assessment of the likely costs and benefits

*National Competition Policy* does not mean competition at any cost, however, competitive neutrality is one of the key principles of the Policy. The principle is based on the concept of a level playing field for people competing for business and relates to situations where there is, or the potential for, competition between the private and public sectors.

Councils are required to identify any significant business activities that it undertakes in either Category One (annual revenue in excess of \$2 million or employing assets in excess of \$20 million) or Category Two (all other significant business activities).

Council continued to be a member of the Eastern Health Authority Incorporated and Eastern Waste Management Authority, and both businesses operate with activity of interest with respect to the *National Competition Policy*. The full 2022/2023 Eastern Waste Management Authority Annual Report is at Attachment C.

Both the Eastern Health Authority and Eastern Waste Management Authority may be categorised as conducting significant business activity for Category One under the principles of the *National Competition Policy*. There are no business activities falling under Category Two to which the principles of Competitive Neutrality are to be applied.

### Council By-Laws

The *Local Government Act 1999* gives Council the power to make by-laws. By-laws are delegated legislation to control and regulate activities within the Council's boundaries to ensure good governance over matters of municipal concern, providing convenience and safety for the community.

Various Acts such as the *Dog and Cat Management Act 1995 (SA)* also provide specific powers to enable Councils to regulate the keeping of dogs and cats. In May 2022, commenced a review of its current by-laws, which were due to expire on 1 January 2023. The by-law review was completed, and Council endorsed the new by-laws at its meeting of 23 August 2022. The new by-laws commenced operation on 1 January 2023.

During the review of Council's six by-laws, the Parliament of South Australia via its Legislative Review Council (LRC) provided evaluation and certification of the by-laws, whilst recommending that Council consider amendments to exclude gender specific language and include 'reasonable' direction of authorised officers.

As a by-law can only be 'changed' by another by-law (an amending by-law), Council agreed to adopt By-Law 7 - Amendment By-Law to address the LRC recommendations.

1. Permits and Penalties
2. Moveable Signs
3. Local Government Land
4. Roads
5. Dogs
6. Waste Management
7. Amendment

### List of Codes of Conduct / Practice

During 2022/2023 Council maintained the following Codes of Conduct / Practice as required under various clauses of the Act including:

- › Code of Conduct for Members
- › Access to Meetings and Documents - Code of Practice
- › Code of Conduct for Employees
- › Procedures at Meetings - Code of Practice

These documents may be found on Council's website.

### List of Registers

Council maintained the following registers throughout the year as required by the *Local Government Act 1999*:

- › Register of Interests (Members)

---

- › Register of Gifts and Benefits (Members)

---

- › Register of Allowances and Benefits (Members)

---

- › Register relating to Training and Development (Members)

---

- › Register of Remuneration, Salaries and Benefits (Employees)

---

- › Register of Interests (Employees)

---

- › Register of Gifts and Benefits (Employees)

---

- › Register of Community Land

---

- › Register of Public Roads

---

- › Register of By-Laws

### Competitive Procurement

Council ensures its services are delivered cost effectively through competitive tendering processes, for the purchase of goods and services, in accordance with its Procurement Policy.

## Information Statement

The *Freedom of Information Act 1991 (SA)* (the FOI Act) gives members of the community the right to request access to documents held by Council demonstrating accountability and transparency of government as expected by the community.

Council publishes an Information Statement on the website in compliance with Section 9(1a) of the FOI Act, which provides the details of how the community can access Council documents and other information.

### Freedom of Information Requests

During the 2022/2023 financial year, Council received a total of five (5) requests for information under the provisions of the FOI Act.

Freedom of Information application forms, as well as details of applicable processing fees and conditions, can be obtained from Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) or alternatively from Customer Service.

All applications should be submitted in writing and forwarded with the application fee to:

The FOI Officer  
City of Prospect  
PO Box 171  
Prospect SA 5082

### Matters Considered in Confidence

In accordance with Section 90(1) of the *Local Government Act 1999* all Council and Committee Meetings were conducted in a place open to the public. On every occasion that Section 90(2) was applied to exclude the public, the minutes included the proceedings for making a confidentiality order and the grounds on which the order was made.

During the 2022/2023 financial year, the confidentiality provisions of the Act were used by Council a total of 27 times to consider matters in confidence and by Council Committees a total of five (5) times.

The following table summarises the orders made by the Council during the financial year. Council's website has further information available.

**Orders made under Section 90(2) of the  
Local Government Act 1999 for 2022/2023**

<b>Date of Council Meeting</b>	<b>Subject / Item of Business</b>	<b>Actions / Exclusion (Sections of Act)</b>
27/06/2023	Strategic Land Purchase	(b)(i)(ii)
23/06/2023	Strategic Land Purchase	(b)(i)(ii)
13/06/2023	Strategic Land Purchase	(b)(i)(ii)
6/06/2023	Gather Round 2025/2026	(b)(i)(ii)
6/06/2023	Strategic Land Purchase	(b)(i)(ii)
23/05/2023	General Business Urgent Items (Parking Opportunities in Village Heart)	(b)(i)(ii)
23/05/2023	General Business Urgent Items (Partnership Opportunities)	(b)(i)(ii)
23/05/2023	Electricity Tender Update May 2023	(b)(i)(ii)
1/05/2023	CEO Performance Evaluation - Midyear Update May 2023	(a)
28/03/2023	Eastern Health Authority - Supported Residential Facility Licence Update	(h)
28/03/2023	Town Hall Foyer Commercial Lease	(d)(i)(ii)
28/02/2023	Eastern Health Authority - Supported Residential Facility Licence Update	(f)(a)
24/01/2023	Confidential - Eastern Health Authority - Supported Residential Facility Licence	(f)
24/01/2023	Verbal Update - Structure	(a)
13/12/2022	Prospect Citizen of the Year Awards 2023	(o)
13/12/2022	Broadview Community and Sports Hub - Contract Award and Project Update	(k)
13/12/2022	Confidential Minutes of the CEO Performance Development Review Committee Meeting held on 8 December 2022	(a)
8/12/2022	Chief Executive Officer Performance Evaluation December 2022	(a)
8/12/2022	Chief Executive Officer KPI Report December 2022	(a)
6/12/2022	Electricity Update December 2022	(k)
11/10/2022	CEO Performance Evaluation 2022	(a)
30/08/2022	East Waste Recycling Contract - Procurement Update	(b)(i)(ii)
30/08/2022	Civil and Minor Drainage Works Contract Update	(d)(i)(k)
23/08/2022	Sale of Land for Recovery of Unpaid Rates	(a)(i)
23/08/2022	CEO Performance Review Process Planning	(a)
26/07/2022	Local Government Reforms - LGA Training Standard Consultation	(j)(i)(ii)
26/07/2022	NAFC Loan Agreement Update July 2022	(d)(i)(ii)

At Council Committee meetings, items were discussed in confidence five (5) times.

At the end of the 2022/2023 year, 38 confidential orders remained active.

During 2022/2023, six (6) items under a Confidential Order were released, either in full or in part.

**Report on Internal Review of Council Decisions**

During 2022/2023, Council received one (1) application for review of a decision in accordance with Section 270 of the *Local Government Act 1999*.

Details concerning the matter are as follows:

- › received by Council in December 2022
- › regarding the Broadview Oval Community and Sports Hub
- › review conducted by KelledyJones Lawyers, in accordance with Council’s Internal Review of a Decision Policy
- › results of review presented to Council on 28 March 2023
- › outcome of review was original decision of Council affirmed

**Key Performance Indicators - finance**

Council staff achieved approximately 52% completion of all budgeted projects for 2022/2023.

Of the 29 incomplete projects, eight (8) were scheduled to be multi-year projects with planned budgets straddling multiple financial years. These projects included:

- › Churchill Rd - Road Reconstruction/ Drainage Upgrade
- › Livingstone Ave - Road Reconstruction/ Drainage Upgrade
- › Broadview Oval Community and Sports Hub
- › Prospect Tennis Club Courts Renewal
- › Broadview Sports Ground Tennis Infrastructure Upgrade
- › Green Tunnel Program
- › Village Heart Marketing Fund
- › Payinthei Kumangka

Whilst every effort was made to complete all projects, 21 remaining projects were delayed. These project budgets have been carried forward to 2023/2024 and include:

- › Telephone System
- › Refresh Portable Audio/Visual Solution for City of Prospect
- › Public Art
- › Toilet Block Renewal (Prospect Oval)
- › Memorial Gardens Pavilion Renewal
- › Toilet Renewal Works
- › NAFC Chair Lift
- › Charles Cane Reserve - Storage Shed and related work
- › Roundabout - Howard St and Rosetta St
- › Street Lighting Upgrade - Michell St and Williamson Lane
- › Open Space Lighting - St Helens Park and Barker Gardens
- › Fleet Management - Capital Acquisitions
- › Open Space Strategy - Irish Harp Reserve
- › Open Space Strategy - Peppermint Gums Design/Construction
- › Open Space Strategy - Percy Street Reserve Upgrade
- › Open Space Strategy - RL Pash Res Consult/ Concept
- › ERP Improvement
- › Catalyst City Growth, Prosperity and Placemaking
- › Asset Condition Audit - Open Space and Stormwater
- › Leases and Licenses Documentation Refresh
- › Integrated Transport Strategy Development

During the year, Council has achieved or favourably exceeded all three key financial indicators.

The key financial indicators are reported in Council’s Audited Financial Statements and are summarised as follows:

Key Financial Indicator	One Year Target Range	Actual Achieved 2022/2023	Target Achieved in Draft Financial Statements
Operating Surplus Ratio	(1%) - 5%	6%	Achieved
Net Financial Liabilities Ratio	≤ 90%	39%	Achieved
Asset Renewal Funding Ratio	90% - 120%	131%	Exceeded

Council will continue to work towards a sustainable Long Term Financial Plan.

**Legal Costs**

Councils must include a statement on the total amount of legal costs incurred by the Council for the relevant financial year. As per the Financial Statements at Appendix A, the legal costs incurred across the organisation equated to \$376,000.

**Credit Card Expenditure**

Expenditure using credit cards incurred by the Council for the relevant financial year equated to \$192,955.

**Auditor's Remuneration**

The remuneration payable to the auditor for work performed during 2022/2023 was \$31,290 for the annual Financial Statements. There was no other remuneration payable.



**Financial Management**

For 2022/2023, Council has either achieved or exceeded its four Key Financial Indicators. The focus of 2022/2023 budget was on the continuation of the replacing and renewing of existing infrastructure assets.

Although Council continues to be largely dependent on residential rates income to fund its operations, Council is beginning to see growth in the rate revenue from the corridor roads and non-residential sector. This growth was originally initiated by Council's investment of recent years in the Prospect Road and Churchill Road Masterplans. Development growth is being experienced in residential rate income as new developments are constructed following the changes in 2013 to the Inner Metro Development Plan. The changes allowed increased density of properties along the corridor roads of Main North, Prospect and Churchill.

Council has a Long Term Financial Plan to ensure its financial viability into the future. This Plan documents key assumptions and the financial impact of the policy decisions over future years. In developing this Plan and the Annual Budget for 2022/2023, Council has continued to keep its overall rate increase at a 'modest' level, with the average residential rate increase for 2022/2023 being 4.7% plus growth.

Council presented an operating surplus for the 2022/2023 year of approximately \$1,765,000. This deficit represents 6% of the total adopted Operating Income for 2022/2023. In 2022/2023 approximately \$8.4 million was spent on capital expenditure. The majority of this was spent in the rejuvenation or replacement of assets already owned by Council to continue to enhance the longevity of service provision for the community.

In the month of June in recent years, the Federal Government has paid amounts of untied financial assistance grants, which are recognised on receipt, in advance of the year of allocation. Council received an advance payment of \$830,000 for the 2023/2024 year in June 2023.

*Refer Appendix A for 2022/2023 Audited Financial Statements.*

*Refer Appendix B for 2022/2023 Eastern Health Authority Annual Report*

*Refer Appendix C for 2022/2023 East Waste Annual Report*

## Have your say

Council is committed to involving our communities in our decision-making processes, including the adoption of our Annual Business Plan, Strategic Community Plan, and local open space upgrades.

Community engagement enables a better understanding of our community's needs and aspirations, leading to more equitable and sustainable public decisions that improve the liveability of our local communities.

Getting involved is as simple as visiting council's website to find details of current community consultation opportunities. Engagement Hub is our online tool that provides easy access to background information and updates on projects and initiatives, along with community polls, public meetings, surveys and other ways to have your say.

Community input was received for the following projects and initiatives in 2022/2023:

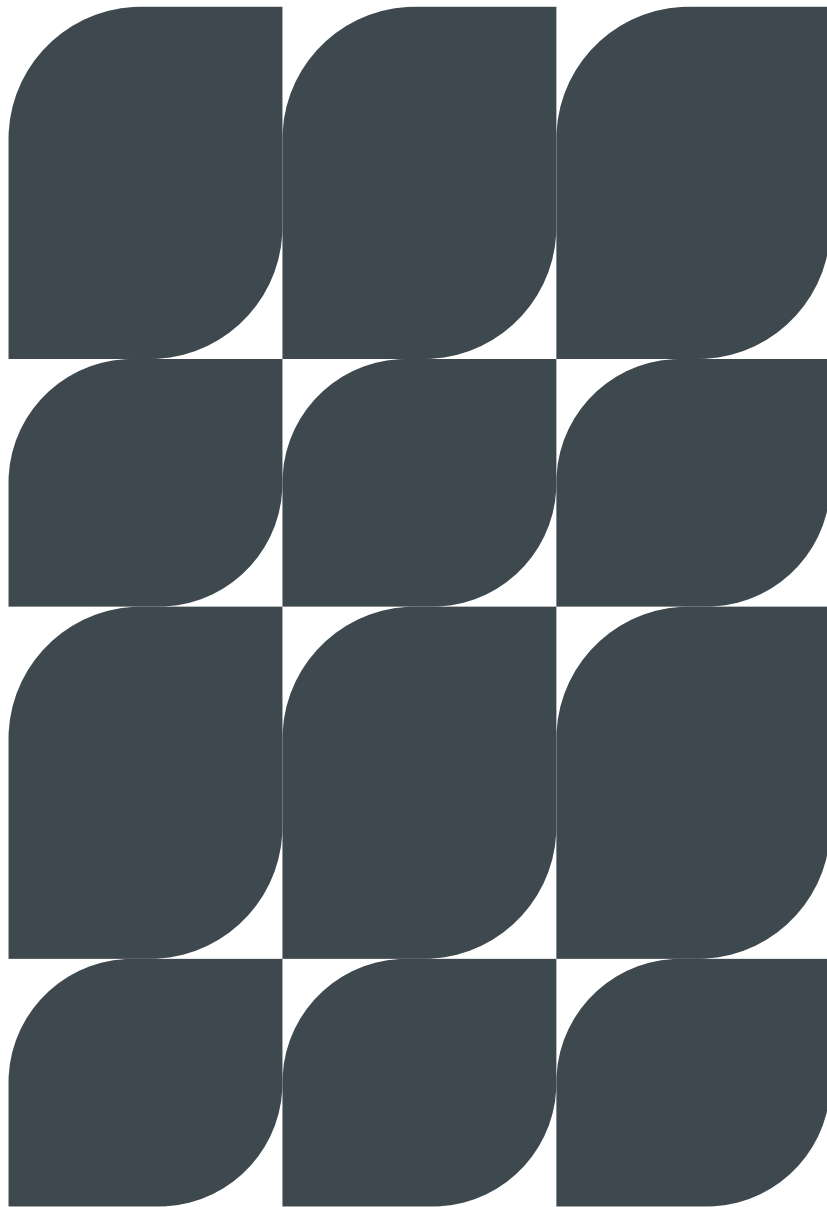
- › Amendment By-Law 2023
- › Draft Annual Business Plan and Budget 2023/2024
- › Peppermint Gums Reserve Upgrade - Round 2 Consultation
- › RL Pash Reserve Upgrade
- › Percy Street Reserve Upgrade - Round 2 Consultation
- › Strategic Community Plan - Phase 1 Consultation
- › Draft Asset Management Plan Summary
- › Draft Lease and Licence Policy

As part of the Annual Business Plan and Draft Budget consultation process, we facilitated a Youth Consultation session aimed at 18 - 25-year-olds, as well as a Local Schools Consultation at Payinthe on the proposed budget for 2022/2023.

As part of the Local Schools Consultation, 50 student leaders from Blackfriars Priory School, Prospect Primary School, Prospect North Primary School and Rosary School reviewed our budget and provided their input on what projects they'd ideally allocate funding to, what they would choose to not fund, and whether a rate increase was necessary.

**"Getting involved is as simple as visiting council's website to find details of current community consultation opportunities"**





# Appendices





**For further information  
City of Prospect**

Payinthe, 128 Prospect Road  
Prospect, South Australia 5082  
Telephone 8269 5355  
[admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)  
[www.prospect.sa.gov.au](http://www.prospect.sa.gov.au)



# City of Prospect

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2023

---



## City of Prospect

Financial Statements 2023

General Purpose Financial Statements  
for the year ended 30 June 2023

---

Contents	Page
<b>Council certificate</b>	<b>2</b>
<b>Principal Financial Statements</b>	
Statement of Comprehensive Income	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
<b>Notes to and forming part of the Financial Statements</b>	<b>7</b>
<b>Independent Auditor's Report – Financial Statements</b>	<b>43</b>
<b>Independent Auditor's Report – Internal Controls</b>	<b>44</b>
<b>Certificates of Audit Independence</b>	
Council Certificate of Audit Independence	45
Audit Certificate of Audit Independence	46



Page 1 of 46

City of Prospect

Financial Statements 2023

**General Purpose Financial Statements**  
for the year ended 30 June 2023

---

**Certification of Financial Statements**

**We have been authorised by the Council to certify the financial statements in their final form.**

**In our opinion:**

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2023 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.



30 October 2023.

Chief Executive Officer



Mayor

## City of Prospect

Financial Statements 2023

Statement of Comprehensive Income  
for the year ended 30 June 2023

\$ '000	Notes	2023	2022
<b>Income</b>			
Rates	2a	24,446	23,109
Statutory charges	2b	1,610	1,134
User charges	2c	483	401
Grants, subsidies and contributions - operating	2g	1,988	2,035
Investment income	2d	299	136
Reimbursements	2e	111	80
Other income	2f	277	146
Net gain - equity accounted council businesses	19(a)	15	3
<b>Total income</b>		<b>29,229</b>	<b>27,044</b>
<b>Expenses</b>			
Employee costs	3a	9,873	9,507
Materials, contracts and other expenses	3b	10,853	12,135
Depreciation, amortisation and impairment	3c	6,140	5,869
Finance costs	3d	598	676
Net loss - equity accounted council businesses	19(a)	-	30
<b>Total expenses</b>		<b>27,464</b>	<b>28,217</b>
<b>Operating surplus / (deficit)</b>		<b>1,765</b>	<b>(1,173)</b>
Physical resources received free of charge	2h	501	-
Asset disposal and fair value adjustments	4	(719)	(1,110)
Amounts received specifically for new or upgraded assets	2g	963	2,369
<b>Net surplus / (deficit)</b>		<b>2,510</b>	<b>86</b>
<b>Other comprehensive income</b>			
<b>Amounts which will not be reclassified subsequently to operating result</b>			
Changes in revaluation surplus - I,PP&E	9a	13,699	12,297
<b>Total amounts which will not be reclassified subsequently to operating result</b>		<b>13,699</b>	<b>12,297</b>
<b>Total other comprehensive income</b>		<b>13,699</b>	<b>12,297</b>
<b>Total comprehensive income</b>		<b>16,209</b>	<b>12,383</b>

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.



## City of Prospect

Financial Statements 2023

Statement of Financial Position  
as at 30 June 2023

\$ '000	Notes	2023	2022
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalent assets	5a	4,176	5,010
Trade and other receivables	5b	2,308	1,586
Inventories		3	3
<u>Subtotal</u>		<u>6,487</u>	<u>6,599</u>
<b>Total current assets</b>		<u>6,487</u>	<u>6,599</u>
<b>Non-current assets</b>			
Trade and other receivables	6a	774	974
Equity accounted investments in council businesses	6b	154	139
Other non-current assets	6c	3,614	522
Infrastructure, property, plant and equipment	7	248,602	235,935
<b>Total non-current assets</b>		<u>253,144</u>	<u>237,570</u>
<b>TOTAL ASSETS</b>		<u>259,631</u>	<u>244,169</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Trade and other payables	8a	4,830	4,025
Borrowings	8b	1,579	1,498
Provisions	8c	1,613	1,633
<u>Subtotal</u>		<u>8,022</u>	<u>7,156</u>
<b>Total current liabilities</b>		<u>8,022</u>	<u>7,156</u>
<b>Non-current liabilities</b>			
Borrowings	8b	10,508	12,087
Provisions	8c	84	118
<b>Total non-current liabilities</b>		<u>10,592</u>	<u>12,205</u>
<b>TOTAL LIABILITIES</b>		<u>18,614</u>	<u>19,361</u>
<b>Net assets</b>		<u>241,017</u>	<u>224,808</u>
<b>EQUITY</b>			
Accumulated surplus		81,457	78,724
Asset revaluation reserves	9a	155,128	141,429
Other reserves	9b	4,432	4,655
<b>Total council equity</b>		<u>241,017</u>	<u>224,808</u>
<b>Total equity</b>		<u>241,017</u>	<u>224,808</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## City of Prospect

Financial Statements 2023

Statement of Changes in Equity  
for the year ended 30 June 2023

\$ '000	Notes	Accumulated surplus	Asset revaluation reserve	Other reserves	Total equity
<b>2023</b>					
Balance at the end of previous reporting period		78,724	141,429	4,655	224,808
Adjustments (correction of prior period errors)		-	-	-	-
<b>Restated opening balance</b>		<b>78,724</b>	<b>141,429</b>	<b>4,655</b>	<b>224,808</b>
Net surplus / (deficit) for year		2,510	-	-	2,510
<b>Other comprehensive income</b>					
- Gain (Loss) on Revaluation of I,PP&E	7	-	13,699	-	13,699
Share of OCI - equity accounted council businesses		-	-	-	-
Other movements (enter details here)		-	-	-	-
<b>Other comprehensive income</b>		<b>-</b>	<b>13,699</b>	<b>-</b>	<b>13,699</b>
<b>Total comprehensive income</b>		<b>2,510</b>	<b>13,699</b>	<b>-</b>	<b>16,209</b>
Transfers between reserves		223	-	(223)	-
<b>Balance at the end of period</b>		<b>81,457</b>	<b>155,128</b>	<b>4,432</b>	<b>241,017</b>
<b>2022</b>					
Balance at the end of previous reporting period		80,381	129,132	2,912	212,425
Adjustments (correction of prior period errors)		-	-	-	-
<b>Restated opening balance</b>		<b>80,381</b>	<b>129,132</b>	<b>2,912</b>	<b>212,425</b>
Net surplus / (deficit) for year		86	-	-	86
<b>Other comprehensive income</b>					
- Gain (Loss) on Revaluation of I,PP&E	7	-	12,297	-	12,297
Share of OCI - equity accounted council businesses		-	-	-	-
Other movements (enter details here)		-	-	-	-
<b>Other comprehensive income</b>		<b>-</b>	<b>12,297</b>	<b>-</b>	<b>12,297</b>
<b>Total comprehensive income</b>		<b>86</b>	<b>12,297</b>	<b>-</b>	<b>12,383</b>
Transfers between reserves		(1,743)	-	1,743	-
<b>Balance at the end of period</b>		<b>78,724</b>	<b>141,429</b>	<b>4,655</b>	<b>224,808</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.



## City of Prospect

Financial Statements 2023

## Statement of Cash Flows

for the year ended 30 June 2023

\$ '000	Notes	2023	2022
<b>Cash flows from operating activities</b>			
<u>Receipts</u>			
Rates receipts		24,419	23,290
Statutory charges		1,610	1,134
User charges		483	401
Grants, Subsidies and Contributions (operating purpose)		1,988	1,066
Investment receipts		299	136
Reimbursements		111	80
Other receipts		80	193
<u>Payments</u>			
Finance payments		(581)	(676)
Payments to employees		(10,396)	(9,323)
Payments for materials, contracts and other expenses		(10,067)	(12,027)
<b>Net cash provided by (or used in) operating activities</b>	11b	<u>7,946</u>	<u>4,274</u>
<b>Cash flows from investing activities</b>			
<u>Receipts</u>			
Amounts Received Specifically for New/Upgraded Assets		963	3,338
Sale of replaced assets		-	280
Repayments of loans by community groups		190	191
<u>Payments</u>			
Expenditure on renewal/replacement of assets		(7,076)	(3,163)
Expenditure on new/upgraded assets		(1,343)	(990)
<b>Net cash provided (or used in) investing activities</b>		<u>(7,266)</u>	<u>(344)</u>
<b>Cash flows from financing activities</b>			
<u>Payments</u>			
Repayments of Borrowings		(1,429)	(1,354)
Repayment of Finance Lease Liabilities		(85)	(68)
<b>Net cash provided by (or used in) financing activities</b>		<u>(1,514)</u>	<u>(1,422)</u>
<b>Net increase (decrease) in cash held</b>		<b>(834)</b>	<b>2,508</b>
plus: cash & cash equivalents at beginning of period		5,010	2,502
<b>Cash and cash equivalents held at end of period</b>	11a	<u><b>4,176</b></u>	<u><b>5,010</b></u>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.





## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Contents of the Notes accompanying the General Purpose Financial Statements

Note	Details	Page
1	Summary of Significant Accounting Policies	8
2	Income	14
3	Expenses	17
4	Asset disposal and fair value adjustments	18
5	Current assets	19
6	Non-current assets	19
7	Infrastructure, Property, Plant & Equipment	20
8	Liabilities	24
9	Reserves	25
10	Assets subject to restrictions	26
11	Reconciliation to Statement of Cash Flows	26
12(a)	Functions	27
12(b)	Components of functions	28
13	Financial instruments	29
14	Capital expenditure and investment property commitments	32
15	Financial indicators	33
16	Uniform presentation of finances	36
17	Leases	37
18	Superannuation	38
19	Interests in other entities	39
20	Contingencies and assets/liabilities not recognised in the balance sheet	41
21	Related party transactions	42

## City of Prospect

Financial Statements 2023

### Notes to and forming part of the Financial Statements for the year ended 30 June 2023

#### Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

##### (1) Basis of preparation

###### 1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011*

###### 1.2 Critical accounting estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

###### 1.3 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

##### (2) The local government reporting entity

City of Prospect is incorporated under the South Australian Local Government Act 1999 and has its principal place of business at Payinthe, 128 Propesct Road, Prospect, South Australia 5082. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances between activity areas and controlled entities have been eliminated.

The principal activities and entities conducted other than in the Council's own name that have been included in these consolidated financial statements are:

1. Eastern Waste Management Inc, commonly known as East Waste (7.27% Ownership Interest; 12.5% Voting Power). Council joined this organisation on 1 October 2017.
2. Eastern Health Authority Inc (11.75% Ownership Interest; 20% Voting Power)

##### (3) Income recognition

The Council recognises revenue under *AASB 1058 Income of Not-for-Profit Entities* (AASB 1058) or *AASB 15 Revenue from Contracts with Customers* (AASB 15) when appropriate.

In cases where there is an 'enforceable' contract with a customer with 'sufficiently specific' performance obligations, the transaction is accounted for under AASB 15 where income is recognised when (or as) the performance obligations are satisfied (i.e. when it transfers control of a product or service to a customer). Revenue is measured based on the consideration to which the Council expects to be entitled in a contract with a customer.

In other cases, AASB 1058 applies when a not-for-profit (NFP) entity enters into transactions where the consideration to acquire an asset is significantly less than the fair value of the asset principally to enable the entity to further its objectives. The excess of the asset recognised (at fair value) over any 'related amounts' is recognised as income immediately, except in the case where a financial asset has been received to enable the council to acquire or construct a recognisable non-financial asset that is to be controlled by the council. In this case, the council recognises the excess as a liability that is recognised over time in profit and loss when (or as) the entity satisfies its obligations under the transfer.

In recent years the payment of untied grants (financial assistance grants / local roads / supplementary local road grants) has varied from the annual allocation as shown in the table below:

continued on next page

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 1. Summary of Significant Accounting Policies (continued)

	Cash Payment Received	Annual Allocation	Difference
2020-2021	\$653,174	\$768,442	- \$115,268
2021-2022	\$956,847	\$796,661	\$160,186
2022-2023	\$998,553	\$875,474	\$123,079

Because these grants are untied, the Australian Accounting Standards require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 15 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

**Construction contracts**

Construction works undertaken by Council for third parties are generally on an agency basis where the third party reimburses Council for actual costs incurred, and usually do not extend beyond the reporting period. Reimbursements not received are recognised as receivables and reimbursements received in advance are recognised as "payments received in advance".

For works undertaken on a fixed price contract basis, revenues are recognised over time using the input method, with costs incurred compared to total expected costs used as a measure of progress. When it is probable that total contract costs will exceed total contract revenue, the expected loss is recognised as an expense immediately.

**(4) Cash, cash equivalents and other financial instruments**

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the *Local Government Act 1999*. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition, except for trade receivables from a contract with a customer, which are measured at the transaction price. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

**(5) Inventories**

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

**(6) Infrastructure, property, plant and equipment****6.1 Initial recognition**

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

continued on next page



Page 9 of 46

## City of Prospect

Financial Statements 2023

### Notes to and forming part of the Financial Statements for the year ended 30 June 2023

#### Note 1. Summary of Significant Accounting Policies (continued)

##### 6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining such thresholds, regard is had to the nature of the asset and its estimated service life.

No capitalisation threshold is applied to the acquisition of land or interests in land.

##### 6.3 Subsequent recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties, and of existing valuations, methods and valuers are provided at Note 7.

##### 6.4 Depreciation of non-current assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually and reflected in Note 7.

Major depreciation periods for each class of asset are listed below. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

##### *Building & Other Structures*

Buildings	20 to 80 years
Sheds & Shelters	25 to 35 years
Toilet Blocks, Storerooms & Clubrooms	40 to 50 years
Civic Centre & Grandstands	80 years

##### *Infrastructure*

Roads – Surface	10 to 60 years
Roads – Base	70 to 100 years
Kerb & Gutter	90 years
Footpaths	15 to 80 years
Stormwater Drainage	115 years
Pipes	70 to 115 years
Side Entry Box Drains & Junction Boxes	90 years
Open Channel	80 years

##### *Other Asset Classes*

Plant & Equipment	5 years
Furniture & Fittings	5 to 10 years
Library Books	5 years
Artworks	100 years
Open Space	10 to 20 years

##### 6.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing.

Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

continued on next page



Page 10 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 1. Summary of Significant Accounting Policies (continued)

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

**6.6 Borrowing costs**

Borrowing costs in relation to qualifying assets (net of offsetting investment revenue) have been capitalised in accordance with AASB 123 *Borrowing Costs*. The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in Note 3, and the amount (if any) of interest revenue offset against borrowing costs in Note 2.

**(7) Payables****7.1 Goods & Services**

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

**7.2 Payments Received in Advance & Deposits**

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

**(8) Borrowings**

Borrowings are initially recognised at fair value, net of transaction costs incurred and are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables".

**(9) Employee benefits****9.1 Salaries, Wages & Compensated Absences**

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave and is not required to pay any outstanding accrual to employees on cessation of employment.

**9.2 Superannuation**

The Council makes employer superannuation contributions in respect of its employees to the Hostplus Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

**(10) Provisions for reinstatement, restoration and rehabilitation**

Close down and restoration costs include the dismantling and demolition of infrastructure and the removal of residual materials and remediation and rehabilitation of disturbed areas. Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs and are carried at the net present value of estimated future costs.

continued on next page



Page 11 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 1. Summary of Significant Accounting Policies (continued)

Although estimated future costs are based on a closure plan, such plans are based on current environmental requirements which may change. Council's policy to maximise recycling is extending the operational life of these facilities, and significant uncertainty exists in the estimation of the future closure date.

**(11) Leases**

The Council assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

**11.1 Council as a lessee**

The Council recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

**i) Right-of-Use-Assets**

The Council recognises right-of-use assets at the commencement date of the lease. Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, lease payments made at or before the commencement date less any lease incentives received and the estimate of costs to be incurred to restore the leased asset. Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets, as follows:

Land & Buildings (Depot Cohabitation)	10 years
---------------------------------------	----------

The right-of-use assets are also subject to impairment. Refer to the accounting policies above - Impairment of non-financial assets.

**ii) Lease Liabilities**

At the commencement date of the lease, the Council recognises lease liabilities measured at the present value of lease payments to be made over the lease term. In calculating the present value of lease payments, the Council uses its incremental borrowing rate or the interest rate implicit in the lease.

**iii) Short-term leases and leases of low-value assets**

The Council applies the short-term lease recognition exemption to its short-term leases of machinery and equipment (i.e., those leases that have a lease term of 12 months or less from the commencement date). It also applies the low-value assets recognition exemption to leases of office equipment that are considered to be low value. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-line basis over the lease term.

**(12) Equity accounted Council businesses**

Council participates in cooperative arrangements with other Councils for the provision of services and facilities. Council's interests in cooperative arrangements, which are only recognised if material, are accounted for in accordance with AASB 128 and set out in detail in Note 19.

**(13) GST implications**

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

**(14) New accounting standards and UIG interpretations****New accounting standards, amendments to existing standards and UIG Interpretations**

Council applied for the first time certain new standards and amendments to existing standards, which are effective for annual periods beginning on or after 1 January 2022.

continued on next page

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 1. Summary of Significant Accounting Policies (continued)

Council has not early adopted any other standard, interpretation or amendment that has been issued but is not yet effective.

**Amendments to Australian Accounting Standards – AASB 2020-3: Annual Improvement 2018-2020 and Other Amendments**

Council adopted AASB 2020-3 which makes some small amendments to a number of standards including the following: AASB 1, AASB 3, AASB 9, AASB 116, AASB 137 and AASB 141.  
The adoption of the amendment did not have a material impact on the financial statements.

**AASB 2020-6: Amendments to Australian Accounting Standards – Classification of Liabilities as Current and Non-Current**

AASB 2020-6 defers the effective date for applying the requirements added to AASB 101 in AASB 2020-1 from annual reporting periods beginning on or after 1 January 2022 to annual reporting periods beginning after 1 January 2023, with earlier application permitted.

The adoption of the amendment did not have a material impact on the financial statements.

**Standards issued by the AASB not yet effective**

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2023, these standards have not been adopted by Council and will be included in the financial statements on their effective date. The following list identifies all the new and amended Australian Accounting Standards, and Interpretation, that were issued but not yet effective at the time of compiling these illustrative statements that could be applicable to Council.

**Effective for annual report periods beginning on or after 1 January 2023.**

AASB 2022-6: Amendments to Australian Accounting Standards – Non current Liabilities with Covenants.

**Effective for annual report periods beginning on or after 1 January 2024.**

AASB 2022-5: Amendments to Australian Accounting Standards – Lease Liability in a Sale and Leaseback

**Effective for annual report periods beginning on or after 1 January 2025.**

AASB 2014-10: Amendments to Australian Accounting Standards – Sale or Contribution of Assets between an investor and its Associate or Joint Venture

Council has assessed the impact of new and changed Australian Accounting Standards and Interpretations not yet effective and concluded that they will not have a material in the financial statements.

**(15) Comparative figures**

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

**(16) Disclaimer**

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.



Page 13 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 2. Income

\$ '000	2023	2022
<b>(a) Rates</b>		
<b>General rates</b>		
General rates	24,277	22,969
Less: mandatory rebates	(528)	(500)
Less: discretionary rebates, remissions and write-offs	—	(1)
<b>Total general rates</b>	<b>23,749</b>	<b>22,468</b>
<b>Other rates (including service charges)</b>		
Landscape Levy	612	617
Village Heart Separate Rate	19	20
<b>Total other rates (including service charges)</b>	<b>631</b>	<b>637</b>
<b>Other charges</b>		
Penalties for late payment	57	56
Legal and other costs recovered	22	23
<b>Total other charges</b>	<b>79</b>	<b>79</b>
<b>Less: discretionary rebates, remissions and write-offs</b>		
Less: discretionary rebates, remissions and write-offs	(13)	(75)
<b>Total less: discretionary rebates, remissions and write-offs</b>	<b>(13)</b>	<b>(75)</b>
<b>Total rates</b>	<b>24,446</b>	<b>23,109</b>
<b>(b) Statutory charges</b>		
Parking fines / expiation fees	1,165	745
Town planning fees	189	141
Animal registration fees and fines	135	142
Development Act fees	84	68
Rate Searches	37	38
<b>Total statutory charges</b>	<b>1,610</b>	<b>1,134</b>
<b>(c) User charges</b>		
Hall and equipment hire	119	60
Payinthi Lease Income	96	122
Rents & Fees	82	82
Function and Event Charges	54	24
Council Land Usage	47	21
Services to Aged & Disabled	24	23
Prospect Magazine - Income	23	25
Library Services	21	18
Gallery Income	14	22
Network Prospect Events Digital Marketing - Income	—	2
Other	3	2
<b>Total user charges</b>	<b>483</b>	<b>401</b>

continued on next page

Galpins

Page 14 of 46



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 2. Income (continued)

\$ '000	2023	2022
<b>(d) Investment income</b>		
Interest on investments		
- Local Government Finance Authority	221	38
- Loans to community groups	78	98
<b><u>Total investment income</u></b>	<b><u>299</u></b>	<b><u>136</u></b>
<b>(e) Reimbursements</b>		
Training Reimbursements	38	18
Insurance Reimbursements	35	26
Development Assessment - Reimbursement of Advertising Fee	24	23
Fuel Tax Credit Reimbursement	7	7
Private works	7	4
Joint Undertakings (General Inspection)	-	2
<b><u>Total reimbursements</u></b>	<b><u>111</u></b>	<b><u>80</u></b>
<b>(f) Other income</b>		
Open Space Development Fund Contribution	99	7
Insurance Special Distribution	96	32
Waste Management Income	26	16
Minor Asset Sale	22	-
Donations or Resources Contributed Received	7	41
Newmarch Gallery Art Sales Commission	6	16
Library Services Income	6	-
Refund - Electricity Network Charges	-	21
Sponsorship	-	5
Local Laws / By Law Expiation Income	15	8
<b><u>Total other income</u></b>	<b><u>277</u></b>	<b><u>146</u></b>
<b>(g) Grants, subsidies and contributions</b>		
<b>Amounts Received Specifically for New or Upgraded Assets</b>		
- Local Roads and Community Infrastructure (LCRI) Grant	493	544
- William and Redin Street Intersection Grant	235	-
- Churchill Road Drainage Grant : Stage 1 : Design	150	-
- Howard and Rosetta Street Roundabout Grant	50	-
- R.L. Pash Reserve Grant	35	-
- Broadview Oval Community and Sports Hub	-	1,500
- Open Space Grant Program	-	325
<b>Total</b>	<b><u>963</u></b>	<b><u>2,369</u></b>

continued on next page



Page 15 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 2. Income (continued)

\$ '000	2023	2022
<b>Other grants, subsidies and contributions</b>		
<b>Other Grants, Subsidies and Contributions</b>		
- General Purpose Grant	698	629
- Commonwealth Home Support Programme (CHSP)	516	616
- Local Road Grant	402	429
- Roads to Recovery	204	204
- Record Library Materials Grant	89	76
- Public Library Services Grant	77	72
- A Walk Can Work Wonders Grant	2	-
- ARTS SA - Library Operating Grant	-	9
<b>Total other grants, subsidies and contributions</b>	<b>1,988</b>	<b>2,035</b>
<b>Total grants, subsidies and contributions</b>	<b>2,951</b>	<b>4,404</b>

The functions to which these grants relate are shown in Note 12.

**(i) Sources of grants**

Commonwealth Government	2,286	2,422
State Government	638	1,982
Other	27	-
<b>Total</b>	<b>2,951</b>	<b>4,404</b>

**(ii) Individually significant items**

Grant Commission (Financial Assistance Grant) recognised as income	830	606
--	-----	-----

**2023**100% of FY24 General Purpose Grant \$563,295 brought forward  
100% of FY24 Local Roads Grant \$266,854 brought forward**2022**75% of FY23 General Purpose Grant \$381,413 brought forward  
75% of FY23 Local Roads Grant \$224,798 brought forward**2021**50% of FY22 General Purpose Grant \$228,812 brought forward  
50% of FY22 Local Roads Grant \$127,185 brought forward**(h) Physical resources received free of charge**

Footpaths	216	-
Roads	166	-
Stormwater Drainage	119	-
<b>Total physical resources received free of charge</b>	<b>501</b>	<b>-</b>



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 3. Expenses

\$ '000	Notes	2023	2022
<b>(a) Employee costs</b>			
Salaries and wages		8,252	7,916
Superannuation - defined contribution plan contributions	18	701	721
Employee leave expense		493	413
Workers' compensation insurance		194	210
Personal Accident & Sickness Insurance		137	131
Superannuation - defined benefit plan contributions	18	96	116
<b>Total operating employee costs</b>		<b>9,873</b>	<b>9,507</b>
Total number of employees (full time equivalent at end of reporting period)		87	88
<b>(b) Materials, contracts and other expenses</b>			
<b>(i) Prescribed expenses</b>			
Auditor's remuneration			
- Auditing the financial reports		31	31
Elected members' expenses		297	276
Bad and doubtful debts		12	3
Operating lease rentals - non-cancellable leases			
- Minimum lease payments		22	30
<b>Subtotal - prescribed expenses</b>		<b>362</b>	<b>340</b>
<b>(ii) Other materials, contracts and expenses</b>			
Contractors		11,156	8,799
Waste Services		2,387	2,184
Materials		804	625
Hired Temporary Staff		560	475
Consultants		655	664
Levies paid to Government - NRM levy		612	609
Information Technology - Computing		530	532
Electricity & Gas		486	430
Legal expenses		376	364
Insurance		325	308
Water		298	335
Courses & Conferences		103	88
Subscriptions		85	62
Fuel		73	68
Postage		73	67
Telephone		67	79
Contributions & Donations		60	23
Bank Charges		58	67
Communications		57	84
Dog and Cat Management Board		29	32
Travel & Accommodation		24	9
Motor Vehicle Registration		29	19
Meals & Entertainment		23	21
Stationery and Office Consumables		14	20
Levies - other		13	13
Sundry		5	29
Professional services		2	17

continued on next page



Page 17 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 3. Expenses (continued)

\$ '000	2023	2022
Refunds	2	2
Fringe Benefit Tax	1	50
Irrigation	2	2
Less: capitalised and distributed Costs	(8,418)	(4,282)
<b>Subtotal - Other material, contracts and expenses</b>	<b>10,491</b>	<b>11,795</b>
<b>Total materials, contracts and other expenses</b>	<b>10,853</b>	<b>12,135</b>

## (c) Depreciation, amortisation and impairment

## (i) Depreciation and amortisation

Buildings and other structures	1,488	1,556
Infrastructure		
- Stormwater drainage	480	552
- Roads	1,812	1,572
- Footpaths	1,056	872
- Traffic Control Devices	88	87
Right-of-use assets	72	72
Plant and equipment	201	288
Furniture and fittings	72	116
Library books	106	115
Artworks	26	26
Open Space	739	613
<b>Subtotal</b>	<b>6,140</b>	<b>5,869</b>
<b>Total depreciation, amortisation and impairment</b>	<b>6,140</b>	<b>5,869</b>

## (d) Finance costs

Interest on loans	578	653
Interest of Lease Liabilities	20	23
<b>Total finance costs</b>	<b>598</b>	<b>676</b>

## Note 4. Asset disposal and fair value adjustments

\$ '000	2023	2022
<b>Infrastructure, property, plant and equipment</b>		
<b>(i) Assets renewed or directly replaced</b>		
Proceeds from disposal	-	280
Less: carrying amount of assets sold	(719)	(1,390)
<b>Gain (loss) on disposal</b>	<b>(719)</b>	<b>(1,110)</b>
<b>Net gain (loss) on disposal or revaluation of assets</b>	<b>(719)</b>	<b>(1,110)</b>

Galpins

Page 18 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 5. Current assets

\$ '000	2023	2022
<b>(a) Cash and cash equivalent assets</b>		
Cash on hand and at bank	96	1,959
Short term deposits and bills, etc.	4,080	3,051
<b><u>Total cash and cash equivalent assets</u></b>	<b><u>4,176</u></b>	<b><u>5,010</u></b>

**(b) Trade and other receivables**

Rates - general and other	316	281
Council rates postponement scheme	49	57
Accrued revenues	55	2
Debtors - general	906	553
GST recoupment	502	296
Prepayments	280	207
Loans to community organisations	200	190
<b>Subtotal</b>	<b><u>2,308</u></b>	<b><u>1,586</u></b>
<b><u>Total trade and other receivables</u></b>	<b><u>2,308</u></b>	<b><u>1,586</u></b>

## Note 6. Non-current assets

\$ '000	2023	2022
<b>(a) Trade and other receivables</b>		
<b>Receivables</b>		
Loans to community organisations	774	974
<b><u>Total financial assets</u></b>	<b><u>774</u></b>	<b><u>974</u></b>

**(b) Equity accounted investments in council businesses**

Eastern Health Authority (EHA)	19(a)i 68	68
Eastern Waste Management Authority INC (East Waste)	19(a)i 86	71
<b><u>Total equity accounted investments in Council businesses</u></b>	<b><u>154</u></b>	<b><u>139</u></b>

**(c) Other non-current assets**

Capital work in progress	3,614	522
<b><u>Total other non-current assets</u></b>	<b><u>3,614</u></b>	<b><u>522</u></b>



City of Prospect

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

Note 7. Infrastructure, Property, Plant & Equipment

Infrastructure, property, plant and equipment

\$ '000	Fair Value Level	Asset movements during the reporting period											as at 30/06/22		as at 30/06/23	
		AI Fair Value	AI Cost	Accumulated Depreciation	Carrying amount	Asset Additions New/ Upgrade	Asset Additions Renewals	WDV of Asset Disposals	Depreciation Expense (Note 3c)	Gifted Assets	Revaluation Increments to Equity (ARR) (Note 9)	AI Fair Value	AI Cost	Accumulated Depreciation	Carrying amount	
	2	5,701	-	-	5,701	-	-	-	-	-	-	5,701	-	-	5,701	
	3	56,005	-	-	56,005	-	-	-	-	-	-	56,005	-	-	56,005	
	2	26,374	19,487	(20,176)	25,685	44	24	(1,488)	-	-	-	26,442	19,487	(21,659)	24,270	
	3	401	1	(339)	63	-	-	-	-	-	-	401	1	(344)	58	
	3	51,855	2,035	(29,428)	24,462	-	82	(10)	(480)	119	2,421	57,279	2,117	(32,800)	26,596	
	3	116,390	11,472	(54,872)	72,990	-	4,247	(386)	(1,812)	166	7,482	125,539	15,164	(58,016)	82,687	
	3	47,905	5,759	(12,744)	40,920	-	430	(323)	(1,056)	216	3,796	55,464	6,189	(17,671)	43,982	
		-	2,461	(1,185)	1,276	-	-	-	(88)	-	-	-	2,461	(1,273)	1,188	
		718	-	(217)	501	-	-	-	(72)	-	-	718	-	(290)	428	
		-	3,529	(2,538)	991	40	-	-	(201)	-	-	-	3,569	(2,739)	830	
		(1)	742	(565)	176	305	-	-	(72)	-	-	-	1,046	(637)	409	
		-	1,195	(1,080)	115	115	-	-	(106)	-	-	-	1,310	(1,186)	124	
		(1)	467	(63)	383	10	-	-	(26)	-	-	-	477	(109)	368	
		-	12,118	(5,451)	6,667	29	-	-	(739)	-	-	-	12,146	(6,190)	5,956	
		<b>305,347</b>	<b>59,266</b>	<b>(128,678)</b>	<b>235,935</b>	<b>543</b>	<b>4,783</b>	<b>(719)</b>	<b>(6,140)</b>	<b>501</b>	<b>13,699</b>	<b>327,549</b>	<b>63,967</b>	<b>(142,914)</b>	<b>248,602</b>	
		286,184	53,698	(115,883)	223,999	1,644	5,253	(1,389)	(5,869)	-	12,297	305,347	59,266	(128,678)	235,955	

**Total infrastructure, property, plant and equipment**

continued on next page ...



## City of Prospect

Financial Statements 2023

### Notes to and forming part of the Financial Statements for the year ended 30 June 2023

#### Note 7. Infrastructure, Property, Plant & Equipment (continued)

##### Valuation of infrastructure, property, plant & equipment and investment property

###### Valuation of assets

The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Refer to Note 7 for the disclosure of the Fair Value Levels of Infrastructure, Property, Plant and Equipment Assets.

###### Information on valuations

Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and / or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

There is no known market for buildings, infrastructure and other assets. These assets are valued at depreciated current replacement cost. This method involves:

- The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.
- The calculation of the depreciation that would have accumulated since original construction using current estimates of residual value and useful life under the prime cost depreciation method adopted by Council.

This method has significant inherent uncertainties, relying on estimates of quantities of materials and labour, residual values and useful lives, and the possibility of changes in prices for materials and labour, and the potential for development of more efficient construction techniques.

###### Other information

At 1 July 2004 upon the transition to AIFRS, Council elected pursuant to AASB 1.D5 to retain a previously established deemed cost under GAAP as its deemed cost. With subsequent addition at cost, this remains as the basis of recognition of non-material asset classes.

Upon revaluation, the current new replacement cost and accumulated depreciation are re-stated such that the difference represents the fair value of the asset determined in accordance with AASB 13 Fair Value Measurement: accumulated depreciation is taken to be the difference between current new replacement cost and fair value. In the case of land, current replacement cost is taken to be the fair value.

###### Highest and best use

The following non financial assets of Council are being utilised at other than their highest and best use:

- 1) Land - Civic Centre (Payinthi) & Town Hall
- 2) Recreation Reserve - Bradford Reserve
- 3) Recreation Reserve - Main North Road & Regency Gardens

continued on next page



Page 21 of 46

## City of Prospect

Financial Statements 2023

### Notes to and forming part of the Financial Statements for the year ended 30 June 2023

#### Note 7. Infrastructure, Property, Plant & Equipment (continued)

- 4) Recreation Reserve - WT Smith Reserve
- 5) Dead End Street - off Darmody Street
- 6) Land - Development Site

For land which Council has an unfettered right to sell, the "highest and best use" recognises the possibility of the demolition or substantial modification of some or all of the existing buildings and structures affixed to the land.

Much of the land under Council's care and control is Crown land or has been declared as community land under the provisions of the Local Government Act 1999. Other types of restrictions also exist.

For land subject to these restrictions, the highest and best use is taken to be the "highest and best use" available to Council, with a rebuttable presumption that the current use is the "highest and best use". The reason for the current use of a large proportion of Council's assets being other than the "highest and best use" relates to Council's principal role as the provider of services to the community, rather than the use of those assets for the generation of revenue.

For buildings and other structures on and in the land, including infrastructure, "highest and best use" is determined in accordance with the land on and in which they are situated.

#### Transition to AASB 13 - Fair Value Measurement

The requirements of AASB 13 Fair Value Measurement have been applied to all valuations undertaken since 1 July 2013 as shown by the valuation dates by individual asset classes below.

#### Land & Land Improvements

- Basis of valuation: Fair Value
- Date of valuation: 1 July 2018 by JLL
- Valuer: Kate Tynan, B Bus Property (Valuation) AAPI, JLL

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition, land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

*Fair value hierarchy level 2 valuations:* Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

*Fair value hierarchy level 3 valuations of land:* Valuations of Crown land, community land and land subject to other restrictions on use or disposal, shown above as being based on fair value hierarchy level 3 valuation inputs, are based on prices for similar assets in an active market, but include adjustments for specific advantages or disadvantages attaching to the particular asset that are not directly or indirectly observable in that market, or the number and/or amount of observable adjustments of which are so great that the valuation is more fairly described as being based on level 3 valuation inputs.

#### Buildings & Other Structures

- Basis of valuation: Fair Value
- Date of valuation: 1 July 2018 by JLL
- Valuer: Kate Tynan, B Bus Property (Valuation) AAPI, JLL

*Fair value hierarchy level 2 valuations:* Certain land, and the buildings and structures thereon, are shown above as being based on fair value hierarchy level 2 valuation inputs. They are based on prices for similar assets in an active market, with directly or indirectly observable adjustments for specific advantages or disadvantages attaching to the particular asset.

*Fair value hierarchy level 3 valuations of buildings, infrastructure and other assets:* There is no known market for these assets and they are valued at depreciated current replacement cost. This method involves:

The determination of the cost to construct the asset (or its modern engineering equivalent) using current prices for materials and labour, the quantities of each being estimated based on recent experience of this or similar Councils, or on industry construction guides where these are more appropriate.

continued on next page



Page 22 of 46



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 7. Infrastructure, Property, Plant &amp; Equipment (continued)

**Infrastructure****Roads, Kerb and Gutter, Footpaths**

01 July 2022 a desktop revaluation was completed, transport assets unit rates by the Road & Bridges Construction Index for SA for Transport 2021 Q2 - 2022 Q2 being 9.9%.

Assets were valued by Asset Engineering on 1st July 2020. All acquisitions made after the respective dates of valuation are recorded at cost.

A Peer review was conducted by Assetic (iisight). Following Management review of the revaluations Management decided to uniformly extend the useful asset lives on the original revaluations by 15%. This is considered reasonable, based on real world observations of the condition of Council's assets, as well as experience of Council staff in undertaking maintenance activities.

**Stormwater Drainage**

Assets were valued by Asset Engineering on 1st July 2020. All acquisitions made after the respective dates of valuation are recorded at cost.

A Peer review was conducted by Assetic (iisight). Following Management review of the revaluations Management decided to uniformly extend the useful asset lives on the original revaluations by 15%. This is considered reasonable, based on real world observations of the condition of Council's assets, as well as experience of Council staff in undertaking maintenance activities.

**Open Space**

Assets were valued by Public Private Property as at 1 July 2019. All acquisitions made after the respective dates of valuation are recorded at cost.

**Plant & Equipment**

These assets are recognised on the cost basis.

**Furniture & Fittings**

These assets are recognised on the cost basis.

**All other Assets**

These assets are recognised on the cost basis. Library books and other lending materials are capitalised in bulk and written out when fully depreciated.

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 8. Liabilities

\$ '000	2023 Current	2023 Non Current	2022 Current	2022 Non Current
<b>(a) Trade and other payables</b>				
Goods and services	4,011	–	2,557	–
Payments received in advance	415	–	–	–
Accrued expenses - employee entitlements	166	–	690	–
Accrued expenses - other	183	–	150	–
Other	55	–	628	–
<b>Total trade and other payables</b>	<b><u>4,830</u></b>	<b><u>–</u></b>	<b><u>4,025</u></b>	<b><u>–</u></b>
<b>(b) Borrowings</b>				
Loans	1,506	10,128	1,428	11,635
Lease liabilities	73	380	70	452
<b>Total Borrowings</b>	<b><u>1,579</u></b>	<b><u>10,508</u></b>	<b><u>1,498</u></b>	<b><u>12,087</u></b>
All interest bearing liabilities are secured over the future revenues of the Council				
<b>(c) Provisions</b>				
Employee Entitlements (including oncosts) - Long Service Leave	918	84	1,000	118
Employee Entitlements (including oncosts) - Annual Leave	695	–	633	–
<b>Total provisions</b>	<b><u>1,613</u></b>	<b><u>84</u></b>	<b><u>1,633</u></b>	<b><u>118</u></b>

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 9. Reserves

\$ '000	as at 30/06/22				as at 30/06/23
	Opening Balance	Increments (Decrements)	Transfers	Impairments	Closing Balance
<b>(a) Asset revaluation reserve</b>					
Land	11,466	-	-	-	11,466
Buildings and other structures	755	-	-	-	755
Infrastructure					
- Stormwater drainage	11,460	2,421	-	-	13,881
- Roads	47,940	7,482	-	-	55,422
- Footpaths	22,423	3,796	-	-	26,219
Land and Buildings	47,191	-	-	-	47,191
JV's / associates - other comprehensive income	194	-	-	-	194
<b>Total other assets</b>	<b>194</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>194</b>
<b>Total asset revaluation reserve</b>	<b>141,429</b>	<b>13,699</b>	<b>-</b>	<b>-</b>	<b>155,128</b>
Comparatives	129,132	12,297	-	-	141,429

\$ '000	as at 30/06/22				as at 30/06/23
	Opening Balance	Tfrs to Reserve	Tfrs from Reserve	Other Movements	Closing Balance
<b>(b) Other reserves</b>					
Car Park Development Reserve	447	13	-	-	460
Carry Forward Reserve	3,764	3,417	(3,764)	-	3,417
Development Reserve	444	111	-	-	555
<b>Total other reserves</b>	<b>4,655</b>	<b>3,541</b>	<b>(3,764)</b>	<b>-</b>	<b>4,432</b>
Comparatives	2,912	3,765	(2,022)	-	4,655

**Purposes of reserves****Asset revaluation reserves**

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

**Car Park Development Reserve**

The car park development reserve is used for the development of future car parking facilities.

**Carry Forward Reserve**

The carry forward reserve temporarily holds the unspent capital and grant funded project budgets from the 2022-2023 Budget. This surplus will be included in the 2023-2024 Budget through Budget Review 1 and will be used to finalise the incomplete projects of 2022-2023.

**Development Reserve**

The development reserve is used for future development or redevelopment of open space facilities.



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 10. Assets subject to restrictions

Council does not hold any assets subject to restrictions

## Note 11. Reconciliation to Statement of Cash Flows

\$ '000	Notes	2023	2022
<b>(a) Reconciliation of cash</b>			
Cash assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:			
Total cash and equivalent assets	5	4,176	5,010
<b>Balances per Statement of Cash Flows</b>		<u>4,176</u>	<u>5,010</u>
<b>(b) Reconciliation of change in net assets to cash from operating activities</b>			
<b>Net surplus/(deficit)</b>		2,510	86
<b>Non-cash items in income statements</b>			
Depreciation, amortisation and impairment		6,140	5,869
Equity movements in equity accounted investments (increase)/decrease		(15)	27
Non-cash asset acquisitions		(501)	—
Grants for capital acquisitions treated as investing activity		(963)	(3,339)
Net (gain)/loss on disposals		719	1,110
		<u>7,890</u>	<u>3,753</u>
<b>Add (less): changes in net current assets</b>			
Net (increase)/decrease in receivables		(712)	251
Net increase/(decrease) in trade and other payables		822	683
Net increase/(decrease) in other provisions		(54)	(413)
<b>Net cash provided by (or used in) operations</b>		<u>7,946</u>	<u>4,274</u>
<b>(c) Financing arrangements</b>			
<b>Unrestricted access was available at balance date to the following lines of credit:</b>			
Corporate credit cards		100	100
LGFA cash advance debenture facility		11,000	11,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.



Financial Statements 2023

## City of Prospect

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 12(a). Functions

	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).						TOTAL ASSETS HELD (CURRENT AND NON-CURRENT) 2023	2022
	2023	2022	2023	EXPENSES 2022	SURPLUS (DEFICIT) 2023	OPERATING 2022		
<b>\$ '000</b>								
<b>Functions/Activities</b>								
City Works & Presentation	1,162	355	13,139	8,787	(11,977)	606	633	246,443
City Corporate	25,382	24,949	9,155	13,399	16,227	787	705	13,465
City Strategy, Community & Culture	933	751	3,119	3,990	(2,186)	595	697	492
Other	—	—	—	—	—	—	—	(769)
City Growth & Development	1,752	989	2,051	2,039	(299)	—	—	—
<b>Total Functions/Activities</b>	<b>29,229</b>	<b>27,044</b>	<b>27,464</b>	<b>28,215</b>	<b>1,765</b>	<b>1,988</b>	<b>2,035</b>	<b>259,631</b>
					<b>(1,171)</b>			<b>244,169</b>

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, amounts received specifically for new or upgraded assets and physical resources received free of charge.

## City of Prospect

Financial Statements 2023

### Notes to and forming part of the Financial Statements for the year ended 30 June 2023

#### Note 12(b). Components of functions

---

The activities relating to Council functions are as follows:

##### **CITY STRATEGY, COMMUNITY & CULTURE**

- Community Development (includes Community and Youth Services, Home Assist)
- Recreation and Sports
- Library
- Community Transport
- Community Arts
- Customer Service & Administration Services

##### **CITY WORKS & PRESENTATION**

- Environmental Sustainability
- Waste Management (Domestic, Green and Recycling)
- Traffic Management
- Streets and Footpaths
- Stormwater Drainage
- Open Spaces
- Street Trees and Nature Strips
- Street Cleaning and Public Toilets
- Fleet Management
- Depot Operations
- Street Lighting

##### **CITY CORPORATE**

- Governance
- Rates Administration
- Employee Relations and Training
- Financial Management
- Information Management
- Elected Members
- Human Resources
- Procurement
- Information Technology

##### **CITY GROWTH & DEVELOPMENT**

- Business & Economic Initiatives
- Marketing
- City Planning
- Development Assessment
- Heritage
- Environmental Health
- Community Safety (includes Parking and Dog Control & General Inspections)



Page 28 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 13. Financial instruments

## Recognised financial instruments

**Bank, deposits at call, short term deposits****Accounting Policy:**

Initially recognised at fair value and subsequently measured at amortised cost; interest is recognised when earned.

**Terms & Conditions:**

Deposits are returning fixed interest rates between 0.01% and 4.30% (2022: 0.1% and 1.05%).

**Carrying Amount:**

Approximates fair value due to the short term to maturity.

**Receivables - rates and associated charges****Accounting Policy:**

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

**Terms & Conditions:**

Secured over the subject land, arrears attract interest of 9.05% (2022: 5.05%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

**Carrying Amount:**

Approximates fair value (after deduction of any allowance).

**Receivables - fees and other charges****Accounting policy:**

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

**Terms and conditions:**

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

**Carrying amount:**

Approximates fair value (after deduction of any allowance).

**Receivables - other levels of government****Accounting policy:**

Initially recognised at fair value and subsequently measured at amortised cost. An impairment provision is recognised using the expected credit loss method.

**Terms and conditions:**

Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

**Carrying amount:**

Approximates fair value.

**Liabilities - creditors and accruals****Accounting policy:**

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

continued on next page



Page 29 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 13. Financial instruments (continued)

**Terms and conditions:**

Liabilities are normally settled on 30 day terms.

**Carrying amount:**

Approximates fair value.

**Liabilities - interest bearing borrowings****Accounting Policy:**

Initially recognised at fair value and subsequently at amortised cost using the effective interest rate.

**Terms & Conditions:**

Secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed (or variable - describe) rates between 3.4% and 7.0% (2022: 3.4% and 7.0%).

**Carrying Amount:**

Approximates fair value.

\$ '000	Due < 1 year	Due > 1 year and ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
<b>Financial assets and liabilities</b>					
<b>2023</b>					
<b>Financial assets</b>					
Cash and cash equivalents	4,176	-	-	4,176	4,176
Receivables	1,828	-	-	1,828	1,828
Other financial assets	200	774	-	974	974
<b>Total financial assets</b>	<b>6,204</b>	<b>774</b>	<b>-</b>	<b>6,978</b>	<b>6,978</b>
<b>Financial liabilities</b>					
Payables	4,194	-	-	4,194	4,194
Current borrowings	2,022	-	-	2,022	1,506
Non-current borrowings	-	6,243	5,839	12,082	10,128
Lease liabilities	87	347	65	499	453
<b>Total financial liabilities</b>	<b>6,303</b>	<b>6,590</b>	<b>5,904</b>	<b>18,797</b>	<b>16,281</b>
<b>2022</b>					
<b>Financial assets</b>					
Cash and cash equivalents	-	-	-	-	5,010
Receivables	2,206	-	-	2,206	2,351
<b>Total financial assets</b>	<b>2,206</b>	<b>-</b>	<b>-</b>	<b>2,206</b>	<b>7,361</b>
<b>Financial liabilities</b>					
Payables	497	-	-	497	2,707
Current borrowings	2,386	-	-	2,386	1,428
Non-current borrowings	-	7,079	7,025	14,104	11,635
Lease liabilities	-	-	-	-	522
<b>Total financial liabilities</b>	<b>2,883</b>	<b>7,079</b>	<b>7,025</b>	<b>16,987</b>	<b>16,292</b>

continued on next page



Page 30 of 46



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 13. Financial instruments (continued)

The following interest rates were applicable to Council's borrowings at balance date:

\$ '000	2023		2022	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Fixed interest rates	4.34%	12,087	4.31%	13,585
		<u>12,087</u>		<u>13,585</u>

**Net fair value**

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

**Risk exposures**

**Credit Risk** represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any impairment. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 and 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

**Market Risk** is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor **currency risk** apply.

**Liquidity Risk** is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

**Interest Rate Risk** is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

**Expected credit losses (ECL)**

Council uses an allowance matrix to measure expected credit losses for receivables from individual customers, which comprise a large number of small balances. As rates and annual charges are secured over subject land no allowance for such receivables is made. The following table provides information about Council's ECLs from receivables (excluding secured rates and charges, GST and other amounts held in trust). Impairment analysis is performed each reporting date. ECLS are based on credit history adjusted for forward looking estimates and economic conditions.



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 14. Capital expenditure and investment property commitments

\$ '000	2023	2022
<b>(a) Capital commitments</b>		
<b>Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:</b>		
Infrastructure	5,087	897
	<u>5,087</u>	<u>897</u>
<b>These expenditures are payable:</b>		
Not later than one year	5,087	897
	<u>5,087</u>	<u>897</u>
<b>(b) Other expenditure commitments</b>		
<b>Other non-capital expenditure commitments in relation to investment properties at the reporting date but not recognised in the financial statements as liabilities:</b>		
Audit Services	30	29
Waste Management Services	2,482	1,759
	<u>2,512</u>	<u>1,788</u>
<b>These expenditures are payable:</b>		
Not later than one year	2,512	1,788
	<u>2,512</u>	<u>1,788</u>



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 15. Financial indicators

\$ '000	Amounts 2023	Indicator 2023	Indicators 2022	Indicators 2021
---------	-----------------	-------------------	--------------------	--------------------

## Financial Indicators overview

These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

**1. Operating Surplus Ratio**

Operating surplus	1,765	6.0%	(4.3)%	(3.0)%
Total operating income	29,229			
Operating surplus				

This ratio expresses the operating surplus as a percentage of total operating revenue.

**2. Net Financial Liabilities Ratio**

Net financial liabilities	11,356	39%	44%	59%
Total operating income	29,229			

Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.

**Adjusted Operating Surplus Ratio**

Operating surplus	1,541	5.3%	(6.6)%	(3.0)%
Total operating income	29,005			

**Adjustments to Ratios**

In recent years the Federal Government has made advance payments prior to 30th June from future year allocations of financial assistance grants, as explained in Note 1. These Adjusted Ratios correct for the resulting distortion in key ratios for each year and provide a more accurate basis for comparison.

If other Individually Significant Items are used to adjust the Adjusted Ratios below, details should also be disclosed here. NB: These adjustments should also be disclosed in Note 2(g)(ii) and/or Note 3(b)(vi).

**Adjusted Net Financial Liabilities Ratio**

Net financial liabilities	12,186	42%	45%	59%
Total operating income	29,005			

**3. Asset Renewal Funding Ratio**

Asset renewals	7,076			
Infrastructure and Asset Management Plan required expenditure	6,450	110%	55%	162%
Net asset renewals expenditure				

Asset renewals expenditure is defined as capital expenditure on the renewal and replacement of existing assets relative to the optimal level planned, and excludes new capital expenditure on the acquisition of additional assets.

continued on next page



Page 33 of 46

City of Prospect

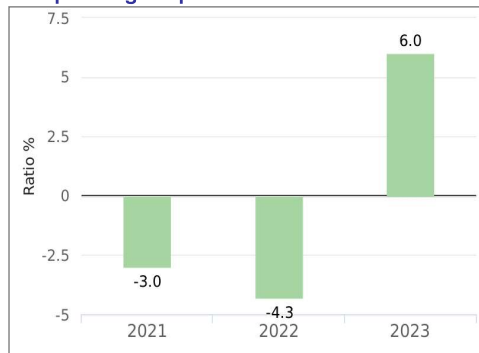
Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

Note 15. Financial indicators (continued)

Financial indicators - graphs

1. Operating Surplus Ratio



**Purpose of operating surplus ratio**

This indicator is to determine the percentage the operating revenue varies from operating expenditure

**Commentary on 2022/23 result**

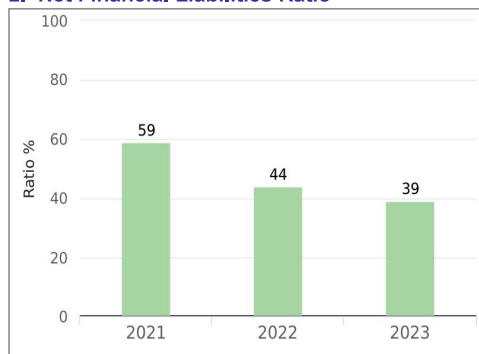
**2022/23 ratio 6.0%**

Favourable to the anticipated strategic deficit of 2.9% for 2023-23. Both increased income and decreased expenditure contributed to this favourable result.

Increased income primarily resulted from a rise in expiation activity in the City; higher additional grant income, user charges and investment income.

Materials, Contracts and other expenses, Employee costs and depreciation were all slightly lower than budgeted.

2. Net Financial Liabilities Ratio



**Purpose of net financial liabilities ratio**

This indicator shows the significance of the net amount owed to others, compared to operating revenue

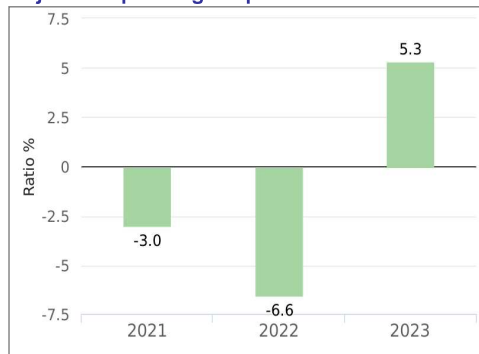
**Commentary on 2022/23 result**

**2022/23 ratio 39%**

Council has utilised a mix of debt facilities to permit the partial repayment of debt when surplus cash is on hand.

As a result, a reduced outstanding balance as at 30 June 2023 is evident in a reduced net financial liability balance.

Adjusted Operating Surplus Ratio



**Purpose of adjusted operating surplus ratio**

This indicator is to determine the percentage the operating revenue (adjusted for timing differences in the Financial Assistance Grant) varies from operating expenditure

**Commentary on 2022/23 result**

**2022/23 ratio 5.3%**

Favourable to the anticipated strategic deficit of 2.9% for 2023-23. Both increased income and decreased expenditure contributed to this favourable result.

Increased income primarily resulted from a rise in expiation activity in the City; higher additional grant income, user charges and investment income.

Materials, Contracts and other expenses, Employee costs and depreciation were all slightly lower than budgeted.

continued on next page



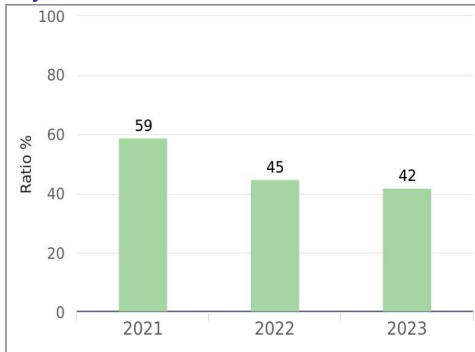
City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

Note 15. Financial indicators (continued)

**Adjusted Net Financial Liabilities Ratio**



**Purpose of adjusted net financial liabilities ratio**

This indicator is to determine the percentage the operating revenue (adjusted for timing differences in the Financial Assistance Grant) varies from operating expenditure

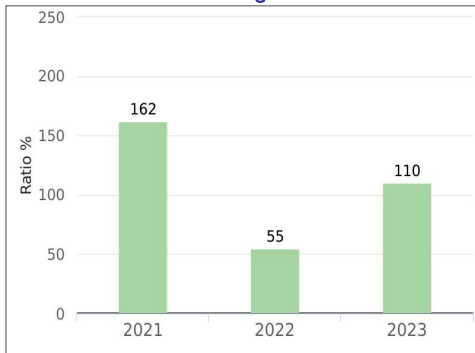
**Commentary on 2022/23 result**

2022/23 ratio 42%

Council has utilised a mix of debt facilities to permit the partial repayment of debt when surplus cash is on hand.

As a result, a reduced outstanding balance as at 30 June 2023 is evident in a reduced net financial liability balance.

**3. Asset Renewal Funding Ratio**



**Purpose of asset renewal funding ratio**

This indicator aims to determine if assets are being renewed and replaced in an optimal way

**Commentary on 2022/23 result**

2022/23 ratio 110%

The Asset Renewal Funding Ratio has exceeded Council's ratio target of 90% to 120%.

Council secured an number of additional grants, some resulting from the 2022 state election, and hence commencing a number of additional renewal projects in 2022-23.



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 16. Uniform presentation of finances

\$ '000	2023	2022
The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.		
All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.		
The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.		
<u>Income</u>		
Rates	24,446	23,109
Statutory charges	1,610	1,134
User charges	483	401
Grants, subsidies and contributions - operating	1,988	2,035
Investment income	299	136
Reimbursements	111	80
Other income	277	146
Net gain - equity accounted council businesses	15	3
<b>Total Income</b>	<b>29,229</b>	<b>27,044</b>
<u>Expenses</u>		
Employee costs	9,873	9,507
Materials, contracts and other expenses	10,853	12,135
Depreciation, amortisation and impairment	6,140	5,869
Finance costs	598	676
Net loss - equity accounted council businesses	-	30
<b>Total Expenses</b>	<b>27,464</b>	<b>28,217</b>
<b>Operating surplus / (deficit)</b>	<b>1,765</b>	<b>(1,173)</b>
<b>Adjusted Operating surplus / (deficit)</b>	<b>1,765</b>	<b>(1,173)</b>
<u>Net outlays on existing assets</u>		
Capital expenditure on renewal and replacement of existing assets	(7,076)	(3,163)
Add back depreciation, amortisation and impairment	6,140	5,869
Add back proceeds from sale of replaced assets	-	280
	<b>(936)</b>	<b>2,986</b>
<u>Net outlays on new and upgraded assets</u>		
Capital expenditure on new and upgraded assets (including investment property and real estate developments)	(1,343)	(990)
Add back amounts received specifically for new and upgraded assets	963	3,338
	<b>(380)</b>	<b>2,348</b>
<b>Annual net impact to financing activities (surplus/(deficit))</b>	<b>449</b>	<b>4,161</b>



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 17. Leases

## (i) Council as a lessee

## Terms and conditions of leases

**Land & Buildings**

Council holds a lease to occupy the depot facility at City of Campbelltown. The 5+5 year lease commenced in April 2019 with an annual payment of \$85,000 to be indexed annually by Adelaide CPI.

Set out below are the carrying amounts of right-of-use assets recognised within Infrastructure, Property, Plant and Equipment and the movements during the period:

## (a) Right of use assets

\$ '000	Land & Buildings	Total
<b>2023</b>		
Opening balance	501	501
Depreciation charge	(73)	(73)
<b>Balance at 30 June</b>	<b>428</b>	<b>428</b>
<b>2022</b>		
Opening balance	574	574
Depreciation charge	(72)	(72)
<b>Balance at 30 June</b>	<b>502</b>	<b>502</b>

## (b) Lease liabilities

Set out below are the carrying amounts of lease liabilities (included under interest-bearing loans and borrowings) and the movements during the period:

\$ '000	2023	2022
Balance at 1 July	522	596
Accretion of interest	17	22
Payments	(87)	(87)
<b>Balance at 30 June</b>	<b>452</b>	<b>531</b>
<b>Classified as:</b>		
Current	72	70
Non-current	380	461

The Group had total cash outflows for leases of \$89,099

The following are the amounts recognised in profit or loss:

Depreciation expense of right-of-use assets	72	72
Interest expense on lease liabilities	16	22
<b>Total amount recognised in profit or loss</b>	<b>88</b>	<b>94</b>



Page 37 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 18. Superannuation

The Council makes employer superannuation contributions in respect of its employees to Hostplus (formerly Local Government Superannuation Scheme and Statewide Super). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

**Accumulation only members**

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (10.50% in 2022/23; 10.00% in 2021/22). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

**Salarylink (Defined Benefit Fund) members**

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2021/22) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.34(a), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willis Towers Watson as at 30 June 2021. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time. The next actuarial review is scheduled to be completed as at 30 June 2023 and any employer contribution rate change recommended by the actuary is likely to be effective from 1 July 2024.

**Contributions to other superannuation schemes**

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 19. Interests in other entities

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

\$ '000	Council's Share of Net Income		Council's Share of Net Assets	
	2023	2022	2023	2022
<b>Council's share of net income</b>				
Joint ventures	15	(27)	154	139
<b>Total Council's share of net income</b>	<b>15</b>	<b>(27)</b>	<b>154</b>	<b>139</b>

**((a)i) Joint ventures, associates and joint operations****(a) Carrying amounts**

\$ '000	Principal Activity	2023	2022
Eastern Waste Management Authority (East Waste)	Waste Collection & Disposal	86	71
Eastern Health Authority (EHA)	Health Services	68	68
<b>Total carrying amounts - joint ventures and associates</b>		<b>154</b>	<b>139</b>

**Eastern Waste Management Authority (East Waste)**

Eastern Waste Management Authority, a regional subsidiary (the subsidiary) was established pursuant to Section 43 of the Local Government Act 1999, by a number of constituent councils comprising Adelaide Hills, Burnside, Campbelltown, Mitcham, Norwood Payneham & St Peters, Prospect and the Town of Walkerville.

Prospect joined the organisation on 1 October 2017, in order to deliver Council's waste collection services as well as recyclables and organics collection and processing.

Council's membership in the organisation brings efficiencies in the delivery of the service across multiple communities.

**Eastern Health Authority (EHA)**

City of Prospect is one of five member Councils of the Eastern Health Authority Inc (EHA). The other member Councils are City of Burnside, Campbelltown City Council, City of Norwood, Payneham & St Peters & the Corporation of the Town of Walkerville. During the report period, City of Prospect owned 13% of the equity in EHA but did not control either the financial or operating policies of the entity. EHA is managed by a board of directors comprised of two representatives from each of the five member Councils. Each director has one full and equal voting right on the Board. The principal activity of the authority is to provide health services to Councils. As at the 30 June 2017, the net assets of the subsidiary were as disclosed below.

**(b) Relevant interests**

	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2023	2022	2023	2022	2023	2022
Eastern Waste Management Authority (East Waste)	7.27%	8.33%	7.27%	8.33%	12.50%	14.29%
Eastern Health Authority (EHA)	11.75%	12.36%	11.75%	12.36%	20.00%	20.00%

continued on next page



Page 39 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 19. Interests in other entities (continued)

## (c) Movement in investment in joint venture or associate

\$ '000	Eastern Waste Management Authority (East Waste)		Eastern Health Authority (EHA)	
	2023	2022	2023	2022
Opening Balance	70	100	68	65
Share in Operating Result	15	(30)	–	3
<b>Council's equity share in the joint venture or associate</b>	<b>85</b>	<b>70</b>	<b>68</b>	<b>68</b>

## (d) Summarised financial information of the equity accounted business

## Statement of Financial Position

Cash and Cash Equivalents	3,953	2,001	645	640
Trade and Other Receivables	746	935	272	231
Non-Current Assets	9,553	8,542	1,104	1,214
<b>Total assets</b>	<b>14,252</b>	<b>11,478</b>	<b>2,021</b>	<b>2,085</b>
Current Trade and Other Payables	1,266	1,436	122	133
Current Borrowings	871	778	112	141
Current Provisions	2,306	1,940	285	289
Non-Current Borrowings	8,490	6,410	881	961
Non-Current Provisions	136	114	45	10
<b>Total liabilities</b>	<b>13,069</b>	<b>10,678</b>	<b>1,445</b>	<b>1,534</b>
<b>Net Assets</b>	<b>1,183</b>	<b>800</b>	<b>576</b>	<b>551</b>

## Statement of Comprehensive Income

Council Contributions	21,188	16,579	1,828	1,828
Statutory Charges	–	–	136	111
User Charges	–	–	458	228
Grants, Subsidies & Contributions	–	81	230	226
Investment Income	46	10	16	4
Other Income	1,078	932	7	4
<b>Total income</b>	<b>22,312</b>	<b>17,602</b>	<b>2,675</b>	<b>2,401</b>
Employee Costs	7,476	6,386	1,882	1,765
Materials, Contracts & Other Expenses	12,184	9,303	571	536
Depreciation, Amortisation and Impairment	2,108	2,043	159	48
Finance Costs	354	246	38	–
<b>Total expenses</b>	<b>22,122</b>	<b>17,978</b>	<b>2,650</b>	<b>2,349</b>
Other Revenue / Expense Items	–	7	–	–
<b>Operating Result</b>	<b>190</b>	<b>(369)</b>	<b>25</b>	<b>52</b>



## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023**Note 20. Contingencies and assets/liabilities not recognised in the balance sheet**

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

**1. Land under roads**

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

At reporting date, Council controlled 88 km of road reserves of average width 9 metres.

**2. Potential insurance losses**

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductible "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

**3. Bank guarantees**

Council has not guaranteed any loans and other banking facilities.

**4. Legal expenses**

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had no notice of any appeals against planning decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.



Page 41 of 46

## City of Prospect

Financial Statements 2023

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2023

## Note 21. Related party transactions

## Key management personnel

## Transactions with key management personnel

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the Local Government Act 1999 . In all, 14 persons were paid the following total compensation:

\$ '000	2023	2022
<b>The compensation paid to key management personnel comprises:</b>		
Allowances	229	152
Employee Costs	979	693
Termination Benefits	—	228
<b>Total</b>	<b>1,208</b>	<b>1,073</b>

Amounts paid as direct reimbursement of expenses incurred on behalf of Council have not been included above.

## Receipts from key management personnel comprise:

Other than amounts paid as ratepayers or residents (e.g. rates, swimming pool entry fees, etc.), Council received the following amounts in total:

Contributions for Fringe Benefits Tax purposes	1	32
<b>Total</b>	<b>1</b>	<b>32</b>



**Galpins**  
Accountants, Auditors  
Business Consultants

**CHARTERED ACCOUNTANTS™**  
AUSTRALIA • NEW ZEALAND

**Mount Gambier**  
Commercial Street West  
Box 246, Mount Gambier SA 5290  
08) 8725 3068  
08) 8724 9553  
admin@galpains.com.au

**Stirling**  
14, 3-5 Mount Barker Road  
Box 727, Stirling SA 5152  
08) 8339 1255  
08) 8339 1266  
stirling@galpains.com.au

**Norwood**  
Bensington Road, Norwood SA 5067  
Box 4067, Norwood South SA 5067  
08) 8332 3433  
norwood@galpains.com.au

www.galpains.com.au

Galpins Trading Pty Ltd  
Tel: 89 656 702 886

Galpins is a company limited by a scheme approved  
under Professional Standards Legislation

## INDEPENDENT AUDITOR'S REPORT

### To the members of City of Prospect

#### Opinion

We have audited the accompanying financial report of City of Prospect (the Council), which comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Council Certificate of City of Prospect.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Council as at 30 June 2023, and its financial performance and its cash flows for the year then ended in accordance with the Australian Accounting Standards, *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

#### Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants (Including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Council's responsibility for the financial report

Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, Council is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Council either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Council's financial reporting process.

**Auditor's responsibility for the audit of the financial report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit of the financial report in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS**

**Luke Williams** CA, CPA Registered Company Auditor  
Partner

3 November 2023

**galpins**  
 accountants, Auditors  
 Business Consultants

  
 CHARTERED ACCOUNTANTS™  
 AUSTRALIA • NEW ZEALAND

**Mount Gambier**  
 Commercial Street West  
 Box 246, Mount Gambier SA 5290  
 (08) 8725 3068  
 (08) 8724 9553  
 admin@galpains.com.au

**Stirling**  
 4, 3-5 Mount Barker Road  
 Box 727, Stirling SA 5152  
 (08) 8339 1255  
 (08) 8339 1266  
 stirling@galpains.com.au

**Norwood**  
 Kensington Road, Norwood SA 5067  
 Box 4067, Norwood South SA 5067  
 (08) 8332 3433  
 norwood@galpains.com.au

www.galpains.com.au

Galpins Trading Pty Ltd  
 Tel: 89 656 702 886

Liability limited by a scheme approved  
 under Professional Standards Legislation

 Carbon

## INDEPENDENT ASSURANCE REPORT ON THE INTERNAL CONTROLS

### To the members of City of Prospect

#### Opinion

We have audited the compliance of City of Prospect (the Council) with the requirements of Section 125 of the *Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2022 to 30 June 2023 have been conducted properly and in accordance with law.

In our opinion, City of Prospect has complied, in all material respects, with *Section 125 of the Local Government Act 1999* in relation to Internal Controls established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with law for the period 1 July 2022 to 30 June 2023.

#### Basis for opinion

We conducted our engagement in accordance with applicable Australian Standards on Assurance Engagement ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* and ASAE 3150 *Assurance Engagements on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2022 to 30 June 2023. ASAE 3000 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### The Council's responsibility for internal controls

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with Section 125 of the *Local Government Act 1999* to ensure that the receipt, expenditure and investment of money, acquisition and disposal of property, and incurring of liabilities have been conducted properly and in accordance with law.

#### Our independence and quality control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and apply Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

**Auditor's responsibility**

Our responsibility is to express an opinion on the Council's compliance with Section 125 of the *Local Government Act 1999* in relation only to the internal controls established by the Council to ensure that financial transactions relating to receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities have been conducted properly and in accordance with law, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Information* and ASAE 3150 *Assurance Engagements on Controls*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with Section 125 of the *Local Government Act 1999* in relation only to the internal controls specified above for the period 1 July 2022 to 30 June 2023. ASAE 3000 also requires us to comply with the relevant ethical requirements for the Australian professional accounting bodies.

**Limitations of controls**

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An assurance engagement on controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

**Limitation of use**

This report has been prepared for the members of the Council in Accordance with Section 129 of the *Local Government Act 1999* in relation to the internal controls specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than for which it was prepared

**GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS**

**Luke Williams** CA, CPA Registered Company Auditor  
Partner

3 November 2023



City of Prospect

Financial Statements 2023

## General Purpose Financial Statements

for the year ended 30 June 2023

---

### Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of City of Prospect for the year ended 30 June 2023, the Council's Auditor, Galpins has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.



3

Chief Executive Officer



Presiding Member, Audit Committee

Date: 30 October 2023.



**galpins**  
Accountants, Auditors  
Business Consultants



CHARTERED ACCOUNTANTS™  
AUSTRALIA • NEW ZEALAND

**Mount Gambier**  
Commercial Street West  
Box 246, Mount Gambier SA 5290  
(8) 8725 3068  
(8) 8724 9553  
admin@galpins.com.au

**Stirling**  
4, 3-5 Mount Barker Road  
Box 727, Stirling SA 5152  
(8) 8339 1255  
(8) 8339 1266  
stirling@galpins.com.au

**Norwood**  
Hinsington Road, Norwood SA 5067  
Box 4067, Norwood South SA 5067  
(8) 8332 3433  
norwood@galpins.com.au

www.galpins.com.au

Galpins Trading Pty Ltd  
Phone: 89 656 702 886

Galpins is a company limited by a scheme approved  
under the Professional Standards Legislation



## CITY OF PROSPECT

### GENERAL PURPOSE FINANCIAL STATEMENTS For the year ended 30 June 2023

#### Statement by Auditor

I confirm that, for the audit of the financial statements of City of Prospect for the year ended 30 June 2023, I have maintained my independence in accordance with the requirements of APES 110 – *Code of Ethics for Professional Accountants (Including Independence Standards)*, Part 4A, published by the Accounting Professional and Ethical Standards Board, in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) *Local Government (Financial Management) Regulation 2011*.

#### GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS



**Luke Williams** CA, CPA Registered Company Auditor

Partner

3 November 2023

**10.9 FIRST BUDGET REVIEW 2023 - 2024****File Number:** IC23/325**Author:** Andrew Alderson, Acting Director City Corporate**Responsible Executive:** Andrew Alderson, Acting Director City Corporate**EXECUTIVE SUMMARY**





The original Annual Business Plan and Budget for 2023-2024 was adopted by Council at the meeting held 10 August 2023. The original budget forecast an *Operating surplus (before capital grants)* of approximately \$120k. After consideration of the *Asset Disposal & Fair Value Adjustments* and the *Amounts Received Specifically for New or Upgraded Assets*, the adopted budget presented a forecast *Net Surplus* position of \$12.655 million.

The 2023-2024 First Budget Review has resulted in an unfavourable net operating budget adjustment of \$788k, and a resulting revised forecast *Operating Deficit (before capital grants)* of approximately \$667k. After consideration of additional *Amounts Received Specifically for New or Upgraded Assets*, a revised *Net Surplus* position of \$11.850 million is projected for the financial year.

The unfavourable Operating Deficit adjustments predominately relate to operating projects carry forward, approximately \$805k. It should be noted that during the preparation of the Annual Business Plan and Budget \$369k of these projects were identified and of the residual \$435k of carried forward projects, the majority of them were committed to before 30 June 2023 but were not able to be finalised before the end of the financial year. This budget review also brings to account approximately \$3.867 million in carry forward capital expenditure. The Financial Statements for the proposed First Budget review are presented in **Attachment 1**.

The timing of the projects will require further review taking into consideration increasing accuracy of individual programming as the financial year progresses.

The key financial indicators are forecast to be as follows for the financial year:

<b>Financial Indicator</b>	<b>One Year Target Range</b>	<b>Original Budget</b>	<b>Proposed Revised Budget (BR1)</b>	<b>Target Achieved</b>
Operating Surplus Ratio	(1.0%) - 5.0%	0.4%	(2.2%)	
Interest Ratio	0% - 3%	3.5%	3.4%	
Net Financial Liabilities Ratio	≤90%	103%	106%	
Asset Renewal Funding Ratio	90% - 120%	235%	228%	

**RECOMMENDATION****That Council:**

1. Having considered Item 10.9 First Budget Review 2023 - 2024 receive and note the report (as presented in Attachments 1-3 of this report).
2. Adopts the revised projected Operating Deficit (before capital amounts) of \$778k, a projected net surplus (total comprehensive income amounts) of \$11.850 million, and a projected Net Borrowing position of \$15.113 million.

## DISCUSSION

The original Annual Business Plan and Budget for 2023-2024 was adopted by Council at the meeting held 10 August 2023. The original budget forecast an *Operating surplus (before capital grants)* of approximately \$120k. After accounting of the *Asset Disposal & Fair Value Adjustments* and the *Amounts Received Specifically for New or Upgraded Assets*, the adopted budget presented a forecast *Net Surplus* position of \$12.655 million.

The 2023-2024 First Budget Review has resulted in an unfavourable net operating budget adjustment of \$788k, and a resulting revised forecast *Operating Deficit (before capital grants)* of approximately \$667k. After consideration of additional *Amounts Received Specifically for New or Upgraded Assets*, a revised *Net Surplus* position of \$11.850 million is projected for the financial year.

The unfavourable Operating Deficit adjustments predominately relate to operating projects carry forward, approximately \$805k. It should be noted that during the preparation of the Annual Business Plan and Budget \$369k of these projects were identified and of the residual \$434k of carried forward projects, the majority of them were committed to before 30 June 2023 but were not able to be finalised before the end of the financial year. This budget review also brings to account approximately \$3.867 million in carry forward capital expenditure.

The First Budget Review contains revised forecast costings for the Recurrent Expenditure, Operating and Capital Projects and updates the 2023-2024 budget with the latest information and estimates known to-date and an updated forecast position.

### Recurrent Budget:

Given the adoption of the 2023-2024 budget in August 2023 any significant late adjustments that would normally be accounted for in the first budget update were able to be accommodated for. Two adjustments of note are presented in this report being:

- The inclusion of playground audit program which had previous been captured as an operating project (unfavourable \$40,000); and,
- The receipt of Risk Incentive funds which will be utilised to fund the from the front counter refurbishment at Payinthe (favourable \$57,00).

A summary of all Operating Budget adjustments is included in **Attachment 2**.

### Operating Projects

The First Budget Review mainly considers the proposal to carry forward funding from 2022-2023 (\$435k) and acknowledges Council approved retimed projects (\$369k) from the 2022-2023 budget review process.

### Capital Projects

The First Budget Review mainly considers the carry forward from the unfinished works from 2022-2023 (\$3.8m).

A summary of the carry forward capital and operating projects are contained in **Attachment 3**.





### Project Status Report:

The City Works and Presentation Quarterly Project Update is presented in item 10.10 of this agenda and provides key status updates for the major projects being undertaken as part of the budget.

### Key Financial Performance Indicators

Adjustments to the First Budget Review have unfavourably impacted one of Council's key financial indicators for 2023-2024.

These indicators are forecast to be as follows for the financial year:

Financial Indicator	One Year Target Range	Original Budget	Proposed Revised Budget (BR1)	Target Achieved
Operating Surplus Ratio	(1.0%) - 5.0%	0.4%	(2.2%)	
Interest Ratio	0% - 3%	3.5%	3.4%	
Net Financial Liabilities Ratio	≤90%	103%	106%	
Asset Renewal Funding Ratio	90% - 120%	235%	228%	

The First Budget Review forecasts that Council will achieve two of its four key financial indicators (Interest Ratio and Net Financial Liabilities Ratio) within the targets, favourably exceed the Asset Sustainability Ratio target, and not meeting the target for the Operating Surplus Ratio.

#### Nature of Budget Review Changes

The nature of the budget review changes is summarised below:

Identifier	Nature	Total Value
a	Policy Change	-
b	Revised Budget Estimates Approved by Council	15,660
c	Budget Savings / (Overruns)	(17,820)
d	Internal Adjustments	-
e	Operational Efficiency or Productivity Gains	-
f	Retimed from 2022-2023	369,436
g	Carry forwards 2022-2023	434,194
	<b>Total (net favourable adjustments)</b>	<b>805,790</b>

#### Impacts on the Long Term Financial Plan (LTFP)

The predominant movements within the First Budget Review affects the 2023-2024 financial year only.

Retiming of operating projects from prior year has led to a projected operating deficit for 2023-2024.

The Long Term Financial Plan is scheduled to be reviewed in February with Council Audit and Risk Committee and will take into account of the retimed projects, review assumptions and revised costing projections.

### Other Potential Adjustments

The First Budget Review brings to account information and activities that have occurred since the preparation and subsequent adoption of the Original Budget.

Council Administration continues to monitor the following items but currently has insufficient information to recommend a budget revision.

- Demand for many contractors and service personnel has greatly increased in recent months, especially in the areas of construction. As a result, impacts of delay to obtain a service or cost pressures are regularly being experienced. While all known impacts have been identified in the revised budget, this continues to be monitored closely.
- The timing of the projects will require further review taking into consideration increasing accuracy of individual programming as the financial year progresses. Some of the multiyear projects will require retiming to ensure alignment with cashflow projections.
- Council received 100% of its 2023-2024 Financial Assistance Grants in June 2023. As a result, this advance payment has been reported in the 2022-2023 financial statements. In line with the Council resolution, no adjustment for the advanced payment has been made to reflect the early payment.

### **Implications, Related Questions and Further Information**

The First Budget Review projects a Net *Borrowing* position of approximately \$15.1 million.

A Net *Borrowing* position means that Council does not have sufficient funds within the individual year to fund its budget.

Council's [Treasury Management Policy](#) (24/08/2021) states that Council will manage its cash holistically, within the constraints of its overall financial strategies and targets outlined in the Long Term Financial Plan. The Cash Advance Debenture Loans (CAD) is used to fund any short to medium term financing needs.

Council has an approved facility of up to \$11 million in place with the Local Government Finance Authority (LGFA). Council uses any cash surpluses to repay its Cash Advance Debenture Facilities.

Council's debt management is monitored and measured by two (2) Key Financial Indicators, called the Net Financial Liabilities Ratio and the Interest Cover Ratio. Both the KFI's are projected to be within the targets set by Council.

### **Relevance to Core Strategies / Policy**

- *Local Government Act 1999 S.123 (13)*
- Local Government (Financial Management) Regulations 2011 Regulation 9
- Budget Framework Policy

The Annual Budget and Budget Reviews underpin the Community Plan by providing the financial resource for all Community Plan activities relevant to that year.

### **ATTACHMENTS**

1. **Attachment 1 - Financial Statements**  
2. **Attachment 2 - Operating Budget Adjustments**  
3. **Attachment 3 - Operating & Capital Projects**  

City of Prospect

Financial Indicators

for the period ended 30 June 2024

	Target 2023-2024	Original Budget 2023-2024	Original Budget 2023-2024	Proposed BR1 2023-2024	Target Achieved by Proposed Budget
--	---------------------	---------------------------------	---------------------------------	------------------------------	--

These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

**Operating Surplus Ratio**

By what percentage does the operating income vary from operating expenses.  
This ratio expresses the operating surplus as a percentage of total operating revenue.

<b>Operating Surplus / (Deficit)</b>	(1%) - 5%	0.4%	0.4%	(2.2%)	
<b>Total Operating Revenue</b>					

**Interest Ratio**

Can Council service net interest expense incurred?  
Net interest is defined as Finance Cost Expenditure less Investment Income.  
Usage of net interest removes the reimbursement of interest repayment received from community loans and prevents overstatement of expenditure and Council's exposure.

<b>Net Interest</b>	0.0% - 3.0%	3.5%	3.5%	3.4%	
<b>Total Operating Income</b>					

**Net Financial Liabilities Ratio**

How significant is the net amount owned to others, compared to operating income?  
Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses).  
These are expressed as a percentage of total operating revenue.


<b>Net Financial Liabilities</b>	≤ 90%	103%	103%	106%	
<b>Total Operating Revenue</b>					

**Asset Renewal Funding Ratio**

Are assets being renewed and replaced in an optimal way?  
Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

<b>Asset Renewal Expenditure</b>					
<b>Infrastructure &amp; Asset Management Plan required expenditure</b>	90% - 120%	188%	235%	228%	

**Target Achieved Key**

Above Target Range (Favourable)	
Within Target Range	
Below Target Range (Unfavourable)	

## City of Prospect

## Uniform Presentation of Finances

for the period ended 30 June 2024

	Original Budget 2023-2024	Original Budget 2023-2024	Proposed Adjustments	Proposed BR1 2023-2024
	\$ '000	\$ '000	\$ '000	\$ '000
<b>Income</b>	30,056	30,056	56	30,112
<b>less Expenses</b>	29,935	29,935	844	30,779
<b>Operating Surplus / (Deficit)</b>	121	121	(788)	(667)
<b>less Net Outlays on Existing Assets</b>				
Capital Expenditure on Renewal and Replacement of Existing Assets	13,978	13,978	-	13,978
less Depreciation, Amortisation and Impairment	6,719	6,719	-	6,719
less Proceeds from Sale of Replaced Assets	75	75	-	75
<b>Net Outlays on Existing Assets</b>	7,184	7,184	-	7,184
<b>less Net Outlays on New and Upgraded Assets</b>				
Capital Expenditure on New and Upgraded Assets	12,199	12,199	-	12,199
less Amounts Received Specifically for New and Upgraded Assets	4,956	4,956	(18)	4,938
less Proceeds from Sale of Surplus Assets	-	-	-	-
<b>Net Outlays on New and Upgraded Assets</b>	7,243	7,243	18	7,261
<b>Net Outlays on Existing, New and Upgraded Assets</b>	14,427	14,427	18	14,445
<b>Net Lending / (Borrowing) for Financial Year</b>	(14,306)	(14,306)	(806)	(15,113)



## City of Prospect

## Statement of Comprehensive Income

for the period ended 30 June 2024

	Original Budget 2023-2024	Original Budget 2023-2024	Proposed Adjustments	Proposed BR1 2023-2024
	\$ '000	\$ '000	\$ '000	\$ '000
<b>Income</b>				
Rates Revenues	26,380	26,380	(2)	26,378
Statutory Charges	1,173	1,173	-	1,173
User Charges	371	371	-	371
Grants, Subsidies and Contributions	1,499	1,499	-	1,499
Investment Income	165	165	-	165
Reimbursements	213	213	57	270
Other Income	242	242	-	242
Net Gain - Equity Accounted Council Businesses	14	14	-	14
<b>Total Income</b>	<b>30,056</b>	<b>30,056</b>	<b>56</b>	<b>30,112</b>
<b>Expenses</b>				
Employee Costs	10,307	10,307	-	10,307
Materials, Contracts & Other Expenses	11,708	11,708	844	12,551
Depreciation, Amortisation & Impairment	6,719	6,719	-	6,719
Finance Costs	1,202	1,202	-	1,202
Net loss - Equity Accounted Council Businesses	-	-	-	-
<b>Total Expenses</b>	<b>29,935</b>	<b>29,935</b>	<b>844</b>	<b>30,779</b>
<b>Operating Surplus / (Deficit)</b>	<b>121</b>	<b>121</b>	<b>(788)</b>	<b>(667)</b>
Asset Disposal & Fair Value Adjustments	75	75	-	75
Amounts Received Specifically for New or Upgraded Assets	4,956	4,956	(18)	4,938
Physical Resources Received Free of Charge	-	-	-	-
<b>Net Surplus / (Deficit)</b>	<b>5,152</b>	<b>5,152</b>	<b>(806)</b>	<b>4,346</b>
<b>Other Comprehensive Income</b>				
<i>Amounts which will not be reclassified subsequently to operating result</i>				
Transfer to Accumulated Surplus on Sale of Revalued I,PP&E	7,504	7,504	-	7,504
<b>Total Comprehensive Income</b>	<b>12,656</b>	<b>12,656</b>	<b>(806)</b>	<b>11,850</b>

## City of Prospect

## Statement of Financial Position

for the period ended 30 June 2024

	Original Budget 2023-2024	Original Budget 2023-2024	Proposed Adjustments	Proposed BR1 2023-2024
	\$ '000	\$ '000	\$ '000	\$ '000
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash and Cash Equivalents	50	50	-	50
Trade & Other Receivables	2,029	2,029	-	2,029
Inventories	2	2	-	2
<b>Total Current Assets</b>	<b>2,080</b>	<b>2,080</b>	<b>-</b>	<b>2,080</b>
<b>Non-Current Assets</b>				
Financial Assets	506	506	-	506
Investment Property	8,380	8,380	-	8,380
Equity Accounted Investments in Council Businesses	153	153	-	153
Infrastructure, Property, Plant & Equipment	268,684	268,684	-	268,684
Other Non-Current Assets	522	522	-	522
<b>Total Non-Current Assets</b>	<b>278,245</b>	<b>278,245</b>	<b>-</b>	<b>278,245</b>
<b>TOTAL ASSETS</b>	<b>280,325</b>	<b>280,325</b>	<b>-</b>	<b>280,325</b>
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Trade & Other Payables	4,321	4,321	-	4,321
Borrowings	1,664	1,664	-	1,664
Provisions	1,653	1,653	-	1,653
<b>Total Current Liabilities</b>	<b>7,637</b>	<b>7,638</b>	<b>-</b>	<b>7,638</b>
<b>Non-Current Liabilities</b>				
Borrowings	25,868	25,868	805	26,673
Provisions	98	98	-	98
<b>Total Non-Current Liabilities</b>	<b>25,966</b>	<b>25,966</b>	<b>805</b>	<b>26,771</b>
<b>TOTAL LIABILITIES</b>	<b>33,603</b>	<b>33,604</b>	<b>805</b>	<b>34,409</b>
<b>Net Assets</b>	<b>246,722</b>	<b>246,721</b>	<b>(805)</b>	<b>245,916</b>
<b>EQUITY</b>				
Accumulated Surplus	84,447	84,447	(806)	83,641
Asset Revaluation Reserves	157,620	157,620	-	157,620
Other Reserves	4,655	4,655	-	4,655
<b>Total Council Equity</b>	<b>246,722</b>	<b>246,722</b>	<b>(806)</b>	<b>245,916</b>

City of Prospect

Statement of Changes in Equity  
for the period ended 30 June 2024

	Original Budget 2023-2024	Original Budget 2023-2024	Proposed Adjustments	Proposed BR1 2023-2024
	\$ '000	\$ '000	\$ '000	\$ '000
<b>Accumulated Surplus</b>	84,447	84,447	(806)	83,641
<b>Asset Revaluation Reserve</b>	157,620	157,620	-	157,620
<b>Other Reserves</b>	4,655	4,655	-	4,655
Transfers between Reserves	-	-	-	-
<b>Balance at the end of period</b>	<u>246,722</u>	<u>246,722</u>	<u>(806)</u>	<u>245,916</u>

## City of Prospect

## Statement of Cash Flows

for the period ended 30 June 2024

	Original Budget 2023-2024	Original Budget 2023-2024	Proposed Adjustments	Proposed BR1 2023-2024
	\$ '000	\$ '000	\$ '000	\$ '000
<b>Cash Flows from Operating Activities</b>				
<u>Receipts</u>				
Operating Receipts	29,522	29,522	58	29,947
Investment Receipts	160	160	5	165
<u>Payments</u>				
Operating Payments to Suppliers and Employees	(22,007)	(22,007)	(851)	(22,858)
Finance Payments	(1,202)	(1,202)	-	(1,202)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>6,473</b>	<b>6,473</b>	<b>(788)</b>	<b>6,052</b>
<b>Cash Flows from Investing Activities</b>				
<u>Receipts</u>				
Amounts Received Specifically for New/Upgraded Assets	4,956	4,956	(18)	4,938
Sale of Replaced Assets	75	75	-	75
Repayments of Loans by Community Groups	219	219	-	219
<u>Payments</u>				
Expenditure on Renewal/Replacement of Assets	(13,978)	(13,978)		(20,557)
Expenditure on New/Upgraded Assets	(3,819)	(3,819)		(992)
Purchase of Investment Property	(8,380)	(8,380)		(8,380)
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(20,927)</b>	<b>(20,927)</b>	<b>(18)</b>	<b>(24,698)</b>
<b>Cash Flows from Financing Activities</b>				
<u>Receipts</u>				
Proceeds from Borrowings	8,700	8,700		8,700
<u>Payments</u>				
Repayments of Borrowings	(1,506)	(1,506)	-	(1,506)
Repayment of Lease Liabilities	(73)	(73)		(73)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>7,121</b>	<b>7,121</b>	<b>0</b>	<b>7,121</b>
<b>Net Increase (Decrease) in Cash Held</b>	<b>(7,333)</b>	<b>(7,333)</b>	<b>(806)</b>	<b>(11,525)</b>
plus: Cash & Cash Equivalents at beginning of period	(922)	(922)		2,502
<b>Cash &amp; Cash Equivalents at end of period</b>	<b>(8,255)</b>	<b>(8,255)</b>	<b>(806)</b>	<b>(9,023)</b>

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2023-2024	Revised BR1 Budget	Proposed BR1 Adjustments			Proposed Revised BR3 2023-2024 Budget	Comments	Fav / Unfav	Budget Adjustment Nature
			Recurrent	Projects	Total				
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000			
<b>Income</b>									
<b>Rates Revenues</b>									
<i>Recurrent Income</i>									
Rates Revenue			(2)		(2)		Reduction to Village Heart rates to reflect actual revenue	✘	b
<b>Total Rates Revenues</b>	26,380	26,380	(2)	-	(2)	26,378			
<b>Statutory Charges</b>									
<i>Recurrent Income</i>									
<b>Total Statutory Charges</b>	1,173	1,173	-	-	-	1,173			
<b>User Charges</b>									
<i>Recurrent Income</i>									
<i>Project Income</i>									
<b>Total User Charges</b>	371	371	-	-	-	371			
<b>Grants, Subsidies and Contributions</b>									
<i>Recurrent Income</i>									
<i>Project Income</i>									
<b>Total Grants, Subsidies and Contributions</b>	1,499	1,499	-	-	-	1,499			
<b>Investment Income</b>									
<b>Total Investment Income</b>	165	165	-	-	-	165			
<b>Reimbursements</b>									
<i>Recurrent Income</i>									
Work Health Safety & Welfare Income			57		57		\$57k Risk Incentive Funds received from LGRS to address the safety, WHS and design deficiencies of the existing front counter at Payinthi.	✓	b
<i>Project Income</i>									
<b>Total Reimbursements</b>	213	213	57	-	57	270			
<b>Other Income</b>									
<i>Recurrent Income</i>									
<i>Project Income</i>									
<b>Total Other Income</b>	242	242	-	-	-	242			
<b>Net Gain - Equity Accounted Council Businesses</b>									
<b>Total Net Gain</b>	14	14	-	-	-	14			
<b>Total Income</b>	30,056	30,056	56	-	56	30,112			

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2023-2024	Revised BR1 Budget	Proposed BR1 Adjustments			Proposed Revised BR3 2023-2024 Budget	Comments	Fav / Unfav	Budget Adjustment Nature
			Recurrent	Projects	Total				
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000			
<b>Expenses</b>									
<b>Employee Costs</b>									
<i>Recurrent Expenditure</i>									
<b>Total Employee Costs</b>	10,307	10,307	-	-	-	10,307			
<b>Materials, Contracts &amp; Other Expenses</b>									
<i>Recurrent Expenditure</i>									
Comprehensive Playground Safety and Compliance Aud			(40)		(40)		Reinstatement of budget, missed in budget build	✓	b
<i>Project Expenditure</i>									
Service Reviews				(50)	(50)		Retimed from FY23	✓	f
Financial Reporting				(50)	(50)		Retimed from FY23	✓	f
Assisted Document Registration				(57)	(57)		Retimed from FY23	✓	f
ERP Improvement				(91)	(91)		FY23 Carry Forward	✓	g
Leases & Licenses Documentation Refresh				(80)	(80)		FY23 Carry Forward	✓	g
Asset Condition Audit				(116)	(116)		FY23 Carry Forward	✓	g
Green Tunnel Program				(29)	(29)		FY23 Carry Forward	✓	g
Integrated Transport Strategy Development				(36)	(36)		FY23 Carry Forward	✓	g
GIS Upgrade				(92)	(92)		Retimed from FY23	✓	f
Asset Systems and Data Management				(120)	(120)		Retimed from FY23	✓	f
Payinthe Kumangka				(20)	(20)		FY23 Carry Forward	✓	g
Ovingham activation grants				(9)	(9)		FY23 Carry Forward	✓	g
Catalyst City Growth, Prosperity & Placemaking				(18)	(18)		FY23 Carry Forward	✓	g
Village Heart Marketing Fund				(9)	(9)		FY23 Carry Forward offset against Revenue reduction	✓	g
Sharepoint Implementation				(27)	(27)		FY23 Carry Forward	✓	g
<b>Total Materials, Contracts &amp; Other Expenses</b>	11,708	11,708	(40)	(804)	(844)	12,551			
<b>Depreciation, Amortisation &amp; Impairment</b>									
<b>Total Depreciation, Amortisation &amp; Impairment</b>	6,719	6,719	-	-	-	6,719			
<b>Finance Costs</b>									
<b>Total Finance Costs</b>	1,202	1,202	-	-	-	1,202			
<b>Net loss - Equity Accounted Council Businesses</b>									
<b>Total Net loss - Equity Accounted Council Businesses</b>	-	-	-	-	-	-			
<b>Total Expenses</b>	29,935	29,935	(40)	(804)	(844)	30,779			
<b>Operating Surplus / (Deficit)</b>	120	121			(788)	(667)			

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2023-2024	Revised BR1 Budget	Proposed BR1 Adjustments			Proposed Revised BR3 2023-2024 Budget	Comments	Fav / Unfav	Budget Adjustment Nature
			Recurrent	Projects	Total				
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000			
<b>Asset Disposal &amp; Fair Value Adjustments</b>									
Total Asset Disposal & Fair Value Adjustments	75	75	-	-	-	75			
<b>Amounts Received Specifically for New or Upgraded Assets</b>									
Broadview Sports Grnd Tennis Infra Upgrade Year1/2			(286)		(286)		Remove Broadview Tennis Club Grant as not successful to date	x	c
Local Roads & Community Infrastructure Program-Inc			268		268		LCRI Stage 4	✓	c
<b>Total Amounts Received Specifically for New or Upgraded Assets</b>	<b>4,956</b>	<b>4,956</b>	<b>(18)</b>	<b>-</b>	<b>(18)</b>	<b>4,938</b>			
<b>Physical Resources Received Free of Charge</b>									
Total Physical Resources Received Free of Charge	-	-	-	-	-	-			
Net Surplus / (Deficit)	5,152	5,152			(806)	4,346			
<b>Other Comprehensive Income</b>									
Total Other Comprehensive Income	-	-	-	-	-	-			
Total Comprehensive Income	5,152	5,152			(806)	4,346			

<u>Legend: Budget Adjustment Nature</u>	
a	Policy Change
b	Revised Budget Estimates Approved by Council
c	Budget Overruns/Savings
d	Internal Adjustment Excluding Budget Overruns (inc Grants, Reallocation)
e	Operational Efficiency Gain / Productivity Saving
f	Retimed from FY23
g	Carry Forward from FY23

Connected & Caring

2023-2024 Operating & Capital Projects

Operating Project		Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Art Walk		60,000						60,000	56,909	250	95%
Events Core Program		155,000						155,000	13,700	26,018	9%
Broadview Community and Sports Hub Opening		10,000						10,000	0	0	0%
Strategic Community Plan		30,000						30,000	7,720	0	26%
Christmas Festive Community Program		20,000						20,000	0	0	0%
		<b>275,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>275,000</b>	<b>78,329</b>	<b>26,268</b>	<b>28%</b>

Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	Commitments
Prospect Mens Shed Expansion	N	100,000						100,000	0	15,150	0%
Payinithi Front Counter Upgrade	R	0		57,210				57,210	0	0	0%
		<b>100,000</b>	<b>0</b>	<b>57,210</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,210</b>	<b>0</b>	<b>15,150</b>	<b>0%</b>

Active & Engaged

2023-2024 Operating & Capital Projects

Operating Project		Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Your Prospect		66,500						66,500	17,141	19,964	26%
Bi-Annual Prospect Portrait Prize		6,000						6,000	0	0	0%
		<b>72,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,500</b>	<b>17,141</b>	<b>19,964</b>	<b>24%</b>

Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Library Collection	R	117,000						117,000	171	1,364	0%
Open Space Strategy - Percy Street Reserve Upgrade	R	215,783	86,331					302,114	0	287,098	0%
Open Space Strategy - RL Pash Res Consul/Concept	R	446,000	25,307	243,000				714,307	8,180	36,738	1%
St Helens Park Lighting Upgrade	R	120,000						120,000	5,500	0	5%
St Helens Park Rotunda Upgrade	R	220,000						220,000	0	0	0%
Open Space Strategy - Matthews Reserve Design	R	60,000						60,000	0	3,500	0%
Open Space Strategy - Irish Harp Reserve	R	493,377	301,987					795,364	954	749,998	0%
		<b>1,672,160</b>	<b>413,625</b>	<b>243,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,328,785</b>	<b>14,805</b>	<b>1,078,698</b>	<b>1%</b>



Proud of our past, Excited by our future

2023-2024 Operating & Capital Projects

Operating Project	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Heritage Thematic Analysis	50,000						50,000	0	0	0%
Digital Heritage Walking Trail Scoping Study	5,000						5,000	0	0	0%
Payinthi Kumangka	0	19,994					19,994	1,315	0	7%
	<b>55,000</b>	<b>19,994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,994</b>	<b>1,315</b>	<b>0</b>	<b>0</b>

Inclusive & Diverse

2023-2024 Operating & Capital Projects

Operating Project	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
	0	0	0	0	0	0	0	0	0	0%

Creative & Innovative

2023-2024 Operating & Capital Projects

Operating Project	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Village Heart Marketing Fund	20,000	10,530	-1,550				28,980	12,727	0	44%
Business Support Op Project	120,000						120,000	15,288	0	13%
Catalyst City Growth, Prosperity & Placemaking	50,000	17,813					67,813	6,134	0	9%
Public Art - Operations	25,000						25,000	1,050	3,130	4%
	<b>215,000</b>	<b>28,343</b>	<b>-1,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>241,793</b>	<b>35,199</b>	<b>3,130</b>	<b>15%</b>

Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Public Art	N	27,750	20,590					48,340	6,000	10,000	12%
Christmas Decorations	N	15,000						15,000	0	14,964	0%
		<b>42,750</b>	<b>20,590</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,340</b>	<b>6,000</b>	<b>24,964</b>	<b>9%</b>

Responsible & Sustainable

2023-2024 Operating & Capital Projects

Operating Project		Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Integrated Transport Strategy Development		182,000	36,420					218,420	675	0	0%
Waste Diversion Trial - Weekly Green Bin		70,000						70,000	580	0	1%
Green Tunnel Program		154,500	28,509					183,009	0	140,000	0%
Saturated Stream Trial		11,000						11,000	1,602	16,152	15%
Prospect Oval Expansion - Operating Project		28,938						28,938	0	21,030	0%
Asset Systems and Data Management		0		120,000				120,000	0	0	0%
		<b>446,438</b>	<b>64,929</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>631,367</b>	<b>2,857</b>	<b>177,182</b>	<b>0%</b>

Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Broadview Oval Community & Sports Hub	R	1,681,615	825,090	50,000				2,556,705	1,555,391	1,043,176	61%
Council Buildings & Structures - Capital Works	R	340,000						340,000	0	0	0%
Sport Fields Subsurface Drainage Invest & Design	R	60,000						60,000	0	0	0%
Prospect Oval (Payinithi Yarta) Centre Pitch Renewal	R	70,000						70,000	0	0	0%
Road Design/Construction - Design Future Projects	R	100,000						100,000	2,090	0	2%
Broadview Community & Sports Hub Landscape Upgrade	R	35,000						35,000	0	0	0%
Drainage Design/Construction	R	54,900						54,900	0	6,325	0%
Fleet Management - Capital Acquisitions	R	164,657	739,217					903,874	287,143	0	32%
Footpath Construction - Miscellaneous	R	460,048		268,180				728,228	155,776	135,169	21%
Prospect Oval (Payinithi Yarta) Goal Posts Renewal	R	98,997						98,997	0	0	0%
Stormwater Management Plan Stage 2 - HEP	R	600,000						600,000	0	0	0%
Roundabout - Howard St & Rosetta St	N	400,000	16,004					416,004	23,683	11,740	6%
Kerb and Gutter Renewal	R	981,621						981,621	107,804	1,039,851	11%
Car Park Renew : Mem Gardens & Broadview Sport Hub	R	100,000						100,000	0	0	0%
Bus Shelter Upgrades (DDA Compliance)	N	50,000						50,000	0	0	0%
RL Pash Reserve Water Sensitive Urbn Design	N	228,000		-228,000				0	0	0	0%
Prospect Rd South - Landscaping Improvement Design	N	35,000						35,000	0	0	0%
Road Design/Reconstruction	R	1,450,303	76,607					1,526,910	0	361,596	0%

Responsible & Sustainable

2023-2024 Operating & Capital Projects

Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Pedestrian Kerb Ramp	R	28,662						28,662	0	9,272	0%
Broadview Sports Grnd Tennis Infra Upgrade Year1/2	R	850,000	41,371					891,371	33,870	68,362	4%
Prospect Tennis Club Courts Renewal	R	375,000	33,100					408,100	12,370	21,432	3%
Churchill Rd : Rd Recon/Drainage Upgrade	R	4,006,920	216,738					4,223,658	57,870	99,677	1%
Livingstone Ave : Rd Recon/Drainage Upgrade	R	1,711,270	62,337	500,250				2,273,857	53,180	41,499	2%
Islington Station Share Path	R	350,000						350,000	3,750	0	1%
Prospect Oval Lighting Upgrade Design	R	200,000						200,000	0	44,800	0%
Prospect Oval Expansion - Capital	N	8,470,000						8,470,000	311,270	4,830	4%
Project Management AMP's - Capitalised Salaries	R	970,434		-50,000				920,434	84,354	73,541	9%
Open Space Strategy - Peppermint Gums Desgn/Constr	R	0	17,705	36,000				53,705	9,378	39,053	0%
Street Lighting Upgd - Michell St & Williamson Lne	R	0	2,500					2,500	2,528	0	101%
Open Space Lighting - St Helens Park & Barker Gard	R	0	20,191					20,191	3,090	0	15%
St Helen's Park Rotunda - Cond Assmt & Remid Desgn	R	0	30,602					30,602	248	24,922	1%
NAFC Chair Lift	N	0	42,121					42,121	0	1,600	0%
Toilet Block Renewal (Prospect Oval)	R	0	98,860					98,860	0	0	0%
Memorial Gardens Pavilion Renewal	R	0	79,401					79,401	0	0	0%
Toilet Renewal Works (6 Public Toilets)	R	0	124,768					124,768	0	0	0%
Charles Cane Reserve - Storage Shed & related work	N	0	60,000					60,000	0	0	0%
		<b>23,872,427</b>	<b>2,486,612</b>	<b>576,430</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,935,469</b>	<b>2,703,794</b>	<b>3,026,845</b>	<b>10%</b>

Services Activities

2023-2024 Operating & Capital Projects

Operating Project	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
Asset Condition Audit	125,000	115,502					240,502	64,823	85,491	27%
Service Reviews	25,000		50,000				75,000	0	0	0%
ERP Improvement	0	91,208					91,208	13,838	0	15%
Leases & Licenses Documentation Refresh	0	80,000					80,000	0	9,600	0%
Sharepoint Implementation	0	26,768					26,768	0	0	0%
GIS Upgrade	0		92,436				92,436	0	0	0%
Assisted Document Registration	0		57,000				57,000	0	0	0%
Financial Reporting	0		50,000				50,000	0	0	0%
	<b>150,000</b>	<b>313,478</b>	<b>249,436</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>712,914</b>	<b>78,661</b>	<b>95,091</b>	<b>11%</b>

2023-2024 Operating & Capital Projects

Capital Project	New/Upgrade (N) /Renewal (R)	Original Budget 2023-2024	Carry Forwards From 2022-2023	BR1 Adjustments	BR2 Adjustments	BR3 Adjustments	Carry Forwards To 2024-25	Revised Budget 2022-2023	Actuals to 30 September 2023	Commitments	% spent of Full Year Budget
ICT Infrastructure upgrade	R	250,000						250,000	0	0	0%
Modular Audio Visual Equipment for TK	N	100,000	11,000					111,000	0	0	0%
Digital LED Display Board	N	25,000						25,000	0	0	0%
Telephone System	R	0	58,968					58,968	6,287	0	11%
		<b>375,000</b>	<b>69,968</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>444,968</b>	<b>6,287</b>	<b>0</b>	<b>1%</b>
<b>TOTAL OPERATING PROJECT EXPENDITURE</b>		<b>1,213,938</b>	<b>426,744</b>	<b>367,886</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,008,568</b>	<b>213,501</b>	<b>321,635</b>	<b>11%</b>
Total New / Upgrade Asset		9,450,750	149,715	-228,000	0	0	0	9,372,465	340,953	58,284	4%
Total Renewal Asset		16,611,587	2,841,080	1,104,640	0	0	0	20,557,307	2,389,934	4,087,374	12%
<b>TOTAL CAPITAL PROJECT EXPENDITURE</b>		<b>26,062,337</b>	<b>2,990,795</b>	<b>876,640</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,929,772</b>	<b>2,730,886</b>	<b>4,145,657</b>	<b>9%</b>

**10.10 QUARTERLY PROJECTS UPDATE (NOVEMBER 2023)****File Number:** IC23/318**Author:** Amir Eskandari, Manager PMO & Project Delivery**Responsible Executive:** Sam Dilena, Director City Works & Presentation**EXECUTIVE SUMMARY**

This quarterly project update report provides an overview of the progress of Council's capital and operating projects being delivered by the City Works & Presentation team. The purpose of this report is to provide information to Council and highlight potential risks and/or issues associated with each project. The projects have been categorised into the following categories:

- Transport Assets Renewal Programs
- Drainage Upgrade Projects
- Civil Construction projects
- Open Space and Streetscape Projects
- Recreational Projects
- Building and Facility Management Projects
- Miscellaneous and Operating Projects
- External State Government Delivered Projects.

Further detailed information on project budgets, expenditure, progress, and associated issues or risks can be found in **Attachment 1**.

This report also seeks that Council;

- endorse of the community consultation strategy for the Matthews Reserve Upgrade project as detailed in the report in accordance with City of Prospect's Community Engagement Policy.
- endorse the revised project scope and community consultation strategy for the Livingstone Avenue Project Upgrade, including approval of the funding strategy for additional funds as detailed in this report is sought.
- Notes the successful outcome of Council's grant funding application through the 2023-2024 State Bicycle Fund for the upgrade of Islington Shared Path design.
- Considers a summary overview of the current design and required budget to install a chairlift at the Prospect Oval main entrance and on providing disability access through the car park via Willcox Avenue in lieu of installing a chairlift at the main entrance.

**RECOMMENDATION**

That Council:

1. Having considered Item 10.10 Quarterly Projects Update (November 2023) receives and notes the report.
2. Endorses Matthews Reserve Upgrade Community Consultation strategy as presented in this report and supports staff to proceed to Round 1 Community Consultation.
3. Endorses the revised project scope for Livingstone Avenue as detailed in this report, and supports submitting a request for variation to the existing grant funding deed through the State Government's Local Government Infrastructure Partnership Program, should this be required.
4. Supports the strategy outlined in the report for the engagement with residents on Livingstone Avenue Upgrade Project.
5. Approves the funding strategy for the Livingstone Avenue Upgrade project as proposed in the report, including supporting the allocation of \$707k from the 2024/25 Transport Renewal budget for the completion of revised scope of the project in that financial year.
6. Notes that Council's application for \$20k grant funding for planning investigation and design development of an upgrade to the Islington Shared Path through the 2023-2024 State Bicycle Fund has been successful.
7. Notes the current design and additional budget required for Prospect Oval Chairlift and supports providing disability access through the car park via Willcox Avenue, subject to reciprocal support from the Council's Disability Access and Inclusion Group, as detailed in this report.
8. Having considered the proposal from the Broadview Football Club endorses the sale of any residual fixed building improvement items from the existing Broadview Football Clubrooms prior to demolition and dumping, to help support the significant investment being made by the Broadview Football Club into the new building fit out, subject to the following:
  - (a) The Club ensuring public liability insurance remains in place for the facility during the works; and
  - (b) The Club ensures any works are undertaken by competently skilled persons in a safe manner.

**DISCUSSION**

The purpose of this report is to provide Council with updates on the current status of public realm works within the City of Prospect. These works encompass projects that are currently underway or are proposed to be undertaken, where staff are either directly or indirectly involved in their delivery.

For further details on project budgets, expenditure, timing and issues/ risks, please refer to **Attachment 1**.

This report captures, and is inclusive of the following projects:

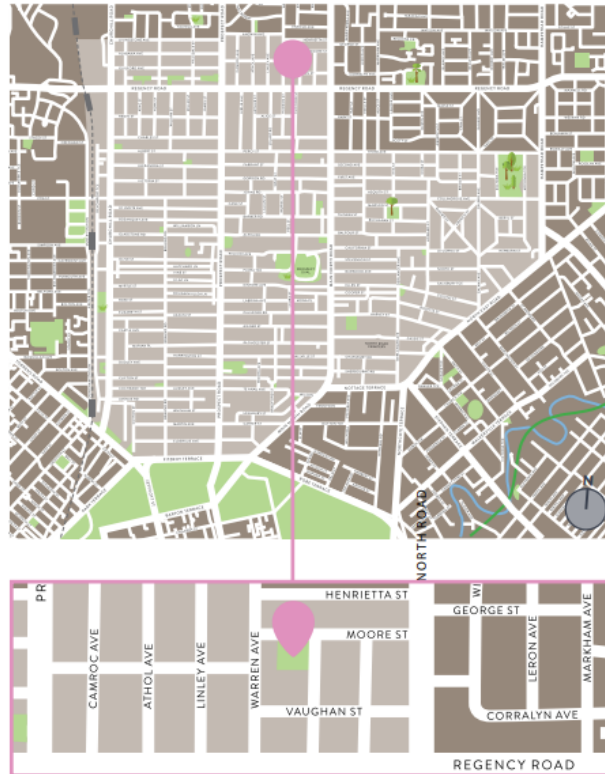
- Transport Assets Renewal Programs
  - Footpath Renewal
  - Kerb and Gutter Renewal
  - Road Design and Reconstruction
  - Bus Shelter Upgrades (DDA Compliance)
  - Pedestrian Kerb Ramps

- Drainage Upgrade Projects
  - Churchill Road Drainage Upgrade - Stage 1
  - Livingstone Avenue Drainage & Reconstruction
  - SMP Stage 2 - HEP Channel Investigation and Design
  - Drainage Design/Construction
- Civil Construction Projects
  - Roundabout - Howard Street and Rosetta Street
  - Islington Shared Path Upgrade
- Open Space and Streetscape Projects
  - Peppermint Gums Reserve Upgrade - Design Only
  - Percy Street Reserve Upgrade
  - RL Pash Reserve Upgrade
  - RL Pash Reserve Water Sensitive Urban Design
  - Irish Harp Reserve Upgrade
  - Mathews Reserve Upgrade - Concept and Detailed Design
  - Prospect Road South - Landscaping Improvement Design
  - St Helens Park Lighting Upgrade
  - Broadview Community & Sports Hub Landscape Upgrade
- Recreational Projects
  - Prospect Tennis Club Courts Renewal including Memorial Gardens car park
  - Broadview Sports Ground Tennis Infrastructure Upgrade
  - Broadview Oval Community & Sports Hub Upgrade including car park and landscaping
  - Prospect Oval Lighting Design
  - Prospect Oval (Payinthe Yarta) Goal Posts Renewal
  - Prospect Oval (Payinthe Yarta) Centre Pitch Renewal
  - Sporting Fields - Subsurface Drainage Investigation & Design
- Building and Facility Management Projects
  - Charles Cane Reserve Storage Shed
  - Memorial Gardens Pavilion Renewal
  - Toilet Block Renewal (Prospect Oval)
  - Toilet Renewal Works (6 Public Toilets)
  - NAFC Chair Lift
  - St Helens Park Rotunda Upgrade
  - Nailsworth Community Shed - Stage 2
  - Council Buildings & Structures
  - Front Counter Desk Reconfiguration
- Miscellaneous and Operating Projects
  - Fleet Management - Capital Acquisitions
  - Green Tunnel Program
  - Asset Management Condition Assessment
  - Integrated Traffic Plan (ITP)
  - Waste and Diversion Trial
  - Saturated Steam Trial
  - Project Management Framework (PMF)
- External State Government Delivered Projects

## Matthews Reserve Upgrade

The design of Matthews Reserve Upgrade was initially planned to be carried out in the 2022/23 Financial Year. However, as the result of Council receiving grant funding for RL Pash Reserve as an election commitment from the State Government, Council in its meeting on 23 August 2022 resolved to defer the Matthews Reserve project to allow RL Pash Reserve project to be delivered in accordance with grant funding requirements.

Matthews Reserve is a 3,500 sqm<sup>2</sup> park located near the northern boundary of City of Prospect, on the corner of Struan Avenue and Moore Street, Prospect (as shown in the map below).



Council's Open Space Strategy identifies Matthews Reserve as a 'local' park, catering to the individuals residing within 400m of the Reserve, with a catchment population of 3,582 residents. The park is designed to encourage short, frequent visits and offers flexible spaces for informal/low-key activities, predominantly passive recreation, and provides safe and appealing maintenance.

One of the reserve's prominent features is the presence of the Blair Athol Tennis Club including three (3) tennis courts, which have restricted access via formal bookings through the club.

In the 2023/24 financial year, the Council has allocated a budget of \$60,000 to carry out community consultation and design of the reserve upgrade.

The proposed community consultation strategy is a level 2 consultation, which aims to consult and involve residents of Prospect in a transparent decision-making process to plan and design the Matthews Reserve upgrade. The purpose of the community consultation aims to identify key priorities and preferences of the community regarding the features and facilities to be included in the upgraded reserve.

As a major long-term stakeholder in the park, the Blair Athol Tennis Club will also be formally consulted as part of this process. An initial early engagement was undertaken with the club in October 2023 with Council staff on this project and their use of the tennis courts. However, a more formal engagement (via letter drop and information gathering) will occur with this group alongside the broader public consultation process. The goal of engaging directly with the Blair Athol Tennis Club is to better understand the club and its use of the courts (usage, hours of operation, membership, nature of groups/squads playing, etc.), their current and projected finances, including understanding the club's investments in the existing infrastructure, their long-term vision and



objectives, infrastructure needs, their views on opening the facilities to the public, and the infrastructure required to facilitate this (i.e. automated key locks or otherwise).

Two rounds of public engagement are proposed as follows:

- **Round 1 engagement:** will inform the community on the future upgrade (including pre-requisites for the scope) and gather data on how the park is currently used and what users would like to see as part of the upgrade. At this stage, the formal request for information and feedback will be directed to the Blair Athol Tennis Club also. Based on the feedback, a draft concept plan will be developed for the Council's consideration of support for consultation.
- **Round 2 engagement:** will present a draft concept plan to the community and stakeholders for feedback, gather the level of support on the plan, and also identify any areas the community wish to alter. The proposed public consultation with the community and stakeholders will determine the final scope of the Concept Plan for Matthews Reserve which will then be presented to the Council for its consideration of adoption.

The round 1 engagement proposed, which is proposed to commence on 4 December 2024 and close on 14 January 2024, will target residents within a 200m radius, but it will be open to all residents city-wide. Council members, Blair Athol Tennis Club, Prospect North Primary School and Council's Access and Inclusion Group will also be consulted. Online and written Survey, Council website, Engagement Hub, social media, mail out, on-site signage, eNews, Workshops, and drawing/photo activities for children and young people are tools which are proposed to be utilised in this engagement process.

At this stage the Council's endorsement is sought for the community consultation strategy for Matthews Reserve upgrade as detailed in this report.

### Livingstone Avenue Upgrade

A Councillor Information Session and Workshop was held on 7 November 2023 to provide Council Members with an update on the status of the Livingstone Avenue Upgrade project. The scope of this project consists of underground stormwater upgrade and reconstruction/renewal of road infrastructure, where required.

In 2022, Council was successful securing \$1.15 million grant funds through the Local Government Infrastructure Partnership Program (LGIPP) with the Council's contribution of \$1.15 m. Council also allocated an additional amount of \$1 million from its Transport Renewal budget in 2023/24 financial year, totalling the project budget to \$3.3 million.

The project has undergone site investigations, option assessment and design development to determine the most appropriate and cost-effective solution to reduce flood damages to flood-affected properties and improve condition of the road infrastructure and access to properties. The project is currently progressing, with the detailed design being developed. The total expenditure to date including current commitments to complete the detailed design equates to \$247k.

As part of the design development process, a construction cost estimate was developed, indicating the costs to deliver the full scope of the project as referenced in the original grant funding deed being significantly over budget at **\$5.3m**. However, in light of this significant budget challenge, staff worked closely with the project designer and cost consultant to value manage the design, without altering the intent and objectives of the project.

As such, it is proposed to reduce the extent of footpath reconstruction, kerb reconstruction and road reconstruction, and replace this with road reseal and localised kerb and footpath repairs. Specifically this is at the eastern and western ends of Livingstone Avenue in the sections between Mendes Street to Maud Street, and also Hillsdale Street to Prospect Road. These sections do not have the same challenges with topographical levels, stormwater pooling/flooding issues, poor quality footpaths and other matters that are present in the section which runs between Maud Street and Hillsdale Street.

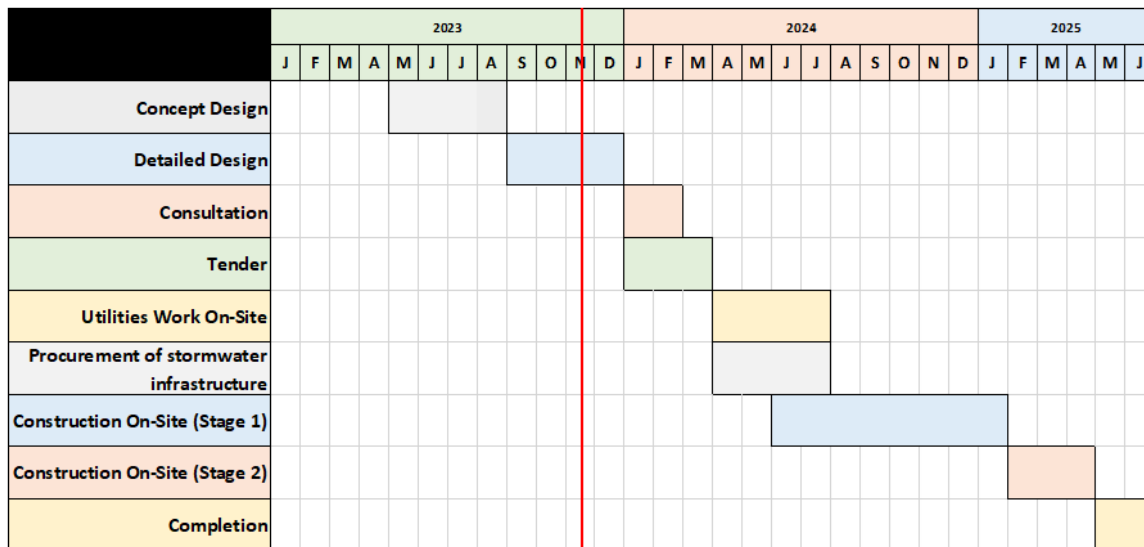
These assets at the western and eastern ends have been assessed as still having appropriate life, and replacement at this time is considered to be overservicing. Staff are in the process of confirming with the grant provider their support for these changes and will seek to lodge a grant variation if they deem it necessary.

The revised scope is proposed to be delivered in two stages as shown in **Attachment 2**.

Following this value management process, the construction of the revised scope was costed at **\$3.76m**. Considering the current budget vs current expenditure, the project has a budget shortfall of \$707k to complete Stages 1 and 2. It is proposed that this amount is funded from the 2024/25 Financial Year Transport Renewal budget. These funds will be used to finalise renewal works needed primarily in the sections between Mendes Street to Maud Street, and also Hillsdale Street to Prospect Road. Given the overall timing of the project, if funded the progression of the entire project will appear relatively seamless to the community.

The total cost of the project, including design costs to date, is \$4.07m, with Council proposed funding contribution \$2.92m and the State Government \$1.15m.

Currently, the project is scheduled to be completed by June 2025 as per the following timeline:



Staff are seeking to undertake community engagement in early 2024. The proposed engagement strategy is to inform all residents on Livingstone Avenue and those who might be impacted by the construction works of the current design and proposed construction timeframe and impacts.

There will be limited opportunity for residents to specifically influence the broad design, but staff will seek feedback on the design generally, and how it relates to their property. Staff will also undertake targeted consultation with residents who have non-compliant driveway crossover issues and attempt to seek individual solutions for each. There will also be an opportunity for residents to provide input into tree species for potential infill planting opportunities.

### Islington Shared Path Upgrade

In June 2023, Council submitted an application for \$20k through 2023/24 State Bicycle Fund to undertake the planning and design of Islington Shared Path Upgrade. The purpose of the project is to complete the planning investigation and design development of an upgrade to the Islington Shared Path to provide a safe and accessible off-road path. The scope of this design includes the sealed pathway, landscaping and path lighting.

A notification was received from the State Government (Department for Infrastructure and Transport) advising the City of Prospect has been successful in its application.

This design project will be delivered as part of Churchill Road Drainage Upgrade (Stage 1A) and is aimed to be completed by June 2024.

**Prospect Oval Chairlift**

The Prospect Oval Disability Access project, also known as NAFC Chairlift, is a carried forward project from 2022/23 financial year with an approved budget of \$55k.

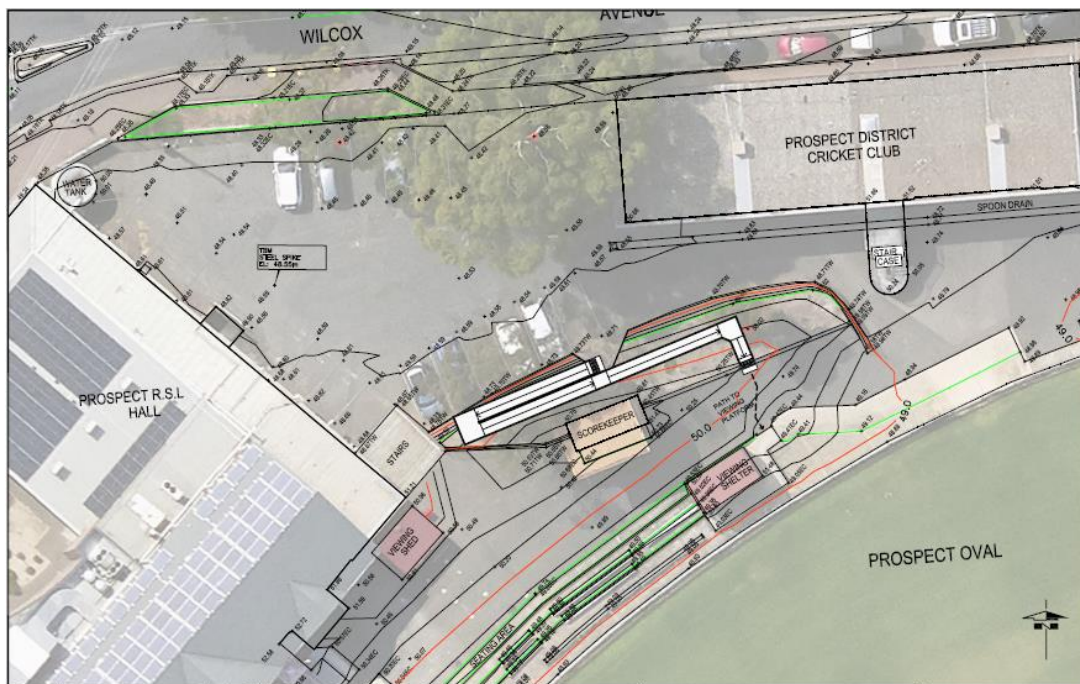
Staff engaged a consultancy firm to carry out investigation and detailed design to provide disability access to the Prospect Oval disability viewing area. In this study, different access measures explored including the use of ramps or platform lifts to access the oval facilities. The options also considered additional modifications that are required as per a disability access assessment conducted by consultants Able Access. The explored options include:

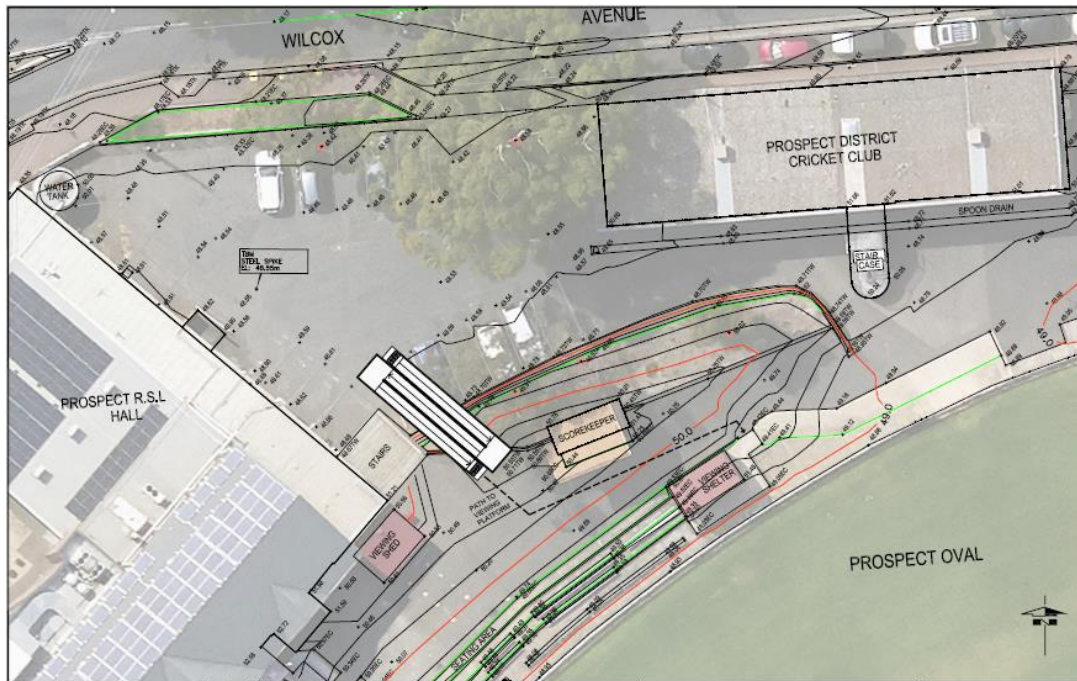
Access Ramp via Main Entrance

Ramps are standard solutions for providing accessible alternatives to staircases in many situations. However, it can be impractical to install ramps when retrofitting a building due to spatial requirements. The main entrance into the oval off Menzies Crescent has a staircase with a total height of approximately 1.5m. Therefore, providing a ramp in this vicinity would require a minimum ramp length of 21m (to provide a maximum slope of 1:14) plus the addition of landings at intervals. Therefore, this option was deemed impractical due to spatial constraints and extensive demolition requirements.

Ramp Installation at North-Western Carpark

As an alternative option, the installation of a ramp at the oval’s north-western carpark, accessible off Wilcox Avenue was explored. The carpark provides direct access into the oval’s main concourse by a large staircase, rising a total of 1.9m. This location is ideal for a ramp due to the larger space available. Therefore, two ramp concept designs were developed in this area as shown in the figures below.





However, these ramp installation options were discounted on the basis that these ramps may become redundant in future as the result of master planning and the redevelopment of the oval.

Stair Platform Lift

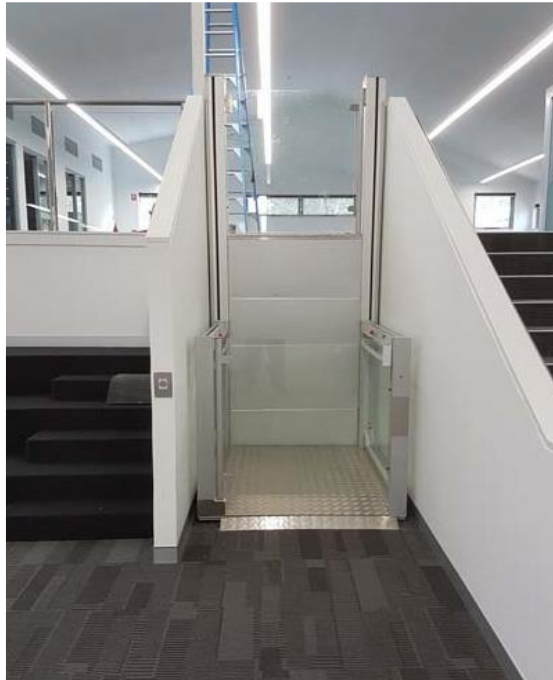
Stair-platform lifts (SPL) are machines mounted to the inclined railing of a staircase ( an example is shown below). A user mounts the platform which proceeds to track the length of the railing, allowing users to ascend or descend a staircase.



As the disability access assessment conducted by Able Access Design has already highlighted the noncompliance of handrailing along the venue’s staircases, this option was not pursued.

Installation of Vertical Platform Lift

Vertical platform lifts (VPL) are small elevators that do not require an elevator shaft. VPLs consist of a platform that is raised and lowered between floors with a range of travel distances available. With many models in production, various platform sizes are available with different aesthetic options to suit different applications. An example vertical platform lift is shown below.



A small empty space to the side of the primary staircase into the oval (shown below) was identified for the installation of an VPL. This space is wide enough to accommodate a platform lift and provides direct access into the venue along the main concourse.



To install a compliant VPL at this location, some alterations will need to be made to the existing including reconstruction of kerbing along the top level provide a passageway onto the lift. Demolition of the water basin in the walkway, replace existing staircase handrailing and extend beyond the staircase, partially demolish the existing staircase, to relocate the handrailing and widen the space to the side of the stairs.

The VPL will create accessible entry into Prospect oval from the primary entrance of the North Adelaide Football Club. However, it will make a longer travel path from the lift to the accessible viewing shelter as shown below:



This option has been designed and a cost estimate developed by an independent quantity surveyor as per below:

Ref	Location	Total Cost \$
A	Vertical Platform Lift	153,330.10
B	Access Pathway	77,394.50
<b>ESTIMATED NET COST</b>		<b>230,724.60</b>

Proposed Arrangement

In light of the challenges presented by various options and the significant budget required to install a chairlift at the oval’s main entrance, staff recommend to provide disability access through the carpark on Wilcox Avenue with the following changes to the existing configurations:

- Provide a designated area for drop off and pick up in the carpark
- Provide disability carpark
- Improve disability access to oval accessible viewing area including widening the entrance, reconstructing a compliant ramp and providing new handrails

Considering the original budget of \$55k, the expenditure/commitment of \$17k to date, the remaining funds of \$38k is considered to be adequate for the minor modifications listed above.

It should also be noted that any future master planning for the oval should consider a permanent solution for disability access to the main entry.

The project and staff recommendation were presented to the Disability Access and Inclusion Group on 23 November 2023 (day of this Agenda’s finalisation). An update will be provided prior to Council members prior to the meeting.

**Broadview Hub – Exiting Building Improvements.**

The existing clubrooms of the Broadview Football Club (the Club) were constructed by founding members who contributed both financially and with their own time to complete the existing clubroom building. Since the existing building was completed, and over the years, there have been numerous building improvements, some contributed by Council others by the Club directly. As part of the Club's fundraising for the new facility, they arranged for a fundraising auction to maximise the value from their existing redundant assets which will be reinvested into their direct costs associated with the new building fit out. This included loose furniture and fixtures, appliances, tables and chairs all of which were sold, and recycled. These were the Club's items to do with as they pleased noting any money generated would be reinvested back into the new building.

As part of their current licence agreement the Club is required to seek written approval from Council should they wish to remove fixed structures, improvements, and fixtures. Council staff have been advised it is the intent of the Club to remove fixed items such as roof sheeting, fixed joinery and flooring to sell these items should a willing buyer be established for the purpose of generating additional funds, which they can intend to reinvest back into the new building fit out.

The Club seeks Council support and approval to proceed, noting that the existing building is scheduled for demolition and none of the existing building fabric was intended to be salvaged. They intend to spend time removing these items, transporting and selling them in their own time, and at their cost, to generate further fit out funds for the benefit of the new building and community.

Council staff support this approach by the Broadview Football Club to maximise any value remaining from salvage on the basis they retain appropriate public liability insurance cover during the period of this work on the existing building and the works are undertaken by competently skilled persons in a safe manner.

**Relevance to Core Strategies / Policy**

- Annual Business Plan and Budget 2023/2024
- Annual Business Plan and Budget 2022/2023
- City of Prospect Open Space Strategy
- Barker Inlet Central Stormwater Management Plan

**Community Plan: Towards 2040****► Connected & Caring****FY 20/21 Measures**

CC1.2 Undertake Local Roads & Community Infrastructure Program projects upon successful grant applications for better transport connections and to stimulate economy post COVID-19

**2 to 5 year timeline**

CC2.1 Develop a City Wide Transport and Movement Plan and complete planned upgrades in Broadview locality

CC2.2 Facilitate new bars, cafes, restaurants and other businesses which diversify our local offerings

CC2.3 Continuing to support the success of Prospect Road and its traders

CC2.4 Ensure greater recognition and support of precincts and neighbourhood gathering places such as Collinswood Precinct, Broadview Sports and Recreation Precinct / Yarnta Tutu yarta, Nailsworth Hall, Charles Cane / Parndo yerta Reserve, Howard Street precinct across the City.

**► Inclusive & Diverse****2 to 5 year timeline**

ID2.1 Implement the findings of the Disability Access & Inclusion Plan

**► Creative & Innovative****FY 20/21 Measures**

CI1.1 Deliver a Public Art Program (including through grants) to improve key public areas throughout the city for Prospect residents, businesses and visitors

**► Responsible & Sustainable****FY 20/21 Measures**

RS1.1 Plant additional street trees to align with the 'Green Tunnel' strategy

RS1.2 Ensure at least 50% of road construction and maintenance materials purchased is recycled content

**2 to 5 year timeline**

RS2.2 Promote and support projects (public and private) that include water quality and Water Sensitive Urban Design measures

RS2.4 Understand and increase levels of annual tonnes of recycled materials used in our civil infrastructure projects

RS2.7 Demonstrate innovation in the supply and delivery of infrastructure projects

**ATTACHMENTS**

1. **Quarterly Projects Update** [↓](#) 
2. **Livingstone Avenue Revised Scope** [↓](#) 



City of Prospect - 2023/24 Capital Projects Status Report							
City Works & Presentation				Reporting Period: November 2023			
PROJECT PROGRESS							
Project	2023/24 Budget	Expenditure to October 2023	Forecasted Completion Date	Current Stage of Progress	Status		
					Budget	Timing/Program	Issues/Risks
<b>Transport Assets Renewal Programs</b>							
Footpath Renewal	\$460,048	\$173,083	June 2024	Construction	●	●	●
Kerb and Gutter Renewal	\$981,621	\$132,546	June 2024	Construction	●	●	●
Road Design and Reconstruction	\$1,526,910	\$0	June 2024	Construction	●	●	●
Bus Shelter Upgrades (DDA Compliance)	\$50,000	\$0	June 2024	Scoping	●	●	●
Design Future Projects	\$100,000	\$2,090	June 2024	Contract Awarded	●	●	●
Pedestrian Kerb Ramps	\$28,662	\$0	June 2024	Construction	●	●	●
<b>Drainage Upgrade Projects</b>							
Churchill Road Drainage Upgrade - Stage 1	\$4,223,658	\$59,917	December 2025	Procurement	●	●	●
Livingstone Avenue Drainage & Reconstruction	\$2,273,857	\$53,180	June 2025	Detailed Design	●	●	●
SMP Stage 2 - HEP Channel Investigation and Design	\$585,570	\$0	June 2024	Scoping	●	●	●
Drainage Design/Construction	\$54,900	\$4,951	June 2024	Investigation	●	●	●
<b>Civil Construction Projects</b>							
Roundabout - Howard Street and Rosetta Street	\$416,004	\$29,593	June 2024	Procurement	●	●	●
Islington Shared Path Upgrade - Design Only	\$43,000	\$3,750	June 2024	Not Commenced	●	●	●
<b>Open Space and Streetscape Projects</b>							
Peppermint Gums Reserve Upgrade - Design Only	\$53,705	\$19,166	June 2024	Detailed Design	●	●	●
Percy Street Reserve Upgrade	\$302,114	\$287	March 2024	Construction	●	●	●
RL Pash Reserve Upgrade including WSUD	\$714,307	\$8,180	June 2024	Procurement	●	●	●
Irish Harp Reserve Upgrade	\$795,364	\$144,871	March 2024	Construction	●	●	●
Mathews Reserve Upgrade - Concept and Detailed Design	\$60,000	\$5,644	June 2024	Scoping	●	●	●
Prospect Road South - Landscaping Improvement Design	\$35,000	\$0	June 2024	Scoping	●	●	●
St Helens Park Lighting Upgrade	\$120,000	\$5,500	June 2024	Design	●	●	●
<b>Recreational Projects</b>							
Prospect Tennis Club Courts Renewal including Memorial Gardens Car Park	\$458,100	\$12,370	Subject to Grant	Awaiting Grant Outcomes	●	●	●
Broadview Sports Ground Tennis Infrastructure Upgrade	\$891,371	\$36,030	Subject to Grant	Concept Design	●	●	●
Broadview Oval Community & Sports Hub Upgrade including Landscape and Carpark Upgrade	\$2,641,705	\$1,928,834	January 2024	Construction	●	●	●
Prospect Oval Lighting Design	\$200,000	\$1,800	June 2024	Concept Design	●	●	●
Prospect Oval (Payinthy Yarta) Goal Posts Renewal	\$98,997	\$0	June 2024	Design	●	●	●
Prospect Oval (Payinthy Yarta) Centre Pitch Renewal	\$70,000	\$0	June 2024	Design	●	●	●
Sporting Fields - Subsurface Drainage Investigation & Design	\$60,000	\$0	June 2024	Detailed Design	●	●	●
<b>Building and Facility Management Projects</b>							
Charles Cane Reserve Storage Shed - carried forward from 2022/23 FY	\$60,000	\$0	June 2024	Procurement	●	●	●
Memorial Gardens Pavilion Renewal - carried forward from 2022/23 FY	\$79,401		December 2023	Construction	●	●	●
Toilet Block Renewal (Prospect Oval) - carried forward from 2022/23 FY	\$98,860		December 2023	Complete	●	●	●
Toilet Renewal Works (6 Public Toilets) - carried forward from 2022/23 FY	\$124,768		December 2023	Construction	●	●	●
NAFC Chair Lift - carried forward from 2022/23 FY	\$42,121	\$0	June 2024	Design/ Scoping	●	●	●
St Helens Park Rotunda Upgrade	\$250,602	\$0	June 2024	Development Application	●	●	●
Nailsworth Community Shed Expansion - Stage 2	\$100,000	\$720	June 2024	Design/ Scoping	●	●	●
Council Buildings & Structures							
Includes: • Broadview Oval (Yarnta Tutu Yarnta) Storage Shed • Air Raid Shelter Investigations & Design • Nailsworth Hall operable wall • Bike Racks and Cage at Payinthy • Town Hall Roof Restoration.	\$340,000	\$0	June 2024	Not Commenced	●	●	●
Front Counter Desk Reconfiguration	\$57,210		March 2024	Procurement	●	●	●
<b>Miscellaneous and Operating Projects</b>							
Fleet Management - Capital Acquisitions	\$903,873	\$287,143	June 2024	Scoping	●	●	●
Green Tunnel Program	\$183,009	\$0	June 2024	Scoping	●	●	●
Asset Management Condition Assessment	\$125,000	\$149,265	June 2024	Commenced	●	●	●
Integrated Traffic Plan (ITP)	\$218,420	\$675	June 2024	Commenced	●	●	●
Waste and Diversion Trial	\$70,000	\$6,463	March 2024	Commenced	●	●	●
Saturated Steam Trial	\$11,000	\$3,205	June 2024	Commenced	●	●	●
Project Management Framework (PMF)	\$50,000		June 2024	Procurement	●	●	●
<b>External State Government Delivered Projects</b>							

Stages 3-4 Project  
Flash Report Template  
Rev. May 07

C:\Offline Records (PR)\Council Reporting - Monthly Projects Update - " LAND, OPEN SPACE AND FACILITIES MANAGEMENT - Projects\Quarterly Project Update Report - November 2023

23/11/2023

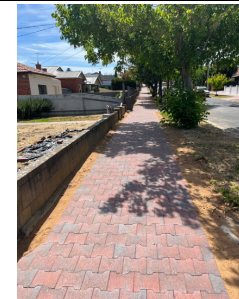
**2023-2024 Renewal Program (Transport Assets) Status Report**

City Works & Presentation  
Period: November 2023

Summary Project Status Definition		Legend	
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties.	Date revised from last update	text
Amber	There are potential difficulties and risks which will be escalated if the issue cannot be resolved or agreed within the next timeframe.	Date impacted, to be revised in next update	text
Red	Activity is problematic and overdue. Items with a red rating require specific intervention.	Work Completed	text

**Project: Footpath Construction**

Road Name	From	To	Side	Start:	Finish:
May St	Third Avenue	Council Boundary	Both	Oct-23	Oct-23
Edinburgh St	Beatrice St	Victoria St	Both	Aug-23	Aug-23
Moore St	Warren St	Main North Rd	Both	Sep-23	Sep-23
Redin St	King St	York St	North	Feb-23	Mar-24
Gullford Ave	Hillsdale St	Prospect Rd	Both	Oct-23	Nov-23



Updates:	Status
<b>Budget Variations:</b> Nil	Green
<b>Timing/Programme:</b> Nil	Green
<b>Issues/Risks:</b> Nil.	Green

**Discussion:**  
All footpath works listed for upgrade in 2023/24 have been completed except Redin Street which has been postponed to facilitate local events and high traffic movement in the area. Works will be completed early in 2024.



**Project: Kerb and Gutter Constructions**

Road Name	From	To	Side	Start:	Finish:
Azalea Street	Braund St	Prospect Road	South	Feb-24	Mar-24
Farrant Street	Gray Street	Main North Road	South	Aug-23	Sep-23
Redin Street	Miller Street	York Street	Both	Sep-23	Oct-23
Penn Place	Main North Road	Highbury St	Both	Apr-24	May-24
Peel Street	Alpha Rd	Barker Rd	Both	Sep-23	Oct-23
Iona St	Bridges St	Galway St	Both	Dec-23	Jan-24
Miller St	Charles St	Regency Rd	Both	Sep-23	Oct-23
Elderslie Ave	Cotton St	Braund Rd	Both	Sep-23	Oct-23
Redin St	King St	York St	Both	Feb-24	Mar-24
Alabama St	Hillsdale St	Prospect Rd	Both	Sep-23	Oct-23
Iona St	Meredith St	Bridges St	Both	Oct-23	Nov-23
Richards Ln	Olive St	Staple Court	Both	Sep-23	Oct-23
Labrina Avenue	Watkins St	Prospect Rd	Both	Dec-23	Jan-24
May St	Third Avenue	Council Boundary	Both	Nov-23	Nov-23
Gordon Rd	Prospect St	Gray St	Both	Feb-24	Mar-24
Azalea Street	Braund Road	Prospect Road	North	Mar-24	Apr-24



Updates:	Status
<b>Budget Variations:</b>	Green
<b>Timing/Programme:</b>	Green
<b>Issues/Risks:</b> Nil.	Green

<b>Discussion:</b>					
Kerb renewal works are underway with the aim to complete the works that are not subject to the design by the end of 2023. Gordon Road, Azalea Street and Le Hunte Ave are included in the civil design package and will be completed once the design is finalised.					
<b>Project: Road Design/Reconstruction</b>					
<b>Road Name</b>	<b>From</b>	<b>To</b>	<b>Side</b>	<b>Start:</b>	<b>Finish:</b>
Farrant Street	Gray Street	Main North road		TBC	TBC
Eaton Avenue	Livingstone Avenue	Council Boundary		TBC	TBC
Farrant Street	Prospect Road	Gray Street		TBC	TBC
Azalea Street	Braund Road	Prospect Road		TBC	TBC
Devonport Terrace	Allan St	Elizabeth St		TBC	TBC
Braund Rd	Gladstone Rd	Bosanquet Ave		TBC	TBC
Newbon St	Currie St	D'Erlanger St		TBC	TBC
St Peter Place	De costa Ave	College Ave		TBC	TBC
Le Cornu St	Howard St	Rheims St		TBC	TBC
Roseberry Lane	Redmond St	Cassie St		TBC	TBC
Laburnum Lane	Vine St	End (South)		TBC	TBC
Church Lne	Gloucester St	Millner St		TBC	TBC
Cooper St	Gilbert St	D'Erlanger St		TBC	TBC
<b>Updates:</b>					<b>Status</b>
<b>Budget Variations:</b> Nil.					Green
<b>Timing/Programme:</b> Nil.					Green
<b>Issues/Risks:</b> Nil.					Green
<b>Discussion:</b>					
A contract has been awarded to Downer EDI. It is anticipated that works on roads that are not subject to the design package may commence in January 2024. This is subject to confirmation from Downer as they also have a pipeline of works to deliver with DIT where timing of those works is not yet fully understood.					
<b>Project: Bus Shelter Upgrades (DDA Compliance)</b>					
<b>Budget:</b>	\$ 50,000	<b>Start:</b>	October 2023		
<b>Expenditure:</b>	\$ -	<b>Finish:</b>	June 2024		
<b>Grant Funding:</b>	N/A				
<b>Updates:</b>					<b>Status</b>
<b>Budget Variations:</b>					Amber
<b>Timing/Programme:</b> The project commencement was delayed due to resourcing constraints. Condition assessment of paths leading to bus stops and the structure of bus shelters is being arranged.					Amber
<b>Issues/Risks:</b> Nil.					Amber
<b>Discussion:</b>					

<b>Project:</b>	<b>Design Future Projects</b>			 <p><b>Request for Quotation</b> <b>Contract LGAP 20073</b> <b>Supply of Engineering &amp; Professional Technical Services</b></p> <table border="1"> <tr> <td>Council</td> <td>City of Prospect</td> </tr> <tr> <td>Authorised Officer:</td> <td>Name: Sam Wellington Position: Senior Project Manager</td> </tr> <tr> <td>Request for Quotation Title</td> <td>Design Packages Project 2023/24</td> </tr> <tr> <td>Closing Time for Request for Quotation:</td> <td>5pm Friday October 27 2023 (Adelaide Time)</td> </tr> <tr> <td>Quotes to be returned to:</td> <td>Via VendorPanel ONLY Quotation addressed by email. The quotation will NOT be considered if the Council receives in advice that the Evaluation Period allocated to this Quotation is nearly 00) Days.</td> </tr> <tr> <td>Statutory Evaluation Period</td> <td>A tenderer's quotation must remain open for no less time than the Statutory Evaluation Period.</td> </tr> </table>	Council	City of Prospect	Authorised Officer:	Name: Sam Wellington Position: Senior Project Manager	Request for Quotation Title	Design Packages Project 2023/24	Closing Time for Request for Quotation:	5pm Friday October 27 2023 (Adelaide Time)	Quotes to be returned to:	Via VendorPanel ONLY Quotation addressed by email. The quotation will NOT be considered if the Council receives in advice that the Evaluation Period allocated to this Quotation is nearly 00) Days.	Statutory Evaluation Period	A tenderer's quotation must remain open for no less time than the Statutory Evaluation Period.
Council	City of Prospect															
Authorised Officer:	Name: Sam Wellington Position: Senior Project Manager															
Request for Quotation Title	Design Packages Project 2023/24															
Closing Time for Request for Quotation:	5pm Friday October 27 2023 (Adelaide Time)															
Quotes to be returned to:	Via VendorPanel ONLY Quotation addressed by email. The quotation will NOT be considered if the Council receives in advice that the Evaluation Period allocated to this Quotation is nearly 00) Days.															
Statutory Evaluation Period	A tenderer's quotation must remain open for no less time than the Statutory Evaluation Period.															
<b>Budget:</b>	\$ 100,000	<b>Start:</b>	September 2024													
<b>Expenditure:</b>	\$ -	<b>Finish:</b>	June 2024													
<b>Grant Funding:</b>	N/A															
<b>Updates:</b>				<b>Status</b>												
<b>Budget Variations:</b>				Amber												
<b>Timing/Programme:</b>	Anticipated date of award is 24/11/2023 which is approximately two weeks behind schedule.			Amber												
<b>Issues/Risks:</b>	Nil.			Green												
<b>Discussion:</b>	Following a tender process, it was highlighted that the project budget is not adequate for the full scope of the design package however tenderers have repriced - priority items to be awarded only.															
<b>Project:</b>	<b>Pedestrian Kerb Ramps</b>															
<b>Budget:</b>	\$ 25,850	<b>Start:</b>	September 2023													
<b>Expenditure:</b>	\$ -	<b>Finish:</b>	June 2023													
<b>Grant Funding:</b>	N/A															
<b>Updates:</b>					<b>Status</b>											
<b>Budget Variations:</b>	Nil				Amber											
<b>Timing/Programme:</b>	Nil				Amber											
<b>Issues/Risks:</b>	Nil.				Green											
<b>Discussion:</b>	These will be completed in line with the Kerb & Gutter renewal program to upgrade the pedestrian kerb ramps and to ensure compliance with Australian Standards. Recently, the intersection of Mawson St and Howard St has been completed. The King Street and Redin Street should take place in early 2024.															

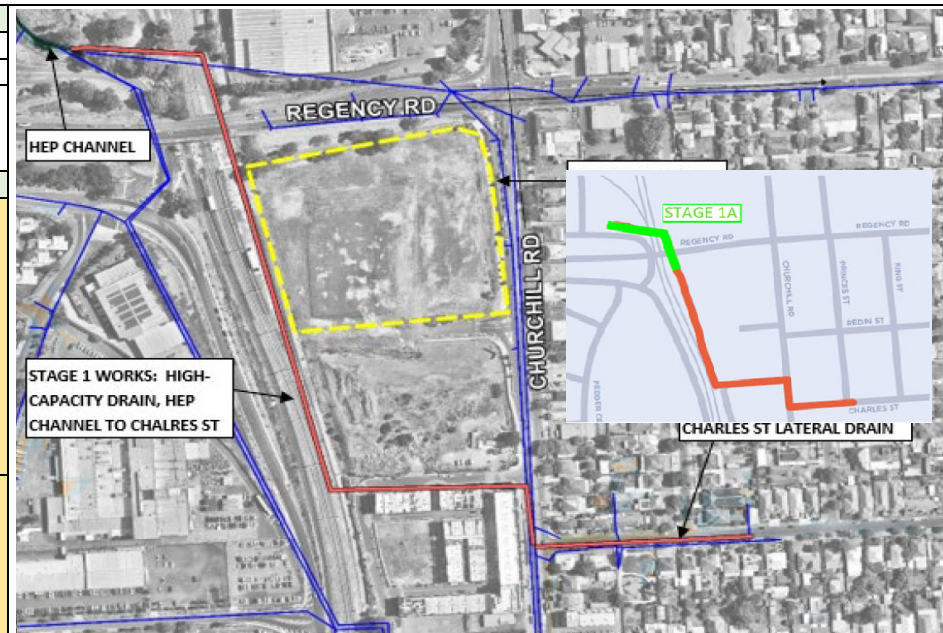
### 2023-2024 Capital & Operating Projects Status Report

City Works & Presentation  
 Period: November 2023

Summary Project Status Definition	
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties.
Amber	There are potential difficulties and risks which will be escalated if the issue cannot be resolved or agreed within the next timeframe.
Red	Activity is problematic and overdue. Items with a red rating require specific intervention.

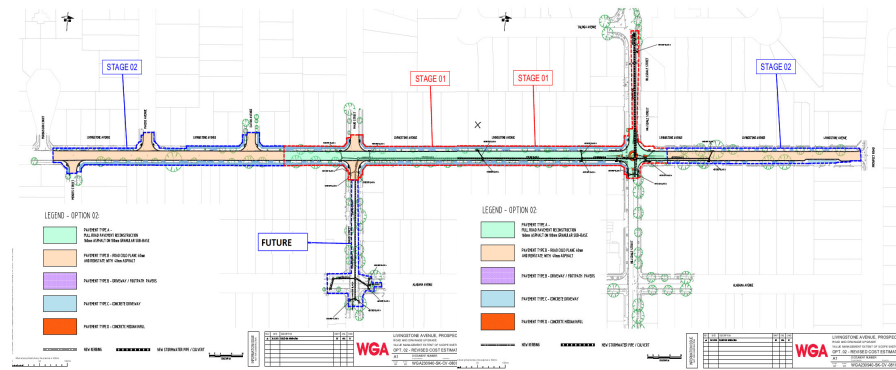
#### CAPITAL PROJECTS - DRAINAGE UPGRADE

<b>Project:</b>	Churchill Road Drainage Upgrade Stage 1		
<b>2023/2024 Budget:</b>	\$ 4,223,658	<b>Start:</b>	March 2022
<b>YTD Expenditure:</b>	\$ 59,917	<b>Finish:</b>	December 2025
<b>Grant Funding:</b>	\$1.5 million contribution by National Flood Mitigation Fund (via SAFECOM). \$1.5 million contribution by SMA.		
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b>	<p>The project has been re-scoped to enable 'Stage 1A' to be delivered in accordance with the original budget of \$4.5m. A variation request was submitted to the SMA and SAFECOM to confirm their support for the revised scope. The SMA has approved the variation and SAFECOM will confirm their position before the end of 2023. A strategy for the pursuit of funding to complete the remainder of the project is being presented to Council in this Agenda meeting, and if supported, this would involve an application to the Disaster Ready Fund in early 2024.</p>		
<b>Timing/Programme:</b>			
	<b>Amber</b>		
	<b>Amber</b>		



<p><b>Issues/Risks:</b>                  Cost, timing and constructability implications with drain crossing the railway lines and an arterial road bridge, and congestion of services under Churchill Road; major services in Stage 1A include an SA Water trunk water main (to be relocated) and SA Water trunk sewer main (to be protected).                  Renewal SA development site has also presented risks associated with timing and integration of the boundary interface with the Islington Shared Path based on drain alignment.</p>	<p>Red</p>
<p><b>Discussion:</b></p>	
<p>The project has undergone several stages of strategy and design development, optimisation, and flood modelling to determine the most appropriate and cost-effective solution to resolve flooding issues in the City of Prospect (Council). Its objectives include preventing floodwaters from affecting the ARTC rail line and rail depot sites, reducing flood damages and flood-affected properties, improving flood protection of private property, improving insurability for local residents and businesses within the flood zone, improving property values within the flood zone, unlocking further property development, and providing more developable land by not using land area for stormwater detention.</p> <p>The project's current budget is \$4.5 million which includes a \$1.5 million co-contribution from Council and grants of \$1.5 million from the National Flood Mitigation Infrastructure Program (NFMIP), coordinated via South Australian Fire and Emergency Services Commission (SAFECOM), and \$1.5 million from the Stormwater Management Authority (SMA).</p> <p>However, the full upgrade of Churchill Road Drainage (Stage 1) is estimated to cost \$14.8 million. Therefore, the project has been broken down into two stages with Stage 1A involving completing a small portion of the high-capacity outfall drain under the rail reserve and the Regency Road bridge until approximately 20 metres south of Regency Road. Stage 1B involves the continuation of the trunk drain through the shared path, to Churchill Road and connecting it to the low point on Charles Street. The full extent of the Stage 1 project is shown in the figure above.</p> <p>The SMA has approved the project variation for the reduced scope (i.e. Stage 1A) and new project timeframe. While awaiting variation approval from the Commonwealth, documentation for the Early Contractor Involvement (ECI) Design and Construct (D&amp;C) contract is being prepared and an Expression of Interest has been released to market to identify short-listed registrants for a Select Tender process. The ECI:D&amp;C contract will outline the detailed scope of work, cost, and timeline for the project. The desired outcomes include engaging suitably qualified and experienced contractors/consultants to deliver the works to a quality standard, within budget and project deadline.</p> <p>Liaison with project stakeholders is ongoing to ensure the project meets the needs of all parties.</p> <p>An Agenda Report has been prepared for this Council meeting to seek support for the revised scope and obtain the delegated authority required to award the ECI:D&amp;C contract for Stage 1A, and to pursue funding for the remainder of the project.</p>	

<b>Project:</b> Livingstone Avenue Drainage & Reconstruction			
<b>2023/2024 Budget:</b>	\$ 2,273,857	<b>Start:</b>	April 2022
<b>YTD Expenditure:</b>	\$ 53,180	<b>Finish:</b>	June 2024
<b>Grant Funding:</b>	\$1,150,000 contribution through Local Government Infrastructure Partnership Program.		
<b>Updates:</b>		<b>Status</b>	
<p><b>Budget Variations:</b> Project boundaries have increased to include upgrades to stormwater infrastructure at Maud Street, near intersection with Alabama Avenue. This increase is required to adequately manage stormwater within the catchment. The project has recently undertaken a cost estimation, that highlighted the project is over budget. As such, a de-scoping and value management proposal is being presented to Council for endorsement in this Agenda Report.</p>		Red	
<p><b>Timing/Programme:</b> The project is behind the initial schedule however an extension of time has been approved by the State Government. Possible long lead time to procure precast concrete drainage has been allowed in the new timeframe.</p>		Amber	
<p><b>Issues/Risks:</b> Multiple underground services have been identified which will require relocation. Current market conditions have resulted in increased cost of civil works over past 2 years. Following termination of the contract with the previous consultant, WGA has been appointed to finalise the detailed design.</p>		Red	
<p><b>Discussion:</b> The previous design consultant was terminated, and a new consultant (WGA) has been engaged to review the previous design and promptly complete the remaining design elements. The scale and complexity of this project necessitate an extended timeline to ensure the design is fit for purpose and achieves the desired outcomes. The State Government has provided approval for the variation request in terms of extension of time to complete the project. The cost estimate for the concept design is significantly above the project budget available. A workshop was held with Council on 7 November 2023 to consider options to move this project forward, with further details presented in the body of this Agenda Report. Staff are requesting approval of a funding strategy that allows \$707K additional funds to be allocated from Transport Renewal Projects in 2024-25, noting the works will continue over into this financial year.</p>			



<b>Project:</b>	<b>SMP Stage 2 - HEP Channel Investigation and Design</b>		
<b>2023/2024 Budget:</b>	\$ 585,570	<b>Start:</b>	October 2023
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>	The project requires \$300K grant funding from SMA plus contribution from Cities of Port Adelaide Enfield and Charles Sturt. Both Councils have confirmed their contribution. A grant has been sought from the SMA to support the design of this project and an outcome should be known in December 2023.		<b>Amber</b>
<b>Timing/Programme:</b>	A Project Manager has been appointed and a draft Request for Proposal document has been prepared for the design. It is proposed to release this RFP to the market in 2024.		<b>Amber</b>
<b>Issues/Risks:</b>	To be confirmed during investigations.		<b>Amber</b>
<b>Discussion:</b>			
The objective of this project is to investigate and design the upgrade of the HEP channel at the following locations: <ul style="list-style-type: none"> <li>•D1-C HEP Channel at Pedder Cres – this project is located within PAE Council but the upgrade is required for upstream works entirely for drainage of the Prospect catchment.</li> <li>•D1-D HEP at Grand Junction Road – this project is located within PAE Council but is a shared cost between the three Councils.</li> </ul> This is Stage 2 of the Barker Inlet Stormwater Management Plan as the flood models showed channel at both locations (as highlighted above) should take place prior to any upstream works beyond the Churchill Road Upgrade Stage 1.			

<b>Project:</b>	<b>Drainage Design/Construction</b>		
<b>2023/2024 Budget:</b>	\$ 54,900	<b>Start:</b>	July 2023
<b>YTD Expenditure:</b>	\$ 4,951	<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>			<b>Amber</b>
<b>Timing/Programme:</b>			<b>Amber</b>
<b>Issues/Risks:</b>			<b>Amber</b>
<b>Discussion:</b>			
This project is an ongoing project to deal with localised stormwater issues. Currently a joined investigation with PAE is underway for a localised flooding issue on the corner of Galway Ave and McInnes Ave. Irish Harp East Lane design for an improved soakage drainage system will also be funded from this project.			



### 2023-2024 Capital & Operating Projects Status Report

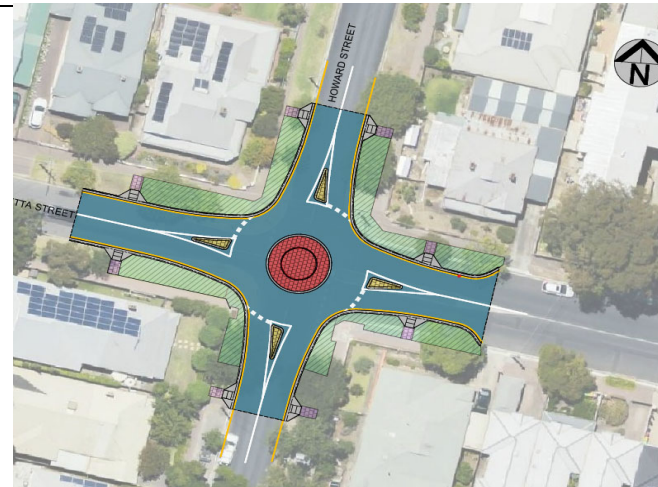
City Works & Presentation  
 Period: November 2023

Summary Project Status Definition	
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties.
Amber	There are potential difficulties and risks which will be escalated if the issue cannot be resolved or agreed within the next timeframe.
Red	Activity is problematic and overdue. Items with a red rating require specific intervention.

#### CAPITAL PROJECTS - CIVIL CONSTRUCTION

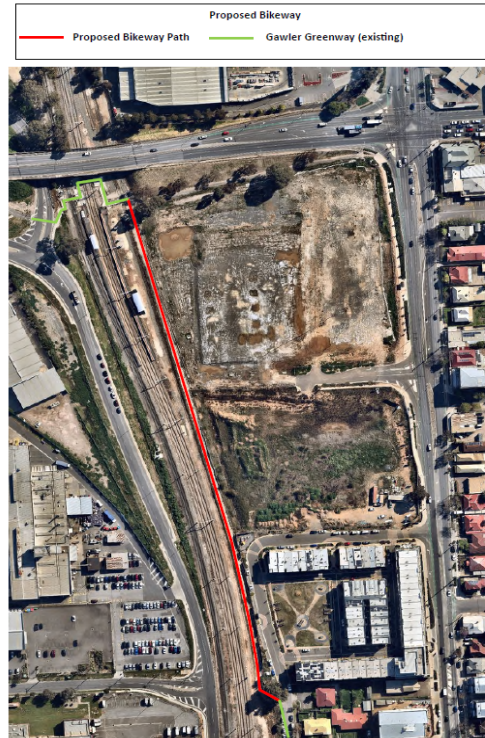
<b>Project:</b>	Collinswood Roundabout - Howard Street and Rosetta Street		
<b>2023/2024 Budget:</b>	\$ 416,004	<b>Start:</b>	November 2022
<b>YTD Expenditure:</b>	\$ 29,593	<b>Finish:</b>	June 2024
<b>Grant Funding:</b>	\$250,000 contribution by SA Government.		

Updates:	Status
<b>Budget Variations:</b> A Tenders for the works has now closed. Budget position will be known once an assessment has been completed.	Amber
<b>Timing/Programme:</b> Tenders closed on 17/11/2024 and anticipated award of tender should be in early December 2023. Project currently on track for delivery by end of 23/24 FY.	Green
<b>Issues/Risks:</b> Project budget and relocation of a Telstra pit present risk to the project.	Amber



**Discussion:**  
 This project was funded by the SA Government as an election commitment. Following development of the concept design, a cost estimate was undertaken and an additional \$200k was required to construct the roundabout. This was been approved by Council in the 2023/24 Annual Business Plan.  
 The design of this intersection was completed Greenhill Engineers. All site investigations including engineering survey, vegetation assessment, and road pavement assessment as well as 100% detailed design has been completed.  
 A tender evaluation for construction works is underway.

<b>Project:</b> Islington Shared Path Upgrade - Design Only	
<b>2023/2024 Budget:</b> \$ 43,000	<b>Start:</b> July 2023
<b>YTD Expenditure:</b> \$ 3,750	<b>Finish:</b> June 2024
<b>Grant Funding:</b>	
<b>Updates:</b>	<b>Status</b>
<b>Budget Variations:</b>	Amber
<b>Timing/Programme:</b>	Amber
<b>Issues/Risks:</b>	Amber
<b>Discussion:</b>	
<p>This project will be delivered with, and is impacted by, Churchill Road Drainage Upgrade Stage 1 whose alignment overlays with this pathway.</p> <p>Council has secured a grant funding of \$20,000 from the State Government for the design of the project through 2023/24 State Bicycle Fund. The design will be included in the Churchill Road Drainage Upgrade works Early Contractor Involvement: Design &amp; Construct Tender.</p> <p>The existing shared path, which is part of Gawler Greenway, is in poor condition and this project will complete the upgrade of the shared path to provide a safe and accessible off-road path that will increase the number of people cycling in metropolitan Adelaide and the Greater Adelaide region. Consideration of a temporary seal over the shared path is possible but not recommended given the possibility for drainage works being bought forward alongside Renewal SA's development site as detail in the Churchill Rd Drainage Update Report in this Agenda.</p>	

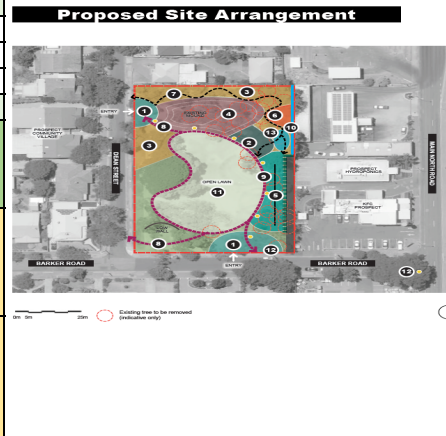


### 2023-2024 Capital & Operating Projects Status Report

City Works & Presentation  
 Period: November 2023

Summary Project Status Definition	
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties.
Amber	There are potential difficulties and risks which will be escalated if the issue cannot be resolved or agreed within the next timeframe.
Red	Activity is problematic and overdue. Items with a red rating require specific intervention.

CAPITAL PROJECTS - OPEN SPACE AND STREETSCAPE			
<b>Project:</b>	Peppermint Gums Reserve Upgrade - Design Only		
<b>2023/2024 Budget:</b>	\$ 53,705	<b>Start:</b>	July 2022
<b>YTD Expenditure:</b>	\$ 19,166	<b>Finish:</b>	June 2024
<b>Grant Funding:</b>	NA		
<b>Updates:</b>		<b>Status</b>	
<b>Budget Variations:</b> Nil.		Green	
<b>Timing/Programme:</b> The project has been carried forward from 2022/23 FY due to other priorities and resources constraints.		Amber	
<b>Issues/Risks:</b> Nil.		Amber	
<b>Discussion:</b>	Peppermint Gums Reserve will be designed and documented this financial year to be "shovel ready" for when any grant opportunities may arise. Council staff are working on the details with the consultant to obtain an accurate cost estimate which will be presented to Council a workshop which has been now postponed to early 2024 due to other Council strategic priorities. This design project has partly been carried forward into 2023/24 as the project has been impacted by other higher priority open space projects due to limited resource available. An environmental consultant has been engaged to prepare a soil management strategy with respect to contaminated soil on site.		



<b>Project:</b>	Percy Street Reserve Upgrade		
<b>2023/2024 Budget:</b>	\$ 302,114	<b>Start:</b>	July 2022
<b>YTD Expenditure:</b>	\$ 287	<b>Finish:</b>	March 2024
<b>Grant Funding:</b>	NA		
<b>Updates:</b>		<b>Status</b>	
<b>Budget Variations:</b> Nil.		Green	
<b>Timing/Programme:</b> The Project has commenced construction on Monday 13 November and expected to be completed by early March 2024.		Green	
<b>Issues/Risks:</b> The tender prices are within the allocated budget		Amber	



**Discussion:**  
This project construction is being delivered as a package with Irish Harp Reserve upgrade as the two are combined into one tender to ensure cost efficient and quality outcomes. The construction which was awarded to LCS Landscapes has commenced on 13 November. Play equipment has been procured separately by Council and this has assisted further delays.

<b>Project:</b>	RL Pash Reserve Upgrade including Water Sensitive Urban Design		
<b>2023/2024 Budget:</b>	\$ 714,307	<b>Start:</b>	October 2022
<b>YTD Expenditure:</b>	\$ 8,180	<b>Finish:</b>	June 2024
<b>Grant Funding:</b>	\$250,000 contribution by SA Government as election commitment		
<b>Updates:</b>		<b>Status</b>	
<b>Budget Variations:</b> Council approved additional funds to deliver scope outlined in grant funding deed.		Green	
<b>Timing/Programme:</b> The project has been delayed due to easements and requirements to refine the design.		Amber	
<b>Issues/Risks:</b> the budget of \$250,000 from the State Government with Council agreed to fund a portion of the upgrade in the 2023/24 financial year.		Amber	



**RL PASH RESERVE UPGRADE - Concept Design**

- replacement exercise equipment:
  - ① 3 pieces each zone
- play equipment:
  - ② double swing
  - ③ slide mound
  - ④ re-use boat
  - ⑤ basic swing
  - rock and log edging
- new fencing
- new gates
- grass offering:
  - ⑥ bouldering wall
  - ⑦ table tennis
  - ⑧ new all access picnic setting
- informal log seating
- new toiletisation swale (future stage 2)
- retain existing pathways
- retain open space
- retain existing:
  - ⑨ single burner bbq
  - ⑩ picnic setting
  - ⑪ seats
  - ⑫ drink fountain/bottle refill
  - ⑬ artwork
  - ⑭ compacted sand surface
  - organic softfall
  - rubber softfall
  - mural opportunity to boundary wall



**Discussion:**  
Following Council endorsing the concept design, the project has been progressed to detailed design. There has been some minor changes to the design to satisfy utility authorities with respect to easement requirements.  
The WUSD design has been incorporated into the overall reserve upgrade.  
The construction has been tendered out with the aim to award construction contract by the end of December 2023.

<b>Project:</b>	<b>Open Space Strategy - Irish Harp Reserve</b>		
<b>2023/2024 Budget:</b>	\$ 795,364	<b>Start:</b>	January 2022
<b>YTD Expenditure:</b>	\$ 144,871	<b>Finish:</b>	March 2024
<b>Grant Funding:</b>	\$325,000 contribution Open Space Grant		
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b> Council has approved the additional budget in 2023/24 Annual Business Plan	Green		
<b>Timing/Programme:</b> The Project commenced construction in October 2023 and expected to be completed in March 2024.	Green		
<b>Issues/Risks:</b> Testing of surplus spoil and removal of Low Level, Intermediate Classified soil has used a larger portion of contingency funding than expected. However, the costs are currently within the acceptable budget limits.	Green		
<b>Discussion:</b>			
This project construction is being delivered as a package with Percy Street Reserve upgrade as the two are combined into one tender to ensure cost efficient and quality outcomes. The construction which was awarded to LCS Landscapes commenced in October 2023 and is on track to be completed by March 2024. The State Government has approved an extension of time until March 2024.			



<b>Project:</b>	<b>Mathews Reserve Upgrade - Concept and Detailed Design</b>		
<b>2023/2024 Budget:</b>	\$ 60,000	<b>Start:</b>	November 2023
<b>YTD Expenditure:</b>	\$ 5,644	<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b>	Green		
<b>Timing/Programme:</b> Project has not commenced yet.	Red		
<b>Issues/Risks:</b>	Amber		
<b>Discussion:</b>			
The project has commenced with a community engagement plan prepared and initial discussion with Blair Athol Tennis Club had. The design is proposed to be procured shortly with Prospect Road South in one package. Approval is sought on the engagement approach in the body of this Agenda Report to commence public consultation on 4 December 2023.			

<b>Project:</b>	Prospect Road South - Landscaping Improvement Design		
<b>2023/2024 Budget:</b>	\$ 35,000	<b>Start:</b>	November 2023
<b>YTD Expenditure:</b>		<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>			Green
<b>Timing/Programme:</b> Project has not commenced yet.			Amber
<b>Issues/Risks:</b>			Amber
<b>Discussion:</b>			
The design is proposed to be procured with Matthews Reserve in one package.			

<b>Project:</b>	St Helens Park Lighting Upgrade		
<b>2023/2024 Budget:</b>	\$ 120,000	<b>Start:</b>	1 July 2023
<b>YTD Expenditure:</b>		<b>Finish:</b>	30 June 2024
<b>Grant Funding:</b>	Nil		
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b> Nil			Green
<b>Timing/Programme:</b> Nil			Green
<b>Issues/Risks:</b>			Green
<b>Discussion:</b>			
The project includes upgrading of the existing electrical main switchboard infrastructure, upgrading of the existing pathway lighting and general area floodlights to LED lighting, upgrading of the main distribution board, replacement of the existing distribution switchboards and cabinets and installation of new lighting and an electric barbecue. A design has been prepared and procurement preparations underway.			

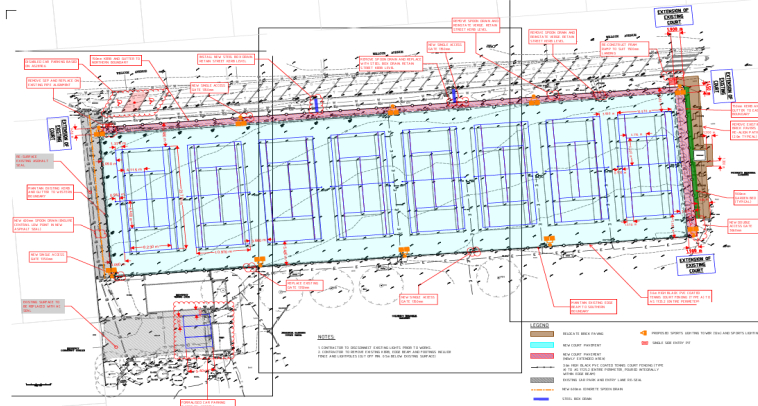
### 2023-2024 Capital & Operating Projects Status Report

City Works & Presentation  
 Period: November 2023

Summary Project Status Definition	
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties.
Amber	There are potential difficulties and risks which will be escalated if the issue cannot be resolved or agreed within the next timeframe.
Red	Activity is problematic and overdue. Items with a red rating require specific intervention.

#### CAPITAL PROJECTS - RECREATIONAL

<b>Project:</b>	Prospect Tennis Club Courts Renewal including Memorial Garden Car Park		
<b>2023/2024 Budget:</b>	\$ 458,100	<b>Start:</b>	July 2022
<b>YTD Expenditure:</b>	\$ 12,370	<b>Finish:</b>	Subject to Grant
<b>Grant Funding:</b>			
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b> A cost estimate has been undertaken on the concept design, and is higher than the project budget available. As such, Council have resolved at its 20 September 2023 Meeting to commit an additional \$595k funding to deliver the project, subject to	<b>Amber</b>		
<b>Timing/Programme:</b> Subject to Grant	<b>Green</b>		
<b>Issues/Risks:</b> A cost estimate was undertaken following completion of the detailed design. A further \$595k is required to lodge a grant application under the State Government Office of Sport & Recreation facility grant program . At it's September 20 Council meeting, Council allocated additional funding to this project. As such, a grant application has been lodged.	<b>Amber</b>		



**Discussion:**  
 WGA have completed the detailed design for the project. Discussions have taken place with the RSL regarding the eastern end of the new court footprint and how they will interact with the existing War Memorial, and a position has been agreed. Council has approved to allocate additional funding to the project required and a grant application has been lodged for the 23/24 ORSR program.


<b>Project:</b>	<b>Broadview Sports Ground Tennis Infrastructure Upgrade</b>		
<b>2023/2024 Budget:</b>	\$ 891,371	<b>Start:</b>	January 2022
<b>YTD Expenditure:</b>	\$ 36,030	<b>Finish:</b>	Subject to Grant
<b>Grant Funding:</b>			
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b> The budget for this project is expected to be insufficient to deliver a whole site upgrade.	<b>Red</b>		
<b>Timing/Programme:</b> A grant application for this Project will not be submitted in 2023.	<b>Amber</b>		
<b>Issues/Risks:</b> The main risks for the project are insufficient budget, operating models, and project timeframe.	<b>Red</b>		
<b>Discussion:</b>			
<p>Following a Council workshop on 5 September 2023 on an alternative governance model for the Tennis Precinct, the Council supported a one club model at its meeting held on 24 October 2023. The design of upgrade of the courts and clubroom is underway by WGA. Discussions are being held at key milestones with Broadview Tennis Club with respect to the design and their requirements. A lighting design has been completed with upgrade works at the tender stage. The budget for this project is expected to be insufficient to deliver a whole site upgrade and as such, this project may be delivered in stages, ensuring that the stages align with the broader Masterplan for the sports precinct. A report will be presented to the Council on completion of the court design (&amp; basic concept for the clubroom) to seek its consideration of a funding strategy.</p>			



<b>Project:</b>	<b>Broadview Oval Community &amp; Sports Hub including car park and landscaping upgrade</b>		
<b>2023/2024 Budget:</b>	\$ 2,641,705	<b>Start:</b>	January 2022
<b>Expenditure:</b>	\$ 1,928,834	<b>Finish:</b>	January 2024
<b>Grant Funding:</b>	\$1,499,964.00		
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b> - The Construction remains within budget based on current known variations. - Variations are being raised typically relating to design discrepancies - Variations are being progressively assessed	<b>Amber</b>		
<b>Timing/Programme:</b> - The project is close to practical completion which is scheduled for 30 November 2023 - Internal works are essentially completed however there has been a number of delays externally relating to the following: - Delay to the balcony tiles - procured from overseas - External cladding due to defects and re-work - external pavement levels and defect works preventing paving from commencing - Stage 2 will commence in 04 Dec 2023 - January 2024	<b>Amber</b>		





<p><b>Issues/Risks:</b></p> <ul style="list-style-type: none"> <li>- Design - Documentation discrepancies - Cost Risk</li> <li>- Delivery program for the facility - Time Impact</li> </ul> <p><b>Building Naming</b></p> <ul style="list-style-type: none"> <li>- building naming awaiting Kurna option/s being presented with a proposal for the building and rooms to be presented to Council.</li> </ul> <p><b>Broadview Football Club Lease</b></p> <ul style="list-style-type: none"> <li>- Head Lease has been drafted ready for execution</li> <li>- BFC financial contribution being finalised for payment</li> </ul> <p><b>Statutory Approvals</b></p> <ul style="list-style-type: none"> <li>- None pending nor any issues</li> </ul>	<p><b>Amber</b></p>		
<p><b>Discussion:</b></p>			
<p>The works have progressed but been subject to some re-work due to site issues, detailing and defects. The key areas include the balcony where more tiles needed to be procured from overseas, finalisation of the entry tiles which are being engraved by BFC, external pavement levels which have needed to be altered to suit as constructed building elements. Training has been scheduled for Wednesday 29 November 2023, Practical Completion is on the 30 November and Building handover is scheduled for the 01 December 2023. Access for demolition will occur from the 4 December 2023. The Lease is finalised ready for execution by all parties.</p>			
<p><b>Project:</b></p>	<p>Prospect Oval Lighting Design</p>		
<p><b>2023/20243 Budget:</b></p>	<p>\$ 200,000</p>	<p><b>Start:</b></p>	<p>September 2023</p>
<p><b>YTD Expenditure:</b></p>	<p>\$ 1,800</p>	<p><b>Finish:</b></p>	<p>June 2024</p>
<p><b>Grant Funding:</b></p>			
<p><b>Updates:</b></p>	<p><b>Status</b></p>		
<p><b>Budget Variations:</b></p> <ul style="list-style-type: none"> <li>- No budget variations at this point</li> </ul>	<p><b>Green</b></p>		
<p><b>Timing/Programme:</b></p> <ul style="list-style-type: none"> <li>- Stakeholder group has been established</li> <li>- Primary electrical designer Lucid has been engaged</li> <li>- Investigative report has been drafted ready for circulation to the stakeholder group.</li> </ul>	<p><b>Amber</b></p>		
<p><b>Issues/Risks:</b></p> <ul style="list-style-type: none"> <li>- Finalising funding sources for the project and establishing a MOU between parties</li> <li>- Design and procurement timeframes are extremely tight.</li> </ul>	<p><b>Amber</b></p>		
<p><b>Discussion:</b></p>			
<p>A select tender was release to a selected specialist consultant group. The assessment occurred and Lucid Consulting were awarded the consultant services for the electrical design. Procurement of additional consulting support from a planning and engagement consultant as well as a land Surveyor is underway. A draft investigative report has been produced by Lucid and will be circulated to the Stakeholder group for comment. Workshop is scheduled with the Council on 5 December 2023 on this matter providing an update on funding negotiations which have been progressed and a funding model, MoU considerations, the design development that has occurred, project next steps including process for lodging a grant application with the State Govt.</p>			

<b>Project:</b>	<b>Prospect Oval (Payinthe Yarta) Goal Posts Renewal</b>		
<b>2023/20243 Budget:</b>	\$ 98,997	<b>Start:</b>	Dec-23
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	Jan-24
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>			Green
<b>Timing/Programme:</b>	Works are expected to commence in December 2023		Green
<b>Issues/Risks:</b>			Green
<b>Discussion:</b>			
Works agreement executed with NAFC for their project delivery. Project to be managed by NAFC			

<b>Project:</b>	<b>Prospect Oval (Payinthe Yarta) Centre Pitch Renewal</b>		
<b>2023/20243 Budget:</b>	\$ 70,000	<b>Start:</b>	Dec-23
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	Mar-24
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>			Green
<b>Timing/Programme:</b>			Green
<b>Issues/Risks:</b>			Green
<b>Discussion:</b>			
Works agreement executed with PDCC. Project to be managed by SACA and PDCC. New turf wicket to be installed in December 2023.			

<b>Project:</b>	<b>Sporting Fields - Subsurface Drainage Investigation &amp; Design</b>		
<b>2023/20243 Budget:</b>	\$ 60,000	<b>Start:</b>	Sep-23
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	Dec-23
<b>Grant Funding:</b>	N/A		
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>	Nil.		Green
<b>Timing/Programme:</b>	Nil.		Green
<b>Issues/Risks:</b>	Nil		Green
<b>Discussion:</b>			
Following a competitive tender process, WGA has been awarded a contract for Professional Services to design the upgrade of the stormwater drainage at Charles Cane Reserve and Broadview Oval. The design of solutions for both Broadview Oval and Charles Cane Reserve is well underway.			



### 2023-2024 Capital & Operating Projects Status Report

City Works & Presentation  
 Period: November 2023

Summary Project Status Definition	
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties.
Amber	There are potential difficulties and risks which will be escalated if the issue cannot be resolved or agreed within the next timeframe.
Red	Activity is problematic and overdue. Items with a red rating require specific intervention.

**CAPITAL PROJECTS - BUILDING AND FACILITY MANAGEMENT**

<b>Project:</b>	Charles Cane Reserve - Storage Shed & Related Work		
<b>2023/2024 Budget:</b>	\$ 60,000	<b>Start:</b>	July 2022
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	April 2024
<b>Grant Funding:</b>	Nil		
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b> Nil	<b>Green</b>		
<b>Timing/Programme:</b> Issues surrounding additional treatments and need for survey and design will push back the completion of this work.	<b>Amber</b>		
<b>Issues/Risks:</b> Investigation into a proposed new shed location concluded that there is no suitable compliant location on the reserve for an additional shed. - Survey and design is required with considerations relating to preventing water ingress, termite treatment, drainage and utility services.	<b>Amber</b>		



**Discussion:**  
 Meetings with various sports clubs have been held. Council staff have recommended a removal of the internal partition within the Lacrosse Club shed as a solution to better utilise the space. The Club President will provide a sketch drawing of their preferred storage layout and submit for Council approval and facilitation. Further works is planned to expand the concrete path area around the clubroom boundary to reduce maintenance. A recycle can enclosure or similar is being investigated as a solution to ongoing can theft. A scope of works will be finalised for Council and stakeholder acceptance and delivery in the first half of 2024.

<b>Project:</b>	Memorial Gardens Pavilion Renewal		
<b>2023/2024 Budget:</b>	\$ 79,401	<b>Start:</b>	November 2022
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	January 2024
<b>Grant Funding:</b>	N/A		
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b> Nil.	Green		
<b>Timing/Programme:</b> Nil.	Green		
<b>Issues/Risks:</b> DDA compliance cannot be achieved due to the layout and outdated condition of the toilets.	Green		
<b>Discussion:</b> Refurbishment contract has been awarded Programmed Maintenance and works commenced on site.			





<b>Project:</b>	Toilet Block Renewal (Prospect Oval)		
<b>2023/2024 Budget:</b>	\$ 98,860	<b>Start:</b>	November 2022
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	January 2024
<b>Grant Funding:</b>	N/A		
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b> Nil.	Green		
<b>Timing/Programme:</b> Nil.	Green		
<b>Issues/Risks:</b> DDA compliance cannot be achieved due to the layout and outdated condition of the toilets.	Green		
<b>Discussion:</b> Refurbishment works on both southern and northern blocks completed.			



<b>Project:</b>	Toilet Renewal Works		
<b>2023/2024 Budget:</b>	\$ 124,768	<b>Start:</b>	November 2022
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	January 2024
<b>Grant Funding:</b>	N/A		
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b> Nil.	Green		
<b>Timing/Programme:</b> Nil.	Green		



<p><b>Issues/Risks:</b> DDA compliance cannot be achieved due to the layout and outdated condition of the toilets.</p>	<p>Green</p>		
<p><b>Discussion:</b> Refurbishment contract has been awarded Programmed Maintenance and works commenced on site.</p>			

<b>Project:</b>	NAFC Chair Lift			 <p style="text-align: center;">Proposed Location of Vertical Platform Lift</p>	 <p style="text-align: center;">Proposed Accessible Pathway Around the Oval</p>
<b>2023/2024 Budget:</b>	\$ 42,121	<b>Start:</b>	November 2022		
<b>YTD Expenditure:</b>		<b>Finish:</b>	June 2024		
<b>Grant Funding:</b>	N/A				
<b>Updates:</b>					
<b>Budget Variations:</b>	The budget allocated for this project is inadequate to ensure accessibility at Prospect Oval.			Red	
<b>Timing/Programme:</b>	Nil			Amber	
<b>Issues/Risks:</b>	Nil			Red	
<p><b>Discussion:</b> Fyfe was engaged by the Council to investigate options for providing accessibility at Prospect Oval. A detailed design of the proposed solution has been developed and costed. The design requires considerable changes and modifications, requiring additional funds. A proposal for improved access is presented in the body of this report for consideration.</p>					

<b>Project:</b>	St Helens Park Rotunda Upgrade				
<b>2023/2024 Budget:</b>	\$ 250,602	<b>Start:</b>	April 2023		
<b>YTD Expenditure:</b>	\$ -	<b>Finish:</b>	June 30 2024		
<b>Grant Funding:</b>	Nil				
<b>Updates:</b>					
<b>Budget Variations:</b>	Budget developed based on high level cost assumptions. Cost estimates prepared to date indicate the additional budget may be required.			Amber	

<p><b>Timing/Programme:</b> A Planning Application was lodged on 9 November 2023. A workshop has scheduled to provide Council with an update on 5 December 2023. This Workshop may influence final design and require changes to documents therefore the procurement process has been put on hold until after the workshop resulting in delays in the delivery timeframe.</p>	<p><b>Amber</b></p>
<p><b>Issues/Risks:</b> The cost to reconstruct the rotunda may exceed the allocated budget. Indicative cost estimate has suggested the project will likely be within, or close to budget.</p>	<p><b>Amber</b></p>



**Discussion:**  
The St Helens Park Rotunda has been closed since July 2022 due to structural defects and concerns regarding the integrity of the structure. On 28 March 2023 Council resolved to rebuild the rotunda and approved the allocation of \$30,000 for the planning and design in 2022/23 financial year and \$220,000 for construction in the 2023/24 budget. Hosking Willis Architecture, who are specialised in design of heritage structure and conservation have been engaged to provide options for the rotunda rectification and coordinate structural and building engineering inputs into the design. A Development Approval process is underway as part of the required building design elements. Council staff have looked to improve the disability access through the design inputs and further consideration to the close proximity and preservation of the adjacent 'heritage tree'. Ensuring the design of the new structure meets modern standards while maintaining its original heritage listed fabric and aesthetic appearance. Detailed design has been completed and will be presented to Council at 5 December 2023 workshop.

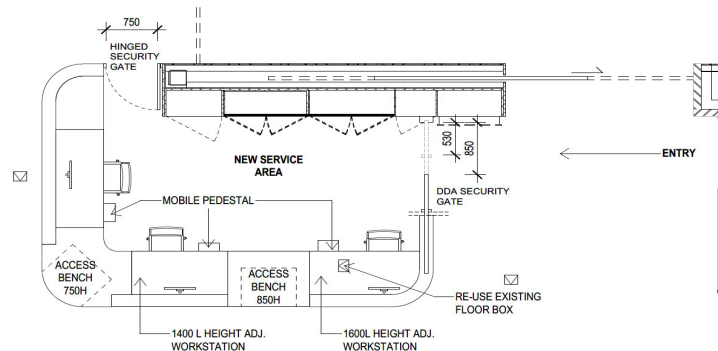
<b>Project:</b>	Nailsworth Community Shed Expansion - Stage 2		
<b>2023/2024 Budget:</b>	\$ 100,000	<b>Start:</b>	July 2023
<b>YTD Expenditure:</b>	\$ 720	<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>		<b>Status</b>	
<b>Budget Variations:</b>	No budget variations at this point.		<p><b>Amber</b></p>
<b>Timing/Programme:</b>	Council Staff have met with Fire engineers to review options to achieve compliance - expected that the report will be completed early December 2023 with remedial works to start early 2024.		<p><b>Amber</b></p>
<b>Issues/Risks:</b>	A fire engineered solution will be the most cost effective approach however there is a risk it may not be accepted by the building certifier; The balance of compliance works are minor and can be accommodated within the budget.		<p><b>Amber</b></p>



**Discussion:**  
The Men's Shed, both new and existing, are not a compliant 9b building and as such should not be occupied until remedial works are completed. The primary works include the fire protection of perimeter walls - Staff are currently working through a performance solution to address this in the most cost effective manner. Staff are working through the use of the building including expanding use for other groups - this will be predicated on compliance works being completed.

<b>Project:</b>	Council Buildings & Structures		
<b>2023/2024 Budget:</b>	\$ 340,000	<b>Start:</b>	TBC
<b>YTD Expenditure:</b>		<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>	<b>Status</b>		
	<b>Amber</b>		
<b>Timing/Programme:</b>	Due to resourcing constraints the project has not yet commenced. A market approach for skilled Project Management support has occurred and a consultant engaged to assist with these projects delivery.		<b>Amber</b>
<b>Issues/Risks:</b>	<b>Amber</b>		
<b>Discussion:</b>			
The project includes: • Broadview Oval (Yarnta Tutu Yarta) Storage Shed • Air Raid Shelter Investigations & Design • Nailsworth Hall operable wall • Bike Racks and Cage at Payinthe • Town Hall Roof Restoration.			

<b>Project:</b>	Front Counter Desk Reconfiguration		
<b>2023/2024 Budget:</b>	\$ 55,000	<b>Start:</b>	June 2023
<b>YTD Expenditure:</b>		<b>Finish:</b>	March 2024
<b>Grant Funding:</b>			
<b>Updates:</b>	<b>Status</b>		
<b>Budget Variations:</b>	Project is currently being quoted, and subject to an acceptable quoter being lodged, will be awarded shortly.		<b>Green</b>
<b>Timing/Programme:</b>	To be completed in Jan-Mar 2024		<b>Green</b>
<b>Issues/Risks:</b>	<b>Green</b>		
<b>Discussion:</b>			
Council's front counter within Payinthe is currently not fit for purpose and poses challenges to staff and users of the facility alike. Council applied to the Local Government Risk Services (LGRS) under the Asset Mutual & Works Compensation Scheme for funding of this new desk facility. This has been approved, and now the design is finalised. Following this, quotes are being sought for fabrication of the elements involved, and installation arranged for early 2024.			



### 2023-2024 Capital & Operating Projects Status Report

City Works & Presentation  
 Period: November 2023

Summary Project Status Definition	
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties.
Amber	There are potential difficulties and risks which will be escalated if the issue cannot be resolved or agreed within the next timeframe.
Red	Activity is problematic and overdue. Items with a red rating require specific intervention.

#### CAPITAL PROJECTS - MISCELLANEOUS

<b>Project:</b> Fleet Management - Capital Acquisitions			
<b>2023/2024 Budget:</b>	\$ 903,873	<b>Start:</b>	July 2023
<b>YTD Expenditure:</b>		<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>		<b>Status</b>	
<b>Budget Variations:</b>		Amber	
<b>Timing/Programme:</b>		Red	
<b>Issues/Risks:</b>		Amber	
<b>Discussion:</b>			
<p><u>21/22 Fleet Procurement.</u>                      Awaiting 1 x light truck (precinct truck) expected to be delivered in 23/24 Financial Year.</p> <p><u>22/23 Fleet Procurement</u>                      1 Dual Cab truck 80% complete, review required before painting can commence delivery February 2024 1 light truck (crane truck) expected to be delivered later in 23/24 Financial Year.</p> <p><u>23/24 Fleet Procurement</u>                      Graffiti trailer order, delivery expected December 2023, 1 light Rapid Response truck to be quoted and ordered January 2024.                      Significant delays are still being experienced in relation to fleet purchases in particular heavy fleet and body fabrication services.</p>			

<b>Project:</b> Green Tunnel Program			
<b>2023/2024 Budget:</b>	\$ 183,009	<b>Start:</b>	July 2023
<b>Expenditure:</b>		<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>		<b>Status</b>	
<b>Budget Variations:</b>		Green	
<b>Timing/Programme:</b> Planting to take place in April 2024.		Green	
<b>Issues/Risks:</b>		Green	
<b>Discussion:</b>			
Final quote received 287 street trees to be planted, planting commences April 2024.			



<b>Project:</b>	<b>Asset Management Condition Assessment</b>		
<b>2023/2024 Budget:</b>	\$ 125,000	<b>Start:</b>	February 2023
<b>Expenditure:</b>		<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>			Green
<b>Timing/Programme:</b>	Works expected to be completed by end of November. Open Space and Stormwater condition audit to commence early in the new year.		Green
<b>Issues/Risks:</b>			Green
<b>Discussion:</b>			
Building Audit has been completed. Transport audit has been completed. Analysis and plan development is underway. Open space and stormwater to commence in early 2024			

<b>Project:</b>	<b>Integrated Traffic Plan (ITP)</b>		
<b>2023/2024 Budget:</b>	\$ 218,420	<b>Start:</b>	July 2023
<b>Expenditure:</b>		<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>			Green
<b>Timing/Programme:</b>			Green
<b>Issues/Risks:</b>			Green
<b>Discussion:</b>			
Council workshop has been undertaken, Traffic Count data collection is ongoing. Report going to Council in December with a project brief for Council's consideration. Procurement will occur in early 2024.			

<b>Project:</b>	<b>Waste and Diversion Trial</b>		
<b>2023/2024 Budget:</b>	\$ 70,000	<b>Start:</b>	September 2023
<b>YTD Expenditure:</b>		<b>Finish:</b>	March 2024
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b>	Nil identified.		Green
<b>Timing/Programme:</b>	Trial has commenced as per schedule, with first bin audits occurring in late Nov to confirm diversion being achieved.		Green
<b>Issues/Risks:</b>			Green
<b>Discussion:</b>			
FOGO Trial - Reporting period 14 August 2023 - 12 November 2023. At time of writing (15 November 2023), 45 households have opted out of the trial - approx. 2.4%. 76 households have opted up. 297 phone calls and 172 emails received - approx. 23.5% of trial area have been in contact. 70.03% diversion rate (Sep/Oct/Nov) up from approx. 45%.			

<b>Project:</b>	Saturated Steam Trial		
<b>2023/2024 Budget:</b>	\$ 11,000	<b>Start:</b>	September 2023
<b>YTD Expenditure:</b>		<b>Finish:</b>	June 2024
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b> Project expected to be on budget			Green
<b>Timing/Programme:</b> Commenced			Amber
<b>Issues/Risks:</b>			Green
<b>Discussion:</b>			
The program commenced start of September. We are expecting a report/update in December, report to be completed January 2024.			

<b>Project:</b>	Project Management Framework (PMF)		
<b>2023/2024 Budget:</b>	\$ 11,000	<b>Start:</b>	
<b>YTD Expenditure:</b>		<b>Finish:</b>	
<b>Grant Funding:</b>			
<b>Updates:</b>			<b>Status</b>
<b>Budget Variations:</b> The project will be outsourced and project costs to be validated with market price.			Amber
<b>Timing/Programme:</b> Due to resourcing constraints, the project has not been able to commence. A Request for tender for Project Management Services to deliver this project is currently under assessment.			Red
<b>Issues/Risks:</b> Resourcing, project timeframe and budget are the main risks.			Red
<b>Discussion:</b>			

### 2022-2023 External Projects

City Works & Presentation

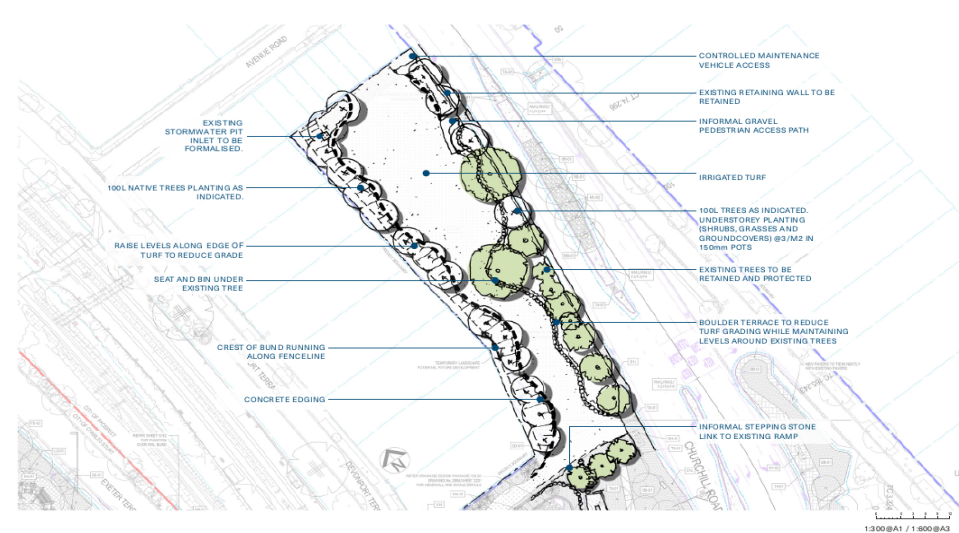
Period: February 2023

Summary Project Status Definition	
Green	Implementation is on track or only requires minor refinement; there are no significant difficulties.
Amber	There are potential difficulties and risks which will be escalated if the issue cannot be resolved or agreed within the next timeframe.
Red	Activity is problematic and overdue. Items with a red rating require specific intervention.

<b>Project:</b>	Ovingham Pocket Park		
<b>Funding:</b>	\$1m	<b>Start:</b>	May-23
		<b>Finish:</b>	May-24
<b>Updates:</b>	<b>Status</b>		
<b>Timing/Programme:</b>		<b>Green</b>	
<p>A report was presented to Council in May that presented DIT's plans for the sites. DIT are proposing to landscape the site, and then transfer to Council for it's ownership, care and control.</p> <p>DIT have undertaken community consultation on the concept design, and a report is planned to be brought back to Council for it's review at its December 2023 meeting.</p> <p>There has been no date set for the commencement of construction, however DIT have forecast completion in late 2024.</p>			

**OVINGHAM PUBLIC PARKS SKETCH PLANS**

**CHURCHILL ROAD PARK**




**Issues/Risks:**  
 There are some raised expectations within the community of what this space will be once handed over from DIT. DIT have undertaken community consultation, and the results of this as well as an updated concept, will be brought back to Council at a later date.

Green



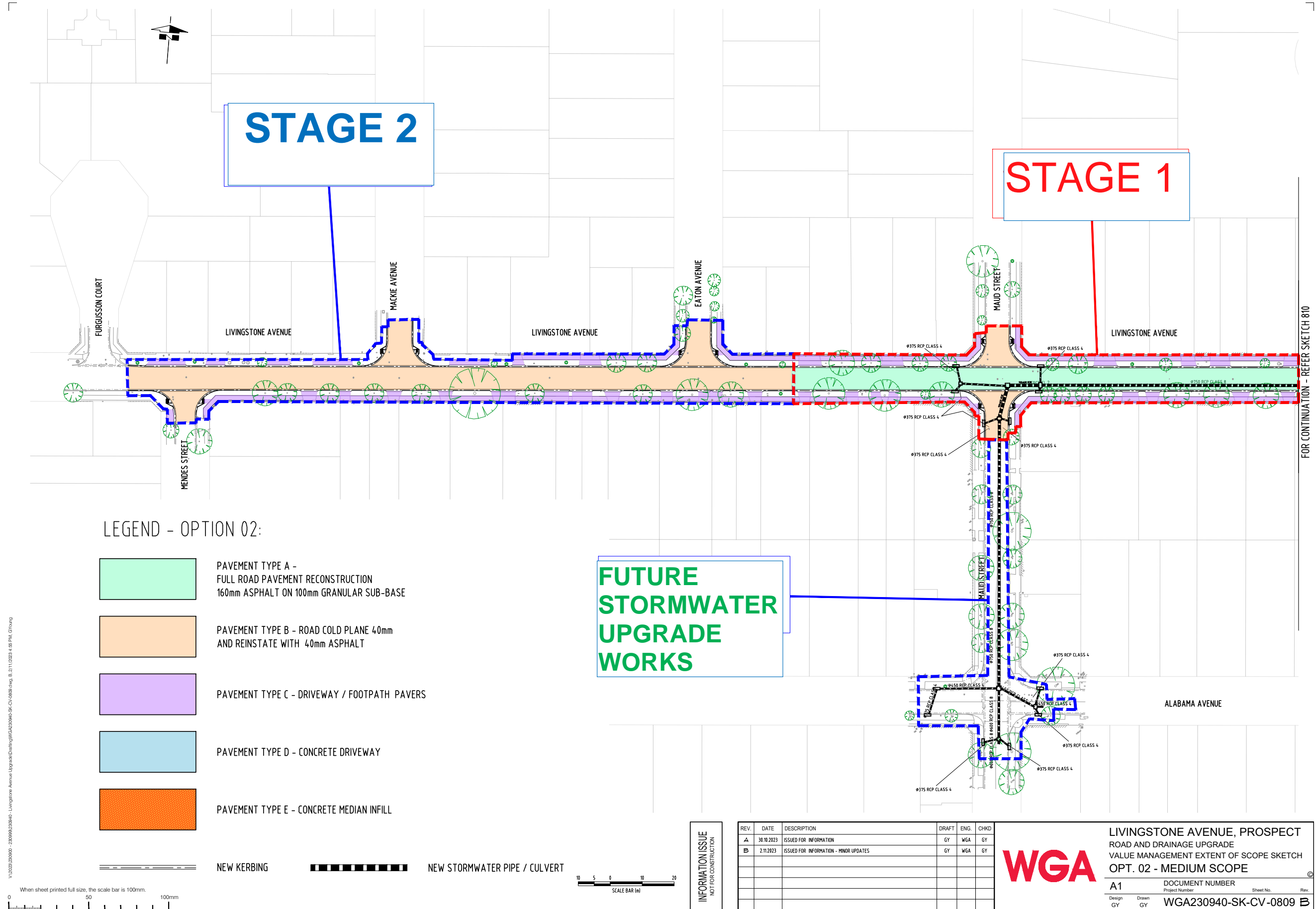
**Discussion:**  
 The creation of a new Pocket Park is a positive for Council, and one of the very rare examples of land being converted to usable, public space within the Council area. DIT have undertaken community consultation, including a website and several on site sessions. This feedback is informing the final design. This feedback and the final design will be presented to Council at a future meeting for approval. Initial plans for the site show entry / exit access points, landscaping, irrigated turf areas, park furniture and other features, including a flattening of the slope across the site to ensure the site is a usable space. Work is continuing on potential future elements, including a community garden.  
 A report seeking support for a concept plan design and also way forward regarding a possible community garden is planned to be presented to the Council December 2023 meeting subject to DIT providing relevant documentation.

<b>Project:</b>	Main North Road & Nottage Terrace - Pocket Park			<p>Prospect Pocket Park Location</p> 	
<b>Funding:</b>	\$1m	<b>Start:</b>	Jul-22		
<b>Updates:</b>		<b>Finish:</b>	1-Oct-23		
<b>Timing/Programme:</b>	<p>A report was presented to Council in May 2023 that provided DIT's plans for the site, which had been developed in consultation with the community and Council staff.</p> <p>Works are complete, and an opening was held on October 8.</p> <p>A naming process is ongoing, with input from KYAP as part of this process.</p>				Green
<b>Issues/Risks:</b>					Green
<b>Discussion:</b>					
<p>The park is open, and has been well received by the community. A naming process is ongoing, and Council Members will be advised of next steps in due course. Maintenance is continuing to be undertaken by the contractor, at DIT's expense.</p>					

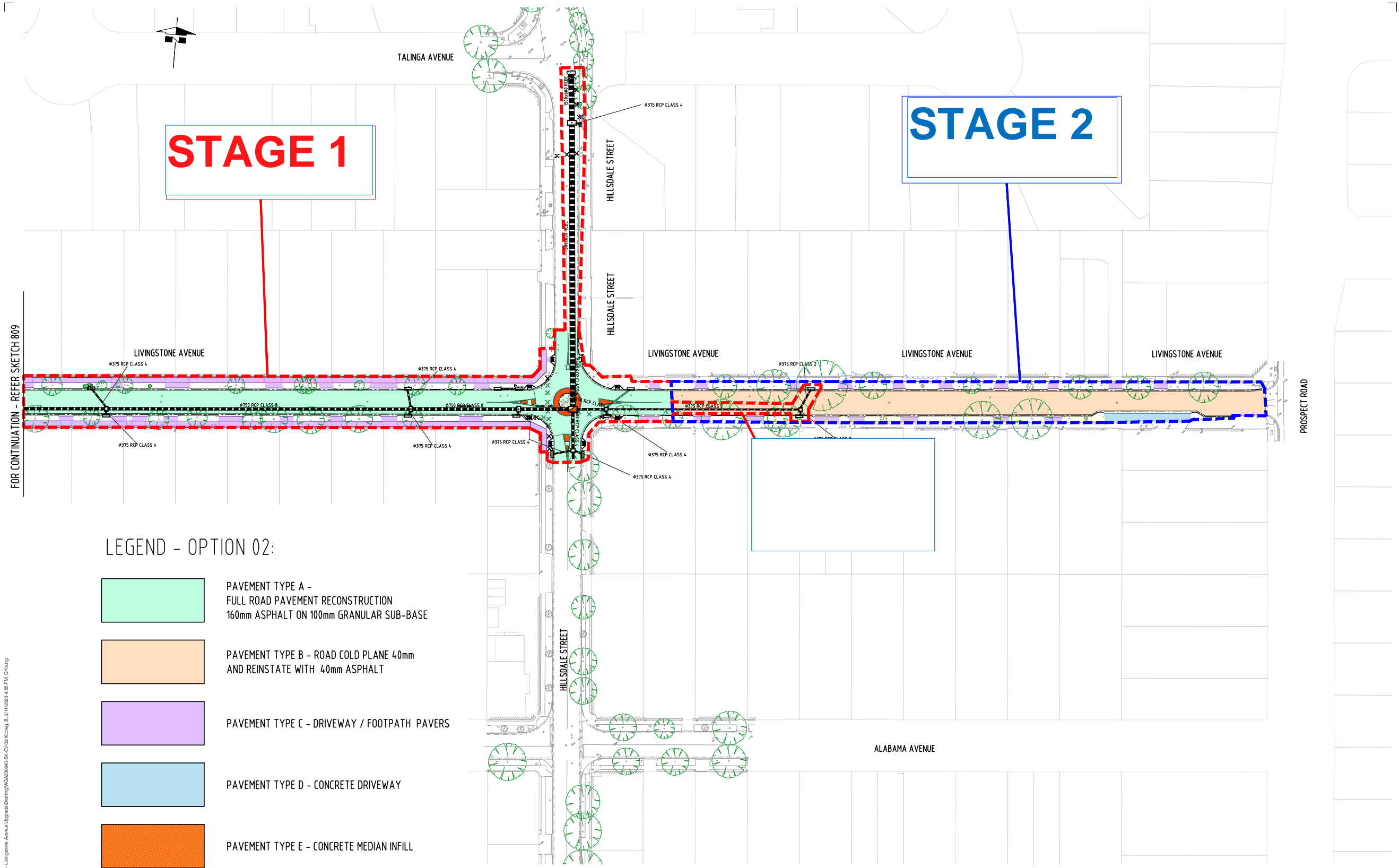
<b>Project:</b>		North East Road & Nottage Terrace Intersection Upgrade	
<b>Funding:</b>	\$6M (estimated)	<b>Start:</b>	Jan-22
Federal and State Government Funded		<b>Finish:</b>	Late 2022
<b>Updates:</b>		<b>Status</b>	
<b>Timing/Programme:</b>		<b>Green</b>	
Works have been completed onsite, except for some minor defect and landscaping works. These landscaping works have commenced, and should be completed in early 2024. The remaining land not utilised will be disposed of by DIT as per their policy.			
<b>Issues/Risks:</b>		<b>Green</b>	
<b>Discussion:</b>			
<p>The Australian and South Australian Governments are jointly funded (50:50) the \$6 million Nottage Terrace and North East Road Intersection Upgrade. Following community consultation between February and July 2022, the proposed design for the intersection was updated to include:</p> <ul style="list-style-type: none"> <li>- Retaining 10 parking spaces east of Corbin Road west of 32 Nottage Terrace; and</li> <li>- Retaining the right turn from Stephen Terrace into North East Road.</li> </ul> <p>The design features of this intersection upgrade include:</p> <ul style="list-style-type: none"> <li>- Widening of Nottage Terrace (north side) to accommodate two left-turn lanes onto North East Road;</li> <li>- Upgraded pedestrian crossings and traffic islands at the intersection, including new pedestrian crossing lights and ramps</li> </ul> <p>road re-surfacing and new line marking;</p> <ul style="list-style-type: none"> <li>- A new eastbound bike lane on Nottage Terrace through the intersection; and</li> <li>- New and upgraded traffic signals, road lighting and drainage.</li> </ul>			

<b>Project:</b>		Main North Road & Regency Road Intersection Planning Study	
<b>Funding:</b>	\$ 250,000.00	<b>Start:</b>	Nov-22
State Government Funded		<b>Finish:</b>	Completed
<b>Updates:</b>			<b>Status</b>
<b>Timing/Programme:</b> The Department for Infrastructure and Transport (DIT) presented to Council via a Council Member Workshop on 14 February 2023. DIT will provide guidance regarding any potential next steps. No update has been provided at this stage.			Green
<b>Issues/Risks:</b> More than 70,000 vehicles use the Main North-Regency Rd intersection daily. It's a known safety hotspot where issues include wait times, traffic flow, pedestrian safety and access for local businesses.			Green
<b>Discussion:</b> Initial investigations for the intersection of Main North and Regency roads have been undertaken. They identified there is an opportunity to: improve congestion, particularly during the peak periods; enhance safety; and improve the experience for people walking across the intersection and accessing public transport. The planning study will further investigate traffic issues at and around the intersection of Main North and Regency roads. The scope for this initiative will cover planning and engagement activities.			









FOR CONTINUATION - REFER SKETCH 809

LEGEND - OPTION 02:

- PAVEMENT TYPE A - FULL ROAD PAVEMENT RECONSTRUCTION  
160mm ASPHALT ON 100mm GRANULAR SUB-BASE
- PAVEMENT TYPE B - ROAD COLD PLANE 40mm AND REINSTATE WITH 40mm ASPHALT
- PAVEMENT TYPE C - DRIVEWAY / FOOTPATH PAVERS
- PAVEMENT TYPE D - CONCRETE DRIVEWAY
- PAVEMENT TYPE E - CONCRETE MEDIAN INFILL
- NEW KERBING
- NEW STORMWATER PIPE / CULVERT

When sheet printed full size, the scale bar is 100mm.  
0 50 100mm

10 5 0 10 20  
SCALE BAR (m)

INFORMATION ISSUE  
NOT FOR CONSTRUCTION

REV.	DATE	DESCRIPTION	DRAFT	ENG.	CHKD
A	30.10.2023	ISSUED FOR INFORMATION	GY	WGA	GY
B	2.11.2023	ISSUED FOR INFORMATION - MINOR UPDATES	GY	WGA	GY

WGA

**LIVINGSTONE AVENUE, PROSPECT ROAD AND DRAINAGE UPGRADE**  
VALUE MANAGEMENT EXTENT OF SCOPE SKETCH  
OPT. 02 - MEDIUM SCOPE

**A1** DOCUMENT NUMBER  
Project Number Sheet No. Rev.  
Design GY Drawn GY **WGA230940-SK-CV-0810** B

**10.11 REVIEW OF FINANCE POLICIES****File Number:** IC23/308**Author:** Andrew Alderson, Acting Director City Corporate**Responsible Executive:** Andrew Alderson, Acting Director City Corporate**EXECUTIVE SUMMARY**

Pursuant to Section 125 of the Local Government Act 1999, the Council must ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of the Council's records.

A review has been undertaken of the below policies to ensure that they reflect the current operating environment, best practice and continue to meet the objectives of the Council.

1. Asset Management Policy
2. Financial Hardship Policy
3. Prudential Review Policy
4. Budget Framework Policy
5. Fixed Asset Financial Reporting Policy

These policies were presented to the Audit Committee at its meeting 16 October 2023 and following minor amendments, which have been reflected, were recommended for adoption.

Of the policies being presented, the following policies have had minor administrative updates.

1. Asset Management Policy
2. Financial Hardship Policy
3. Prudential Review Policy

**Budget Framework Policy**

The Budget Framework Policy provides guidance on roles and responsibilities and the principle that underpin the development process of the budget.

The key amendment to the policy is to the second principle, under Strategic Approach. This has been enhanced to enable, where identified, the ability of the Council to commit funding for a maximum two years for key operating or capital project.

**Fixed Asset Financial Reporting Policy**

The Fixed Asset Financial Reporting Policy represents Councils commitments to the reporting and management of assets in relation to the Australian Accounting Standards (AASB). In addition, it provides connections from AASB to the Local Government (Financial Management) Regulations, where Council is required to account for its assets in a consistent method.

The reviewed policy has been heavily updated from the previous policy to ensure that it is more easily understood. The previous policy was very heavily embedded with sections of the AASB which the Council is required to adhere to and to avoid potential for any contradictions as a result of the accounting standard being amended without the Councils policy being updated.

Additionally, the policy is proposing the reinstatement of capitalisation thresholds, which are considered to be conservative. With the anticipated enhancement to the Council Asset Management Plans and processes in the near term it is intended that these thresholds will be reviewed and if it is deemed appropriate, reset once an enhanced level of maturity has been established.

**RECOMMENDATION****That Council:**

1. **Having considered Item 10.11 Review of Finance Policies receives and notes the report.**
2. **Having considered Item 10.11 Review of Finance Policies, endorses as presented in Attachments 1 to 5.**

**DISCUSSION**

Pursuant to Section 125 of the Local Government Act 1999, the Council must ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of the Council's records.

A review of a number of policies has been prepared for the consideration of the committee. As part of the review, consideration is given to current operating environment, best practice with the outcome being to ensure that the policies continue to meet the objectives of the Council.

Of the five policies being considered, three of these policies have had minor administrative updates which primarily include updating file reference numbers, position titles, next review dates and minor amendments to wording for clarification. These policies are:

1. Asset Management Policy (**Attachment 1**)
2. Financial Hardship Policy (**Attachment 2**)
3. Prudential Review Policy (**Attachment 3**)

**Budget Framework Policy**

The Budget Framework Policy provides guidance on roles and responsibilities and the principle that underpin the development process of the budget.

It is acknowledged that the more strategic approach to capital works, including the planning and design that is required, that the Council is now undertaking is resulting in projects that require funding for a period more than one budget cycle. Additionally, it has also been identified that there is a possibility of achieving better value for money outcomes with key continuing operating projects if multiyear commitment of funding is undertaken. The ability for council to commit funding over more than one budget cycle not accounted for within the existing policy.

**Two (2) Year Budget Funding**

To address this, it has been proposed to amend the second budgetary principle, Strategic Approach, to read:

*We will maintain a strategic approach to the delivery of all council services and capital works programmes. All expenditure decisions will align with the City of Prospect Community Plan outcomes.*

*Council can commit a maximum of two (2) year budget funding for a capital or operating project where it is identified during the development of the LTFP, and / or during the budgeting process that the project will;*

- *extend over a multiyear period given the size and nature of the development.*
- *require budget commitment in advanced of the normal process, for planning and efficiency purposes and to ensure the best value for money.*

*The identified projects and funding commitment requirements will be highlighted by the Administration and specifically listed as part of the budget adoption recommendations.*

Budget Review Reporting

Another minor change that is important to highlight is the removal of the specific mention of at which meeting the Budget Reviews will be reported. This amendment is simply about avoiding creating a potential for a non-conformance to our policy in a circumstance where for a variety of valid reasons it may not be possible to adhere to these timeframes, which are stricter reporting timeframes than required by the Local Government Act. It is acknowledged that these reports need to be presented to the Council at the first available opportunity to enable timely decision making. It should be noted that Budget Review 2 is required by this policy to be presented to the Audit and Risk Committee before being endorsed by the Council.

The proposed Budget Framework Policy is included in **Attachment 4**.

**Fixed Asset Financial Reporting Policy**

The Fixed Asset Financial Reporting Policy represents Councils commitments to the reporting and management of assets in relation to the Australian Accounting Standards (AASB).

In addition, it provides connections from AASB to the Local Government (Financial Management) Regulations, where Council is required to account for its assets in a consistent method.

Following, the discussion from the July Audit and Risk Committee meeting this policy is now being represented in a simplified version. The rewritten policy covers the key requirements of accounting for assets being recognition, depreciation, revaluation and the impairment of assets.

This rewrite of the policy has removed the insertion of multiple sections of the AASB to avoid the potential for any contradictions as a result of the accounting standard being amended without Council's policy being updated.

To clarify how the Council undertakes the recognition of fixed assets the following capitalisation thresholds have been proposed:

<b>Asset Type</b>	<b>Capitalisation Threshold (Ex. GST)</b>
Buildings & Other Structures	\$5,000
Infrastructure	\$5,000
Open Space	\$5,000
Open Space - Earthworks	\$25,000
Plant & Equipment	\$1,000
Furniture & Fittings	\$1,000
Artworks	\$1,000

The inclusion of a threshold for Open Space - Earthworks allows for major works associated with open space redevelopment to be capitalised and depreciated (five year life) rather than written off during the year of construction.

A copy of the current Fixed Asset Financial Reporting Policy is included in **Attachment 5** for the information of Council.

**ATTACHMENTS**

1. **Attachment 1 - Asset Management Policy**  
2. **Attachment 2 - Financial Hardship Policy**  
3. **Attachment 3 - Prudential Review Policy**  
4. **Attachment 4 - Budget Framework Policy**  
-  5. **Attachment 5 - Fixed Asset Financial Reporting Policy** 

# Asset Management Policy



<b>Reference Number:</b>	CR23/9950
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director City Works & Presentation
<b>Responsible Officer (s):</b>	Manager Assets & Maintenance
<b>Initial Adopted Date:</b>	October 2017
<b>Last Review Date:</b>	October 2017
<b>Next Review Date:</b>	3 years (November, 2026)
<b>Legislation:</b>	Local Government Act, 1999 (SA)
<b>Related Documents:</b>	Fixed Asset Financial Reporting Policy Sale or Disposal of Assets Policy Local Government Association (LGA) Financial Sustainability Information Paper No.6 – Infrastructure and Asset Management ISO 55000:2014 Asset Management – Overview, principles and terminology.

## 1 Purpose

- 1.1 The Asset Management Policy (the "Policy") sets out the asset management framework for the City of Prospect.

## 2 Definitions

- 2.1 For the purpose of this policy:
- 2.1.1 "Council" means the City of Prospect.
- 2.1.2 "Non-current asset" means an asset which is not easily convertible to cash or not expected to become cash within the next year. Examples include land, buildings, roads, drainage and other infrastructure.

## 3 Scope

- 3.1 This Policy will provide a framework for a strategic approach to asset management in accordance with the objectives of Council's Strategic Plan.
- 3.2 The fundamental aim of the Policy is to illustrate the link between the sustainable and cost effective management of the City's assets and infrastructure to service delivery needs of our community.
- 3.3 Council is committed to implementing a systematic asset management methodology in order to implement appropriate asset management best practices across all areas of Council. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's service delivery priorities.

- 3.4 Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve our strategic service delivery objectives.
- 3.5 A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on:
  - 3.5.1 members of the public and staff;
  - 3.5.2 Council's financial position;
  - 3.5.3 the ability of Council to deliver the expected level of service and infrastructure;
  - 3.5.4 the political environment in which Council operates; and
  - 3.5.5 the legal liabilities of Council.
- 3.6 Council will ensure that adequate provision is made for the long-term replacement of major assets by:
  - 3.6.1 Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
  - 3.6.2 Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and plans and allocating appropriate financial resources for those assets.
  - 3.6.3 Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the Council.
  - 3.6.4 Meeting legislative requirements for asset management.
  - 3.6.5 Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
  - 3.6.6 Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

## 4 Legislative and Corporate Requirements

- 4.1 Local Government Act, 1999
  - 4.1.1 Section 99(1)(g) - the function of the Chief Executive Officer includes to ensure that the assets and resources of the council are properly managed and maintained.
  - 4.1.2 Section 122 - Council must develop and adopt an Infrastructure and Asset Management Plan.

## 5 Policy Statement

- 5.1 A consistent asset management strategy must exist for implementing systematic asset management and appropriate asset management best practice throughout all Council operations.
- 5.2 All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- 5.3 Asset management principles will be integrated within existing planning and operational processes.
- 5.4 An inspection regime will be used as part of asset management to ensure service levels are maintained and to identify asset renewal priorities.
- 5.5 Asset renewals required to meet service levels and identified in Infrastructure and Asset Management Plans and Long Term Financial Plans will be recommended to be fully funded in the annual budget development process.
- 5.6 Relevant agreed Service Levels for asset renewal adopted and defined in Asset Management Plans will be recommended to be fully funded in the annual budget development process.
- 5.7 Asset renewal plans will be prioritised and implemented progressively based on the level of service required and the effectiveness of the current assets to provide that level of service.
- 5.8 Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- 5.9 Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- 5.10 Any proposals to renew, replace, add, upgrade or remove infrastructure not included in endorsed Asset Management Plans will be considered in accordance with the prioritisation factors outlined within the Asset Management Plans, with consideration given to the ensuing social, economic and environmental impacts.

## 6 Review

- 6.1 The Policy will be reviewed once per Council term or as required by legislation.

## 7 Access to the Policy

- 7.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.



## 8 Further Information

- 8.1 For further information about this policy please contact:

Director Infrastructure & Environment  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

Ph 8269 5355  
Email [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

# Financial Hardship Policy



<b>Reference Number:</b>	CR23/39951
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director Corporate Services
<b>Responsible Officer (s):</b>	Manager Financial Services / Rates & Revenue Officer
<b>Initial Adopted Date:</b>	28 May 2019
<b>Last Review Date:</b>	November 2023
<b>Next Review Date:</b>	Once per council term October 2027
<b>Legislation:</b>	Chapter 10 of the Local Government Act 1999 - Rates and Charges
<b>Related Documents:</b>	

## 1 Purpose

The Financial Hardship Policy (the "Policy") is to identify debtors who are experiencing payment difficulties due to financial hardship, and assist those debtors to better manage their bills on an ongoing basis.

This policy sets out:

- processes to identify debtors experiencing payment difficulties due to hardship, including identification by Council, self-identification by a debtor, identification by an accredited financial counsellor, or welfare agency, and
- an outline of a range of processes or programs that Council will use, or apply, to assist our debtors who have been identified as experiencing payment difficulties.

## 2 Definitions

2.1 In this **policy words defined in this section have a specific meaning:**

- 2.1.1 **accredited financial counsellor** means in South Australia, a person who holds a Diploma of Community Services (Financial Counselling), and who has worked at least 12 months as a financial counsellor under the supervision of the South Australian Financial Counsellors Association
- 2.1.2 **debt** means any money that is owed to Council
- 2.1.3 **debtor** means a person or business who owes rates, fees, charges or other amounts due to the Council
- 2.1.4 **financial counsellor** means accredited financial counsellor
- 2.1.5 **financial hardship** means a circumstance of experiencing a lack of financial means on an ongoing or temporary basis but does not include circumstances where a person chooses not to meet a liability for an unpaid debt
- 2.1.6 **hardship** means **financial hardship** determined in accordance with this policy as an ongoing difficulty in making payments
- 2.1.7 **hardship debtor** means a **debtor** who has been identified under, accepted into, or is eligible for assistance under Council's **hardship program**.
- 2.1.8 **hardship program** means an agreement between Council and a **hardship debtor** for payment of **debt**.
- 2.1.9 **Council, our, us, we** means City of Prospect
- 2.1.10 **policy** means this Financial Hardship Policy

### 3 Scope

- 3.1 This Policy will apply to Council Rates and Sundry Debtor Invoices.
- 3.2 This Policy does not apply to infringement debts with the Fines Enforcement Recovery Unit (FERU) managing the collection process and holding their own policies and procedures for these debts.
- 3.3 This Policy does not limit or prevent Council Officers from using their delegated powers to waive any fee, charge or amount of arrears relating to the provision of services for these debtors who are experiencing financial hardship.

### 4 Policy

#### 4.1 Identifying debtors experiencing financial hardship

- 4.1.1 A debtor experiencing financial hardship is someone who is identified by themselves, by Council, by an accredited financial counsellor, or by a welfare agency as having the intention, but not the ongoing financial capacity, to make required payments in accordance with Council's payment terms.
- 4.1.2 There are two types of financial hardship: ongoing and temporary. Depending on the type of hardship being experienced, hardship debtors will have different needs and will require different solutions.
- 4.1.3 Debtors who are identified as experiencing ongoing hardship are generally those on low or fixed incomes. These debtors may require ongoing assistance.
- 4.1.4 Debtors who may be identified as experiencing temporary hardship are those who have experienced a short-term change in circumstances, such as (but not limited to) serious illness, disability or death in the family, loss or change in income, separation, divorce or other family crisis, a loss arising from an accident, or some other temporary financial hardship. These debtors generally require flexibility and temporary assistance, such as an extension of time to pay or an alternative payment arrangement.
- 4.1.5 The extent of hardship will be determined by either Council's assessment process or by an external body, such as an accredited financial counsellor.
- 4.1.6 Where Council assess a debtor's eligibility for hardship assistance, Council will consider indicators including (but not limited to) whether:
  - (1) the debtor is on a Centrelink income and holds a Pensioner Concession Card or holds a Centrelink Low Income Health Care Card;
  - (2) the debtor is eligible for a South Australian Government concession;
  - (3) the debtor has been referred by an accredited financial counsellor or welfare agency;
  - (4) the debtor advises they have previously applied for emergency relief (irrespective of whether or not their application was successful);

- (5) the debtor's payment history indicates that they have had difficulty meeting their obligations in the past;
- (6) the debtor, through self-assessment, has identified their position regarding their ability to pay.

#### **4.2 Assisting debtors who are experiencing financial hardship**

- 4.2.1 Council will inform a debtor of this policy where it appears to Council that non-payment of a debt is due to the debtor experiencing payment difficulties due to hardship.
- 4.2.2 Where a debtor has been identified as experiencing financial hardship, Council will offer the debtor, as soon as is reasonably practicable, flexible and frequent payment options that have regard to the hardship debtor's usage, capacity to pay and current financial situation.
- 4.2.3 These options will include the following:
  - (1) A payment arrangement
  - (2) other arrangement, under which the debtor is given more time to pay a bill or to pay in arrears

recognising that some debtors have a short-term financial hardship issue that may be resolved in the near to medium-term, where others may require a different type of assistance for ongoing financial issues.
- 4.2.4 Council will engage in discussion with the hardship debtor to determine a realistic payment option in line with the debtor's capacity to pay.
- 4.2.5 Council will work with a hardship debtor's accredited financial counsellor to determine the payment arrangement and instalment amount that best suits the debtor and their individual circumstances.
- 4.2.6 Where a hardship debtor's circumstances change, Council will work with the debtor, and their financial counsellor, to re-negotiate their payment arrangement.
- 4.2.7 Council will also offer the hardship debtor:
  - (1) where appropriate, information about the right to have a bill redirected to a third person, as long as that third person consents in writing to that redirection,
  - (2) information about, and referral to, accredited financial and other relevant counselling and support services, particularly where a debtor is experiencing ongoing financial hardship.
- 4.2.8 Where a hardship debtor requests information or a redirection of their bills, Council will provide that information or redirection free of charge.

- 4.2.9 Council will explain to the hardship debtor how and when the debtor will be returned to regular billing cycles (and collection), after they have successfully completed the hardship program.
- 4.2.10 Council will also explain to the hardship debtor that they will be removed from our hardship program, and be returned to Council's standard collection cycles, including debt recovery, should they cease to make payments according to the agreed payment arrangement or fail to contact us for a period of greater than 90 days.
- 4.2.11 Council will not take any action to remove a debtor from our hardship program until Council have sent the debtor a written notice, allowing them 10 working days from the date of the notice to contact us to re-negotiate their re-entry into the program.
- 4.2.12 If the hardship debtor is deemed to be suffering ongoing or extreme hardship with their Council rates, confirmed via a letter from an Accredited Financial Councillor, the elected body of Council may consider it appropriate for a hardship debtor to apply for a postponement or remission of rates in accordance with s182 (1) of *The Act*.
- 4.2.13 If the hardship debtor is deemed to be suffering ongoing or extreme hardship to pay a Sundry Debtor invoice, Council may consider it appropriate for a hardship debtor to apply for a postponement or write-off of the invoice, with the approval of the relevant person as per Council's Delegations Register.

### 4.3 Payment Arrangements

- 4.3.1 Council's payment arrangements for a hardship debtor will be established having regard to:
- (1) the debtor's capacity to pay and current financial situation,
  - (2) any arrears owing by the debtor, and
  - (3) the debtor's expected debt needs over the following 12 month period.
- 4.3.2 The payment arrangement will also include an offer for the hardship debtor to pay for their debt at a frequency agreed with the debtor (e.g. weekly, fortnightly, monthly or as otherwise agreed with the debtor).
- 4.3.3 Where a payment arrangement is offered to a hardship debtor, Council will inform the debtor in writing, within 10 business days of an agreement being reached, of:
- (1) the duration of the arrangement
  - (2) the amount of each instalment payable under the arrangement, the frequency of instalments and the date by which each instalment must be paid
- 4.3.4 Council may, but are not required to:

- (1) remit/waive any fees for late payment of a bill for a hardship debtor during their participation in this hardship program, providing any hardship agreement is maintained and/or
- (2) Offer postponement of the bill for an agreed period prior to commencement of a hardship agreement payment arrangement

4.3.5 Where a hardship debtor is seeking assistance in accordance with this policy, but has failed to fulfil their obligations under an existing hardship arrangement, Council may require them to sign up for direct debit deductions.

#### **4.4 Debt recovery**

- 4.4.1 Council will suspend debt recovery processes while negotiating a suitable payment arrangement with a hardship debtor.
- 4.4.2 Council will not engage in legal action or commence proceedings for the recovery of a debt for a hardship debtor if:
  - (1) the debtor has agreed to a payment arrangement and continues to adhere to the terms of that arrangement, or
  - (2) Council have failed to comply with the requirements of this policy.

#### **4.5 Rights of debtors experiencing financial hardship**

- 4.5.1 Every debtor experiencing financial hardship has the right to:
  - (1) Be treated respectfully on a case-by-case basis, and have their circumstances kept confidential.
  - (2) Receive information about alternative payment arrangements, this policy, and government concessions, rebates, grants and assistance programs.
  - (3) Negotiate an amount they can afford to pay on a payment arrangement or other payment arrangement.
  - (4) Consider various payment methods, and receive written confirmation of the agreed payment arrangement within 10 business days.
  - (5) Renegotiate their payment arrangement if there is a change in their circumstances.
  - (6) Be shielded from legal action and additional debt recovery costs, whilst they continue to make payments according to an agreed payment arrangement.

#### **4.6 General Provisions**

- 4.6.1 Council will ensure debtors have equitable access to this policy, and that this policy is applied consistently.



- 4.6.2 Council will ensure appropriate training of staff dealing with debtors in hardship to enable them to treat them with respect and without making value judgements. Training will also assist staff in the early identification of hardship debtors, with establishing payment arrangements based on a hardship debtor's capacity to pay, and include processes for referral to an accredited financial counsellor or welfare agency for assistance.
- 4.6.3 Without limiting the provisions of this policy, where service charges are imposed under Section 155 of the Local Government Act 1999, this policy does not limit or prevent councils from applying other legislative provisions of Chapter Ten of the Local Government Act 1999.

#### **4.7 Confidentiality**

- 4.7.1 Any information disclosed by a debtor is confidential and will not be used for any purpose other than the assessment of an application for assistance.

#### **4.8 Complaints Handling**

- 4.8.1 Details of Council's debtor complaints and dispute resolution process are available at our website: [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au). Council will also make a copy of this process available to a debtor, upon request, and at no charge to the debtor.
- 4.8.2 A debtor experiencing hardship has a right to have any complaint heard and addressed by Council, and in the event that their complaint cannot be resolved, the right to escalate their complaint to the external dispute resolution body approved by the Essential Services Commission of South Australia.

### **5 Review**

- 5.1 The Policy will be reviewed once per Council term or as required by legislation. Access to the Policy
- 5.2 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at the Civic Centre, 126 Prospect Road, Prospect SA 5082.

### **6 Further Information**

- 6.1 For further information about this policy please contact:

Director Corporate Services  
City of Prospect  
126 Prospect Road  
Prospect SA 5082

Ph 08 8269 5355  
Email [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

# Prudential Review Policy



<b>Reference Number:</b>	CR23/39954
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director of City Corporate
<b>Responsible Officer (s):</b>	Manager Finance
<b>Initial Adopted Date:</b>	24 October 2017
<b>Last Review Date:</b>	October 2023
<b>Next Review Date:</b>	Once per Council Term October 2027
<b>Legislation:</b>	Local Government Act 1999
<b>Related Documents:</b>	Annual Business Plan Long Term Financial Plan Community Plan Towards 2040

## 1 Purpose

- 1.1 The purpose of this Policy is to provide guidance to the Council, the community and staff, with in respect to the requirements for appropriate due diligence and prudential management of projects.

## 2 Scope

- 2.1 This policy covers the prudential review requirements when consideration is being given to a project that falls within the requirements of Section 48 (1) of the Local Government Act 1999. These requirements are:
- Where the expected expenditure of the Council over the ensuing five years is likely to exceed 20% of the Council's average annual operating expenses over the previous five financial years (as shown in Council's audited financial statements); or
  - Where the expected capital cost of the project over the ensuing five years is likely to exceed \$4,000,000 (indexed in line with section 48 (6)(d) for the year commencing 1 January 2023 this is \$5,489,860 (128.6/93.7 x \$4,000,000)); or
  - Where the Council considers that it is necessary or appropriate. These may include but not limited to:
    - events such as receiving of assets "free of charge" from developers or other tiers of government that will have a long term impact on Council's recurrent budget;
    - risk associated matters

2.2 In accordance with Section 48 (3), this policy does not apply to;

- Road construction or maintenance; and
- Drainage works.

### **3 Policy Statement**

- 3.1 Projects falling within the scope of this policy require a Prudential Report and the following criteria will be applied;
- 3.2 The engagement of a suitably qualified author to undertake Prudential Reviews in accordance with this policy will be made by the Chief Executive Officer. Selection will be made in alignment with Council's Procurement Policy.
- 3.3 The Author will be an independent person who is skilled in the assessment of prudential issues relevant to the proposed projects against the requirements of Section 48 of the Local Government Act. This may be Council's Internal Auditor; however, in such an instance the person must not have an interest in the proposed project.
- 3.4 The engaged author will prepare a Prudential Report in accordance with this policy and the legislation for consideration of Council prior to the commencement of the project.
- 3.5 The preparation of a prudential report should be commenced as soon as practical following Council's decision to investigate a project that meets the criteria of section 2.1 above. While a prudential report is not required to be received until Council makes an irreversible decision, the commencement of the prudential process should commence as soon as possible in order to identify potential project risks in the decision making process.
- 3.6 The Prudential Review Report will form part of the Council or Audit and Risk Committee Agenda papers and will be a public document unless it been determined otherwise by the Council in accordance with Section 90 of the Local Government Act 1999.
- 3.7 A copy of the report will be available from Council's website.

### **4 Review**

- 4.1 The Policy will be reviewed once per Council term.

### **5 Access to the Policy**

- 5.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at Payinthe, 128 Prospect Road, Prospect SA 5082.

## 6 Further Information

6.1 For further information about this policy please contact:

Director of City Corporate  
City of Prospect  
128 Prospect Road  
Prospect SA 5082  
Ph 8269 5355 or Email [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

# Budget Framework Policy



<b>Reference Number:</b>	CR23/39950
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director of Corporate Services
<b>Responsible Officer (s):</b>	Manager Financial Services
<b>Initial Adopted Date:</b>	15 December 2015
<b>Last Review Date:</b>	October 2023
<b>Next Review Date:</b>	3 Years – October 2026
<b>Legislation:</b>	Local Government Act 1999 (SA) S.123 Local Government (Financial Management) Regulations 2011 Part 2
<b>Related Documents:</b>	Caretaker Policy City of Prospect Delegations Register Prudential Review Policy Risk Management Policy Treasury management Policy

## 1 Purpose

The Budget Framework Policy (the “Policy”) provides guidance on roles and responsibilities, timelines, data collection, terminologies, workflows and other relevant components to assist Council, the Executive Leadership Team (ELT), Management Team (MT), Budget Managers (BM’s) and staff to understand their role in the process.

## 2 Scope

The Budget Framework Policy is to be read and implemented in conjunction with Council’s other relevant policies, strategies and documents.

The Local Government Act 1999 S.123 and Local Government (Financial Management) Regulations 2011 are prescriptive in their requirements of Council’s budget and Annual Business Plan.

## 3 Definitions

*Financial Sustainability* - A Council’s long term financial performance and position is sustainable where planned long-term service, infrastructure levels and standards are met within planned increases in rates or disruptive cuts to services.

*Recurrent Budget* - The required budget under the control of the Chief Executive Officer for the continued day to day operations of Council and its base service level delivery. A summary of the income and expenditure is provided to Council. All budget figures will be realistic, based on best available information.

*Project Budget/Operating Project Budget* - Any proposed discretionary services where the expenditure is costed to the operating statement with no ability to capitalise to the capital expenditure budget.

*Capital Expenditure* - Expenditure items that provide an economic life beyond the current year. Items are allocated between New/Upgrade and Replacement/Renewal as defined in the Australian Infrastructure Financial Management Guidelines.

*Budget Bid* - A submission made by a staff member of Council for consideration in the budget process. Budget Bids are made for both the Project Budget and Capital Expenditure requests that are not derived from the Infrastructure Asset Management Plans (IAMP).

*Non-Discretionary vs Discretionary* - Budget Bids are categorised into either Discretionary or Non-Discretionary. Non-Discretionary bids are based on previous commitments of Council (usually a resolution), IAMPs, legislative or contractual requirements. All bids not meeting these items are discretionary in nature.

## 4 Legislative and Corporate Requirements

Local Government Act 1999 S.123; and

Local Government (Financial Management) Regulations 2011.



## 5 Policy Statement

The budget must be considered in conjunction with the Council's Annual Business Plan and be adopted after 31 May and before 15 August for the ensuing financial year. The budget must comply with the standards and principles prescribed by the regulations under the Local Government Act 1999. The budget shall include budgeted financial statements, which must be presented, other than notes and other explanatory documentation, in a manner consistent with the Model Financial Statements.

The budget must also state whether the projected operating income is sufficient to meet projected operating expenses for the relevant financial year and include a summary of operating and capital investment activities presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances.

As part of the budget process Council will prepare an Annual Business Plan which will address the activities the Council intends to undertake in the ensuing year to achieve its objectives and the key performance indicators that Council will use to assess its performance against its objectives.

Council's key performance indicators will include as a minimum estimates with respect to the councils operating surplus ratio, asset sustainability ratio and net financial liabilities presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.

The basis for Council's budget each year will, in its initial stages of development, be a zero based budgeting approach. The result will be evaluated and refined in terms of the Council's Long Term Financial Plan, corporate strategic plans and objectives and within the framework of Council budget assumptions and Community Plan Outcomes.

The Long Term Financial Plan (LTFP) and Annual Business Plan (ABP) are prepared under a single framework that is reviewed annually and links to the key objectives of Council's Strategic plan. The framework includes a number of assumptions and variables underpin the construction of the Long Term Financial Plan and Annual Budget. The following ten budget principles will underpin the budget development:

### 1. Honest and Accountable

We will be honest and accountable in all aspects of the budget process, meeting the community's expectations of transparency and openness with a reporting framework that supports and enhances this.

### 2. Strategic Approach

We will maintain a strategic approach to the delivery of all council services and capital works programmes. All expenditure decisions will align with the City of Prospect Community Plan outcomes.

Council can commit a maximum of two (2) year budget funding for a capital or operating project where it is identified during the development of the LTFP, and / or during the budgeting process that the project will;

- extend over a multiyear period given the size and nature of the development
- require budget commitment in advanced of the normal process, for planning and efficiency purposes and to ensure the best value for money.

The identified projects and funding commitment requirements will be highlighted by the Administration and specifically listed as part of the budget adoption recommendations.

### 3. Long Term Financial Planning

A 10 year Long Term Financial Plan will reinforce the delivery and achievement of Council's long term strategic objectives in a sustainable manner. The Long Term Financial Plan should be aligned to the Asset Management Plans thereby identifying funding requirements and assessing the adequacy of existing funding capacity.

All programmes will be regularly reviewed to ensure they fit within the Council's financial framework including key performance indicators which include the operating surplus ratio, net financial liabilities ratio and asset sustainability ratio presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.

### 4. Realistic Budgeting

All budget figures will be realistic, based on the best available information and utilise a zero based budgeting where appropriate.

### 5. Meet Long Term Liabilities

Each budget should be fully funded and reconciled on an accrual and cash basis.

While individual years may fluctuate, the long term financial plan will be developed to achieve the average of the KPI targets across the ten years, in addition to individual year targets.

The Audit Committee will make recommendation to Council each year on appropriate KPI targets prior to the formulation of the Long Term Financial Plan and Annual Budget.

### 6. Rates Impost

Rates will be set at a level having regard to the City's strategic directions and its social and economic objectives balanced against the community's ability to pay. Sustainable rate increases avoid a "rates shock".

### 7. Avoid Cost Shifting

We will resist pressure to accept cost shifting from other levels of government.

### 8. New Initiatives

All new initiatives will be evaluated in terms of meeting Council's strategic directions.

#### 9. Asset Sales and Debt

The operational budget will be structured such that there is no reliance on asset sales to fund core services. Debt will be regarded as a tool to be used in a strategic perspective to achieve the provision of services to the community. Debt will be considered:

- In the context of the strategic objectives of Council
- In the context of long term financial forecasts and objectives
- As funding for long term infrastructure asset creation
- As a means of spreading the cost of infrastructure over the ratepayers who use it
- As a mechanism to fund temporary cash shortfalls.

#### 10. Financial Control

We commit to ensuring that financial and other resources under our control will be used only for approved purposes and aligned with Council's strategic framework and that all risks to Council's finances are properly managed.

#### Budget Review

The budget performance will be reviewed by the Manager Financial Services as at the following dates in the relevant financial year:

- 30 September (Budget Review 1), reported to Council following the receipt of Audited Financial Statements for the previous financial year.
- 31 December (Budget Review 2), to be presented to the Audit and Risk Committee before adoption by Council, and,
- 31 March (Budget Review 3),

The Director City Corporate or Manager Financial Services will present to Council, as soon as practical after each of the above dates in accordance with the Local Government (Financial Management) Regulations 2011, a report that compares budgeted performance to actual performance with explanations for significant budget variances, seeking authorisation for these variances.

For the 30 September and 31 March review the budget reviews should include a revised forecast of its operating and capital investment activities for the relevant financial year compared with estimates for those activities as set out in the budget. The format presented must be in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances.

For the 31 December review the budget review should include revised forecasts of each item shown in its budgeted financial statements for the relevant year compared with the estimates set out in the budget presented in a manner consistent with the Model Financial Statements. This budget review should also include revised forecasts for the relevant financial year of the council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with the estimates set out in the budget and presented in a manner consistent with the note in the Model Financial Statements entitled Financial Indicators.

Once the audited financial statements for the financial year ending have been completed a comparison of those results to the original budget adopted by Council for that year will be prepared including reasons for material variances.

Budget reviews are an opportunity for budget managers in light of changed circumstances or new events that may have occurred subsequent to the time of budget adoption to be addressed.

Where the budget variance will:

- have an impact on an item shown in its budgeted financial statements for the relevant year (presented in a manner consistent with the Model Financial statements); or
- vary the annual budget for a capital or annual operating project budget adopted by council as part of its budget deliberations; or
- alter existing levels of service

the budget variance requested will be presented to the Council for approval with reasons for the variance.

The impact of the quarterly budget reviews must not materially erode the financial indicators position adopted as part of the original budget adopted by council based on an overriding principle that cost overruns must be funded by a commensurate cost saving and new projects or requests for service must be funded by a commensurate reduction in a project or service adopted as part of the original budget.

Surplus funds are used to retire existing debt or negate the need for future planned debt unless a specific project is identified in the budget review to either address a legislative issue, meet a cost overrun, bring forward planned works from Council's adopted Asset Management Plans or to meet a Council resolution.

Any newly identified projects must be brought to Council as part of the annual budget process to ensure it is reviewed in line with all other submitted projects.

#### Carry forward Projects from the Previous Year

Funding approval for budgeted projects not expended at the end of any financial year is forfeited unless approval to carryover the project and associated budget allocation is granted by Council.

Operating activity budget for but not expended in a year shall not be carried forward to the following year, unless externally funded and the tied funding will be lost should it not be completed. Identifiable operating projects that will not commence or be substantially completed in the year that they have been budgeted, should be re-evaluated in the draft budget process of the following year.

Similarly, capital projects that have not been substantially commenced in one year should be re-considered against other competing priorities in determining the draft budget for the following year.

Where possible and appropriate, Budget Review 3 shall identify any projects unlikely to be completed by 30 June and removed or adjusted for that financial year, to enable consideration for inclusion in the draft Budget for the following year.

## **6 Review**

The Budget Framework Policy will be reviewed in line with Council's Corporate Governance Framework.

## **7 Access to the Manual**

The Budget Framework Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service.

## 8 Further Information

For further information about this Policy please contact:

Manager Financial Services  
City of Prospect  
128 Prospect Road  
Prospect SA 5082  
Ph 08 8269 5355  
Email [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

# Fixed Asset Accounting Policy



<b>Reference Number:</b>	CR17/61785
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director City Corporate
<b>Responsible Officer (s):</b>	Manager Finance
<b>Initial Adopted Date:</b>	Council 29 August, 2000
<b>Last Review Date:</b>	October 2023
<b>Next Review Date:</b>	Once per Council Term October 2027
<b>Legislation:</b>	<p><i>Local Government Act, 1999 (SA)</i>  <i>Local Government (Financial Management) Regulations 2011</i>  Australian Accounting Standards – No. 116 Property, Plant and Equipment  Australian Accounting Standards – No.13 Fair Value Measurement  Australian Accounting Standards – No.138 Intangible Assets  Australian Accounting Standards – No.136 Impairment of Assets</p>
<b>Related Documents:</b>	<p>Asset Management Policy  Sale or Disposal of Assets Policy  Procurement Policy  Prudential Review Policy  Local Government Association (LGA) Financial Sustainability Information Paper No.18 – Financial Policies and Procedures  Local Government Association (LGA) Financial Sustainability Information Paper No.6 – Infrastructure and Asset Management.</p>

## 1 Purpose

- 1.1 The Fixed Asset Financial Reporting Policy (the "Policy") applies to the provisions of the *Local Government Act 1999* (the Act) Section 124 (Accounting Records to be Kept) regarding Council's Fixed Assets and how financial information pertaining to Fixed Asset transactions and reconciliations are undertaken across all Council operations.
- 1.2 The Fixed Asset Accounting Policy exists to ensure there is a distinction made between expenditure on long lived assets and expenditure on goods and services for immediate consumption. This is critically important in determining the cost of providing services.
- 1.3 The objective of this policy is to provide guidance, clarity and consistency regarding the treatment of capital expenditure, which will provide for greater understanding and accuracy of Council's capital requirements and depreciation expenses.



## 2 Definitions

- 2.1 For the purpose of this Policy:
- 2.1.1 "Fair Value" is the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction. "Depreciation" is the systematic allocation of the depreciable amount of an asset over its useful life.
  - 2.1.2 "Materiality" in relation to information, that information which if omitted, misstated or not disclosed has the potential to adversely affect decisions about the allocation of scarce resources made by users of the financial report or the discharge of accountability by the management or governing body of the entity.
  - 2.1.3 "Consideration" in the context of this policy, shall be recognised in "monetary terms" e.g. purchase cost.

## 3 Scope

- 3.1 This Policy applies to the provisions of the Local Government Act 1999 (the Act) Section 124 (Accounting Records to be Kept) regarding Council's Fixed Assets and how financial information pertaining to Fixed Asset transactions and reconciliations are undertaken across all Council operations.

## 4 Legislative and Corporate Requirements

- 4.1 This Policy forms part of the Internal Financial Control Framework as a direct consequence of the provisions of Section 125 (Internal Control Policies) of the Act for South Australia.
- 4.2 This commits Council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the council's assets, and to secure (as far as possible) the accuracy and reliability of council records.
- 4.3 Section 127 (Financial Statements) of the Act prescribes a Council to produce annual financial statements in accordance with standards required by the regulations.
- 4.4 In addition, Section 129 (Conduct of Audit) of the Act requires an external auditor to form an opinion as to whether there is sufficient evidence providing reasonable assurance that the financial transactions of the council have been conducted properly and in accordance with law.
- 4.5 This has been further elaborated upon within *Local Government (Financial Management) Regulations 2011* (the Regulations) at Part 3 – Accounting Principles, Part 4 – Financial Statements and Part 6 – Audit clause 19(b).
- 4.6 Part 3 of the Regulations prescribes the standards adopted are the Australian Accounting Standards overseen by the national peak body for accounting policies and principles, the Australian Accounting Standards Board.
- 4.7 Part 4 of the Regulation prescribes the statements are compiled according to the Model Financial Statements, according to those published by the Local Government Association (LGA) website [www.lga.sa.gov.au](http://www.lga.sa.gov.au) on an annual basis for administrative adoption.
- 4.8 In addition, the LGA has published revised Financial Sustainability Information Papers (FSIP) as part of its ongoing Financial Sustainability Program (FSP) with the aim of harmonising high-level policy positions for council administration adoption and use.

- 4.9 The Information Papers are not statutory measures however they are considered best practice for council administrations to commit to.

## 5 Policy Statement

- 5.1 Assets shall be recognised and accounted for in accordance with Australian Accounting Standards and the details contained in this policy.

### 5.2 Recognition and Threshold

- 5.2.1 The cost method of accounting is used for the initial recording of all acquisitions of assets.
- 5.2.2 Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.
- 5.2.3 For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.
- 5.2.4 Provisions in AASB 116 allow for fair value of the asset acquired in a non-cash transaction as the carrying amount of Council's asset given up, or the originating asset relinquished.
- 5.2.5 Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining such thresholds, regard is had to the nature of the asset and its estimated service life.
- 5.2.6 Asset capitalisation threshold values applying to individual classes of assets will be guided by the characteristics of those classes. The LGA Model Financial Statements provide guidance in how these classes are determined. Councils Capitalisation thresholds by type of asset are as follows:

<b>Asset Type</b>	<b>Capitalisation Threshold (Ex. GST)</b>
Buildings & Other Structures	\$5,000
Infrastructure	\$5,000
Open Space	\$5,000
Open Space - Earthworks	\$25,000
Plant & Equipment	\$1,000
Furniture & Fittings	\$1,000
Artworks	\$1,000

- 5.2.7 This principle applies to the total value of all individual parts that form a cohesive asset recognised for reporting purposes.
- 5.2.8 For instance an asset may consist of numerous individual parts, such as can be found in a piece of equipment, which in isolation may not meet the recognition threshold. In line with AASB 116, this individual component in and of itself may not meet the definition criteria as being able to derive future economic benefit to Council in isolation.
- 5.2.9 However, if it can be categorised at an aggregated (Group) level as a component of a cohesive asset meeting the definition of Property, Plant and Equipment, then the individual component shall be capitalised as part of the aggregated value of the asset.

- 5.2.10 All assets recorded in the fixed asset register will be correctly entered and maintained according to the information management principles applicable such as their specific Asset Class, Asset Category and Asset Group.

### **5.3 Revaluation of non-current Assets**

- 5.3.1 Infrastructure assets are revalued annually in accordance with the applicable accounting standards. Land, Buildings and Other assets are revalued with sufficient regularity to ensure the carrying amount does not differ materially from the fair value that would otherwise be determined at the reporting date.
- 5.3.2 If an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued.
- 5.3.3 Revaluations of Non-Current Assets are carried out by an independent professionally qualified valuer. Comprehensive independent valuations are performed every 5 years with desktop valuations performed annually between comprehensive valuations for Infrastructure Assets.
- 5.3.4 Plant, Equipment, Furniture and Fittings are recognised at cost less accumulated depreciation and any accumulated impairment and are not subject to revaluation.
- 5.3.5 Non-monetary assets received without charge are recognised as assets and revenues at their fair value at the date of receipt, except for land under roads. Land under roads and trees are not recognised because there is currently no reliable method of valuation.

### **5.4 Depreciation**

- 5.4.1 Depreciation methods, useful lives and residual values of classes of assets are reviewed annually.
- 5.4.2 All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the economic benefits provided by those assets.
- 5.4.3 Land is not a depreciable asset.
- 5.4.4 The Depreciation method applied shall be the straight line basis, except for infrastructure assets where the "Advanced Straight Line Asset Management" consumption based depreciation methodology is employed. Depreciation rates shall be reviewed each year.

### **5.5 Impairment of Assets**

- 5.5.1 In accordance with AASB 136 Impairment of Assets, Council will assess if an asset has been impaired at least annually or whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.
- 5.5.2 An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).
- 5.5.3 Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

## **6 Review**

- 6.1 The Policy will be reviewed once per Council term or as required by legislation.

## 7 Access to the Policy

- 7.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

## 8 Further Information

- 8.1 For further information about this policy please contact:

Director Corporate Services  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

Ph 8269 5355  
Email [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

**10.12 REGIONAL PUBLIC HEALTH PLAN PROGRESS REPORT****File Number:** IC23/331**Author:** Scott McLuskey, Manager Development Services**Responsible Executive:** John Pearce, Director City Growth & Development**EXECUTIVE SUMMARY**

The *South Australian Public Health Act 2011* ('the Act') requires that all Councils prepare and adopt a Public Health Plan. Among other things, a key objective of the Act is to promote and foster the health and wellbeing of individuals and communities. The Act requires the Minister to prepare and maintain the State Public Health Plan. The State Public Health Plan sets out principles and policies for achieving the objectives of the Act relating to public health at a State level. The Act also allows a group of Councils to jointly prepare and adopt a Regional Public Health Plan that aligns with the State Health Plan.

The preparation and implementation of a Regional Public Health and Wellbeing Plan enabled Eastern Health Authority (EHA) constituent Councils to identify opportunities and outline strategies for promoting public and environmental health and wellbeing to foster a stronger, healthier and more resilient community whilst enabling Councils to strengthen partnerships with each other and other stakeholders that have a role to play in fostering and supporting public health and wellbeing.

The inaugural Regional Public Health Plan 2014-2018 was endorsed in June 2015. In 2020 constituent Councils worked with URPS consultants to review the 2014-2018 Plan and develop a new Plan 'Better Living Better Health' 2020-2025 ('the Plan') which was endorsed on 5 May 2020. A summary of the Plan is provided at **Attachment 1** for reference.

The purpose of this report is to provide a progress update in relation to the actions outlined within the Plan, together with a recommendation from staff of EHA constituent Councils that no progress be pursued in relation to four actions identified in the Plan as they are not considered to be deliverable within the life of the current Plan (or at all).

**RECOMMENDATION****That Council:**

1. **Having considered Item 10.12 Regional Public Health Plan Progress Report receives and notes the report.**
2. **Having considered Item 10.12 Regional Public Health Plan Progress Report, determines not to pursue the following actions identified within the current Regional Public Health Plan:**
  - (a) **Implement enhancements to regional community transport network.**
  - (b) **Pilot regional promotion approach around an existing event of regional significance (e.g. ZestFest) – review.**
  - (c) **Development Regional Volunteer Passport scheme including regional database of volunteers and volunteer opportunities.**
  - (d) **Establish regional mental health and suicide prevention network.**

## DISCUSSION

### Background

The Regional Public Health Plan ('the Plan') is now at its midpoint and this report provides an update on how the Plan is progressing. The draft Regional Plan 2020-2025 was compiled as an aspirational Plan which aims to promote a more regional collaborative approach to public health and wellbeing. As such, the Plan is purposely not designed to simply summarise everything each constituent Council delivers in relation to public health and wellbeing. Rather, it is focussed on areas that have been identified as having regional significance and relevance following analysis of local demographics, strengths, weaknesses and opportunities.

A biennial report was prepared for the Chief Public Health Officer in 2022, inclusive of a summary infographic (refer **Attachment 2**). This report outlined the challenges Councils experienced implementing the Plan for a range of reasons including the commencement of the COVID pandemic in 2020 and ongoing impact of this in 2021 which limited Council initiatives and regional opportunities. There have also been staff changes involved with the Plan in 3 of the 5 constituent Councils.

There has been a meeting of staff from constituent Councils to examine the Plan in detail and provide a progress report, including providing recommendations to the Constituent Councils about identified actions in the Plan that are considered to be unable to be delivered within the life of the current Plan (if at all).

### Summary of Progress

The following table details a progress report for each action:

C = completed

IP = in progress with work commenced

NS = not started as yet

CA = changed action due to unforeseen circumstances since the plan was adopted

There are 11 focus areas with 22 associated actions.

At the midpoint of this Plan all 11 focus areas have been considered, and of the 22 associated actions:

- 7 are completed
- 8 are in progress
- 3 have not started as yet
- 4 are recommended to change

Environments for Health		
The Plan recognises that the natural, built and cultural environment influences how people live, their interaction with their communities and their ability to adopt active and healthy lifestyles		
Active Regional Connections – open space mapping with cycling and walking routes		
Action	Progress	Comment
Map open space and recreation areas across the region including relevant infrastructure (toilets, play spaces)	IP	<ul style="list-style-type: none"> <li>• Promotion of the established Adelaide 100 walking track</li> <li>• A case study is being put together utilising existing systems to map existing information</li> <li>• Magill Village is an example of a regional project to improve walkability and liveability of a precinct</li> </ul>
Overlay cycling and walking routes, including along the River Torrens Linear Park / Karrawirra Parri	IP	<ul style="list-style-type: none"> <li>• Linked to the above, a case study is being prepared to consider the most appropriate technology through which to pursue this action.</li> </ul>
Identify opportunities to enhance connectivity and amenity to increase	NS	<ul style="list-style-type: none"> <li>• Will be actioned following delivery of the mapping tools that are intended to support</li> </ul>

access for all ages and abilities – apply climate change adaptation lens		strategic identification of these opportunities. Where ad hoc opportunities are identified these will nonetheless be pursued.
Investigate continuity of signage and wayfinding to amenities and places of interest across the region, including Kaurna culture and local heritage	IP	<ul style="list-style-type: none"> <li>• Burnside, Campbelltown, Norwood Payneham &amp; St Peters with Adelaide Hills Council have commenced a 'Kaurna Waterways Project' with Kaurna and other First Nations residents.</li> <li>• Achieving the action strategically across the region remains reliant upon mapping tools identifying existing wayfinding, and will be progressed further once this has occurred.</li> </ul>
<b>Regional community transport network</b>		
Map community transport across the region in consultation with Community Passenger Network	C	<ul style="list-style-type: none"> <li>• Mapping has occurred.</li> <li>• Community Passenger Network in East has closed.</li> <li>• CHSP funding extended to June 2025 which supports most transport in the region.</li> <li>• Councils will be undertaking reviews of community transport in line with changes to CHSP funding which will shape this action.</li> </ul>
Identify gaps in community transport network – safety, spatial, temporal, group, promotion	C	<ul style="list-style-type: none"> <li>• Gaps have been identified in Councils delivery of community transport services. Specific temporal and group gaps were identified (in particular).</li> </ul>
Plan enhancements to regional community transport network based on mapping and gap analysis	NS	<ul style="list-style-type: none"> <li>• Will be actioned as CHSP service delivery models are considered noting the strong relationship between these programs.</li> </ul>
Implement enhancements to regional community transport network	CA	<ul style="list-style-type: none"> <li>• This does not appear to be achievable within the life of the current Plan. Further rationale supporting this recommendation is provided later in this report.</li> </ul>

<b>Capacity for Health</b>		
The Plan recognises how connecting people in communities to activities, events, opportunities and each other promotes good mental health and healthy communities. It also acknowledges the need to identify and target specific groups to ensure there are opportunities for full participation.		
<b>Regional promotion of activities and events</b>		
<b>Action</b>	<b>Progress</b>	<b>Comment</b>
Investigate regional platform/s for promotion of health and wellbeing activities across all council areas	IP	<ul style="list-style-type: none"> <li>• Common third party platforms are used (at least in part) across Constituent Councils, but the way in which these might be utilised or whether they represent a best practice approach requires further investigation.</li> </ul>
Pilot regional promotion approach around an existing event of regional significance (e.g. ZestFest) – review	CA	<ul style="list-style-type: none"> <li>• Due to the impacts of COVID-19, this action has been unable to be delivered. Further rationale regarding this, and an intended pathway forward to achieve the underlying intent of this action, is provided later in this report.</li> </ul>
Develop regional events and festivals calendar	IP	<ul style="list-style-type: none"> <li>• Initial discussions have occurred to promote regional events. It is observed that event planning occurs at differing times within the Constituent Councils, and that this calendar would need to be updated at least quarterly for it to be effective (i.e. it is</li> </ul>

		not currently possible to promote an annual calendar of regional events).
Plan role-out of regional promotion approach across broad spectrum of events and activities. Apply an access for all lens over all promotion (including access details).	IP	<ul style="list-style-type: none"> <li>This action requires further investigation, noting that further development of a regional events calendar and access for all lens is required to fully achieve this action.</li> <li>Campbelltown is developing an 'Accessible Events' Checklist which will be circulated to Constituent Councils once complete. Once common approaches and language to this issue has been adopted, local and regional promotions will offer clarity around access details.</li> </ul>
Implement role out of regional promotion approach across broad spectrum of events and activities	NS	<ul style="list-style-type: none"> <li>Notwithstanding the further planning actions required to fully commence delivery of this action, Constituent Councils intend to progress with regional promotion of marquee events of each Council as a pilot to assist in the planning and implementation of a more comprehensive roll-out.</li> </ul>
<b>'Talk to your neighbour' – addressing social isolation</b>		
<b>Action</b>	<b>Progress</b>	<b>Comment</b>
Research best practice approaches,(eg. consider the integration of national 'Neighbour Day' activities, co-ordinated by Relationships Australia into the project)	C	<ul style="list-style-type: none"> <li>Research from Relationships Australia and TACSI (The Australian Centre for Social Innovation) about the role of neighbours</li> </ul>
Map vulnerable populations	C	<ul style="list-style-type: none"> <li>Council's Emergency Management and Disability Access &amp; Inclusion plans</li> <li>CHSP clients</li> </ul>
Implement pilot project	C	<ul style="list-style-type: none"> <li>Cities of Campbelltown and Prospect have trialled Play Streets / Street Meets and Festive Streets</li> <li>Sharing of pilots, learnings and processes shared with other Councils</li> <li>Campbelltown trialled a 'Neighbourly Notes' project with University SA which can be explored</li> </ul>
Identify community champions for subsequent rollout of project	IP	<ul style="list-style-type: none"> <li>Cities of Campbelltown and Prospect have identified community champions through Play Streets / Street Meets and Festive Streets pilots</li> </ul>
<b>Regional Volunteering</b>		
<b>Action</b>	<b>Progress</b>	<b>Comment</b>
Bring local volunteer coordinators together to map current practices around volunteering	C	<ul style="list-style-type: none"> <li>Opportunities have been mapped and will occur in stages</li> </ul>
Develop Regional Volunteer Passport scheme including regional database of volunteers and volunteer opportunities	CA	<ul style="list-style-type: none"> <li>It is considered that this action will not be able to be achieved within the life of the current Plan. Further rationale in relation to this recommendation is provided later in this report.</li> </ul>
Collaborate to deliver shared volunteer training across the region	IP	<ul style="list-style-type: none"> <li>Progress this action in stages</li> <li>Stage 1: standard training for volunteers in core areas;</li> </ul>



		<ul style="list-style-type: none"> <li>- WHS</li> <li>- Ageism: Campbelltown received an ageing well grant to develop an online training package for Local Government (rollout 2024)</li> <li>• Stage 2: On-boarding and induction process/materials for volunteers.</li> </ul>
--	--	---

<b>Mental Health Suicide &amp; Prevention Network</b>		
<b>Action</b>	<b>Progress</b>	<b>Comment</b>
Investigate regional partnerships based on shared outcome goals	C	<ul style="list-style-type: none"> <li>• Investigations were undertaken through the relevant State Government project delivery agency, which confirmed that Councils (despite shared goals) would not be identified as a partner in the delivery or sustainment of a regional mental health and suicide prevention network.</li> </ul>
Establish regional mental health and suicide prevention network	CA	<ul style="list-style-type: none"> <li>• This action is not able to be delivered. Information is provided in relation to investigation outcomes later in this report.</li> </ul>

<b>Protection for Health</b>		
The Plan sets out the EHA Constituent Councils' commitment to protecting public health and safety through developing and enforcing public and environmental health performance standards and adopting a risk-based approach to public health management.		
<b>Action</b>	<b>Progress</b>	<b>Comment</b>
Regional Vaccination Program	IP	EHA's actions within the Plan are reported annually within the Annual Business Plan, which was reported to the Board of Management on 30 August 2023 and the Annual Report which is provided to our Constituent Councils by 30 September 2023.
Public and Environmental Health Service Performance	IP	
Food Safety service performance	IP	
Supported residential facilities regulation and licensing	IP	
Emergency Management Planning	IP	

**Actions Recommended for Change**

*Implement enhancements to regional community transport network*

Each of the Constituent Councils is considering changes to, or has recently changed, the model for delivery of its Commonwealth Home Support Program (CHSP) services. These services have typically been the primary driver for the acquisition of fleet and selection of activities associated with Community Transport Programs. Final decisions within a number of Constituent Councils are not expected to be made in advance of the 2024/25 Financial Year, leaving no opportunity for Councils to consider a revised (and funded) position in relation to its Community Transport programs until the 2025/26 Financial Year – which is beyond the life of the current Plan.

For this reason staff of the Constituent Councils recommend that this action be pursued in the next Regional Public Health Plan (2025-2030). Actions to be taken within the life of this Plan (which will occur concurrent with planning of future CHSP service delivery) to identify gaps and opportunities in the regional Community Transport network will act as a foundational step for this future action.

*Pilot regional promotion approach around an existing event of regional significance (e.g. Zestfest) – review.*

This action is not considered to be deliverable as endorsed, as it was premised upon regional promotion of a single health and well-being focussed event delivered at a regional scale – ZestFest. ZestFest was cancelled in 2020 due to the impacts of COVID-19, and has not subsequently been re-held. As a consequence, Constituent Councils have not been able to regionally promote this event or an equivalent.

Much like COVID-19 has required Constituent Councils events teams to consider different delivery models for events, it is recommended that the underlying intent of this action is achievable in other ways. For example, Constituent Councils can pilot a regional approach to promoting local events, particularly where these may relate to a common theme such as Neighbour Day.

While this specific action is considered to be undeliverable, staff from Constituent Councils are progressing with actions that are intended to deliver upon the spirit with which this action was identified and endorsed through regional promotion activities related to local events of potential regional interest.

*Develop Regional Volunteer Passport scheme including regional database of volunteers and volunteer opportunities*

This action has been explored by staff at the Constituent Councils, noting that achieving this outcome is greatly desirable and expected to benefit the region. There are a series of challenges that have been identified in achieving this outcome within the life of the current Plan, which include:

- Differing policies and procedures amongst Constituent Councils, which would need to be necessarily aligned for a Passport scheme to be effective;
- Workplace management matters, which include day to day challenges such as reporting and coordination together with system challenges such as management of hours;
- System challenges, noting that there is little consistency between Constituent Councils in the tools used to manage workplace matters;
- Training needs, noting that similar tasks within Constituent Councils are completed with different plant and equipment – resulting in necessary local nuance in training and onboarding programs;
- A number of other matters similar to those described above.

Staff from Constituent Councils do not consider that the outcome is impossible to achieve, but equally do not consider that it will be possible to align the policies, processes, systems, plant and equipment necessary to achieve the outcome within the next two years.

It is thus recommended that the remaining two actions under the Regional Volunteering project be pursued within the life of this current Plan as foundational actions, leading to the longer term delivery of this specific action in the subsequent Regional Public Health Plan.

*Establish regional mental health and suicide prevention network*

Investigations were undertaken with the assistance of staff at the then Premier's Council on Suicide Prevention. It was confirmed that funding was being provided to support the establishment of Suicide Prevention Networks, however these were not supported for delivery at the scale anticipated by Constituent Councils due to the localised and specific nature of supporting network groups.

Staff from Constituent Councils were also advised that a core requirement for the establishment of a Suicide Prevention Network is that it be established, coordinated and sustained by community members. As such Constituent Councils would not be supported in establishing regional or local Suicide Prevention Networks by this program.

This program is now being run by Wellbeing SA, but staff from Constituent Councils have confirmed that the program framework remains unchanged. For these reasons this action is not able to be pursued.

### Other Potential Implications

The Regional Public Health Plan does not detract from a Council's ability to deliver its own range of public health and wellbeing services. Health and wellbeing are a core part of the work Council invests in, particularly through:

- Infrastructure (footpaths, roads, reserves, creeks, ovals, playgrounds and outdoor exercise equipment).
- Information and services (community bus, events and activities).
- Protection (immunisation, food safety and inspections).
- Promotion (climate change adaptation, waste and emergency management).

### Relevance to Core Strategies / Policy

- Regional Public Health Act 2011
- Regional Public Health Plan 2020-2025

### Community Plan: Towards 2040

#### ► Active & Engaged

##### 2 to 5 year timeline

AE2.5 Continue to support a broad and diverse volunteer group

AE2.9 Support the Eastern Region to deliver aspirations and objectives of the Regional Public Health Plan including projects which include open space connectedness, regional volunteering, mental health support, community transport and programs to address social isolation

#### ► Inclusive & Diverse

##### 2 to 5 year timeline

ID2.6 Create opportunities for new culturally diverse citizens to be actively involved in Council programs and activities

### ATTACHMENTS

1. **Regional Public Health Plan 2020-2025 Summary** [↓](#) 
2. **Biennial Regional Public Health Plan Report 2020-2022** [↓](#) 



# Better Living Better Health

Regional Public Health and Wellbeing Plan for the EHA Constituent Councils 2020 – 2025



## Better Living Better Health

### Introduction

Better Living, Better Health 2020 – 2025 is the regional public health and wellbeing plan for the Eastern Health Authority Constituent Councils of Burnside, Campbelltown, Prospect, Norwood Payneham & St Peters, and Walkerville. This Plan builds on the previous Public Health Plan and will lay foundations for the next Public Health Plan.

This Regional Public Health Plan acknowledges that public health is a key concern for all Constituent Councils and that each Council addresses public health issues across their business. The detail of individual Council actions are not addressed in this Plan. Instead, it focuses on regional activities that require collaboration between the councils and community partners.

Better Living, Better Health 2020 – 2025 builds on regional strengths and addresses regional challenges. It also considers priority populations identified in South Australia's State Public Health Plan 2019-2024, and it addresses the State's four strategic priorities:

**Promote:** Build stronger communities and healthier environments.

**Protect:** Protect against public and environmental health risks and respond to climate change.

**Prevent:** Prevent chronic disease, communicable disease and injury.

**Progress:** Strengthen the systems that support public health and wellbeing.

### Where we are coming from and where we are going

This is the second Regional Public Health Plan for the region. As such it builds on the last plan, Better Living, Better Health 2014 – 2018 and it will be the foundation of the next.

**Plan 2014-18** Integrating Public Health into council business



**Plan 2020-25** Establishing regional projects and collaborations



**Plan 2026-30** Expanding regional projects and collaborations

### Snapshot of the region

The region serviced by this public health and wellbeing plan comprises areas of relative socio-economic advantage compared to Greater Adelaide. Despite this, many residents are asset rich but cash poor and there are pockets of socio-economic disadvantage, social isolation and poor access to open space and services.

### Population profile

- 162,362 people
- Fewer young children and young adults\*
- More older people\*
- 24% born overseas
- Many from China, Italy and India
- 773 humanitarian migrants
- 860 Aboriginal and Torres Strait Islander people
- 12.7% provide unpaid care to someone with a disability or long-term illness.

### Socio-economic status

- High engagement in secondary education\*
- High level of education among mothers of children under 15 years\*
- Pockets of socio-economic disadvantage
- 56.2% of people over 65 years receive Age Pension
- 4.1% receive Disability Support Pension
- 3.4% unemployed
- 27.2% of low-income households experience rental stress
- 4% of dwellings are social housing
- 2.5% experience household crowding.

### Health and wellbeing

- Consistent immunisation coverage overall
- Lower rates of smoking and obesity\*
- 62.7% are physically inactive
- 1,800 people access mental health services annually
- Pockets of mental health vulnerability.

### Community Connection

- Issues with isolation for some populations
- Fewer residential aged care places\*
- Culturally tolerant
- Good access to support during a crisis outside family
- General feeling of public safety.

\*Compared to Greater Adelaide

2020-2025



### Working together for regional public health and wellbeing outcomes

#### A regional approach

Better Living, Better Health 2020 – 2025 will focus on activities that require cross-council collaboration for their planning and implementation. These activities will have health and wellbeing outcomes that cross council boundaries and benefit the whole region.

employed throughout the development of the Plan to facilitate shared goals and collaborative working relationships.

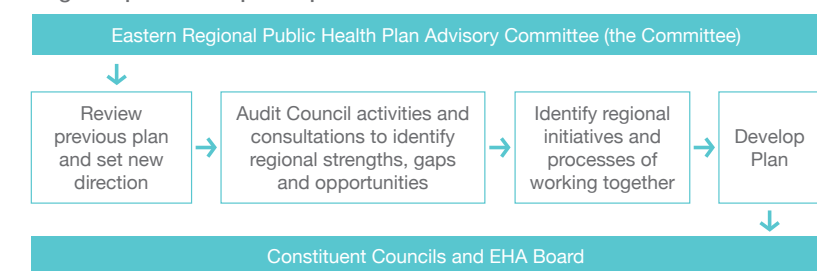
#### Co-design of goals, activities and ways of working together

Successful implementation of this plan relies on processes that support effective collaboration between EHA and Constituent Councils. Co-design methods have been

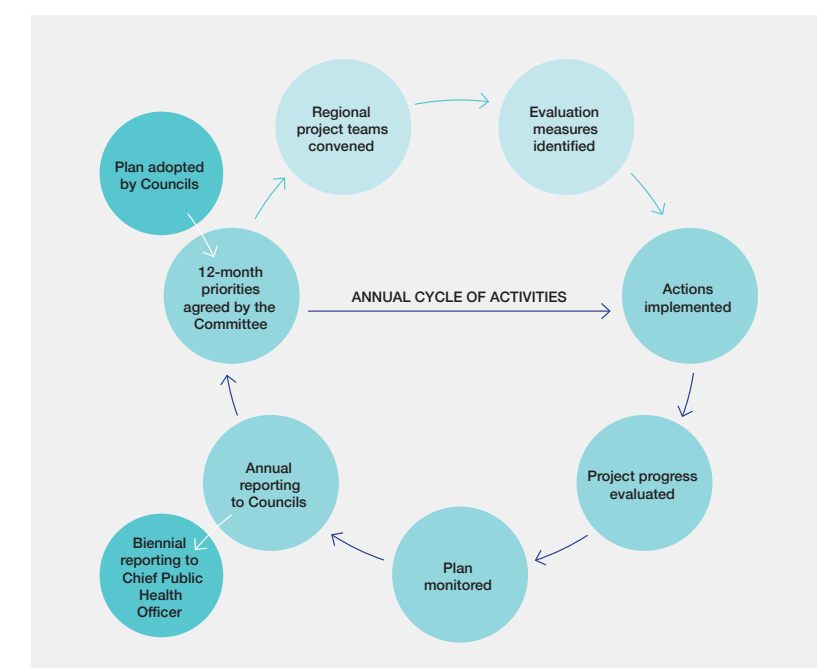
#### Community consultation

Over the past five years, all Constituent Councils have engaged their communities around issues that are relevant to public health and wellbeing in the region, including ageing, youth, cultural and linguistic diversity, reconciliation, access and inclusion, social/community open space and recreation planning. A decision was made to reflect on this feedback to ensure planning was informed by a diversity of voices.

### Regional plan development process



### Implementation and reporting framework – an annual cycle



## Regional Public Health and Wellbeing Plan

This Plan is being delivered in conjunction with other regional plans including: Climate Change Adaption (Resilient East); Disability Access and Inclusion; Age Friendly Communities; Child and Youth Development; Reconciliation; Social/Community and an assortment of sports, recreation, asset management and open space plans.

STRATEGIC DIRECTION	REGIONAL PROJECTS AND RELATED ACTIONS	OUTCOME GOALS	TARGET POPULATIONS	STATE PRIORITIES			
				PROMOTE	PROTECT	PREVENT	PROGRESS
<b>Environments for health</b>  <b>Regional strength</b> <ul style="list-style-type: none"> <li>River Torrens Linear Park, trails and water course reserves</li> <li>Valued open space</li> <li>Diverse recreation opportunities</li> <li>High quality amenity</li> <li>Resilient East</li> </ul> <b>Regional Challenge</b> <ul style="list-style-type: none"> <li>Poor continuity across boundaries</li> <li>Residential growth and pockets with poor access to open space</li> </ul>	<b>Active Regional Connections - Open space mapping with cycling and walking routes</b> <ul style="list-style-type: none"> <li>Map open space and recreation areas across the region including relevant infrastructure (toilets, play spaces)</li> <li>Overlay cycling and walking routes, including along the River Torrens Linear Park</li> <li>Identify opportunities to enhance connectivity and amenity to increase access for all ages and abilities – apply climate change adaptation lens</li> <li>Investigate continuity of signage and wayfinding to amenities and places of interest across the region, including Kaurna culture and local heritage</li> </ul>	<ul style="list-style-type: none"> <li>Increase physical activity</li> <li>Reduce car use</li> <li>Increase opportunities for social connection</li> <li>Increase connections to safe healthy places and spaces</li> <li>Contribute to climate change adaptation</li> </ul>	<ul style="list-style-type: none"> <li>All</li> <li>Older people</li> <li>People with disability</li> <li>Children &amp; young people</li> <li>Aboriginal and Torres Strait Islander people</li> <li>Geographical areas with poor access</li> </ul>				
	<b>Regional community transport network</b> <ul style="list-style-type: none"> <li>Map community transport across the region in consultation with Community Passenger Network (CPN)</li> <li>Identify gaps in community transport network – safety, spatial, temporal, group, promotion</li> <li>Plan enhancements to regional community transport network based on mapping and gap analysis</li> <li>Implement enhancements to regional community transport network</li> </ul>	<ul style="list-style-type: none"> <li>Support ageing in place</li> <li>Increase opportunities for social connection</li> <li>Increase connections to safe healthy places and spaces</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>People with disability</li> <li>Isolated people</li> <li>Poor access to transport</li> <li>Low socio-economic populations</li> <li>Young People</li> <li>Aboriginal and Torres Strait Islander people</li> </ul>				
<b>Capacity for health</b>  <b>Regional Strength</b> <ul style="list-style-type: none"> <li>Community pride and engagement</li> <li>Cultural diversity</li> <li>Range of services and clubs</li> <li>Volunteers</li> </ul> <b>Regional Challenge</b> <ul style="list-style-type: none"> <li>Pockets of socio-economic disadvantage</li> <li>Pockets of isolation and vulnerability</li> <li>Volunteering opportunities don't meet demand</li> <li>Ageing population</li> <li>Youth engagement</li> </ul>	<b>Regional Promotion of activities and events</b> <ul style="list-style-type: none"> <li>Investigate regional platform/s for promotion of health and wellbeing activities across all council areas</li> <li>Pilot regional promotion approach around an existing event of regional significance (e.g. ZestFest) – review</li> <li>Develop regional events and festivals calendar</li> <li>Plan role-out of regional promotion approach across broad spectrum of events and activities. Apply an access for all lens over all promotion (including access details)</li> <li>Implement role out of regional promotion approach across broad spectrum of events and activities</li> </ul>	<ul style="list-style-type: none"> <li>Increase opportunities to participate</li> <li>Increase attendance</li> <li>Increase diversity of attendees</li> </ul>	<ul style="list-style-type: none"> <li>All</li> </ul>				
	<b>'Talk to your neighbour' – addressing social isolation</b> <ul style="list-style-type: none"> <li>Research best practice approaches,(eg. consider the integration of national 'Neighbour Day' activities, co-ordinated by Relationships Australia into the project)</li> <li>Map vulnerable populations</li> <li>Implement pilot project</li> <li>Identify community champions for subsequent rollout of project</li> </ul>	<ul style="list-style-type: none"> <li>Increase sense of belonging</li> <li>Increase Intergenerational interaction</li> <li>Increase access to services and opportunities</li> <li>Enhance community capacity</li> <li>Increase feelings of safety</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>Young People</li> <li>Isolated people</li> <li>New arrivals</li> </ul>				
	<b>Regional volunteering</b> <ul style="list-style-type: none"> <li>Bring local volunteer coordinators together to map current practices around volunteering</li> <li>Develop Regional Volunteer Passport scheme including regional database of volunteers and volunteer opportunities</li> <li>Collaborate to deliver shared volunteer training across the region</li> </ul>	<ul style="list-style-type: none"> <li>Increase opportunities for social connection</li> <li>Build social capital (shared knowledge, skills and resources)</li> <li>Build community capacity</li> </ul>	<ul style="list-style-type: none"> <li>All</li> <li>Aboriginal and Torres Strait Islander people</li> <li>Retirees</li> <li>Students</li> <li>Unemployed</li> <li>New arrivals</li> </ul>				
	<b>Mental Health and Suicide Prevention Network</b> <ul style="list-style-type: none"> <li>Investigate regional partnerships based on shared outcome goals</li> <li>Establish regional mental health and suicide prevention network</li> </ul>	<ul style="list-style-type: none"> <li>Understand need (who, where and when)</li> <li>Scope regional projects</li> <li>Identify council role in supporting partners and facilitating good outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Young People</li> <li>Older People</li> <li>Socially Isolated</li> </ul>				
<b>Protection for health</b>  <b>Regional Strength</b> <ul style="list-style-type: none"> <li>Low rates of lifestyle risk factors for poor health</li> </ul> <b>Regional Challenge</b> <ul style="list-style-type: none"> <li>Hoarding</li> <li>Isolation</li> </ul>	<b>Regional vaccination program</b>	<ul style="list-style-type: none"> <li>Effective control of preventable disease</li> <li>Coordinated response to Covid-19 vaccination that ensures community is informed and delivery of vaccination program is equitable, accessible and timely</li> </ul>	<ul style="list-style-type: none"> <li>All</li> <li>Children</li> <li>Older people</li> <li>At risk populations</li> </ul>				
	<b>Public and Environmental Health Service performance</b>	<ul style="list-style-type: none"> <li>Protect, maintain or promote the health of the community</li> <li>Prevent or reduce the incidence of disease, injury or disability within the community</li> </ul>	<ul style="list-style-type: none"> <li>All</li> </ul>				
	<b>Food safety service performance</b>	<ul style="list-style-type: none"> <li>Effective control of preventable illness</li> </ul>	<ul style="list-style-type: none"> <li>All</li> </ul>				
	<b>Supported residential facilities regulation and licensing</b>	<ul style="list-style-type: none"> <li>Ensure safety and wellbeing of people in supported residential care</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>People with disability</li> </ul>				
	<b>Emergency management planning</b>	<ul style="list-style-type: none"> <li>Facilitate community safety</li> <li>Facilitate community resilience</li> </ul>	<ul style="list-style-type: none"> <li>All</li> </ul>				

# Better Living Better Health

Regional Public Health and Wellbeing  
Plan for the EHA Constituent Councils

September 2020-2025

## Report 2020-2022

An overview of public health and wellbeing actions taken across the region. The pandemic in March 2020 had a significant impact on regional partnerships and continues to influence how Councils work and how people connect to their communities. Each partner Council has to be creative, flexible and adaptable at the local level. This summary outlines those initiatives that ran in at least 2 partner Councils.

### Priority RPHP Project: Talk to your neighbour

Local street initiatives were held to connect neighbours

Community led Gardens supported by Council

### Priority RPHP Project: Open Space

Councils providing and maintaining open spaces became even more important to support social connection and physical activity

## Public Health and Wellbeing initiatives had to be a little different

Libraries moved to pick and collect and / or expanded home delivery services	Over 1200 Commonwealth Home Support Program (CHSP) clients had social kits delivered to their home	As an essential service, Councils delivered 220,250 hours of CHSP services	Councils adapted their websites to include a range of information e.g. COVID, mental health and practical help
Council programs went online including storytime, exercises and social programs	Over 2000 calls to CHSP clients to check on their wellbeing	3 Councils partnered to develop a First Nations Waterways Project incorporating 1st - 6th creeks	Council Staff were redeployed to support service changes

### Priority RPHP Project: Regional Volunteering

In March 2020 most volunteering stopped and restarted late 2020

Volunteer numbers have decreased and are slowly rebuilding

MARCH 2022

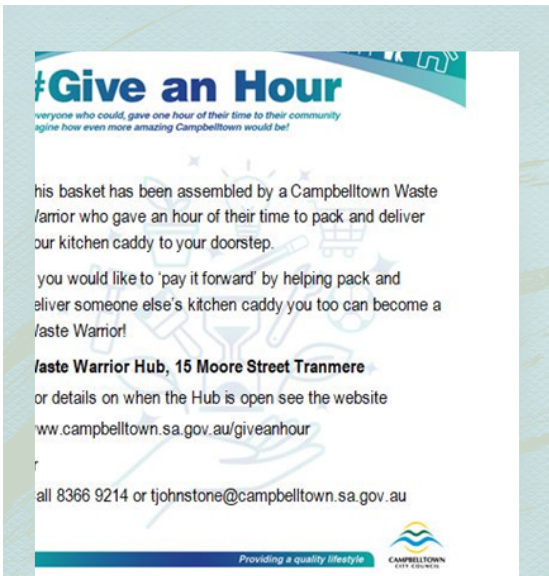
# 983

REGISTERED VOLUNTEERS



**Special public health & wellbeing projects 2020 - 2022**

Whilst Covid changed the way councils worked they were flexible to meet the needs of their local communities



**City of Campbelltown 'Giveanhour'** flexible volunteering where local 'Waste Warriors' assembled 18,000 and delivered 9,000 kitchen caddies



**City of Norwood Payneham & St Peters 'Be Kind postcards'** shared between neighbours offering practical help



**City of Prospect 'Prospect Delivers'** supporting local businesses during the pandemic



**Town of Walkerville 'Send a smile'** intergenerational pen pal project



**City of Burnside 'Shopping for'** where redeployed staff shopped for vulnerable residents

**10.13 CITIZENSHIP CEREMONY 2024 SCHEDULED DATES****File Number:** IC23/266**Author:** Katie Faraonio, Manager Community Relations & Programs**Responsible Executive:** Farlie Taylor, Director City Strategy, Culture & Community**EXECUTIVE SUMMARY**

This report provides an outline of recent changes made by the Australian Government in regard to citizenship ceremonies presided by councils and seeks a decision from Council in regard to dates to hold its citizenship ceremonies in January in 2024 and beyond.

City of Prospect recognises the significance of conferring new Australians through the delivery of citizenship ceremonies. Citizenship ceremonies are held regularly throughout the year, including every January. Our ceremonies are intimate events limited to conferees and their invited guests. City of Prospect has not traditionally held its January citizenship ceremonies on 26 January for more than 15 years, until 2019 when it was mandated by the Australian Government through the Australian Citizenship Ceremonies Code that councils were required to hold a citizenship ceremony on 26 January. When this occurred, City of Prospect changed its January citizenship ceremony to be held on 26 January as per the mandate.

A change of Federal Government direction now allows councils to choose when they hold their January citizenship ceremonies up to three days before or after 26 January (between 23 and 29 January). In line with these new legislative changes, City of Prospect is considering holding its January citizenship ceremonies in the week leading up to 26 January.

Community consultation was undertaken through an online survey to seek input from community members on this proposed change. Further feedback was sought from members of Council's Payinthe Kumangka Advisory Group. Feedback was reflective of the diverse viewpoints on how community feels about 26 January and its meaning, however the majority of feedback indicated support for the proposed change to hold citizenship ceremonies on an alternate day in the week leading up to 26 January.

In addition to the diverse feelings and options within the community about whether 26 January is an appropriate day for celebration, reflection or otherwise, practicalities around staffing and increased costs have also been considered.

It is recommended that Council resolves to hold citizenships in January from 2024 and ongoing, on a day three days before or after 26 January, ensuring we are complying with the Australian Citizenship Ceremonies Code and providing space for our community to observe 26 January in a manner that aligns with their own personal feelings and values. It is proposed that the date of the 2024 ceremony will be Wednesday 24 January.

**RECOMMENDATION****That Council:**

- 1. Having considered Item 10.13 Citizenship Ceremony 2024 Scheduled Dates receives and notes the report.**
- 2. Having considered Item 10.13 Citizenship Ceremony 2024 Scheduled Dates, resolves to hold its January citizenship ceremony from 2024 forwards on a business day three days before or after 26 January.**



## DISCUSSION

City of Prospect takes great pride in its responsibility to confer new Australians through the holding of citizenship ceremonies throughout the year. When new citizens join our community, they bring with them their cultural and religious traditions, while embracing new ones. These traditions collectively enrich our community and nation.

Citizenship ceremonies at City of Prospect are generally held every quarter. Successful citizenship applicants and their families and friends are invited to participate in this official last step on their journey to becoming Australian citizens. Our citizenship ceremonies are closed events that are only for conferees and a limited number of their guests, preserving the intimacy and significance of the occasion. Some councils hold their citizenship ceremony as part of a larger Australia Day community event; however this has not been the practice at City of Prospect; activities are limited to the closed citizenship ceremony.

City of Prospect has traditionally held its January citizenship ceremony on a day close to, but not on, 26 January. This was standard practice for more than 15 years, until 2019 when the Australian Government mandated that all Councils must hold a citizenship ceremony on 26 January. City of Prospect complied with this mandate when it was introduced, moving its January citizenship ceremony to be held on 26 January from 2019-2023.

In late 2022, the Australian Government announced a change to the Australian Citizenship Ceremonies Code to allow councils the option to hold Australian Citizenship ceremonies on 26 January, or three days either side of the date. In line with these legislative changes, Council has an opportunity to consider holding the January citizenship ceremony in 2024 and future years, in the week leading up to 26 January, as it did previously.

There are logistical and social factors that should be considered by Council in deciding on this matter. There is an operational encumbrance incurred in delivering any council programs or services on a declared public holiday. Holding our January citizenship ceremony on a business day in the week leading up to 26 January decreases the costs involved in hosting and presiding the January ceremony. It is estimated that holding our January ceremony on 26 January would incur an additional cost of approximately \$1,000 to Council. These costs are attributed primarily to staffing costs, as there is a minimum of 3 staff required to facilitate a citizenship ceremony. Having staff work a public holiday for a citizenship ceremony further adds to the significant out of hours work requirements for our relatively small administrative team, who already deliver a large events program throughout the year, much of which incurs weekend and evening work.

A review of the proceedings of the Citizenship Ceremony's is also being undertaken, to create an inclusive, dignified approach.

From a social perspective, there are varying views amongst community around 26 January and its significance within Australian history, with some viewing it as a day of celebration and others as a day of mourning. This debate has gained momentum in recent years, with the Black Lives Matter movement and the recent Voice to Parliament referendum providing a platform for these matters to be debated at a national level. City of Prospect is deeply committed to reconciliation, emphasising respect and recognition of the history and culture of Aboriginal and Torres Strait Islander peoples. We have expanded our work in this space in recent years with the establishment of the Payinthe Kumangka Steering Group. Collaboration with the Payinthe Kumangka group is integral to our approach, and their valuable advice has helped us make thoughtful decisions in alignment with reconciliation principles.

To ensure our community's voice was heard regarding this potential change, community feedback was sought via a survey, which was promoted via City of Prospect's social media channels, Your Prospect e-News the Engagement Hub and Council website. Community was able to provide an answer to the question *'do you support Council observing its January citizenship ceremonies in the week leading up to 26 January'*, with the survey open from 23 October to 10 November. There were 88 responses received. Responses were varied and illustrative of the diverse views in community on this matter, however the majority of responses received (59.09%) were in favour of Council moving the citizenship ceremony date to be held in the week leading up to 26 January. Further

consultation was undertaken with the Payinthe Kumangka group, who also expressed their preference for holding ceremonies on an alternate date to 26 January.

With consideration to logistics, cost and community inclusivity, it is proposed that Council resolves to hold its January citizenship ceremony from 2024 onwards on a business day in the week of 26 January. In 2024, it is proposed the first citizenship ceremony of the year will be held on Wednesday 24 January. The primary motivation for this adjustment is to address the pragmatic issues of cost and staff time associated with holding these ceremonies on a public holiday, while also allowing the community the freedom to observe 26 January in a manner that is most fitting and respectful to them, and in a way that aligns with their own values. This proposal seeks to strike a balance between celebrating citizenship and respecting the significance of the day in question.

City of Prospect recognises the significance of citizenship ceremonies and is proud to preside over these occasions. We will continue to conduct these important events in a formal, yet relaxed atmosphere for applicants and their families and friends.

## **ATTACHMENTS**

**Nil**

**11 GENERAL BUSINESS – URGENT ITEMS**

Council has resolved that an Agenda Item “General Business – Urgent Matters” be included on the agenda to enable members to raise matters of a genuinely urgent nature, is not a change to Council Policy and cannot wait until the next Council meeting recognising that the leave of meeting will be required for each item on each occasion.

## 12 REPORTS FOR INFORMATION

The Council has adopted the protocol that only those items on the Council Agenda provided for information (to receive and note) may be adopted without further discussion.

### 12.1 MAYORAL MONTHLY ACTIVITY REPORT

**File Number:** IC23/333  
**Author:** Kirsty Howlett, EA CEO and Mayor  
**Responsible Executive:** Chris White, Chief Executive Officer

#### EXECUTIVE SUMMARY

This report covers the period from 24 October 2023 to 28 November 2023, noting the Mayor was on leave for the period of 14 November 2023 to 28 November 2023. In brief, the Mayoral activities have included the following:

#### 1. Activities

- Local Government Association (LGA) & Local Government Finance Authority (LGFA) Ordinary General Meeting (OGM) / Annual General Meeting (AGM)
- Blackfriars Academic Assembly Speech
- Prospect Spring Fair
- Northern Community Health and Research Foundation 25th Anniversary Celebration at Government House
- 2024 Australian of the Year Awards Presentation Evening at Adelaide Oval
- German Week Program Launch at Hahndorf

#### 2. Meetings: face to face, by teleconference or video conference

- Ordinary Council Meeting
- Held regular meetings with the Chief Executive Officer (CEO) and Executive Assistant
- Council Agenda Review
- Briefing with Deputy Mayor and CEO
- CEO Performance Development and Review Committee Meeting
- LGFA Meeting
- Meeting Louise Cooper and Cr De Backer
- Councillor Information Sessions and Workshops

#### 3. Other

- Media Enquiries.
- Various Phone Calls, Emails, Letters, Video Promotions etc.
- Correspondence and Meetings with Constituents and Community Members

#### RECOMMENDATION

**That Council:**

1. **Having considered Item 12.1 Mayoral Monthly Activity Report receives and notes the report.**

#### ATTACHMENTS

Nil

**12.2 ANNUAL COUNCIL RESOLUTION UPDATE****File Number:** IC23/312**Author:** Melanie Amezdroz, Corporate Support Coordinator**Responsible Executive:** Andrew Alderson, Acting Director City Corporate**EXECUTIVE SUMMARY**

Since the beginning of this term of Council to date (22 November 2022 to 20 November 2023) Council has made 187 resolutions.

Administration records these resolutions and tracks actions that come out of them, ensuring that the actions are assigned to the appropriate staff and are closed out appropriately.

Of the 187 resolutions made by Council in this reporting period, 169 have been completed and 18 are outstanding.

**RECOMMENDATION****That Council:**

- 1. Having considered Item 12.2 Annual Council Resolution Update receives and notes the report.**

**DISCUSSION**

During Council meetings, Council makes decisions in the form of resolutions. Many of these resolutions require no further action eg an information report is received and noted.

Many resolutions, however, require additional work, follow up or implementation by Council staff.

To ensure that all of Council's resolutions are appropriately captured, assigned, monitored and completed, a register is kept within a software system (InfoCouncil).

This register enables staff to be allocated actions, specify timeframes and track the completion or implementation of Council's decisions.

Since the beginning of the current term of Council in November 2022, Council has made 187 resolutions.

The current completion status of the actions in the reporting period (22 November to 20 November 2023), is 169 with 18 actions outstanding. It should be noted that due to the nature of Council, there will always be a rolling number of outstanding actions, either from actions that take an extended period of time to complete or the addition of new resolutions, ie six (6) of the current outstanding actions arose from decisions made at the last two (2) Council meetings of September and October 2023.

The attached report summarises the Council resolutions that have not yet been completed.

The Executive Leadership Team review the register of outstanding actions and monitor the progress and close out of items.

A report regarding the outstanding resolution actions will be provided to Council on an annual basis, so Elected Members have oversight on the progression and completion of the actions resulting from their decisions.

**ATTACHMENTS**

- 1. Council Resolution Table - to 23/11/2023**  

<b>Division:</b>	<b>Date From:</b>
<b>Committee:</b>	<b>Date To:</b>
<b>Officer:</b>	<b>Printed: 23 November 2023 1:58 PM</b>

Action Sheets Report

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Council 25/05/2021	Dilena, Sam	Request to establish an easement on Council Land adjacent to 284 Prospect Road	1/03/2024	13/09/2022	
10.1 2021/86		Dilena, Sam				IC21/32
<b>30 Sep 2022 12:16pm Horton, Deborah</b>						
This matter is being progressed. Administration are liaising with Eminent homes to work through the various matters raised as a result of progressing this resolution such as existing easements (light and air), licensing, tree assessments and carparking.						
<b>23 Mar 2023 4:12pm Gillett, Megan</b>						
The matter is on hold pending further advice from developer Eminent Homes. Meeting held with developer on 20 March 2023 where staff were advised project is not being progressed at this time.						
<b>23 Mar 2023 4:15pm Gillett, Megan - Target Date Revision</b>						
Target date changed by Gillett, Megan from 08 June 2021 to 01 March 2024 - Project on hold.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Council 25/05/2021	McLuskey, Scott	Planning and Design Code - Outcomes and Early Observations	8/06/2021		
12.3 2021/92		Pearce, John				IC21/32
<b>15 Sep 2022 1:31pm Horton, Deborah</b>						
Resolution 1 and 2 Complete.						
<b>20 Oct 2022 12:13pm Horton, Deborah</b>						
2. Council staff initially pursued this via a Section 76 'Minor or Operational' Code Amendment Request, with Council being advised on 20 September 2022 that that request had been refused. Council staff have met with State Planning Commission staff to understand the requirement for progressing a Section 73 Code Amendment Request, and have commenced the background work necessary to prepare a draft 'Proposal to Initiate a Code Amendment' documentation to Council for review and endorsement., 3. Council's Assessment Manager raised this matter at a meeting of Metropolitan and Regional Assessment Managers facilitated by the Local Government Association. While it is evident that there is broad support for policy improvements in relation to screening heights, there appeared to be little agreement regarding the screening height of 1.7m (there appear to have been Councils with a 1.5m height in their Development Plans previously who are quite satisfied by this aspect of the Code) and with regard to the 45m metric at the Urban Corridor Zone interface (while there did seem to be agreement that this interface is important, the 45m metric specifically did not appear to be broadly supported)., Council has made a submission recently to the 'Miscellaneous Technical Enhancement' Code Amendment which does seek to change visual privacy policies of the Planning and Design Code, and has advocated in respect of Council's position on this matter., 4. Council's Strategic Planning and Development Policies Committee has met to discuss this resolution, and has outlined a series of steps and budget implications involved in achieving this resolution. It is expected that it will take years to achieve this resolution, and budget bids will be submitted for consideration as part of the 2022/23 financial year budget process to take the first of the necessary steps forward on this matter.						
<b>17 Apr 2023 3:56pm Gillett, Megan - Reallocation</b>						
Action reassigned to McLuskey, Scott by Gillett, Megan						
<b>16 Nov 2023 4:45pm McLuskey, Scott</b>						
Resolution Part 4, Update 16 November 2023: Council have received two expressions of interest from suitable heritage consultants to prepare Council's Historic Thematic Analysis, which are currently being assessed by an internal review team. Noting challenges in the limited availability of heritage consultants in South Australia, Council administration are pleased with this level of interest and capability.						

<p><b>Division:</b> <b>Committee:</b> <b>Officer:</b></p> <p><b>Action Sheets Report</b></p>	<p><b>Date From:</b> <b>Date To:</b></p> <p><b>Printed: 23 November 2023 1:58 PM</b></p>
--	--

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Council 21/12/2021	Dilena, Sam	Item 10.6 23 March 2021 Consultation Results - Prospect Estate	1/03/2024	13/09/2022	
10.17		Dilena, Sam	Right of Way			IC22/287
2021/278						
<p><b>14 Sep 2022 12:42pm Horton, Deborah</b> Feb 22 this item will be progressed in line with Eminent Homes. It is expected that the required process and agreements will take several months to finalise. the documentation and process to move forward is currently with Eminent Homes and we are seeking an update on their proposed timeline for action. Required actions to complete these resolutions sits with Eminent Homes at this time (15 Feb 2022)</p> <p><b>15 Sep 2022 1:25pm Horton, Deborah - Reallocation</b> Action reassigned to Dilena, Sam by Horton, Deborah - As discussed 15/9</p> <p><b>20 Oct 2022 12:19pm Horton, Deborah</b> This matter is being progressed. Administration are liaising with Eminent homes to work through the various matters raised as a result of progressing this resolution such as existing easements (light and air), licensing, tree assessments and carparking (see previous resolutions)</p> <p><b>23 Mar 2023 4:23pm Gillett, Megan</b> The matter is on hold pending further advice from developer Eminent Homes. Meeting held with developer on 20 March 2023 where staff were advised project is not being progressed at this time.</p> <p><b>23 Mar 2023 4:24pm Gillett, Megan - Target Date Revision</b> Target date changed by Gillett, Megan from 04 January 2022 to 01 March 2024 - Project on hold.</p> <p><b>05 Jun 2023 11:20am Gillett, Megan</b> This matter is on hold pending further progression by the developer.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Council 28/02/2023	Dilena, Sam	Notice of Motion - Myrtle Street No Right Turn	14/03/2023	3/03/2023	
14.1		Dilena, Sam				IC23/51
2023/30						
<p><b>23 Mar 2023 4:52pm Gillett, Megan</b> Intersection to be considered in development of ITP.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Council 28/02/2023	Dilena, Sam	Notice of Motion - Shade installation at Stan Watson	14/03/2023	3/03/2023	
14.2		Dilena, Sam				IC23/51
2023/31						
<p><b>05 Jun 2023 11:25am Gillett, Megan</b> Meeting held with Lions Club on 12 March 2023. Awaiting formal decision by Lions Club regarding contribution funding.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Council 28/02/2023	Carter, Kelsey	Notice of Motion - Proposal for a Thomas Street Keep Clear Zone	14/03/2023	3/03/2023	
14.3		Dilena, Sam				IC23/51
2023/32						
<p><b>05 Jun 2023 11:30am Gillett, Megan</b> Letter expected to be sent to DIT by mid June.</p>						

<b>Action Sheets Report</b>	Division: Committee: Officer:	Date From: Date To:  Printed: 23 November 2023 1:58 PM
-----------------------------	-------------------------------------	---

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 10.5 2023/64	Council 23/05/2023	Wellington, Sam Dilena, Sam	Ovingham Rail Overpass Project – Churchill Road Land Parcel Update	6/06/2023	26/05/2023	IC23/138
<b>05 Jun 2023 11:42am Gillett, Megan</b> Awaiting consultation results from DIT and report will be presented to Council in due course.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 10.3 2023/67	Council 23/05/2023	Eskandari, Amir Dilena, Sam	Churchill Road Drainage Upgrade (Stage 1) Project	6/06/2023	26/05/2023	IC23/138
<b>05 Jun 2023 11:45am Gillett, Megan</b> Various actions are underway.						
<b>20 Oct 2023 3:44pm Gillett, Megan</b> A Workshop was held with Elected Members on 1 August 2023 providing updated information received from our funding partner and a revised scope of works which will be delivered. A council report is being prepared for the November 2023 meeting to seek endorsement to proceed to procurement.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 9.2 2023/71	Council 6/06/2023	White, Chris White, Chris	Gather Round 2025/2026	20/06/2023	9/06/2023	IC23/149
<b>06 Nov 2023 10:51am Howlett, Kirsty</b> All items actioned except for point. 5 - CEO will present the Draft MOU to December 12 meeting of Council. Awaiting response from SACA, SANFL and AFL for letter sent in May. CEO to write to Premier and Treasurer before the end of the year.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 16.1 2023/75	Council 25/07/2023	Dilena, Sam Dilena, Sam	CONFIDENTIAL REPORT The Creperie Cart Update	8/08/2023	28/07/2023	IC23/218

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Set Item 2023/66	Council 22/08/2023	Dilena, Sam Dilena, Sam	Motion without Notice - Cr Groote - Rotary Peace Pole	5/09/2023	24/08/2023	IC23/241
<b>24 Aug 2023 3:43pm Amezdroz, Melanie</b> Hi Sam., Can you please action this item, or reallocate to the appropriate officer.						
<b>20 Oct 2023 3:57pm Gillett, Megan</b> Peace pole will be installed in St Helens Park in due course.						



<b>Action Sheets Report</b>	Division: Committee: Officer:	Date From: Date To:  Printed: 23 November 2023 1:58 PM
-----------------------------	-------------------------------------	---

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 7.1 2023/77	Council 20/09/2023	Dilena, Sam Dilena, Sam	Prospect Tennis Club - Funding	4/10/2023	21/09/2023	IC23/272
<b>20 Oct 2023 4:00pm Gillett, Megan</b> Grant submission has been lodged and should it be successful further parts of the motion will be finalised. These relate to a suitable lease for the tennis club (including community access) as well as licence for affiliated coaching services with TK coaching services.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 14.1 2023/86	Council 26/09/2023	Bowen, Joshua Dilena, Sam	Notice of Motion - Galway Avenue Parking Restriction Review	10/10/2023		IC23/274
<b>28 Sep 2023 11:39am Amezdroz, Melanie</b> For action please						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 14.2 2023/87	Council 26/09/2023	Bowen, Joshua Dilena, Sam	Notice of Motion - The Blue Tree Project	10/10/2023		IC23/274
<b>28 Sep 2023 11:39am Amezdroz, Melanie</b> For action please						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 14.3 2023/88	Council 26/09/2023	Bowen, Joshua Dilena, Sam	Notice of Motion - Town Hall (Eliza Hall) Stage Access	10/10/2023		IC23/274
<b>28 Sep 2023 11:39am Amezdroz, Melanie</b> For action please <b>20 Oct 2023 4:04pm Gillett, Megan</b> Expert advice currently being sought to determine suitable options.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
New Item 10.2 2023/90	Council 26/09/2023	Dilena, Sam Dilena, Sam	Bradview Community and Sports Hub - Lease and Due Diligence Review	10/10/2023		IC23/274
<b>28 Sep 2023 11:40am Amezdroz, Melanie</b> For action please <b>20 Oct 2023 4:06pm Gillett, Megan</b> Broadview Football Club has accepted the Council's terms and lease currently being finalised.						

<p><b>Division:</b> <b>Committee:</b> <b>Officer:</b></p> <p><a href="#">Action Sheets Report</a></p>	<p><b>Date From:</b> <b>Date To:</b></p> <p><b>Printed:</b> 23 November 2023 1:58 PM</p>
---	--

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 10.1 2023/92	Council 24/10/2023	Dilena, Sam Dilena, Sam	Broadview Oval Tennis Precinct - Operating Governance Model	7/11/2023	26/10/2023	IC23/302

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 14.1 2023/104	Council 24/10/2023	Dilena, Sam Dilena, Sam	Notice of Motion - St Helen's Park Rotunda	7/11/2023	26/10/2023	IC23/302
<b>26 Oct 2023 9:52am Amezdroz, Melanie</b> Workshop to be organised						
<b>23 Nov 2023 1:57pm Amezdroz, Melanie</b> Workshop Scheduled for 5 December 2023						

**12.3 ANNUAL REVIEW OF CONFIDENTIAL RESOLUTIONS TO COUNCIL****File Number: IC23/313****Author: Melanie Amezdroz, Corporate Support Coordinator****Responsible Executive: Andrew Alderson, Acting Director City Corporate****EXECUTIVE SUMMARY**

Under Section 90(2) of the *Local Government Act 1999 (SA)* (the Act), Council has the ability to order that the public be excluded for attendance at a meeting, if Council needs to receive, discuss or consider in confidence any information or matter listed under Section 90(3).

Council is also able to resolve to retain the report, attachments and/or minutes relating to the matter, in confidence for a determined period, under Section 91(7) of the Act.

Items discussed and retained in confidence under Sections 90(2) and 91(7) are recorded in the Register of Confidential Items.

In accordance with Section 91(9) of the Act, Council is required to review the Register of Confidential Items annually, to ensure that the orders are still applicable and appropriate.

Council currently has 19 items that are being retained under a confidential order, with no items currently required for review by Council.

**RECOMMENDATION****That Council:**

- 1. Having considered Item 12.3 Annual Review of Confidential Resolutions to Council receives and notes the report.**
- 2. Endorses the confidentiality order durations applied to matters considered in confidence, as per the Register of Confidential Items presented in the attachment.**

**DISCUSSION****Register of Confidential Items**

Council's Register of Confidential Items (the Register) tracks all the items that are discussed in confidence by Council and Council Committees.

The Register provides details of the confidentiality provision applied, documents captured by the provisions and applicable duration of the confidentiality order.

The Register is a public document and is published on Council's website to inform the community of how often Council considers matters in confidence and what issues are discussed. It also provides details about when confidential items are released and contains links to the released information.

This supports transparency and reassures the community that Council is conducting its business in an open and appropriate manner, while also protecting matters that are sensitive or commercially confidential.

When Council makes a resolution to retain a report, attachments or minutes (or any combination of these) in confidence, it also sets the duration for which the confidential order will apply. This varies depending on the nature of the item, for example details about an award recipient may be released as soon as the recipient is informed, whereas details of a contract or tender process may be retained for 12 months to protect the commercial nature of the information.

At the end of the specified period of the confidentiality order, items are automatically released from confidentiality.

If items are retained in confidence, generally a 12-month duration is specified. However, the resolution to retain the item in confidence also gives the Chief Executive Officer the ability to review and release items prior to the 12-month period expiring. This enables the CEO to release information to the public when it is no longer considered confidential, supporting transparency and accountability to the community.

The CEO regularly reviews the Register to ensure that items are released in a timely manner. If an item is identified that the CEO deems should remain in confidence, a report will be presented to Council prior to the expiry of the confidentiality order, to extend the duration of the order.

The Register of Confidential Items is presented at the attachment for information.

### **Extended Duration Confidential Orders**

There are occasions when an item is addressed by Council that is of a particularly sensitive nature, for example when legal proceedings are underway.

Under Section 91(9) of the Act, Council is required to review the confidential orders it has made annually. As the CEO reviews the Register and reports to Council any items that require extensions to the confidential order duration, only those items that have an extended duration confidential order applied to them (ie longer than 12-months) must be reviewed by full Council. This provides Council with the opportunity to confirm that the confidential order is still required and that the time remaining on the order is applicable.

Council currently has the following items under a confidential order with a duration of longer than 12-months:

Meeting Date	Item Title	Confidential Order Duration	Date of Release	Administration Comment
25/07/2023	The Creperie Cart Update	6 years	July 2029	Legal proceedings ongoing
14/12/2021	External Auditor Tender	5 years	Dec 2026	Report and attachments contain matters of continuing commercial sensitivity
14/12/2021	Commitment of Organic Tonnes – Proposed Finalisation of Existing Contract Matter	5 years	Dec 2026	Report, attachments and Minutes contain legal matters of continuing sensitivity
28/09/2021	Sale of Land for Recovery of Unpaid Rates	5 years	Sept 2026	Legal proceedings ongoing

Administration does not recommend any changes to the duration of the existing confidential orders presented above.

### **ATTACHMENTS**

- 1. City of Prospect Confidential Register - From May 2021** [↓](#) 

0



### Register of Confidential Items

From may 2021 - Updated November 2023

											Order Revoked	
Meeting Date	Meeting Type	Item Number	Item/Report Name	Section 90(3) Confidentiality Provision	Council Resolution	Report	Attachments	Minutes	Confidentiality order duration (timeframe or event)	Order Revoked by Council (s91(9)(a)) or CEO (s91(9)(c))	Reviews	Next Review
<i>[date of meeting]</i>	<i>[council/committee meeting]</i>	<i>[confidential report item number]</i>	<i>[report title]</i>	<i>[provision used under 90(3)]</i>	<i>[order resolution number under 91(7)]</i>	<i>[list of documents cited in the order]</i>	<i>[list of documents cited in the order]</i>	<i>[list of documents cited in the order]</i>	<i>[date or event documents may be released]</i>	<i>[date or event documents actually released]</i>	<i>[outcome of reviews]</i>	<i>[next review date]</i>
30/10/2023	CEO PDR Committee	7.1	CEO Performance Development Review - October 2023	(a)	2023/6	Yes	Yes	<a href="#">Item 7.1 - Minutes - Released from confidence 15 November 2023</a>	For a period of 12 months	Minutes released by CEO 15 November 2023		
24/10/2023	Ordinary Council	16.1	142-148 Main North Road Commercial Lease	b(i) (ii)	2023/105	Yes	Yes	No	For a period of 12 months			
5/09/2023	Special Council	6.1	(CONFIDENTIAL) Due Diligence Outcomes 142-148 Main North Road	b(i) (ii)	2023/74	<a href="#">Item 6.1 - Report released from Confidence 5 September 2023</a>	Yes	No	For a period of 12 months.	Agenda and Minutes released as no order to retain in confidence applied		
25/07/2023	Ordinary Council	16.1	Confidential Report: The Creperie Cart Update	(a)(i)	2023/84	Yes	n/a	Yes	For a period of six years	N/a		
27/06/2023	Ordinary Council	16.1	Strategic Land Purchase	(b)(i)(ii)	2023/83	<a href="#">Item 16.1 - Report released from Confidence 12 July 2023</a>	<a href="#">Item 16.1 - Attachments released from Confidence 12 July 2023</a>	<a href="#">Item 16.1 - Minutes - Released from confidence in part 29 June and in full 12 July 2023</a>	Until discussions have been finalised	CEO released in part (s91(9)(c)) 29 June 2023 and 12 July 2023		
23/06/2023	Special Audit and Risk Committee	5.1	Strategic Land Purchase	(b)(i)(ii)	2023/15	<a href="#">Item 5.1 - Report released from confidence in part 12 July 2023</a>	<a href="#">Item 5.1 - Attachments released from confidence in part 12 July 2023</a>	<a href="#">Item 5.1 - Minutes - Released from confidence 12 July 2023</a>	Until discussions have been finalised	CEO released in part (s91(9)(c)) 12 July 2023		
6/06/2023	Special Council	5.2	Gather Round 2025/2026	(b)(i)(ii)	2023/69	Yes	Yes	<a href="#">Item 5.2 - Minutes - Released from Confidence 7 June 2023</a>	Until discussions have been finalised	CEO released in part (s91(9)(c)) 7 June 2023		
6/06/2023	Special Council	5.1	Strategic Land Purchase	(b)(i)(ii)	2023/67	<a href="#">Item 5.1 - Report released from confidence in part 12 July 2023</a>	<a href="#">Item 5.1 - Attachments released from confidence in part 12 July 2023</a>	<a href="#">Item 5.1 - Minutes - Released from confidence 12 July 2023</a>	Until discussions have been finalised	CEO released in part (s91(9)(c)) 12 July 2023		
23/05/2023	Ordinary Council	11.1	General Business Urgent Items (Partnership Opportunities)	(b)(i)(ii)	2023/91	n/a	n/a	Yes	Until such time that the CEO considers the matter is no longer confidential	N/a		
28/03/2023	Ordinary Council	16.1	Eastern Health Authority - Supported Residential Facility Licence Update	(h)	2023/50	Yes	n/a	Yes	For a period of 12 months.	N/a		
28/03/2023	Ordinary Council	16.2	Town Hall Foyer Commercial Lease	(d)(i)(ii)	2023/52	Yes	Yes	<a href="#">Item 16.2 - Minutes - Released from Confidence 10 August 2023</a>	For a period of 12 months.	CEO released in part (s91(9)(c)) 10 August 2023		
28/02/2023	Ordinary Council	16.1	Eastern Health Authority - Supported Residential Facility Licence Update	(f)	2023/35	Yes	n/a	Yes	For a period of 12 months.	N/a		
24/01/2023	Ordinary Council	16.1	Confidential - Eastern Health Authority Supported Residential Facility Licence	(f)	2023/18	Yes	Yes	Yes	For a period of 12 months.	N/a		
23/08/2022	Ordinary Council	16.1	Sale of Land for Recovery of Unpaid Rates	(a)(i)	2022/155	Yes	Yes	Yes	Until litigation has been finalised in relation to this matter	N/a		

For further information contact the Governance Team at the City of Prospect

14/12/2021	Ordinary Council	16.2	External Auditor Tender	(d)(i)(ii) and (k)	2021/258	Yes	Yes	Yes	For a period of five years. Identity of the successful tenderer be made public once council has made a selection including amounts payable.	N/a		
14/12/2021	Ordinary Council	16.3	Commitment of Organic Tonnes - Proposed Finalisation of existing Contract Matter	(h)	2021/261	Yes	Yes	Yes	For a period of five years.	N/a		
28/09/2021	Ordinary Council	16.2	East Waste Recycling Contract - Commitment of Recycling Tonnes for Market Testing	(b)(i)(ii)	2021/198	Yes	Yes	<a href="#">Full Council Minutes 28 September 2021 Item 16.2 released 10 October 2022</a>	Until the execution of a recycling contract by East Waste or for the period of 12 months (whichever occurs sooner) - 1 October 2025	CEO released in part (s91(9)c) 10 October 2022		
28/09/2021	Ordinary Council	16.1	Sale of Land for Recovery of unpaid rates	(e) and (h)	2021/195	Yes	No	No	For a period of five years.	N/a		

For further information contact the Governance Team at the City of Prospect

**12.4 MINUTES OF THE CEO PERFORMANCE DEVELOPMENT REVIEW COMMITTEE MEETING HELD 30 OCTOBER 2023**

**File Number:** IC23/320  
**Author:** Melanie Amezdroz, Corporate Support Coordinator  
**Responsible Executive:** Andrew Alderson, Acting Director City Corporate

**RECOMMENDATION**

**That Council:**

1. Receive and note the Minutes of the CEO Performance Development Review Committee Meeting, held 30 October 2023 and adopt the recommendations therein.

**ATTACHMENTS**

1. CEO Performance Development Review Committee - Minutes - 30/10/2023 [↓](#) 

**CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT  
REVIEW COMMITTEE MEETING MINUTES****30 OCTOBER 2023****MINUTES OF CITY OF PROSPECT  
CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT REVIEW COMMITTEE  
MEETING****HELD AT THE IN THE TIRKANTHI KUU MEETING ROOM, LEVEL 1 AT PAYINTHI ,  
128 PROSPECT ROAD, PROSPECT SA 5082  
ON MONDAY, 30 OCTOBER 2023 AT 5:33 PM**

**PRESENT:** Mayor Matt Larwood (Mayor), Cr Thuy Nguyen, Cr Kristina Barnett, Cr Mark Groote, Cr Jason Nelson

**IN ATTENDANCE:** Chris White (Chief Executive Officer), Richard Altman (Independent Advisor), Andrew Alderson (Acting Director City Corporate), Lara Gregory (Minute Taker)

**1 ACKNOWLEDGEMENT OF THE KAURNA PEOPLE AS THE TRADITIONAL  
CUSTODIANS OF THE LAND**

Mayor Matt Larwood stated;

“City of Prospect acknowledges that we are on the traditional country of the Kaurna people of the Adelaide Plains region and we pay our respect to Elders past, present and emerging.

We recognise and respect their cultural heritage, beliefs and relationships with the land and we acknowledge that they are of continuing importance to the Kaurna people living today.”

**2 ON LEAVE**

Nil

**3 APOLOGIES**

Nil

**4 CONFIRMATION OF MINUTES**

NOTE: The Minutes of the Chief Executive Officer Performance Development Review Committee Meeting held on 1 May 2023 were confirmed by Council on 23 May 2023.

**5 DECLARATION BY MEMBERS OF A CONFLICT OF INTEREST**

Chris White acknowledged his conflict of interest relating to **Item 7.1 Chief Executive Officer Performance Development Review - October 2023**, however will remain in the meeting to provide information to Members as required.



**CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT  
REVIEW COMMITTEE MEETING MINUTES**

---

**30 OCTOBER 2023**

**6 REPORTS FOR DECISION**

**6.1 CEO PERFORMANCE REVIEW PROCESS - APPOINTMENT OF INDEPENDENT  
ADVISOR**

**COMMITTEE RESOLUTION 2023/5**

Moved: Cr Mark Groote

Seconded: Cr Jason Nelson

**That Council:**

- 1. Having considered Item 6.1 CEO Performance Review Process - Appointment of Independent Advisor receives and notes the report.**

**CARRIED**

**CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT  
REVIEW COMMITTEE MEETING MINUTES**

30 OCTOBER 2023

**7 CONFIDENTIAL ITEMS****7.1 CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT REVIEW - OCTOBER 2023****Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

**COMMITTEE RESOLUTION 2023/6**

Moved: Cr Thuy Nguyen  
Seconded: Cr Kristina Barnett

**Order to exclude the public**

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the Council orders that all members of the public, except the Elected Members of the City of Prospect and the following persons:
  - Chief Executive Officer
  - Richard Altman, RA Consulting
  - Acting Director City Corporate
  - Minute Secretary

be excluded from attendance at the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report **Item 7.1 Chief Executive Officer Performance Development Review - October 2023**, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of to discuss Enterprise Bargaining and staffing matters that are sensitive and such that the disclosure would be unreasonable and not in the public interest.

2. The Council is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

**CARRIED**

**CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT  
REVIEW COMMITTEE MEETING MINUTES**

30 OCTOBER 2023

**7.1 CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT REVIEW - OCTOBER  
2023****COMMITTEE RESOLUTION 2023/7**

Moved: Cr Mark Grooté

Seconded: Cr Thuy Nguyen

**That the Chief Executive Officer Performance Development and Review Committee (CEOPDR):**

1. Having considered Item 7.1 Chief Executive Officer Performance Development Review - October 2023, receives, notes and thanks the CEO for his report.
2. Acknowledges the CEO's achievements for the financial year, including those over and above the specified KPI requirements.
3. Schedules its next meeting in December 2023 to finalise the assessment of the performance of the CEO against the CEO's 2022/23 Key Performance Indicators.
4. Reviews its Terms of Reference to consider realigning the CEO Performance Development Review Committee meetings to coordinate more effectively with the timing of the Financial Year.

CARRIED

RELEASED FROM CONFIDENCE 15/11/2023

**CHIEF EXECUTIVE OFFICER PERFORMANCE DEVELOPMENT  
REVIEW COMMITTEE MEETING MINUTES**

---

**30 OCTOBER 2023**

**COMMITTEE RESOLUTION 2023/8**

Moved: Cr Thuy Nguyen

Seconded: Cr Kristina Barnett

1. That, pursuant to Sections 91(7) and 91(9) of the *Local Government Act 1999*, and having considered the matter **Item 7.1 Chief Executive Officer Performance Development Review - October 2023** for the meeting of the Chief Executive Officer Performance Development Review Committee held on 30 October in confidence, the Committee orders that:
  - 1.1 the report, attachments and minutes arising from the report, and any associated documentation, having been considered by the Committee in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection for one year, on the basis that the information received, discussed and considered in relation to this agenda item is:
 

information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
  - 1.2 the Chief Executive Officer is delegated authority that the order be revoked in whole or part.
  - 1.3 the confidentiality order will be reviewed by the Council / Chief Executive Officer at least once every 12 month period.
2. That, for the item named in Clause 1 and associated sub clauses, unless:
  - 2.1 the period in respect of any order made under Section 91 (7) of the Local Government Act 1999 lapses; or
  - 2.2 Council resolves to revoke an order made under Section 91 (7) of the Local Government Act 1999; or
  - 2.3 the Chief Executive Officer determines pursuant to delegated authority that the order be revoked; any discussions of the Council on the matter and any recording of those discussions are also confidential.

**CARRIED**

**8 MEETING CLOSURE**

**The Meeting closed at 7.27pm.**

**The minutes of this meeting were confirmed at the Chief Executive Officer Performance Development Review Committee held on .**

.....  
**CHAIRPERSON**

**12.5 MINUTES OF THE STRATEGIC PLANNING & DEVELOPMENT POLICIES COMMITTEE MEETING HELD 9 NOVEMBER 2023****File Number: IC23/329****Author: Melanie Amezdroz, Corporate Support Coordinator****Responsible Executive: John Pearce, Director City Growth & Development****RECOMMENDATION**

1. That the Minutes of the Strategic Planning & Development Policies Committee Meeting held 9 November 2023 be received and the recommendations therein be adopted.

**ATTACHMENTS**

1. **Strategic Planning and Development Policies Committee - Minutes - 9 November 2023**



**STRATEGIC PLANNING AND DEVELOPMENT POLICIES COMMITTEE 9 NOVEMBER 2023  
MEETING MINUTES**

---

**MINUTES OF CITY OF PROSPECT  
STRATEGIC PLANNING AND DEVELOPMENT POLICIES COMMITTEE MEETING  
HELD AT THE TIRKANTHI KUU ROOM, PAYINTHI 128 PROSPECT ROAD, PROSPECT  
ON THURSDAY, 9 NOVEMBER 2023 AT 5:30 PM**

**PRESENT:** Cr Lillian Hollitt, Cr Alison De Backer, Cr Jason Nelson, Cr Kristina Barnett

**IN ATTENDANCE:** Scott McLuskey (Manager Development and Regulatory Services), Joshua Bowen (Manager Assets & Maintenance), Susan Giles (Team Leader Development Services)

**1 ACKNOWLEDGEMENT OF THE KAURNA PEOPLE AS THE TRADITIONAL  
CUSTODIANS OF THE LAND**

Chairperson stated:

'City of Prospect acknowledges that we are on the traditional country of the Kaurna people of the Adelaide Plains region and we pay our respect to Elders past and present.

We recognise and respect their cultural heritage, beliefs and relationships with the land and we acknowledge that they are of continuing importance to the Kaurna people living today.'

**2 ON LEAVE**

Nil

**3 APOLOGIES**

Mayor Matt Larwood

**APPOINTMENT OF ACTING CHAIRPERSON**

Cr Nelson nominated Cr De Backer

Cr De Backer accepted the nomination

No other nominations were received

**Cr De Backer was appointed as Acting Chairperson**

**4 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION 2023/1**

Moved: Cr Kristina Barnett

Seconded: Cr Jason Nelson

That the minutes of the Strategic Planning and Development Policies Committee Meeting held on 6 September 2022 be confirmed.

**CARRIED UNANIMOUSLY**

**STRATEGIC PLANNING AND DEVELOPMENT POLICIES COMMITTEE 9 NOVEMBER 2023  
MEETING MINUTES**

---

**5 DECLARATION BY MEMBERS OF A CONFLICT OF INTEREST**

Nil

**6 REPORTS FOR DECISION****6.1 RESIDENTIAL DRIVEWAY CROSSOVERS DESIGN STANDARD AND CODE AMENDMENT - CITY OF PROSPECT SUBMISSION****COMMITTEE RESOLUTION 2023/2**

Moved: Cr Kristina Barnett

Seconded: Cr Jason Nelson

At 5:36pm Cr De Backer sought leave of the meeting to suspend meeting procedures until 5:51pm. Leave granted.

At 5:51pm Cr De Backer sought leave of the meeting to suspend meeting procedures until 6:06pm. Leave granted.

At 6:00pm Cr De Backer recommenced meeting procedures.

**RECOMMENDATION**

**That the Strategic Planning and Development Policies Committee:**

- 1. Having considered Item 6.1 Residential Driveway Crossovers Design Standard and Code Amendment - City of Prospect Submission receives and notes the report.**
- 2. Endorses the *City of Prospect Submission - Residential Driveway Crossovers Design Standard and Code Amendment* (as presented at Attachment 1) for submission to the State Planning Commission by the CEO (or delegate on behalf of Council).**
- 3. Notes that Council be kept informed of the progress of the consultation process and implementation of the Design Standard and Code Amendment by the State Planning Commission.**

**CARRIED UNANIMOUSLY**

**7 MEETING CLOSURE**

The Meeting closed at 6.03pm.

The minutes of this meeting were confirmed at the Strategic Planning and Development Policies Committee held on .

.....  
**CHAIRPERSON**

**13 COUNCIL MEMBER REPORTS AND BRIEFINGS**



**14 MOTIONS ON NOTICE****14.1 NOTICE OF MOTION - ELECTRIC VEHICLE CHARGING STATIONS - CR TRINH NGUYEN**

I, Councillor Trinh Nguyen, give notice that at the next Ordinary Meeting of Council to be held on 28 November 2023, I intend to move the following motion:

**MOTION**

**That Council requests:**

- 1. A Councillor Information and Workshop Session be held on Electric Vehicle Charging Stations in first quarter of 2024.**
- 2. That this workshop includes updates on;**
  - a. Electric Vehicle charging outcomes achieved in other ERA Councils,**
  - b. Discussions held with various Electric Vehicle charging infrastructure providers,**
  - c. Council's transition to electric fleet; and**
  - d. A proposed way forward on these matters.**

**RATIONALE**

I commend this Notice of Motion to Council.

**CEO COMMENT**

This is ultimately a matter for Council.

Staff have progressed some preliminary discussions to date on the matter with an EV Charging provider, already undertaken a review to support a Council owned light fleet transition & progressed investigations on cost/capacity for the Payinthe carpark to include EV charging facilities for Council's fleet.

Should this motion be supported by the Council, staff will seek to progress broader consideration required on this matter and liaise with the Eastern Regional Alliance local government neighbouring Councils on progress they have made in this area to inform the workshop content as proposed.

**ATTACHMENTS**

**Nil**

**15 QUESTIONS WITH NOTICE**

Nil

**16 CONFIDENTIAL ITEMS**

Nil

**17 MEETING CLOSURE**