NOTICE TO THE MAYOR AND COUNCILLORS.
An ordinary meeting of the Council of the City of Prospect will be held in the Prospect Town Hall, 126 Prospect Road, Prospect on **Tuesday 23 October 2018 at 6.00pm.**

AGENDA

Members of the public are advised that meetings of Council are video recorded and the recordings of the open session of the meeting will be made available on Council's website for a period of 2 months

1. Opening
- 1.1 Acknowledgment of the Kaurna people as the traditional custodians of the land
- 1.2 Council Pledge
- 1.3 Declaration by Members of Conflict of Interest

2. On Leave

3. Apologies – Cr M Lee

4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 25 September 2018

5. Mayoral Monthly Report
(Pages 1-2)

6. Elected Member Reports and Briefings

7. Petitions - Nil

8. Deputations - Nil

9. Motions on Notice - Nil

10. Questions with Notice

10.1 Cr M Groote – Prospect Oval
(Page 3)

10.2 Cr M Groote – Residential Parking Permits
(Page 4)

11. Questions without Notice

12. Minutes of Committees/Regional Subsidiaries/Other Bodies

12.1 Eastern Waste Management Authority Ordinary Board Meeting Minutes 20/09/2018
(Pages 5-14, Recommendations on Page 5)

12.2 Audit Committee Meeting Minutes 15/10/2018
(Pages 15-20, Recommendations on Pages15)

13. Reports for Decision

13.1 Main North Road Traffic Management and Car Parking
(Pages 21-24, Recommendation on Page 21)

13.2 Local Government Association Annual General Meeting Voting Preferences
(Pages 25-42, Recommendation on Page 25)

13.3 Annual Community Grants Program 2018-2019
(Pages 43-85, Recommendation on Page 45)

13.4 Housing Diversity & Desirable Neighbourhoods Study – Phase 2
(Pages 86-135, Recommendation on Page 87)

13.5 First Budget Review 2018-2019
(Pages 136-159, Recommendation on Page 137)

13.6 City of Prospect Annual Report 2017-2018
(Pages 160-162, Recommendation on Page 160)

13.7 Audit Committee Service Reviews Summary
(Pages 163-166, Recommendation on Page 163)

14. Protocol

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.

15. Reports for Information

15.1 Project Update – Community Hub, Library & Innovation Centre (CLIC)
(Pages 167-187, Recommendation on Page 168)

15.2 Community Feedback Principal Office
(Pages 188-191, Recommendation on Page 188)

15.3 Australian Local Government Association - Federal Election Campaign
(Pages 192-198, Recommendation on Page 192)

15.4 General Purpose Financial Statements for the Year Ended 30 June 2018
(Pages 199-261, Recommendation on Page 199)

16. Council Diary

Date	Event Details
Thursday 25 October 2018 at 6pm	**Prospect Gallery Exhibition "Wisdom from a Fold-Up Boat"** Thursday 25 October 2018 to Sunday 25 November 2018 Prospect Gallery, 1 Thomas Street, Nailsworth
Saturday 27 October 2018 9am to 3pm	**Prospect Spring Fair** McInnes Avenue, Broadview Oval
Friday 2 November 2018 at 7.00pm	**Prospect Blues and Roots Music Series** **"Muddy Road with Nikko & Snooks"** Club5082 Event Prospect Town Hall, 126 Prospect Road, Prospect
Tuesday 13 November 2018 at 7.00pm	**Swearing in Ceremony** Prospect Town Hall, 126 Prospect Road, Prospect **subject to Declaration of the Election
Saturday 17 November 2018 10am to 1pm	**Prospect Community Garden Open Day** Prospect Community Garden, west side of Memorial Gardens
Friday 23 November 2018 at 7.00pm	**Crossfire Hurricane – Rolling Stones Tribute** Club5082 Event Prospect Town Hall, 126 Prospect Road, Prospect
Saturday 24 November 2018 at 9am	**Induction Day for Council Members** Prospect Town Hall, 126 Prospect Road, Prospect
Sunday 25 November 2018 at 3pm	**Tour of the Prospect Air Raid Shelter** U3A Prospect, Prospect RSL and Prospect Local History Group Event

17. General Business – Urgent Business

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.

18. Confidential Items - Nil

19. Meeting Closure

Cate Hart
Chief Executive Officer

18 October 2018

AGENDA ITEM NO.: **5**

TO: Council on 23 October 2018

FROM: Mayor David O'Loughlin

REPORT AUTHOR: Sadie Lovering, Executive Assistant to Mayor

SUBJECT: Mayoral Monthly Report

This report covers the period from 26 September 2018 – 23 October 2018.

In brief, the Mayoral activities have included the following:

1. Activities

- Attended the Prospect Kiwanis Handover Dinner
- Panel Member at the Dr Guy Turnbull V2 Oration at The University of Adelaide
- Attended the Festival of Music Concert 12, supporting Nailsworth Primary School at the Adelaide Festival Theatre
- Presentation to the Prospect History Group on the Failed Thorngate Sky City Proposal
- Attended the Network Prospect Business Event - Activation with Art in Prospect at Café Komodo
- Attended the Cocktail Reception Introducing the Vietnamese Community in Australia/SA Board Of Management at Benjamin on Franklin Hotel
- Attended the BOSA Soccer Club Black Tie Awards Night at the Pullman Adelaide
- Tour of the New Rise High Financial Solutions Office at 279 Churchill Road, Prospect
- Attended the Australia Day Council SA - In Conversation with Change-Makers Event, Hilton Hotel Adelaide
- Attended Tour 2 - Devonport Terrace Community Reference Group Walking Tour

2. Meetings

- Regular Meetings with CEO, Directors and Staff
- Council Agenda Review and Council Meeting
- State Commission Assessment Panel Meetings
- Community Hub, Library & Innovation (CLIC) Project Executive Group Meetings
- East Waste CEO and Mayor's Workshop
- Meeting with Katia Vincon and Bastien – re shop at Les Deux Coqs on Prospect Road
- Meeting with Peter Reilly, Jim Allen & Associates and Edward Tory, Project Manager Kennett Pty Ltd – re CLIC Program
- Local Government Association Procurement Board Meeting
- City of Prospect Audit Committee Meeting

3. Other

- Media Enquiries
- Various Phone Calls, Emails, Letters, etc
- Correspondence and Meetings with Constituents and Councillors
- Meetings with individuals interested in nominating for local government elections

4. President of ALGA Activities and Meetings

I have attended to a range of correspondence, emails, telephone enquiries, media interviews and face to face meetings. Below are other commitments during this period:

- Attended Towards 2025 Coalition Event Hosted by Australian Packaging Covenant Organisation (APCO) and Woolworths in Collaboration with the Pact Group – Melbourne, Vic
- Attended the Truth Telling Symposium Welcome Dinner and Symposium – Truth Telling Through the Arts – Sydney, NSW
- Guest Speaker at the Municipal Association of Victoria (MAV) Annual Conference – Melbourne, VIC
- Guest Speaker at the Local Government New South Wales (LGNSW) Annual Conference – Albury, NSW
- Attended the LGNSW Service Awards Dinner
- Weekly President columns

I would be grateful if an elected member would move this report.

David O'Loughlin
Mayor

AGENDA ITEM NO.: **10.1**

TO: Council on 23 October 2018

DIRECTOR: Cate Hart, Chief Executive Officer

REPORT AUTHOR: Cate Hart, Chief Executive Officer

SUBJECT: Questions on Notice – Councillor Mark Groote
Prospect Oval

Councillor Mark Groote having complied with the provisions of **Regulation 9(1) of the "Local Government (Proceedings at Meetings) Regulations 2013"** will ask:

Question 1

Does Prospect Oval currently meet the requirements under the Disability Discrimination Act in terms of access to:

a) Oval viewing areas
b) Clubrooms

Question 2

What investigations, including indicative costs, have been made to provide a ramp or other disability access between the main oval entrance (on Menzies Crescent) and the oval viewing area?

Question 3

Whose responsibility is it to provide disability access as described in question 2, and under what conditions would trigger a legislative requirement to provide such access?

Administration will provide a response to the question at the meeting which will be included in the meeting minutes.

AGENDA ITEM NO.: **10.2**

TO: Council on 23 October 2018

FROM: Cate Hart, Chief Executive Officer

SUBJECT: Question on Notice – Cr M Groote
Residential Parking Permits

Councillor Mark Groote having complied with the provisions of **Regulation 9(1) of the "Local Government (Proceedings at Meetings) Regulations 2013"** will ask:

Question 1

Does Prospect Council have a current policy to guide the provision of a 'residential parking only' permit if requested by a resident?

Question 2

Under what circumstances would such a request be:

a. Accepted
b. Denied

Question 3

What process would be required to review this policy, and within what timeframe could this be achieved?

Administration will provide a response to the question at the meeting which will be included in the meeting minutes.

AGENDA ITEM NO.: **12.1**

TO: Council on 23 October 2018

DIRECTOR: Cate Hart, Chief Executive Officer

REPORT AUTHOR: Jasmyn Page, Executive Assistant – CEO

SUBJECT: Eastern Waste Management Authority Ordinary Board Meeting Minutes

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1. EXECUTIVE SUMMARY

The purpose of this report is to present the Minutes of the Ordinary Eastern Waste Management Authority Board Meeting held on Thursday 20 September 2018.

2. RECOMMENDATION

(1) Council having considered Item 12.1 Eastern Waste Management Authority Board Ordinary Meeting Minutes receive and note the Minutes of the Eastern Waste Management Authority Board Ordinary Meeting held on Thursday 20 September 2018, as presented in Attachments 1-7.

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3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Local Government Act 1999*
- Eastern Waste Management Authority Charter

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.3 Responsible Waste Management	The appointment of East Waste as a service provider for responsible waste management has met this strategy.

Intelligent Community Indicators

3. Innovation	Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).	The appointment of East Waste as a service provider ensures innovation is a key element in the delivery of waste services to the community.

5. Sustainability	Economic growth while reducing the environmental impact of that growth	

4. REGIONAL IMPACT

City of Prospect is a member of Eastern Waste Management Authority of which the majority of members are also members of the ERA Region.

5. COMMUNITY INVOLVEMENT

No community engagement has been required.

6. DISCUSSION

The Eastern Waste Management Authority held a Ordinary board meeting on Thursday 20 September 2018 (as presented in **Attachment 1-7**). The key foci of the meeting included the following matters:

- Audited Financial Statements FY2018
- Regulation 10 Financial Report
- Draft Annual Report
- Budget Framework – Draft Principles
- Audit Implementation Progress Report
- Independent Audit Committee Appointment
- APCO Submission
- Annual Plan Progress Report
- Confidential Item: Council Solutions Updated
- Confidential Item: Waste Subsidiaries Memorandum of Understanding
- Confidential Item: General Manager Annual Performance Review
- Confidential Item: Recycling Contract Update

Financial and Resource Implications

East Waste is a non-profit local government subsidiary, currently consisting of seven Member Councils. At present these include: City of Prospect, Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Mitcham, City of Norwood, Payneham and St Peters and the Corporation of the Town of Walkerville.

The Authority is administered by a Board in accordance with the requirement of the Local Government Act, the Authority's Charter, and various policies and codes.

7. CONCLUDING STATEMENTS

It is recommended that Council receives and note the Minutes of the Ordinary Eastern Waste Management Authority Board Meeting held on Thursday 20 September 2018.

ATTACHMENTS

Attachments 1-7: Minutes of the Ordinary Eastern Waste Management Authority Board Meeting 20/09/2018

EastWaste

MINUTES OF THE ORDINARY BOARD MEETING OF THE EASTERN WASTE MANAGEMENT AUTHORITY

Held on Thursday 20 September 2018 at 5:36pm at the City of Norwood, Payneham & St Peters, 175 The Parade, Norwood

1. PRESENT

Directors:

Mr B Cunningham	Independent Chairperson
Cr L Green	Adelaide Hills Council
Ms C Hart	City of Prospect
Cr G Busato	Corporation of the Town of Walkerville
Cr Karen Hockley	City of Mitcham
Mr M Barone	City of Norwood, Payneham & St Peters

In Attendance:

Mr R Gregory	General Manager
Mr S Raymond	Manager, Corporate Services
Mr J Jovicevic	Dean Newbery & Partners
Ms K Vandermoer	Finance and Executive Administration Officer
Mr D Papa	Bentleys Chartered Accountants

2. APOLOGIES

Mr P Di Iulio	Campbelltown City Council
Cr G Piggott	City of Burnside

3. CONFLICTS OF INTEREST

Mr Gregory declared a perceived conflict In Agenda Item 8.3 due to his role as General Manager of East Waste.

Mr Cunningham declared a perceived conflict of interest in Item 8.4 due to his role as Chair of the Northern Adelaide Waste Management Authority.

Mr Jovicevic declared a perceived conflict of interest in Item 8.4 due to the fact he and Dean Newberry & Partners also consult to Northern Adelaide Waste Management Authority.

4. CONFIRMATION OF THE MINUTES

Moved Cr Hockley

1. That the Minutes of the Eastern Waste Management Authority Special Board Meeting held on Monday 3 September 2018, be received confirmed, and adopted.

2. That the Minutes of the Eastern Waste Management Authority Audit and Risk Management Committee Meeting held on Wednesday 12 September 2018, be received, confirmed and adopted.

Attachment

3. That the Minutes of the Eastern Waste Management Authority General Manager Performance Review Committee Meeting held on Wednesday 12 September 2018, be received, confirmed and adopted.

Seconded Cr Green **Carried**

5. MATTERS ARISING FROM THE MINUTES

Nil

6. QUESTIONS WITHOUT NOTICE

Nil

7. REPORTS

7.1 AUDITED FINANCIAL STATEMENTS FY2018

RECOMMENDATION

Moved Cr Busato that the Independent Chairman and General Manager be authorised to sign the Financial Statements as presented in Attachment A. and officially provided to Member Councils.

Seconded Cr Green **Carried**

7.2 REGULATION 10 FINANCIAL REPORT

RECOMMENDATION 1

Moved Cr Hockley that the Board endorses the Regulation 10 Financial Report as presented in Attachment A.

Seconded Mr Barone **Carried**

7.3 DRAFT ANNUAL REPORT

RECOMMENDATION

Moved Ms Hart that the Board endorses the final draft of the 2017/2018 East Waste Annual Report and authorises East Waste's General Manager to distribute to Member Councils, upon the audited financials being included in the final version.

Seconded Cr Hockley **Carried**

7.4 BUDGET FRAMEWORK – DRAFT PRINCIPLES

Cr Hockley left the meeting at 5:49pm.
Cr Hockley re-entered the meeting at 5:51pm.

Attachment

RECOMMENDATION

Moved Cr Hockley that the Board recommend that:

1. The list of Budget Framework Principles and Financial Targets as presented are endorsed as a basis for drafting a budget framework.

2. The current Administration Fee is retained (with CPI increase) for the 2019/20 draft budget development and is reconsidered in the 2020/21 draft budget process.

Seconded Mr Barone. **Carried**

7.5 AUDIT IMPLEMENTATION PROGRESS REPORT

RECOMMENDATION

Moved Mr Barone that the Board notes the implementation status of the 2018 Accounts Payable and Payroll Audit.

Seconded Cr Green **Carried**

7.6 INDEPENDENT AUDIT COMMITTEE APPOINTMENT

RECOMMENDATION

Moved Mr Barone That the Board reappoint Mr Tim Muhlhausler as an Independent Member to the East Waste Audit and Risk Management Committee for a third term, expiring 24 November 2020.

Seconded Cr Busato **Carried**

7.7 APCO SUBMISSION

RECOMMENDATION

Moved Ms Hart that the Board note the submission to APCO as contained within Attachment A.

Seconded Cr Green **Carried**

7.8 ANNUAL PLAN PROGRESS REPORT

RECOMMENDATION

Moved Cr Hockley that the report be received and noted.

Seconded Cr Busato **Carried**

Mr Papa left the meeting at 6:13pm.

Attachment

8. CONFIDENTIAL REPORTS

8.1 COUNCIL SOLUTIONS UPDATED

RECOMMENDATION 1

Moved Cr Hockley That the East Waste Board recommend:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

(b) information the disclosure of which –

(i) could reasonably be expected to confer a commercial advantage on a person with whom East Waste is conducting, or proposing to conduct, business, or to prejudice the commercial position of East Waste; and
(ii) would, on balance, be contrary to the public interest;

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/ consideration of the information confidential.
Seconded Cr Busato **Carried**

RECOMMENDATION 3

Moved Mr Barone that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the report, attachment(s), discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.
Seconded Cr Green **Carried**

8.2 WASTE SUBSIDIARIES MEMORANDUM OF UNDERSTANDING

RECOMMENDATION 1

Moved Mr Barone that the East Waste Board recommend:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

(b) information the disclosure of which –

Attachment

(i) could reasonably be expected to confer a commercial advantage on a person with whom East Waste is conducting, or proposing to conduct, business, or to prejudice the commercial position of East Waste; and
(ii) would, on balance, be contrary to the public interest;

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/ consideration of the information confidential.

Seconded Cr Hockley **Carried**

RECOMMENDATION 3

Moved Cr Hockley That under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the report, attachment(s), discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Cr Green **Carried**

8.3 GENERAL MANAGER ANNUAL PERFORMANCE REVIEW

Mr Gregory left the meeting at 6:30pm due to a Conflict of interest.
Mr Raymond left the meeting at 6:30pm due to the item discussing a member of staff.
Ms Vandermoer left the meeting at 6:30pm due to the item discussing a member of staff.

RECOMMENDATION 1

Moved Cr Green the East Waste Board recommend:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/ consideration of the information confidential.

Seconded Cr Busato **Carried**

RECOMMENDATION 2

Moved Cr Hockley that the Board:

1. Receives and approves the General Manager Annual Performance Plan; and

Attachment

2. Proposes that the General Manager's Key Performance Goals for 2018/2019 be drafted, with a focus on developing brand, education, innovation, strategic acumen and stakeholder engagement activities (Member Councils in particular).

Seconded Cr Green **Carried**

RECOMMENDATION 3

Moved Cr Hockley that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the report, attachment(s) and discussion only be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Cr Green **Carried**

Mr Gregory re-entered the meeting at 6:35pm.
Mr Raymond re-entered the meeting at 6:35pm.
Ms Vandermoer re-entered the meeting at 6:35pm.

8.4 RECYCLING CONTRACT UPDATE (VERBAL)

Mr Cunningham left the meeting at 6:35pm due to conflict of interest.
Mr Jovicevic left the meeting at 6:35pm due to conflict of interest.

RECOMMENDATION 1

Moved Cr Busato that the East Waste Board recommend:

That pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

(b) information the disclosure of which –

(i) could reasonably be expected to confer a commercial advantage on a person with whom East Waste is conducting, or proposing to conduct, business, or to prejudice the commercial position of East Waste; and
(ii) would, on balance, be contrary to the public interest;

and the East Waste Board is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/ consideration of the information confidential.

Seconded Ms Hart **Carried**

RECOMMENDATION 2

Moved Cr Busato that the Board note and receive verbal report.

Seconded Cr Hockley **Carried**

Attachment

RECOMMENDATION 3
Moved Cr Hockley that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Board orders that the discussion be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.
Seconded Cr Green **Carried**

Mr Cunningham re-entered the meeting at 6:49pm.
Mr Jovicevic re-entered the meeting at 6:49pm.

9. OTHER BUSINESS

9.1 RESPONSE LETTER FROM MINISTER SPIERS

Following earlier advice that he would not be nominating in the upcoming Council elections, Mr Cunningham thanked Cr Busato for his time and input on the East Waste Board.

10. NEXT MEETING OF THE BOARD

The next Board Meeting is scheduled to be held on Thursday 13 December 2018 at the City of Norwood, Payneham & St Peters at 5.30pm.

11. CLOSURE OF MEETING

There being no further business the meeting closed 6:52pm.

DATE:_____ CHAIRPERSON:_____

Attachment

AGENDA ITEM NO.:	**12.2**
TO:	Council Meeting on 23 October 2018
DIRECTOR:	Chris Birch, Acting Director Corporate Services
REPORT AUTHOR:	Sadie Lovering, Executive Assistant to Mayor and Director Corporate Services
SUBJECT:	Audit Committee Meeting Minutes 15/10/2018

Please note: the full Agenda of this Audit Committee meeting is available on the website via the link below.

Audit Committee Meeting Agenda 15/10/2018

1. RECOMMENDATION

(1) The Minutes of the Audit Committee Meeting held on Monday 15 October 2018 be received and noted as provided in Attachments 1-5.

ATTACHMENTS

Attachment 1-5: Audit Committee Minutes 15/10/2018

MINUTES OF THE MEETING OF THE AUDIT COMMITTEE HELD IN THE PROSPECT TOWN HALL, 126 PROSPECT ROAD, PROSPECT ON MONDAY 15 October 2018 AT 4.30PM

PRESENT:

Chairperson:	C Garrett
Committee:	D Moffatt, P Fairlie-Jones, Cr T Evans, Mayor D O'Loughlin

IN ATTENDANCE:

Chief Executive Officer	C Hart
Acting Director Corporate Services	C Birch
Manager Governance & Administration	J Tanti
Manager Knowledge and Information	G Pajak
Manager Library Services	B Footner
Project Lead – CLIC	C Newby
Smart Business Analyst	D Adams
Risk Management Officer	V DiMaria
Minute Secretary	S Lovering

ITEM 1: ON LEAVE:

Nil.

ITEM 2: APOLOGIES:

Nil.

ITEM 3: CONFIRMATION OF MINUTES:

D Moffatt moved Mayor O'Loughlin seconded

(1) The Minutes of the Audit Committee Meeting held on 20 August as circulated be taken as read and taken as a true record.

Carried Unanimously AC36/18

ITEM 4: CHAIRPERSON'S REPORT:

Nil.

ITEM 5: QUESTIONS WITH NOTICE:

Nil.

Attachment

The Chair sought leave of the meeting to bring forward Item 7.1 on the Agenda

Leave granted.

ITEM 7: REPORTS FOR INFORMATION

Item 7.1 Fourth Budget Review 2017-2018

P Fairlie-Jones moved D Moffatt seconded

(1) The Audit Committee having considered Item 7.1 Fourth Budget Review 2017-2018, as being carried out in accordance with the Budget Framework Policy, receives and notes the report.

Carried Unanimously AC37/18

ITEM 6: REPORTS FOR DECISION:

Declaration by members of conflict of interest: Nil.

The Audit Committee received a verbal report from external auditor, Tim Muhlhausler of Galpins.

Cr T Evans entered the meeting 4.48pm

Item 6.1 Draft General Purpose Financial Statements for the Year Ended 30 June 2018

Cr T Evans moved P Fairlie-Jones seconded

(1) The Audit Committee having considered Item 6.1 Draft General Purpose Financial Statements for the Year Ended 30 June 2018 receives and notes the report.

(2) Council note that the Audit Committee is satisfied that City of Prospect's General Purpose Financial Statements for the Year Ended 30 June 2018 as per Attachments 1-54, present fairly the state of affairs of the Council and are in accordance with the Local Government Act 1999, the Local Government (Financial Management) Regulations 2011 and the Australian Accounting Standards.

Carried Unanimously AC38/18

Item 7.2 Eastern Health Authority Annual Report for the year ended 30 June 2018

D Moffatt moved Mayor O'Loughlin seconded

(1) The Audit Committee having considered Item 7.2 Eastern Health Authority Annual Report for the year ended 30 June 2018 receives and notes the report.

Carried Unanimously AC39/18

Attachment

Item 7.3 East Waste Annual Financial Statements for the year ended 30 June 2018

D Moffatt moved Cr T Evans seconded

(1) The Audit Committee having considered Item 7.3 East Waste Annual Financial Statements for the year ended 30 June 2018 receives and notes the report.

(2) That the Audit Committee receive a response to the reason for the fall in user charges for waste disposal in 2017 $1.015M down to $116k in 2018.

(3) That the Audit Committee receive a response to the increase in debtors – general which increased from $396k in FY17 to $1.098M in FY18.

Carried Unanimously AC40/18

Item 7.4 Review of External Auditor Contract

P Fairlie-Jones moved Cr T Evans seconded

(1) The Audit Committee having considered Item 7.4 Review of External Auditor Contract receives and notes the report.

Carried Unanimously AC41/18

Item 7.5 Community Hub, Library & Innovation Centre (CLIC) – Risk and Financial Management Report and Project Prudential Report Update

Cr T Evans moved D Moffatt seconded

(1) That the Audit Committee having considered Item 7.5 Community Hub, Library & Innovation Centre (CLIC) – Risk and Financial Management Report and Project Prudential Report Update receives and notes the report.

(2) That the Audit Committee continues to receive a Risk and Financial Management report quarterly on the project.

Carried Unanimously AC42/18

Item 7.6 IT Strategic Plan

P Fairlie-Jones moved Mayor O'Loughlin seconded

(1) Audit Committee having considered Item 7.6 IT Strategic Plan, receives and notes the report.

(2) Audit Committee receives and notes the risk assessment of the IT strategic priorities identified in the Information Technology Strategy 2018-2021.

(3) Audit Committee recommends that the Information Technology Strategy 2018-2021 be adopted by the new Council.

Carried Unanimously AC43/18

Attachment

Item 7.7 Service Review Summary – Library & Customer Services

Cr T Evans moved P Fairlie-Jones seconded

(1) The Audit Committee having considered Item 7.7 Service Review Summary – Library and Customer Services receives and notes the report, and

(2) Council receive summary advice on the progression of the Service Review program, and endorse the inclusion of this program within the Risk & Audit Work Plan 2018-2020.

(3) That Audit Committee request a further report to be prepared that identifies anticipated cost savings of the new CLIC, reconciled to initial modelling proposed through the SGS Report, which includes strategies to meet the original financial targets.

Carried Unanimously AC44/18

Item 7.8 Internal Audits - Progress Report

Mayor O'Loughlin moved P Fairlie-Jones seconded

(1) The Audit Committee having considered Item 7.8 Internal Audits – Progress Report receives and notes the report.

(2) The Audit Committee receive a report in March 2019, providing ongoing status of key undertakings relating to internal audit findings.

(3) The next internal audit plan to incorporate efficiency possibilities and potential savings associated with each review.

Carried Unanimously AC45/18

Item 7.9 Revised Risk & Audit Work Plan (2018 – 2020)

D Moffatt moved Cr T Evans seconded

(1) That the Audit Committee having considered Item 7.9, Revised Risk & Audit Work Plan Report receives and notes the report.

Carried Unanimously AC45/18

Item 7.10 Dispensation Register Update

D Moffatt moved P Fairlie-Jones seconded

(1) The Audit Committee having considered Item 7.10 Dispensation Register Update, receive and note the report.

Carried Unanimously AC46/18

Attachment

Item 7.11 Mutual Risk Schemes Membership & Financial Summary 2018 – 2019

Cr T Evans moved Mayor O'Loughlin seconded

(1) The Audit Committee having considered Item 7.11, Mutual Risk Schemes Membership & Financial Summary 2018 – 2019 receive and note the report.

Carried Unanimously 47/18

ITEM 8: CONFIDENTIAL ITEMS:

Nil.

ITEM 9: CLOSURE

The meeting closed at 6.28pm.

.....
Corinne Garrett
Chairperson

Attachment

AGENDA ITEM NO.:	**13.1**
TO:	Council on 23 October 2018
DIRECTOR:	Simon Bradley, Director of Infrastructure and Environment
REPORT AUTHOR:	Simon Bradley, Director of Infrastructure and Environment
SUBJECT:	Main North Road Traffic Management and Car Parking

1. EXECUTIVE SUMMARY

At the Council meeting on 28 August 2018 a report was presented titled 'Main North Road – Traffic Management' which outlined actions resulting from the following resolution made at the Council Meeting on 22 May 2018:

……. that Council Administration consult with car dealerships on the eastern and western side of Main North Road (from Nottage Terrace to Regency Road) to:

- *discuss the impact on local streets and residents of all day parking of staff vehicles*
- *identify options to reduce this impact, including the provision of on-site parking*

On-street car parking is in high demand in residential streets surrounding businesses on Main North Road and there is a need to balance the availability of on-street parking for all road users.

Council subsequently resolved to identify options to reduce the car parking impact currently occurring, including seeking the provision of on-site parking for staff and visitors associated with car yard operators.

Council Administration is currently researching the relevant development approvals for the car yard operators in order to establish if any sites have conditions relating to onsite car parking. Due to the age of some of these development approvals, and the need to analyse and retrieve information from a number of historical records, this analysis is taking longer than anticipated. As such, a further report will be presented to the December 2018 Council meeting.

2. RECOMMENDATION

(1) Council having considered Item 13.1 Main North Road Traffic Management and Car Parking, receive and note the report.

(2) That a further report is presented to the December 2018 Council Meeting detailing the analysis of the provision for onsite car parking for staff and visitors at the various car yards on Main North Road.

3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Local Government Act 1999*
- *Development Act, 1993*
- Traffic Management Policy

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.1	Excellence in Infrastructure	4.1.1 Taking great care of all of Council's Assets. Investigations into road safety concerns are conducted for the purpose of ensuring the provision of safe, accessible road environments for all road users of all ages and abilities (motorists, pedestrians, cyclists, people with disabilities, children and elderly).
Strategy 4.4	Accountable and people-focused services	

Intelligent Community Indicators

Nil.

4. REGIONAL IMPACT

Nil.

5. COMMUNITY INVOLVEMENT

Nil.

6. DISCUSSION

At the Council Meeting on 22 May 2018 the following Notice of Motion was resolved:

(1) Council administration consult with car yard operators on the eastern and western side of Main North Road (from Nottage Terrace to Regency Road) to:
- *discuss the impact on local streets and residents of all day parking of staff vehicles*
- *identify options to reduce this impact, including the provision of on-site parking.*

(2) A report be provided to Council on the outcomes of these discussions, and options for dealing with parking congestion by August 2018.

At the Council meeting on 28 August 2018 a report was presented titled 'Main North Road – Traffic Management'. The purpose of this report is to advise Council of actions resulting from a Notice of Motion from the Council Meeting on 22 May 2018 that Council Administration consult with car dealerships on the eastern and western side of Main North Road (from Nottage Terrace to Regency Road) to:

- discuss the impact on local streets and residents of all day parking of staff vehicles
- identify options to reduce this impact, including the provision of on-site parking

On-street car parking is in high demand in residential streets surrounding businesses on Main North Road and there is a need to balance the availability of on-street parking for all road users.

In response to this report Council resolved:

(1) Council having considered Item 13.4 Main North Road – Traffic Management, receive and note the report.
(2) That Council retains all parking controls currently in effect on roads immediately east and west of Main North Road, between Nottage Terrace to Regency Road on the west side and between Nottage Terrace and Third Avenue on the east side.
(3) That Council continues to actively enforce the parking controls to encourage a regular turnover of parking availability for visitors and customers.

Subsequent to the abovementioned resolution, Council also resolved:

(1) That in considering the motion on notice from 22 May 2018 in respect to Main North Road traffic management and carparking around car yard operators, Council administration identify options to reduce the carparking impact currently occurring, including seeking the provision of on-site parking for staff and visitors associated with car yard operators, with a report to be provided to the October 2018 Council Meeting.

Since this date Council Administration has been investigating options to reduce the car parking impact currently occurring in residential streets, adjacent to the commercial and retail precinct on Main North Road. This focus has primarily been on seeking the provision of on-site parking for staff and visitors associated with car yard operators.

Other options being considered by Council Administration include encouraging car yard operators to address the provision of car parking for staff differently, such as the promotion of public transport as an alternative option. Car yard operators could support this option by providing free or subsidised bus tickets. Carpooling and other incentives could also be encouraged.

Council Administration is also currently researching the relevant development approvals for the car yard operators. This research is establishing what, if any, provision has been allowed for onsite car parking for staff and visitors. Due to the age of some of these development approvals, a considerable amount of time is required to firstly retrieve, and then identify the relevant information. This analysis was not available for the October 2018 meeting of Council.

It is envisaged that once the analysis of the provision for onsite car parking for staff and visitors at the various car yards on Main North Road is complete, Council

Administration will actively enforce the parking controls within the car yard confines to encourage a regular turnover of parking availability for visitors and customers as well as staff parking being used for that purpose.

Once the analysis of the provision for onsite car parking for staff and visitors at the various car yards on Main North Road is complete, Council Administration will also engage with the car yard operators on alternative ways to address car parking for staff as detailed above.

Council Administration is continuing to actively enforce the parking controls within the side streets of Main North Road to encourage a regular turnover of parking availability for visitors and customers.

Council Administration proposes that a further report is presented to the December 2018 meeting of Council detailing the analysis of the provision for onsite car parking for staff and visitors at the various car yards on Main North Road as well as outcomes of discussions with car yard operators on alternative ways to address car parking for staff.

Financial and Resource Implications

Nil.

7. CONCLUDING STATEMENTS

On-street parking for residents, visitors and customers is in high demand in residential streets, adjacent to the commercial and retail precinct on Main North Road. Council makes every effort to provide fair and equitable access to the available parking by installing and enforcing parking controls.

Council Administration proposes that a further report is presented to the December 2018 meeting of Council detailing the analysis of the provision for onsite car parking for staff and visitors at the various car yards on Main North Road. This report will also provide details of discussions with car yard operators on alternative ways to address car parking for staff.

ATTACHMENTS

Nil.

AGENDA ITEM NO.: **13.2**

TO: Council on 23 October 2018

DIRECTOR: Cate Hart, Chief Executive Officer

REPORT AUTHOR: Jo-Ann Tanti, Manager Governance and Administration

SUBJECT: Local Government Association Annual General Meeting 2018 – Voting Preferences

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1. EXECUTIVE SUMMARY

The Local Government Association (LGA) Annual General Meeting (AGM) will be held on Friday 26 October 2018 at the Adelaide Entertainment Centre. This report seeks to determine Council's voting preferences on the Notices of Motion included for consideration in the Agenda.

Council appointed Mayor David O'Loughlin as the voting delegate and Deputy Mayor Mark Groote as deputy voting delegate in 2016.

On this occasion Deputy Mayor Groote will have the opportunity to attend and represent Council as the voting delegate.

2. RECOMMENDATION

(1) That Council having considered Item 13.2 Local Government Association Annual General Meeting 2018 – Voting Preferences endorse the voting preferences as outlined in Attachments 1-4 and supports Council delegate, Deputy Mayor Mark Groote, subject to debate at the meeting, altering such preferences accordingly.

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3. RELEVANCE TO CORE STRATEGIES / POLICY

- Local Government Association Constitution.

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.4 Accountable and people-focused services	The City of Prospect embraces the principles of participation and co-ordination of services in providing leadership by example. Participation in Meetings of the Local Government Association further corroborates the value placed by the Council on Strategy 4.4 and provides for the opportunity to ensure the values sought by our community are supported in a key governing body.

Intelligent Community Indicators

There are no direct links to the indicators.

4. REGIONAL IMPACT

The presence of Council Members and the Chief Executive Officer at the LGA AGM contributes to the opportunity to lead and advocate for changes in policy and encourage relationships that promote cooperation with neighbouring councils and other levels of government.

5. COMMUNITY INVOLVEMENT

No community consultation was undertaken in the preparation of this report.

6. DISCUSSION

The Local Government Association (LGA) Annual General Meeting (AGM) will be held on Friday 26 October 2018 at the Adelaide Entertainment Centre 98 Port Road, Hindmarsh. The Annual General Meeting Agenda is available to download at LGA Annual General Meeting Agenda 26/10/2018.

A summary of the Agenda detailing the Notices of Motion is provided at **Attachment 1-4**, including proposed voting preferences as suggested by Mayor O'Loughlin.

The Mayor has suggested the following motions for Council debate:

Item 8.7 Improved Local Government Budget Processes (Adelaide Plains Council) (Refer **Attachment 5-7**).

Proposed Recommendation

That the Annual General Meeting requests the LGA to:

1. *liaise with the Natural Resources Adelaide and Mount Lofty Ranges to investigate the possibility of reimbursing Council for the unpaid NRM Levy on rateable properties.*

2. *liaise with the Office of the Valuer-General and propose finalising property valuation data by 31 March of each year to align with Council budget timelines, processes and adoption.*

Suggested Alternative Motion by LGA:

That the Annual General Meeting requests the LGA to:

1. *continue to advocate on behalf of local government to remove the requirement for councils to collect land levies via council rates in relation to both the existing Natural Resources Management Act 2004 and the proposed Landscapes SA legislation.*

2. consult with councils to determine whether the LGA liaises with the Office of the Valuer-General in relation to finalising property valuation data by 31 March of each year to align with Council budget timelines, processes and adoption

Item 8.8 Citizen Notification Power for By-law Offences (Onkaparinga) (Refer **Attachment 8-9**).

Proposed Recommendation

That the Annual General Meeting requests the LGA advocate for an extension of powers under the Local Government Act 1999 to allow for citizen notification for a breach of by-law offences.

Item 8.10 Fee for Lodgement of a Section 270 Complaint (Mitcham) (Refer **Attachment 10-11**).

That the Annual General Meeting requests the LGA to request that the Government consider placement of a small "lodgement fee" on all section 270 complaints made to various councils. Should a complaint be upheld then the fee would be refunded in full.

Item 8.12 Suspension of Allowances during State or Federal Elections (Mitcham) (Refer **Attachment 12-14**)

That the Annual General Meeting:

1. The Local Government Act 1999, be amended such that any local government elected member on nomination, endorsement or declaration of candidacy for any position in State or Federal Parliament shall for the duration of the Election cycle have all allowances suspended. This should include provision of motor vehicle and other support.

The LGA will liaise with the Minister for Local Government to determine any further detail that makes the intent of this motion acceptable and enforceable.

Financial and Resource Implications

At this time the resourcing of Council's decision is reliant on the LGA AGM reaching a decision to pursue the recommendations.

7. CONCLUDING STATEMENTS

Meetings of the LGA provide for a collective of community representatives with a vision for their constituency they are seeking to share. Council Members support the Deputy Mayor to exemplify the needs of our community with both the delivery of City of Prospect motions and the voting for a decision throughout the meeting agenda.

ATTACHMENTS

Attachments 1-4: Summary of the Local Government Association Annual General Meeting Agenda 26 October 2018

Attachment 5-7: LGA Agenda Report for Item 8.7 Improved Local Government Budget Processes (Adelaide Plans Council)

Attachment 8-9: LGA Agenda Report for Item 8.8 Citizen Notification Power for By-law Offences (Onkaparinga)

Attachment 10-11: LGA Agenda Report for Item 8.10 Fee for Lodgement of a Section 270 Complaint (Mitcham)

Attachment 12-14: LGA Agenda Report for Item 8.12 Suspension of Allowances during State or Federal Elections (Mitcham)

Summary of Council Notices of Motion
Local Government Association Annual General Meeting
Friday 26 October 2018

Legend for voting preferences

Green highlight	Supported
Yellow highlight	Mayor to decide on the day
Red highlight	Not supported
Blue highlight	Subject to Council debate

Item No.	Council Notices of Motion	Page No.	Voting Preference
8.1	**Commonwealth Home Support Program Funding (Marion)** That the Annual General Meeting requests the LGA to lobby the ALGA to continue campaigning for the Commonwealth Government to confirm funding for Local Government to provide services to older people within our local communities post June 2020 when the Commonwealth Home Support Program funding ceases.	275	**Supported**
8.2	**Affordable Housing 'Deliberative Development' (Prospect)** That the Annual General Meeting requests the LGA investigate whether there is sufficient evidence across Local Government for a model of co-located affordable housing (new housing models including 'Deliberative development') which maintains existing streetscapes, including planning implications and funding opportunities.	277	**Supported**
8.3	**Northern Gateway Maintenance (Adelaide Plains Council)** That the Annual General Meeting requests the LGA to lobby the State Government that the major northern gateway to Adelaide (Port Wakefield Highway) be cleaned up and maintained, and monies be resourced from waste levies.	280	**Not Supported**
8.4	**State Wide Asbestos Strategy (Adelaide Plains Council)** That the Annual General Meeting requests the LGA to liaise with the State Government to commence a state wide asbestos identification, collection and rehabilitation program with particular focus on coastal areas known for the illegal dumping of asbestos materials.	284	**Supported**
8.5	**Commitment to Managing Recyclable Waste (Prospect)** That the Annual General Meeting requests the LGA to investigate whether there is sufficient evidence across Local Government for the establishment of a sector wide commitment that by 2025, local government in South Australia will fully participate in a circular economy in respect to waste management and will support waste processing which creates products for use by local government.	287	**Supported**

Attachment

Summary of Council Notices of Motion
Local Government Association Annual General Meeting
Friday 26 October 2018

Item No.	Council Notices of Motion	Page No.	Voting Preference
8.6	**Increasing Procurement of Recyclable Waste (Prospect)** That the Annual General Meeting requests the LGA to investigate whether there is sufficient evidence across Local Government to: (a) significantly increase local governments' procurement of products made partially or wholly from recycled materials through a review of procurement policies and specifications and development of templates for use across the sector; (b) establish a sector wide Memorandum of Understanding for endorsement by Councils to commit to purchasing products made partially or wholly from recycled products as a demonstration of commitment and as a foundation for supporting the establishment and development of new industries within the State; and (c) focus the 2019 LGA Showcase meeting to be held in April on waste management and recycling. **Suggested Alternative Motion by LGA:** That the Annual General Meeting requests the LGA to investigate opportunities to: (a) significantly increase local governments' procurement of products made partially or wholly from recycled materials through a pilot project to trial the adoption of sustainable procurement targets by councils; (b) establish a sector wide Memorandum of Understanding for endorsement by Councils to commit to purchasing products made partially or wholly from recycled products as a demonstration of commitment and as a foundation for supporting the establishment and development of new industries within the State; and (c) focus the 2019 LGA Showcase meeting to be held in April on waste management and recycling.	291	**Supported** **Not Supported**
8.7	**Improved Local Government Budget Processes (Adelaide Plains Council)** That the Annual General Meeting requests the LGA to: 1. liaise with the Natural Resources Adelaide and Mount Lofty Ranges to investigate the possibility of reimbursing Council for the unpaid NRM Levy on rateable properties. 2. liaise with the Office of the Valuer-General and propose finalising property valuation data by 31 March of each year to align with Council budget timelines, processes and adoption. **Suggested Alternative Motion by LGA:** That the Annual General Meeting requests the LGA to: 1. continue to advocate on behalf of local government to remove the requirement for councils to collect land levies via council rates in relation to both the existing Natural Resources Management Act 2004 and the proposed Landscapes SA legislation.	295	**Subject to Council debate** **Not Supported** **Supported**

Attachment

Summary of Council Notices of Motion
Local Government Association Annual General Meeting
Friday 26 October 2018

Item No.	Council Notices of Motion	Page No.	Voting Preference
	2. consult with councils to determine whether the LGA liaises with the Office of the Valuer-General in relation to finalising property valuation data by 31 March of each year to align with Council budget timelines, processes and adoption		**Not Supported**
8.8	**Citizen Notification Power for By-law Offences (Onkaparinga)** That the Annual General Meeting requests the LGA advocate for an extension of powers under the Local Government Act 1999 to allow for citizen notification for a breach of by-law offences.	**298**	**Subject to Council debate**
8.9	**Increasing the maximum penalty that can be fixed for a breach of a by-law (section 246 of the *Local Government Act 1999*) (Onkaparinga)** That the Annual General Meeting requests the LGA to advocate for an amendment to section 246(3)(g) of the Local Government Act 1999 to increase the maximum penalty that can be fixed for any breach of a by-law and by extension the maximum expiation fee that can be fixed under section 246(5) of the Act.	**300**	**Supported**
8.10	**Fee for Lodgement of a Section 270 Complaint (Mitcham)** That the Annual General Meeting requests the LGA to request that the Government consider placement of a small "lodgement fee" on all section 270 complaints made to various councils. Should a complaint be upheld then the fee would be refunded in full.	**302**	**Subject to Council debate**
8.11	**Timing of Local Government Elections (Norwood Payneham & St Peters)** That the Annual General Meeting requests the LGA to lobby the State Government to investigate the merits of State Government and Local Government elections being held two (2) years apart from each other, as opposed to the current arrangement of being held in the same year.	**304**	**Supported**
8.12	**Suspension of Allowances during State or Federal Elections (Mitcham)** That the Annual General Meeting: 1. The Local Government Act 1999, be amended such that any local government elected member on nomination, endorsement or declaration of candidacy for any position in State or Federal Parliament shall for the duration of the Election cycle have all allowances suspended. This should include provision of motor vehicle and other support. The LGA will liaise with the Minister for Local Government to determine any further detail that makes the intent of this motion acceptable and enforceable.	**308**	**Subject to Council debate**

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Summary of Council Notices of Motion
Local Government Association Annual General Meeting
Friday 26 October 2018

Item No.	Council Notices of Motion	Page No.	Voting Preference
8.13	**Newstart Allowance (Onkaparinga)** That the Annual General Meeting requests the LGA to endorse motion 64, passed at the 2018 ALGA National General Assembly, and that the LGASA actively lobby, and work with, ALGA and our federal and state parliamentary colleagues to facilitate an increase to the Newstart allowance as a matter of urgency.	**311**	**Supported**
8.14	**Statewide Industrial Relations (Marion)** **Proposed Recommendation** That the Annual General Meeting requests the LGA to take the lead on managing industrial relations and negotiate 1 statewide agreement within indoor staff ie ASU and 1 statewide agreement with outdoor staff ie AWU. **Suggested Alternative Motion by LGA:** That the Annual General Meeting continues to endorse the current LGA priority of seeking industrial relations reform with the view to implementing a sector wide approach to enterprise agreements.	**314**	**Not Supported** **Supported**

Attachment

8.7 Improved Local Government Budget Processes (Adelaide Plains Council)

Council Notices of Motion – LGA Comment

Motion From:	Adelaide Plains Council	
Meeting	Annual General Meeting	26 October 2018
ECM:	665596	Attachment: 665564

Proposed Recommendation

That the Annual General Meeting requests the LGA to:

1. **liaise with the Natural Resources Adelaide and Mount Lofty Ranges to investigate the possibility of reimbursing Council for the unpaid NRM Levy on rateable properties.**
2. **liaise with the Office of the Valuer-General and propose finalising property valuation data by 31 March of each year to align with Council budget timelines, processes and adoption.**

Alternative Recommendation

That the Annual General Meeting requests the LGA to:

1. **continue to advocate on behalf of local government to remove the requirement for councils to collect land levies via council rates in relation to both the existing *Natural Resources Management Act 2004* and the proposed Landscapes SA legislation.**
2. **consult with councils to determine whether the LGA liaises with the Office of the Valuer-General in relation to finalising property valuation data by 31 March of each year to align with Council budget timelines, processes and adoption**

Officer's Comments

(Officer: Shane Sody, Executive Officer)

Unpaid NRM Levy on rateable properties

Under section 93 of the *Natural Resources Management Act 2004,* (the NRM Act) Councils are required to pay "contributions" to Natural Resources Management Boards, on a quarterly basis. Section 95 of the NRM Act requires Councils to recover "reimbursement" of this amount from land owners by way of a levy.

This is essentially a State Tax that local government is required to collect from property owners along with council rates. The LGA's policy, requested and endorsed by members councils at a previous General Meeting, is to seek repeal of these provisions so that NRM Boards, like other State agencies, are required to collect their own revenue.

The current State Government has indicated that it intends to repeal the NRM Act and replace it in 2019 with new Landscapes SA legislation. Therefore, the LGA's current

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advocacy is focussed upon the goal of ensuring that replacement legislation does not contain levy collection provisions equivalent to those in the NRM Act.

In regard to reimbursements for unpaid NRM Levies, the current arrangements enable a councils to employ the provisions of subsection 181(8) of the *Local Government Act 1999* to recover unpaid amounts from the landowner and apply compounding penalty interest on any amount that is in arrears.

If councils were to continue collecting the NRM Levy on behalf of the State Government, councils need to consider whether an amendment, whereby a council would seek reimbursement from the NRM Board for unpaid NRM Levies, would be more advantageous than the current arrangement of recovering the unpaid amount from the landowner.

It is recommended that the LGA continue to advocate that the new Landscape SA legislation remove the obligation on councils to collect the NRM Levy on behalf of the State Government entirely.

Property valuation data timelines

The Valuer-General endeavours to provide valuation data to councils as soon as practicable in any year, after the formal valuation date of 1 January. Most councils receive this data before 31 March, although updated data may be provided at a later date.

When formulating a council's annual business plan, it is not essential to have accurate valuation data early in the process. The business planning and budgeting process requires calculation of the total amount of rates that a council will require (taking into account growth and a percentage increase). The rate in the dollar that is to be applied to properties need not be calculated until later in the process, approaching the data of rate declaration.

If the Valuer-General were to be required to provide data earlier, rather than later, then (assuming this were possible) there may be a heightened likelihood that individual ratepayers could subsequently successfully challenge their (potentially less accurate) property valuation. Accordingly, there is some marginal advantage to Councils in having improved accuracy of data later, rather than less-accurate data earlier.

It is recommended that the LGA consult with councils regard the provision of valuation data to determine any issues that require liaison with the Valuer-General.

Financial and Resource Implications

Consultation with members and engagement with the State Government in relation to the proposed repeal of the Natural Resources Management Act 2004 and introduction of new Landscapes SA legislation has been included in the LGA's work plans, and resources are available to progress advocacy relating to the collection of the NRM Levy by councils.

Activities in relation to the provision of valuation information can be achieved within existing LGA resources.

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Local Government Association of South Australia

The voice of local government.

Council Notice of Motion - 2018 LGA Annual General Meeting

The purpose of this form is to notify the LGA of a motion a council proposes to move at the LGA Annual General Meeting to be held on Friday 26 October 2018.

Council Name	Adelaide Plains Council
Subject of the motion	**Improved Local Government Budget Processes**
Proposed motion of council	That the Annual General Meeting requests the LGA to: 1. liaise with the Natural Resources Adelaide and Mount Lofty Ranges to investigate the possibility of reimbursing Council for the unpaid NRM Levy on rateable properties. 2. liaise with the Office of the Valuer-General and propose finalising property valuation data by 31 March of each year to align with Council budget timelines, processes and adoption.
Background / intended purpose of proposed motion	1. As Councils act as the collection agent and pay 100% of the Levy to the NRM Board whether it is collected or not, NRM levy associated with overdue Council rates is a financial burden to Councils. 2. As Council rates are calculated applying rate in the dollar on the valuation of properties, it is vital for Councils to know early what the final valuation change is before deciding rate in the dollar when discussing budgeted income and expenses for the next financial year.
Council Contact Officer submitting form and date submitted	Name: Andrea Post – Executive Assistant Date: 14 September 2018
Council Meeting Minute Reference and date of meeting	2018/361 – 20 August 2018
Council has referred draft motion to or considered by relevant Regional LGA	No
Supported by relevant Regional LGA	No Region: Minute Reference:
LGA Strategic Plan Reference	Key Initiative : 3 Best practice & continuous improvement Facilitating continuous improvement in councils and the LGA. C – Improve LGA governance and operations with a focus on people, finances and our members.

Attachment

8.8 Citizen Notification Power for By-law Offences (Onkaparinga)

Council Notices of Motion – LGA Comment

Motion From:	City of Onkaparinga	
Meeting	Annual General Meeting	26 October 2018
ECM:	665556	Attachment: 665561

Proposed Recommendation

That the Annual General Meeting requests the LGA advocate for an extension of powers under the *Local Government Act 1999* to allow for citizen notification for a breach of by-law offences.

Officer's Comments

(Officer: Alicia Stewart, Director Governance and Legislation)

A citizen notification is where a person who reasonably suspects another person of having committed a particular offence can notify the council of that suspicion by submitting a report — a citizen's notification– to the council.

The *Local Nuisance and Litter Control Act 2016* facilitates the State Government's citizen notification program called Dob-In-A-Litterer, which enables the reporting of littering offences involving vehicles or trailers (where a vehicle or trailer registration number is reported and used to determine the liability of the vehicle owner). The *Local Nuisance and Litter Control Act 2016* is prescribed in the *Motor Vehicles Act 1959* to enable a citizen to report a vehicle registration number.

The LGA has not previously considered citizen notifications for breach of council by-laws. The LGA will need to undertake extensive consultation with the sector, assess legislative options, and identify the type of by-laws that may be appropriate for a citizen notification, before it can begin advocacy for legislative change. This work will require staff resources that are not currently anticipated in the LGA budget.

If members vote in support of this motion, the LGA will commence consideration of the issues and consult with the sector.

Financial and Resource Implications

This activity will require staff resources that are not currently anticipated in the LGA's current work plans and budget.

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Local Government Association of South Australia

The voice of local government.

Council Notice of Motion - 2018 LGA Annual General Meeting

The purpose of this form is to notify the LGA of a motion a council proposes to move at the LGA Annual General Meeting to be held on Friday 26 October 2018.

Council Name	City of Onkaparinga
Subject of the motion	**Citizen notification power for By-law offences**
Proposed motion of council	That the Annual General Meeting requests the LGA advocate for an extension of powers under the *Local Government Act 1999* to allow for citizen notification for a breach of by-law offence.
Background / intended purpose of proposed motion	The proposed amendment seeks to enable a person who reasonably suspects another person of having committed a By-Law offence to report the offence to Council in such a way that the alleged offender can be warned or expiated. This approach would be similar to that used in the *Local Nuisance and Litter Control Act 2016* Citizen Notification Powers, for litter offences. The legislative change would provide improved methods to respond to reports of by-law offences from community members (public reporting). For example, Council's By-law 6 Foreshore provides a seasonal offence for vehicles entering vehicle prohibited areas or exclusion zones. Adding this provision to the Act would allow offenders, identifiable by their motor vehicle registration, to be expiated on the receipt of a public report. To improve enforcement ability, we believe that the Act would need to be amended to apply onus on the owner of the vehicle for an offence committed in association with or from that vehicle (vehicle owner liability). This function would operate similar to the provisions in the *Local Nuisance and Litter Control Act 2016.* Further an amendment to the *Motor Vehicles Act 1959* section *139D* Confidentiality clause may be necessary to allow for details of vehicle registrations to be divulged for the purpose of determining the liability of vehicle owners for an offence under the *Local Government Act 1999*.
Council Contact Officer submitting form and date submitted	Name: Ian Hawkins Date: 13 September 2018
Council Meeting Minute Reference and date of meeting	**Council Meeting 11 September 2018, Item: 9.5** **Special Council Meeting 3 July 2018, Item: 3.1**
Council has referred draft motion to or considered by relevant Regional LGA	No
Supported by relevant Regional LGA	No
LGA Strategic Plan Reference	Key Initiative: 1 Leadership and Advocacy b) contribute to state-wide local policy c) lead reform

Attachment

8.10 Fee for Lodgement of a Section 270 Complaint (Mitcham)

Council Notices of Motion – LGA Comment

Motion From:	City of Mitcham	
Meeting	Annual General Meeting	26 October 2018
ECM:	665701	Attachment: 665688

Proposed Recommendation

That the Annual General Meeting requests the LGA to request that the Government consider placement of a small "lodgement fee" on all section 270 complaints made to various councils. Should a complaint be upheld then the fee would be refunded in full.

Officer's Comments

(Officer: Alicia Stewart, Director Governance and Legislation

Section 270 of the *Local Government Act 1999* requires a council to develop and maintain policies, practices and procedures for dealing with complaints about the actions of the council, employees of the council, or other persons acting on behalf of council.

The operation of section 270 furthers councils' commitment to open, responsive and accountable government by providing a process by which persons adversely affected by a decision or action of council can have their grievances considered. An investigation of a complaint can be costly and require administrative resources. In setting a fee, a balance should be found between maintaining access (not making a complaint cost-prohibitive) and the need, if any, to re-coup costs.

Currently, section 270(3) of the Act provides that a council is not entitled to charge a fee on an application for review. Thus, the introduction of a lodgement fee for section 270 complaints will require legislative change to the *Local Government Act 1999*.

The LGA does not have a current position on the introduction of a fee to lodge a section 270 complaint because this is the first time it has been formally raised by a member. If the motion passes, the LGA will consult with the sector to develop a detailed proposal to put forward to the State Government and political parties to seek the necessary legislative amendments.

Financial and Resource Implications

This activity is not currently anticipated in the LGA's work program, but can be delivered within existing LGA resources.

Attachment

Local Government Association of South Australia

The voice of local government.

Council Notice of Motion - 2018 LGA Annual General Meeting

The purpose of this form is to notify the LGA of a motion a council proposes to move at the LGA Annual General Meeting to be held on Friday 26 October 2018.

Council Name	City of Mitcham
Subject of the motion	**Fee for Lodgement of a Section 270 Complaint**
Proposed motion of council	That the LGA request that the Government consider placement of a small "lodgement fee" on all section 270 complaints made to various councils. Should a complaint be upheld then the fee would be refunded in full.
Background / intended purpose of proposed motion	Various councils are experiencing significant increases in section 270 complaints. In the vicinity of 90% of these complaints are dismissed. The investigation of these complaints are costly, they incur significant administrative resource and in many cases outside legal advice. People use these complaints to challenge Council decisions that they are not happy with, this is not the intended use of Section 270 complaints.
Council Contact Officer submitting form and date submitted	Name: Deb Horton Date: 18/9/18
Council Meeting Minute Reference and date of meeting	Item 7.5 - 11 September 2018
Council has referred draft motion to or considered by relevant Regional LGA	Not applicable.
Supported by relevant Regional LGA	Not applicable
LGA Strategic Plan Reference	1C Lead reform

Attachment

8.12 Suspension of Allowances during State or Federal Elections (Mitcham)

Council Notices of Motion – LGA Comment

Motion From:	City of Mitcham	
Meeting	Annual General Meeting	26 October 2018
ECM:	665702	Attachment: 665690

Proposed Recommendation

That the Annual General Meeting:

1. **The Local Government Act 1999, be amended such that any local government elected member on nomination, endorsement or declaration of candidacy for any position in State or Federal Parliament shall for the duration of the Election cycle have all allowances suspended. This should include provision of motor vehicle and other support.**

   The LGA will liaise with the Minister for Local Government to determine any further detail that makes the intent of this motion acceptable and enforceable.

Officer's Comments

(Officer: Alicia Stewart, Director Governance and Legislation)

At the LGA Ordinary General Meeting on 13 April 2018, members passed a motion for the LGA to lobby the State Government regarding legislative change that would require any candidate for State election serving on council to take leave of absence with suspension of allowance following the issuing of the writs.

The policy position of the LGA is to support enforced leave for council members standing for state election, including the suspension of allowances for the duration of leave, subject to councils being able to meet inquorate as a consequence of enforced leave. The proposal to require council members seeking election to the State Parliament to stand down from their position on council with their allowance suspended throughout the election campaign period has been included in the LGA's *delivering the LGA 2018 State Election Agenda: Local Government Reform* package, which has been provided to members of the government, opposition, and cross bench. All parties have been briefed on the LGA's local government elections reform proposals, and the LGA will continue to advocate for reform of the Local Government Elections Act as a priority following the 2018 council elections

The LGA understands the intent of this proposed motion is extend the LGAs advocacy to include legislative change that accommodates candidates for Federal election, the suspension of allowances from the time of nomination (not the issue of writs), and the suspension of other supports (resources) such as the provision of a motor vehicle to the candidate.

Attachment

A suspension of allowances from the time of nomination would have the effect of suspending allowances of an elected member before it is confirmed that they will be running as a candidate in the election.

The use of other supports, such as use of a motor vehicle, could already fall within the prohibition of section 78(3) of the *Local Government Act 1999*, which provides a member of a council must not use a facility or service provided by the council for a purpose unrelated to the performance or discharge of official functions or duties.

If members support this motion, the LGA will undertake consultation with members to confirm the other council support(s) that should be suspended during the election campaign period (that would not otherwise be caught by the operation of section 78(3) of the *Local Government Act 1999*) and the time at which suspension should commence. The LGA will then expand its advocacy on this issue to include the new parameters, including consulting with the Minister for Local Government.

The LGA has anticipated the current advocacy within the LGA budget, however the LGA has not anticipated in its budget the additional consultation required to extend the current advocacy and addition staff resources will need to be allocated.

Financial and Resource Implications

This activity will require significant staff resources that are not currently anticipated in the LGA budget.

Attachment

Local Government Association of South Australia

The voice of local government.

Council Notice of Motion - 2018 LGA Annual General Meeting

The purpose of this form is to notify the LGA of a motion a council proposes to move at the LGA Annual General Meeting to be held on Friday 26 October 2018.

Council Name	City of Mitcham
Subject of the motion	**Suspension of Allowances during State or Federal Elections**
Proposed motion of council	The *Local Government Act 1999*, be amended such that any local government elected member on nomination, endorsement or declaration of candidacy for any position in State or Federal Parliament shall for the duration of the Election cycle have all allowances suspended. This should include provision of motor vehicle and other support. The LGA will liaise with the Minister of Local Government to determine any further detail that makes the intent of this motion acceptable and enforceable.
Background / intended purpose of proposed motion	We do not believe that there is any current provision in the act to mandate such action. Some candidates voluntarily suspend their allowances for all, or part of the election process, others do not. The current system is hap-hazard and allows various candidates to self govern, this causes confusion in the community. At least one candidate in the recent State Campaign who kept the rate payer funded motor vehicle whilst absent from Elected member duties. Others suspend their allowance for a few days and may give the impression that they have given up their allowance in full during the election process. We constantly state that we are a tier of Government "closest to the ratepayer". This tightening up of the regulation helps fulfil our objectives to be a sector of government responsive to community expectation.
Council Contact Officer submitting form and date submitted	Name: Deb Horton, Team Leader Governance Date: 18 September 2018
Council Meeting Minute Reference and date of meeting	Item 7.5 – 11 September 2018
Council has referred draft motion to or considered by relevant Regional LGA	Not applicable
Supported by relevant Regional LGA	Not applicable
LGA Strategic Plan Reference	1B Contribute to state-wide and local policy.

Attachment

AGENDA ITEM NO.: **13.3**

TO: Council on 23 October 2018

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Brendan Lott, Manager Community Development

SUBJECT: Annual Community Grants Program 2018-2019

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1. EXECUTIVE SUMMARY

Invitations to apply to Council's annual Community Grants program were included within a mail-out to local community groups, clubs and organisations, an advertisement in the local newspaper, articles in Prospect Magazine, postings to Council's social media channels & website, signage posted at four locations across the City and promotions at Council's Customer Service Desk and Thomas Street Centre.

Opportunities made available through Council's Community Grants program include:

- Community Support Fund -
  Available to incorporated not-for-profit community groups (for decision tonight)

- Cultural Festival and Event Grants -
  Available to incorporated not-for-profit community groups (for decision tonight)

- Heritage Grants -
  Available to owners of Local Heritage Places, State Heritage Places and places within the Historic (Conservation) zone (not for decision tonight)

Although the Heritage Grants are available throughout the year with assessments completed on an as needed basis, the promotion of these grants as part of Council's annual Community Grants Program is timely. Receiving the bulk of grant applications earlier in the financial year allows more time for the applications to be received, assessed and allocated; in turn allowing more time for the completion of funded conservation works in that same year.

Key Council staff working within the Community Development, Arts/Events/Gallery and Assets/Infrastructure/Environment teams (Panel) met and assessed the applications with close reference to Council adopted criteria. The assessment has informed recommendations for this report; an overview of the assessment completed for each application is available as **Attachment 1-2**.

Community Support Fund

Applications to Council's Community Support Fund opened 16 July and closed 14 September 2018.

This grant opportunity received nineteen (19) applications, one being from Rotary Club of Prospect who requested $4,000 to conduct a local community event. This amount is

twice that made available within the 'Events' category of the Community Support Fund and is more applicable to the intent of Cultural Festival and Events Grants hence their application was assessed under that grant opportunity, leaving eighteen (18) applications requesting a total of $35,584.30 from a budget of $28,000

Each of the applications fulfilled the grant criteria to a greater or lesser degree therefore the Panel focussed upon each applicant receiving more or less according to the comparative strength of their application. Ensuring that each group received some support while remaining within the allocated budget. Some applicants received what they had requested and some received less than what they had requested.

Cultural Festival and Event Grants

Applications to Council's Cultural Festival and Event Grants opened on 16 July 2018 and closed on 14 September 2018, receiving five (5) applications, one being from Rotary Club of Prospect as described above.

Local Business 'Powerhouse Fitness Gym' submitted another of these five applications, requesting $5,000 to conduct an interesting and worthwhile community event; however, a criteria of the grants program is that applications may only be received from incorporated not-for-profit community groups, hence their application is ineligible and has not been recommended to receive a grant.

South Asian Multicultural Association of South Australia (SAMASA) also submitted one of these five applications; however, a confusion on their behalf had the result that they submitted one month after the advertised closing date. The Panel considered that their explanation for being late was reasonable, and the potential benefit to our community arising from successful completion of their project justified some flexibility to the guidelines, hence they have been recommended to receive a grant.

The four (4) recommended applications have requested a total of $29,000 from a budget of $20,000, a budget variation has been recommended to find cost cutting opportunities or savings from Council's 2018/19 Budget to allow for the shortfall.

Heritage Grants

Applications to the Heritage Grants Program opened in 1 July 2018 and are received throughout the year. Fifteen (15) applications were received as a result of the recent promotional efforts with a total request of $25,222 to be allocated from a budget of $15,000. To meet the budget allocation, funding will be allocated based on prioritisation and/or similar applications will be provided funding below the maximum allowance ($2,000). The total conservation works supported by the Grants for the financial year currently sits at $103,131.

All applications will be assessed by Council staff in accordance with the adopted priority criteria which applies to development being undertaken on Local and State Heritage Places or on buildings within Council's Historic Conservation Policy Area.

2. RECOMMENDATION

(1) Funding of $28,087 is allocated for the 2018-2019 Community Support Fund as follows:

1	Blackfriars Old Scholars Football Club	$2,000.00
2	Collingrove Tennis Club	$2,000.00
3	Connecting Up	$1,883.00
4	Eagles Lacrosse Club	$2,000.00
5	Girl Guides SA - Prospect	$1,000.00
6	Heart Foundation - Prospect Active Walkers	$450.00
7	Music SA	$2,000.00
8	North Adelaide Croquet Club Inc	$2,000.00
9	Prospect and Enfield Kindergym Inc	$2,000.00
1	Prospect Blair Athol Lions Club	$3,000.00
11	Prospect Broadview Bowling Club	$800.00
12	Prospect Community Garden - Community Food Swap	$1,992.00
13	Prospect Local History Group	$2,000.00
14	Prospect Petanque Club	$1,000.00
15	Prospect Primary School Governing Council	$1,912.00
16	Prospect Sub Branch RSL Inc	$600.00
17	Rostrevor Baptist Church Broadview Campus	$1,000.00
18	Sefton Park Neighbourhood Watch Area	$450.00
	TOTAL	**$28,087.00**

(2) Funding of $29,000 is allocated for the 2018-2019 Cultural Festival and Events Grants as follows:

The Rotary Club of Prospect	$4,000
Adelaide Marathi Mandal (AMM)	$5,000
South Asian Multicultural Association of South Australia (SAMASA)	$10,000
South Australian Bangladeshi Community Association (SABCA)	$10,000
TOTAL	**$29,000**

(3) Council's Budget Review process to identify cost cutting opportunities or savings within the 2018/19 Budget to allow for a $9,000 increase to the budget allocation for Council's Cultural Festival and Events Grants program.

3. RELEVANCE TO CORE STRATEGIES / POLICY

3.1 Section 3.1 of Council's Policy Manual:

1. Community Grants Program

(1) The aim of the Program is to encourage, develop and support local community projects of a community development and social welfare nature provided either by, or for the benefit of, the residents of City of Prospect.

(2) Any community group may apply, provided they are either based in City of Prospect or provide service or activities of benefit to a significant number of Prospect residents and meet the established guidelines.

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Strategy 1.1	Know our community	The annual community grants program builds upon the theme of:-
Strategy 1.2	Environmentally active, sustainably focused	'know, empower, celebrate, educate and activate our community'.
Strategy 1.3	Active living for every age, every stage	Opportunities for local organisations / individuals to work with council and provide initiatives for community participation to increase social connectivity.
Strategy 1.4	Celebrate our diverse and creative community	'active living for every age, every stage' supports and encourages community decisions that provide opportunities for lifelong learning.
		'Environmentally active and sustainably focussed'. Supports and encourages community environmental initiatives that focus on learning opportunities and participation.
		'celebrate our diverse and creative community'. Supports and encourages community events / activities that reflect our diverse community.

Intelligent Community Indicators

3. Innovation	Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).	The Community Support Fund criteria for funding states: *Programs and events should enable members of the local community to increase their skills, knowledge and understanding and encourage ongoing meaningful participation and involvement in community life; therefore providing the opportunity for organisations to improve the their skills encouraging learning and training opportunities for individuals / groups etc.*
6. Advocacy	Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.	

4. REGIONAL IMPACT

4.1 Whilst some of the grant allocations and events have a broader positive impact beyond our Council boundaries, the annual Community Grants Program has a local focus and does not directly contribute to Eastern Region Alliance initiatives.

5. COMMUNITY INVOLVEMENT

To allow adequate time to receive and process grant applications for 2018-2019, promotion of the community grants program commenced in July 2018 with grant funding to be distributed in November 2018 in time for the holiday season.

Key Council staff working within the Community Development, Arts/Events/Gallery and Assets/Infrastructure/Environment teams (Panel) met on 9 October 2018 to assess applications in line with adopted guidelines and to formulate recommendations according to each grant application received for the Community Support Fund and Cultural Festival and Events Grants. The recommendations of this report have been formulated following a full and detailed assessment of all applications against the guidelines and criteria.

6. DISCUSSION

Only two (2) of the three (3) available grant opportunities require a decision at tonight's Council meeting. This is because Heritage Grants are available throughout the year until the allocated budget is exhausted, with grants allocated by staff according to adopted Council criteria and reported separately to this report.

Opportunities made available through Council's Community Grants program include:

- Community Support Fund -
  Available to incorporated not-for-profit community groups (for decision tonight)

- Cultural Festival and Event Grants -
  Available to incorporated not-for-profit community groups (for decision tonight)

- Heritage Grants -
  Available to owners of Local Heritage Places, State Heritage Places and places within the Historic (Conservation) zone (not for decision tonight)

Although the Heritage Grants are available throughout the year with assessments completed on an as needed basis, the promotion of these grants as part of Council's annual Community Grants Program is timely. Receiving the bulk of grant applications earlier in the financial year allows more time for the applications to be received, assessed and allocated; in turn allowing more time for the completion of funded conservation works in that same year.

Promotion of the Heritage Grant along with other Grant opportunities achieved cost saving efficiencies gained from bundling promotion together to achieve wider reach to our Prospect residents.

Key Council staff working within the Community Development, Arts/Events/Gallery and Assets/Infrastructure/Environment teams (Panel) met and assessed the applications with close reference to Council adopted criteria. The assessment has informed recommendations for this report; an overview of the assessment completed for each application is available as **Attachment 1-2**.

6.1 Promotion of the Program

The current round of Community Grants opened on Monday 16 July 2018.

- The closing date for Community Support Fund Applications and Cultural Festival and Event Grant Applications was Friday 14 September 2018.

All applicants received an acknowledgement of Council's receipt of their application and will be notified of the outcome of their applications in November 2018 pending a resolution of Council.

An advertisement calling for applications was included within City North Messenger Newspaper on 18 July 2018.

Promotion of the availability of the Grants was achieved through Council's website and social media channels, Customer Service Desk, Thomas Street Centre and Nailsworth Hall. Large promotional signage was installed on the corner of Fitzroy Terrace and Prospect Road, Vine Street Plaza, St Helens Park and in front of the Thomas Street Centre with a display set up adjacent to the Library Desk.

Community Support Fund Application and Guidelines were posted to 105 local community groups and service clubs inviting them to apply for funding and an additional follow-up email was sent to 96 of those groups (9 do not have an email address) providing further encouragement that they apply to Council's grants program.

Information on the Cultural Festival and Events Grant was posted sent to over 150 community groups contained on a database maintained by Council's Arts and Events team.

6.2 Community Support Fund

The Guidelines and Application Form for the Community Support Fund are provided as **Attachments 3-14**.

This grant opportunity received nineteen (19) applications, one being from Rotary Club of Prospect who requested $4,000 to conduct a local community event. This amount is twice that made available within the 'Events' category of the Community Support Fund and is more applicable to the intent of Cultural Festival and Events Grants hence their application was assessed under that grant opportunity, leaving eighteen (18) applications requesting a total of $35,584.30 from a budget of $28,000

Each of the applications fulfilled the grant criteria to a greater or lesser degree therefore the Panel focussed upon each applicant receiving more or less according to the comparative strength of their application. Ensuring that each group received some support while remaining within the allocated budget. Some applicants received what they had requested and some received less than what they had requested.

It is recommended that funding be allocated for the 2018-2019 Community Support Fund as described below:

Applicant	Project	Funding Sought	Recommended Funding
Blackfriars Old Scholars Football Club	Requesting funds to establish an all-girls football team in 2019; assisting with the purchase of footballs and guernseys and game day costs such as football fees etc.	$2,000	$2,000
Collingrove Tennis Club	Requesting funds to assist several projects – develop their website, bookings forms and communication portal ($2,000), the purchase of furniture and materials associated with the refurbishment of the club facilities ($3,681.60), and banners, signage and award trophies ($488.95).	$5,000	$2,000
Connecting Up	Requests funds to assist with the purchase of a PC to support the volunteers to create social media pieces for community groups based in Prospect.	$1883	$1,883
Eagles Lacrosse Club	Requests funds to support their existing workshops in partnership with local schools. Continuing to offer an affordable sport for under 8 and 11 year olds.	$2,000	$2,000
Girl Guides SA – Prospect	Requesting funds to assist with the installation of a carport to store their trailers and a place out of the weather for their outdoor activities.	$1,000	$1,000
Heart Foundation – Prospect Active Walkers	Requesting funds to purchase T-Shirts for new members and aids with promotion.	$450	$450
Music SA	Requesting funds to deliver a 3-day song writing and performance workshop for 25 13-17 year olds in partnership with Club5082 and Headspace.	$2,000	$2,000
North Adelaide Croquet Club Inc	Requesting funds to assist with the upgrade of 4 croquet courts with top dressing.	$3,000	$2,000
Prospect and Enfield Kindergym Inc	Requesting funds for the replacement of existing fluorescent lighting in the St Philip's Anglican Church Hall to benefit their hall users.	$4,598	$2,000

Prospect Blair Athol Lions Club	Requesting funds to assist with the 18th Lions Christmas Carols in Memorial Gardens.	$3,000	$3,000
Prospect Broadview Bowling Club	Requesting funds to purchase a heavy duty lawn mower.	$800	$800
Prospect Community Garden – Community Food Swap	Requesting funds to establish a monthly food swap and complimentary workshops.	$1992	$1,992
Prospect Local History Group	Requesting funds to engage a historian to produce an action plan, and undertake research in collaboration with the community on topics and themes from 1972 to 2022 for the future Sesquicentennial History Book (hard / digital copy). Marking City of Prospect Sesquicentenary (150 years) in 2022.	$2,000	$2,000
Prospect Petanque Club	Requesting funds to assist with the purchase and installation of a defibrillator for their clubrooms.	$1,900	$1,000
Prospect Primary School Governing Council	Requesting funds to establish multiple composting stations and information sessions for students, staff and volunteer parents.	$1,911.30	$1,912
Prospect Sub Branch RSL Inc	Requesting funds to assist with the 2019 ANZAC Day Dawn Service and gunfire breakfast.	$600	$600
Rostrevor Baptist Church Broadview Campus	Requesting funds to assist with hosting a Christmas Community Festival for the local community.	$1,000	$1,000
Sefton Park Neighbourhood Watch Area	Requesting funds to provide 15 residents in the Sefton Park area with security devices (non-monitored door alarm and / or portable personal alarm).	$450	$450
TOTAL		**$35,584.30**	**$28,087.00**

An overview of the assessment completed for each application is available as **Attachment 1-2**.

6.3 Cultural Festival and Events Grant

Cultural Festival and Event grants are provided to encourage locally based community groups and cultural organisations develop and deliver a broadly accessible cultural festival or event for the benefit of our community. The aim is to see City of Prospect come alive in celebration of our cultural diversity.

Grants up to the value of $10,000 are available to eligible incorporated community groups and organisations, this the largest amount available amongst all of Council's grant opportunities.

A copy of the Guidelines and Application Form for the Cultural Festival and Events Grant is available as **Attachments 15-25**.

Five (5) applications were received, one from Rotary Club of Prospect who initially directed their application to the Community Support Fund.

Local Business 'Powerhouse Fitness Gym' submitted another of these five applications, requesting $5,000 to conduct an interesting and worthwhile community event; however, a criteria of the grants program is that applications may only be received from incorporated not-for-profit community groups, hence their application is ineligible and has not been recommended to receive a grant.

South Asian Multicultural Association of South Australia (SAMASA) also submitted one of these five applications; however, a confusion on their behalf had the result that they submitted one week after the advertised closing date. The Panel considered that their explanation for being late was reasonable, and the potential benefit to our community arising from successful completion of their project justified some flexibility to the guidelines, hence they have been recommended to receive a grant.

The four (4) recommended applications have requested a total of $29,000 from a budget of $20,000, a budget variation has been recommended to find cost cutting opportunities or savings from Council's 2018/19 Budget to allow for the shortfall.

Details of the events proposed by the five applicants are provided as follows:

1. Powerhouse Fitness Gym for the development of "Markets on Churchill" as a regular event up to five times per year as markets promoting recycling, pro-love wares, handmade and homemade. Their request of $5000 is unsuccessful because they do not meet the criteria that applications must be received from Incorporated Associations, not businesses.

2. Adelaide Marathi Mandal (AMM) to host a cultural festival celebrating Diwali for the Marathi community showcasing Indian culture, food and performance. Their request for $5000 is recommended for funding. The group has sought to use the Nailsworth Hall however this is unavailable during CLIC construction and the team will discuss alternate locations, potentially Memorial Gardens.

3. South Australian Bangladeshi Community Association (SABCA) to host a multicultural festival with activities for children, cultural activities, multimedia and stalls for Bangladeshi and wider community with the event to be held in St Helens Park on Prospect Road. Their request for $10,000 is recommended for funding.

4. The Rotary Club of Prospect to host a free outdoor twilight cinema event for the community at a local school. Their request for $4,000 is recommended for funding.

5. The South Asian Multicultural Association of South Australia (SAMASA) to build upon the success of a similar event that they conducted last year at St Helens

Park, hosting a South Asian Festival 2019 showcasing culture, food and fashion. Their request for $10,000 is recommended for funding.

The Events Team have held discussions with all groups to develop an understanding of their abilities to host events at this scale. All groups demonstrate commitment and awareness of what it takes, with them all having similar experiences, either though City of Prospect or other locations in recent years.

Applicant	Project / Event	Funding Sought	Recommended Funding
Rotary Club of Prospect	To conduct a free outdoor twilight cinema event in the community at a local school	$4,000	$4,000
Adelaide Marathi Mandal	To host a cultural celebration linking to Diwali Festival of Lights, celebrating Indian / Marathi community and culture. *Potential location Memorial Gardens.*	$5,000	$5,000
South Australian Bangladeshi Community Association	To host an annual Bijoy Dibosh and Multicultural festival including Bangladeshi and other cultures. *Suggested location St Helens Park.*	$10,000	$10,000
South Asian Multicultural Association of South Australian	To host South Asian Festival 2019 showcasing culture, food and fashion. *Suggested location St Helens Park.*	$10,000	$10,000
TOTAL		**$29,000**	**$29,000**

6.4 Heritage Grants

The availability of Heritage Grants has been promoted during the period from 16 July 2018 to 14 September 2018 as one of the opportunities available within the annual Community Grants Program. The applications received through the Heritage Grants program are assessed by relevant qualified staff (with the support of a professional heritage advisor when necessary) against Council's adopted criteria within the policy. A copy of the Guidelines and Application Form for the Heritage Grants are available as **Attachments 26-31**.

The Heritage Grant Program provides for the partial funding of conservation work undertaken on Local Heritage Places, State Heritage Places and Contributory Items within the Historic (Conservation) Zone.

Work that is eligible for Grant funding includes restoration, conservation or reinstatement of the original heritage features of these places. Priority is given to:

- Recently designated Heritage Places/Areas;
- Buildings that make a prominent contribution to the streetscape;

- Buildings that have not previously received Grant funding;
- Projects which support the building's significant heritage elements
- Owned and operated for community use
- Multiple owners are all in agreement of the proposed works.

Council will refund 50% of the cost of the conservation work up to a maximum of $2,000 per property. There is no minimum value of works required to be eligible.

It is noted that further applications may still be received for consideration as the program is not subject to the same grant application cycle as the Community Support Fund and Small Public Arts and Cultural Festival and Events program. If total funding has been allocated, subsequent applications will be offered the opportunity to be assessed in the next financial year subject to Council funding.

Fifteen applications have been received with a total of $25,222 requested from the program (to contribute to $103,131 worth of total conservation work) and assessment will be undertaken during October/November 2018 with successful applicants notified to allow them time to commence conservation work and receive funding within the financial year.

Applications have been received from a range of Historical Conservation Areas and three (3) are Local Heritage Places and one (1) State Heritage Place. Conservation works are varied and include restoration of walls, verandahs, chimneys, protection of stain glass windows, re-roofing, re-painting and front fencing.

Financial and Resource Implications

	Available Budget	**Requested**	**Allocated**	**Balance**
Community Support Fund	$28,000	$35,584.30	28,087.00	**($87)**
Cultural Festival and Event Grants *includes Rotary Club of Prospect*	$20,000	$29,000	$29,000	**($9,000)**
Heritage Grants	$15,000	$25,222	#To be determined	#To be determined

Applications to Heritage Grants Program remain available throughout the year until the allocated budget has been fully expended. Determinations of the applications are made by Council staff each year.

One of the recommendations of this report is for Council's Budget Review process to identify cost cutting opportunities or savings within the 2018/19 Budget to allow for a $9,000 increase to the budget allocation for Council's Cultural Festival and Events Grants program. This recommendation is based upon an understanding of Council's keen interest to activate and engage our community within a wide range of exciting and innovative events, with our community seizing the opportunities made available through the grants program.

7. Concluding Statements

The Council's Caretaker Policy was adapted earlier in 2018 so as to ensure recommendations for Grant allocations could be considered during the Caretaker period as this part of the year is the most suitable in order to allow maximum opportunity for successful delivery of projects, programs, upgrades and purchasing. It also allows time for Event planning and delivery during the peak event season.

Council's annual Community Grants Program continues to receive considerable support from the Prospect community with the full budget amount allocated to community groups under the Community Support Fund, quality applications to receive Cultural Festival and Events Grants and the Heritage Grants attracting considerable interest.

ATTACHMENTS

Attachments 1-2: Community Support Fund Assessment Analysis

Attachments 3-14: Community Support Fund Guidelines and Application Form

Attachments 15-25: Cultural Festival and Events Guidelines and Application Form

Attachments 26-31: Heritage Grants Guidelines and Application Form

Community Grants - Application Assessment Table

Applicant Details		Refer to details within the Guidelines																										Recommendation				
		Funding Category					Eligibility Requirements									Funding Priorities				Funding Criteria												
Organisation	Project	Equipment	Facility Improvements	Community Development Program	Community Event	Environmental	Not for Profit	Incorporated	Based in Prospect	Benefits Prospect	Eligibility	All attachments	Grants acquitted	Yes/No	New and Innovative	No alternative $	$ received from council	CALD etc	purpose & plan	skills, knowledge, community	partnerships	Own $ or in kind	significant benefit ?	Total	Total Project Expenditure	Amount Requested	Agreed Funding	Comments				
															/10	/10	/10	/15	/10	/10	/10	/10	/15	/100								
Blackfriars Old Scholars Football Club	This club are wanting to establish an all girls football team in 2019 and are seeking assistance with the purchase of footballs and guernseys and game day costs such as football fees etc.			X			X	X	X	X	X	X	X	Y	10	5	10	10	10	10	10	10	10	85	$14,000.00	$2,000.00	$ 2,000.00	This application is funded to establish an all girls football team in 2019 to assist with the purchase of footballs and guernseys and game day costs s as football fees.				
Collingrove Tennis Club	This club are seeking funds to assist several projects - develop their website, bookings forms and communication portal ($2,000), the purchase of furniture and materials associated with the refurbishment of the club facilities ($3,681.60), and banners, signage and award trophies ($488.95).		X				X	X	X	X	X	X	X	Y	5	5	10	10	10	10	5	5	10	70	$6,170.55	$5,000.00	$ 2,000.00	This application is partly supported to develop their website; therefore improving their bookings forms and communication portal. Funding has l allocated to those projects that meet the highest priorities due to the am of the applications received and the funding available and those applican contributing either in cash or in-kind towards the project.				
Connecting Up	Connecting Up are working with CoP to connect with local community groups who wish to raise their profile through the SACommunity website. They are seeking assistance with the program and require a new PC capable of supporting the tools used by the volunteers to create social media pieces.			X			X	X	X	X	X	X	X	Y	10	5	2	15	10	10	10	10	15	87	$9,310.00	$1,883.00	$ 1,883.00	This application is supported to assist with the purchase of a PC capable supporting the tools used by their volunteers who are creating social media pieces to assist with the community blogs on the SACommunity online directory.				
Eagles Lacrosse Club	This club are seeking funding to support their existing workshops by increasing their current activity and expanding their Lacrosse programs into other schools. Their aim is to make the sport affordable for all Under 8 and 11 year olds which in turn will create opportunities for local families to join and engage with other members of the community.			X			X	X	X	X	X	X	N		5	5	2	15	10	10	10	10	15	82	$3,000.00	$2,000.00	$ 2,000.00	This application is supported to assist this club to provide existing workshops by increasing their current activity and expanding their Lacrosse programs into other schools with a priority on keeping this sport affordable and accessible to all children wishing to participate.				
Girl Guides SA - Prospect	This organisation are seeking funds to assist with the installation of a carport to keep 2 trailers that they use for their activities out of the weather. Also providing an undercover area for their outdoor activities.		X				X	X	X	X	X	X	X	Y	5	10	2	10	10	10	5	10	10	72	$12,980.00	$1,000.00	$ 1,000.00	Subject to council planning approval, this application is supported to assist with the installation of a carport to provide an undercover area for their trailers and outdoor activities.				
Heart Foundation - Prospect Active Walkers	This group are seeking funds to purchase T-Shirts for new members to welcome them as part of the group. The T-Shirts also aim to provide a promotional opportunity. The group have gone through a change of facilitator and the new volunteers are keen to promote existing walks and to attract new people to the program.	X					X	X	X	X	X	X	X	Y	5	10	10	15	10	10	10	10	15	95	$2,530.00	$450.00	$ 450.00	This application is support to purchase T-Shirts for new members; therefore assisting with the promotion of the Heart Foundation Prospect Active Walkers.				
Music SA	This organisation is seeking funds to deliver a 3 day songwriting and performance workshop for 25 13-17 year olds in partnership with Club5082 and Headspace. This 2019 'Autumn Jams' program will continue to build upon the groundwork of the creative art development (specifically music) of the youth community of prospect.			X			X	X	X	X	X	X	X	Y	5	10	2	15	10	10	10	10	15	87	$2,513.50	$2,000.00	$ 2,000.00	This application is supported to provide a 3 day songwriting and performance workshop for 25 13-17 year olds in partnership with Club5082 and Headspace, increasing the awareness of mental health and wellbeing in young people.				
North Adelaide Croquet Club Inc	This club are seeking funding to assist with the upgrade of 4 croquet courts with top dressing and maintenance and the purchase of a new oven for their kitchen.		X				X	X	X	X	X	X	X	Y	5	5	2	5	10	10	10	10	5	62	$5,950.00	$3,000.00	$ 2,000.00	This project is partly supported through the Community Support Fund program to assist with the top dressing and maintenance of the courts. This organisation is encouraged to apply to the Manager Infrastructure & Assets, Pam Andritsakis for a new oven for the kitchen.				
Prospect and Enfield Kindergym Inc	This club are seeking funds for the replacement of existing fluorescent lighting in the St Philip's Anglican Church Hall to meet Australian standards for their activity. The application suggests that the improved lighting would also benefit other hall users.		X				X	X	X	X	X	X	X	Y	5	5	10	5	10	10	10	10	5	70	$4,598.00	$4,598.00	$ 2,000.00	Due to the amount of applications received and the criteria in terms of applicants providing evidence of their own contribution, either cash or in-kind, towards the project and due to this round of funding being allocated to those projects that meet the highest priorities; this application is partly supported to assist with replacing the existing fluorescent lighting in the St Philip's Anglican Church Hall.				
Prospect Blair Athol Lions Club	This organisation are seeking funds to assist with the 18th Lions Christmas Carols in Memorial Gardens. The Prospect Blair Athol Lions Club coordinates this event that feature students from local schools and adults from local community groups. Features carols and a nativity play.				X		X	X	X	X	X	X	X	Y	5	10	2	15	10	10	10	10	15	87	$5,500.00	$3,000.00	$ 3,000.00	This application is supported to assist this organisation with funding to coordinate the 18th Lions Christmas Carols in Memorial Gardens.				
Prospect Broadview Bowling Club	This club are seeking funds to purchase a heavy duty lawn mower.	X					X	X	X	X	X	X	X	Y	5	5	5	15	10	5	10	5	15	75	$800.00	$800.00	$ 800.00	This application is support to purchase a heavy duty law mower.				
Prospect Community Garden - Community Food Swap	The PCG are working with a local resident to establish a monthly food swap and complimentary workshops covering topics such as seed saving, grafting, growing food in small places etc. Community members will have the opportunity to share their excess garden produce, meet with like minded people, have greater access to locally grown, often organic and free produce. An environment that encourages informal information sharing around gardening, cooking, preserving etc			X			X	X	X	X	X	X	X	Y	10	10	10	5	10	10	10	10	15	90	$5,032.00	$1,992.00	$ 1,992.00	This application is supported to establish a monthly food swap and providing community complimentary workshops around gardenig, cooking and preserving.				
Prospect Local History Group	Following on from 'A Portrait of a City' by Max Lamshed, The history of Prospect 1872 to 1972. The PLHG are seeking funding to engage a historian to produce an action plan, and undertake research in collaboration with the community on topics and themes from 1972 to 2022 for the future Sesquicentenary History Book (hard / digital copy). Marking City of Prospect Sesquicentennary (150 years) in 2022.			X			X	X	X	X	X	X	N		10	10	2	5	10	10	10	10	15	82	$5,500.00	$2,000.00	$ 2,000.00	The 2017/2018 grant for digitising 'The Northern Suburbs Weekly' publication has not yet been acquitted; however, this organisation has been proactive in advising Council that the acquittal is reliant on the process within the National Library. Recommendations that their 2018/2019 application be supported to engage a historian to produce an action plan, and undertake reseach in collaboration with the community on topics and themes from 1972 to 2022 for the future Sesquicentennial History Book (hard / digital copy), marking City of Prospect Sesquicentennary (150 years) in 2022.				

Eligibility
1. Not for Profit
2. Incorporated Association
3. Based in Prospect
4. Takes place in Prospect / benefits our community.
5. Cannot fund: reimbursement for money already spent, recurrent funding, travel, fundraising, sponsorship or prize money, birthdays, anniversaries, salaries, or project that seek to make a profit.
6. Application complete and Support Material provided
7. Previous Grants Acquitted.

Funding Priorities
1. A New and Innovative Project
2. Have no alternative funding
3. Funding previously received from Council
4. Cater for Socially Isolated, Disabled, CALD

Funding Criteria
1. Purpose and Practical Plan for achieving outcome
2. Increase skills, knowledge, and community participation.
3. Partnerships or volunteer involvement
4. Own Contribution either cash or in-kind towards project
5. Demonstrate the ability to deliver significant benefit to Prospect Community.

Attachment

Prospect Petanque Club	This organisation are seeking funds to assist with the purchase and installation of a defibrillator for their clubrooms.	X					X	X	X	X	X	X	X	Y	5	5	10	10	10	10	10	10	5	75	$2,425.95	$1,900.00	$ 1,000.00	Due to the amount of applications received and the criteria in terms of applicants providing evidence of their own contribution, either cash or in-kind, towards the project and due to this round of funding being allocated to those projects that meet the highest priorities; this application is partly supported to assist with purchase of a debibrillator for their clubrooms.	
Prospect Primary School Governing Council	PPS are seeking financial assistance to establish multiple composting stations on the school grounds. Prospect Community Garden will provide information sessions to the students, staff and volunteer parents. Educational benefits in reducing waste should have a flow on effect to the broader community.					X	X	exempt	X	X	X	X	X	X	5	5	10	5	10	10	10	10	10	75	$3,111.30	$1,911.30	$ 1,912.00	This application is supported to assist with funding to establish composting stations and information sessions to the students, staff and volunteer parents with the benefits in reducing waste; therefore, having a flow on effect to the broader community.	
Prospect Sub Branch RSL Inc	This organisation are seeking financial assistance for the 2019 ANZAC Day Dawn Service and gunfire breakfast. Over 700 local residents attend this commemorative ceremony on this national day of remembrance.				X		X	X	X	X	X	X	X	Y	5	5	5	15	10	10	10	10	15	85	$3,200.00	$600.00	$ 600.00	This application is supported to assist with funding the local 2019 Dawn Service and gunfire breakfast. Project is seen as having significant community benefit for over 700 local residents who attend this commerative ceremony on this national day of rememberance.	
Rostrevor Baptist Church Broadview Campus	The Broadview Baptist Church are seeking financial assistance to host a Christmas Community Festival for the local community. Activities such as carols / entertainment, BBQ, food from other nations i.e. Vietnamese, jumping castle, face painting, petting zoo etc. Note this organisation returned unspent grant in 2017 round of $1,000				X		X	X	X	X	X	X	X	Y	5	5	5	15	10	10	5	10	5	70	$7,000.00	$1,000.00	$ 1,000.00	This application is supported to assist with funding to host a Christmas Community Festival.	
Sefton Park Neighbourhood Watch Area	This organisation is seeking funds to provide 15 residents in the Sefton Park area with security devices (non monitored door alam and / or portable personal alarm). These residents are identified victims of a home break-in and have had a security audit completed by SAPOL. These security devices will minimize the fear of a similar crime occuring. Residents will also be given home safety / security brochures and be encouraged to attend bi-monthly meetings where they will receive further community support, education and awareness about preventable crimes.			X			X	✕	X	X	X	X	X	Y	10	10	10	15	10	10	10	10	5	90	$1,200.00	$450.00	$ 450.00	This application is supported to assist with funding to provide 15 residents in the Sefton Park area with security devices (non monitored door alam and / or portable personal alarm). Residents having been identified as victims of a home break-in and have had a security audit completed by SAPOL.	

Total Budget incl. requested contribution from Council	Total Amount Requested	Total Agreed Funding
$94,221.30	$35,584.30	$28,087.00
Council Budget Allocation		$28,000.00
Balance		($87.00)

Cultural Festival and Events Grants (NEW)																											
Powerhouse Fitness Gym Pty Ltd	Development of 'Markets on Churchill' as a regular event up to five times per year promoting recycled clothes, pre-loved, hand made, home made, etc goods. Inclusion of food stalls, biodegradable and sustainable products. First event ran in July 2018, with others planned for Sept 2018								X	X		X		N	5	10	10	5	5	6	5	10	10	66	$23,911.50	$5,000.00	$ -	This application is not supported as it does not meet the eligibility criteria. Council administration will continue disucssions with Powerhouse Gym Pty Ltd regarding future grant opportunities, elegibility crtieria and parternships with councils events.	
Adelaide Marathi Mandal (AMM)	Linking to Diwali – Festival of lights celebration, AMM are seeking to hold an event for approximately 400 people at Nailsworth Community Hall (and surrounding park) with the Marathi community organising and event include social gathering, show case of Indian culture, Rangoli exhibition, Diwali food, performances, etc						X	X	X	X	X	X	X	Y	10	5	10	15	10	10	10	5	10	85	$8,200.00	$5,000.00	$ 5,000.00	This application is supported as caters for specific cultural needs within the Prospect community. Location of event will be determined with the group based on their requirements and current availability of locations/buildings.	
South Australian Bangladeshi Community Association (SABCA)	SABCA would like to conduct an annual Bijoy Dibosh and Multicultural festival on 16/12/18 at St Helens Park from 4-8.30pm. 700-1000 people expected to attend, and the event would include kids activities (face painting, merry go round, pony rides, bouncing castle, art competition, essay writing, etc), cultural activities (Bangladeshi dance, songs, etc), Video presentation (history, national heros, etc) and stalls (eg food, and market). Will include communities other than Bangladesh.						X	X	X	X	X	X	X	Y	9	5	10	15	10	10	10	10	10	89	$24,020.00	$10,000.00	$ 10,000.00	This application is supported and this size event is a great new initiative for the Prosepct area. Council administration will work with the group to ensure due process is followed in relation to the event marketing, set up, etc. It is hoped that this can be an ongoing event in the community.	
South Asian Multicultural Association of South Australia (SAMASA)	To host an annual Bijoy Dibosh and Multicultural festival including Bangladeshi and other cultures. This event, South Asian Festival 2019, would build on the success of the past event at St Helens Park and focus on food, fashion and fun.						X	X	X	X	X	X	X	Y	9	5	10	15	10	10	10	10	10	89	$71,000.00	$10,000.00	$ 10,000.00	This application is supported and council administration is pleased to see this event return following supporting it in 2017 and being very satisfied with the community outcomes. The group has strong community position, and has in the past delivered excellent events.	
The Rotary Club of Prospect	Following on from the success of the last 2 outdoor cinemas held at local schools, this organisation are again seeking funds to deliver another twilight cinema; a free event for the community.				X		X	X	X	X	X	X	X	Y	5	10	2	5	10	10	10	10	15	77	$5,800.00	$4,000.00	$ 4,000.00	This application is supported. The application was received under the Community Support Fund; however the grants panel recommended that this application be funded under the Cultural Festival and Events program.	

Total Budget incl. requested contribution from Council	Total Amount Requested	Total Agreed Funding
$56,131.50	$20,000.00	$29,000.00
Council Budget Allocation		$20,000.00
Balance		($9,000.00)

Attachment

Community Grants Program
2018/2019

Attachment

Guidelines & Application Form

Closing date: Friday 14 September 2018

CITY OF PROSPECT

Introduction

City of Prospect, through its 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.

Grants of up to $5,000 are available to eligible community groups and organisations on an annual basis.

Who is eligible to apply?

Individuals and commercial entities are not eligible to apply.

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.

Applications from previously funded groups who have not satisfactorily fulfilled requirements regarding financial accountability and reporting for completed projects will not be considered.

Please note: In cases where a group is not incorporated, it must demonstrate that it has the support of an incorporated association who will take responsibility for the administration of the funds.

GST Requirements

Funds are subject to GST legislation and Council requires supply of either:

- ABN status
- GST status
- GST exemption declaration

What cannot be funded?

Applications NOT considered eligible for funding include:

- reimbursement for money already spent
- recurrent funding of a project or program previously funded by Council
- travel allowances
- fundraising activities, sponsorships or prize monies
- an organisation's 'birthday', anniversary or other celebrations
- payment of salaries (excluding tutors'/instructors' fees) or recurrent operational costs
- activities, programs or projects which seek to make a profit for the organisation
- programs conducted by State and Federal Government departments are not eligible; however consideration will be given where applications are of benefit to the local environment and encourage community involvement in the areas of waste management,

Attachment

water usage, energy efficiency and biodiversity. Environmental projects that contribute and support activities that positively affect climate change.

- projects or resources that have a political or religious purpose or objective

Funding categories

- **Small Equipment Purchase**
  Contributing to the purchase of equipment to support an organisation's activities. Where the need for the equipment has been identified by more than one organisation, Council may purchase the equipment on their behalf to be made available for use by the whole community.

  Maximum amount $1,000

- **Community Development Program**

  Supporting new projects and activities involving and developing the local community.

  Maximum 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 amount $2,000

- **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 amount $2,000***

- **Environmental Grants**
  Supporting community projects that focus on addressing our 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 demonstrate the notion of 'think global, act local' and benefit the local environment and our community will be highly regarded.

  Maximum amount $2,000

Significant projects that are being undertaken in partnership with other community organisations may be eligible to apply for up to $5,000 of funding.

Attachment

Criteria for funding

Applications should meet the following funding criteria:

1. The purchase of equipment or improvement to a facility must have a clearly stated purpose and a practical plan for achieving it.
2 Programs and events should enable members of the local community to increase their skills, knowledge and understanding and encourage ongoing meaningful participation and involvement in community life.
3. Applicants must demonstrate that the proposed program, project or event will be undertaken in partnership with at least one other organisation and/or utilise the services of volunteers.
4. Applicants must provide evidence of their own contribution, either cash or in-kind, towards the project or program.
5. Programs and projects should demonstrate the ability to deliver a significant benefit to the Prospect community.
6. All parts of the application form must be completed and accompanying support materials received by the closing date.
7. Projects must be completed within twelve months of funding being received.

Funding Priorities

Priority will be given to projects that:

- Are new and innovative and aim to satisfy an unmet community need.
- Have no alternative sources of funding.
- Have not previously received funding from Council.
- Identify and cater to the needs of groups with special needs including those who are;
    - socially isolated
    - disabled
    - culturally and linguistically diverse.

Evaluation and acquittal of funds

Within 12 months of funding being received. Following the completion of the project or program a written report including a financial statement showing how funds were spent must be forwarded to Council.

The necessary Evaluation and Acquittal Forms will be supplied to the group at the time of receiving the funding.

Attachment

Application and assessment process

- Applications will be assessed by a panel and take into account the ability of the proposed program or project to meet the eligibility and funding criteria as stated in the guidelines.
- Following assessment by the panel, a recommendation will be made to Council for a decision to release the funding.
- The amount of funds paid by Council may not be the full amount requested.
- This process generally requires a minimum of 6-8 weeks.
- Applicants will receive an acknowledgement of our receipt of the submitted application. If you do not receive acknowledgement within 7 days of the closing date you will need to contact the Volunteer and Community Programs Coordinator to ensure your application has been received.
- Applicants will be notified in writing of the result of their application.

Closing date for applications

Applications for the Community Support Fund close at 5pm on Friday, 14 September 2018.

Further information and assistance

If you require any further information or assistance with your application please contact:

Alison Wall
Volunteer and Community Programs Coordinator
8342 8059
admin@prospect.sa.gov.au

How to submit your completed application

This application can be saved at any time. Once you have completed your application save the form to your PC and email the application as an attachment including include any other supporting documentation to admin@prospect.sa.gov.au.

Volunteer and Community Programs Coordinator
Community Support Fund
City of Prospect
PO Box 171
Prospect SA 5082

Attachment

Community Support Fund Application Form 2018 / 19

ALL APPLICANTS:

- Read the Information and Program Guidelines prior to completing this application.
- Make sure you attach supporting materials.
- Please print legibly.
- Applications must be completed in full or they will not be accepted.

1. APPLICANT / ORGANISATION DETAILS			
Name of Organisation:		Name of Contact Person:	
Postal Address:			
		P/Code:	
Location Address (if different to postal address):			
		P/Code:	
Contact Person Details:			
Telephone:	Mobile:	Fax:	Email:

2. FUNDING CATEGORY			
Which of the following funding categories does your project best reflect? *(please tick only one box)*			
Community Development Program	☐	Small Equipment Purchase	☐
Facilities Improvement	☐	Community Event	☐
Environmental	☐		

3. ELIGIBILITY CRITERIA			
a) Is the applicant: *(please tick relevant box)*			
Community Group / Organisation	☐	Non Government Organisation	☐
Educational Institution	☐	Voluntary / Service Club	☐

Attachment

3. ELIGIBILITY CRITERIA - Continued	
a) The applicant:	
Is the organisation incorporated? *If no, please ensure section b) is completed:*	
Does the organisation have an ABN?	
If yes, please list number:	
Is your organisation or group registered for GST?	

b) If the organisation is not incorporated it needs a sponsor - an incorporated body to accept the legal and financial responsibility for the project.

Please ensure you attach a letter of agreement from the sponsor organsaition, confirming acceptance of responsibility for the project, and please compiete the sponsor organisation information below.

Name of the Sponsor Organsiation			
Address:		Post Code	
Agrees to receive funds on behalf of:			
Name:			
Position in Organisation:			
Contact Person Details:			
Telephone	Mobile:	Fax	Email

Date:	

Attachment

4. DESCRIPTION OF PROJECT	
Please describe your proposed project or program:	
a) Title of Project:	
b) Description of Project:	
c) How will it be achieved:	
d) List the expected outcomes of the project:	
What are the anticipated commencement and completion dates of your project?	
Commencement:	Completion:
Will the project be carried out in partnership with other relevant organisations or services of volunteers?	
If YES, who is involved and what will their role / contribution be?	

Name of Organisation	Contact Person	Role / Contribution

Attachment

5. ESSENTIAL CRITERIA

a) How will your project or program benefit and involve the community of City of Prospect?

b) Will your project or program target any of the following groups? *(please tick)*

Socially Isolated	☐	Culturally & Linguistically Diverse	☐	Disabled	☐
Other (please specify)					

c) How will your program or project foster ongoing community development and increase skills, knowledge awareness and / or participation of community members?

d) How will you maintain your program or project in the longer term without ongoing funding?

Attachment

6. PUBLICITY AND PROMOTION					
a) Will you promote your program or project?					
b) If yes, how? (please tick relevant boxes)					
Signage	☐	Official Launch	☐	Advertiser/ Messenger	☐
Other		Newsletter	☐	Social Media	☐

7. REPORTING AND EVALUATION
How will you know that you have achieved your intended outcomes?

8. FINANCIAL ASPECTS OF PROPOSED PROJECT	
What is the amount sought from Council's Community Support Fund?	
Please identify how Council funds will be spent (attach copies of quotes as appropriate)	
What is your contribution? (cash only)	
What is your contribution? (in-kind only) Note: Volunteer hours can be calculated at a rate of $20 per hour to give an estimate of 'in-kind' contribution.	
What is the total cost of the proposed project? (including 'in-kind' support)	
Please complete income and expenditure details on the next page.	

Attachment

Please complete income and expenditure details in the chart below **making sure to identify those items on which Council funds will be spent** (total income must equal total expenditure)**:**

EXPECTED INCOME		EXPECTED EXPENDITURE	
Item	**Amount $**	**Item**	**Amount $**
Organisation's cash contribution		Advertising/Promotion *(if applicable)*	
Fundraising for project *(if applicable)*		Equipment Purchases *(please specify)*	
Donation / fees to be received for the project *(if applicable)*			
In-kind *(please specify - eg. materials, volunteer hours)*		Materials *(please specify)*	
Income already secured *(please specify eg. other grants*		Tutors or other fees *(not where the salary forms part of the organisation's usual responsibility eg. consultants)*	
Other Income *(please specify)*		Other expenses *(please specify)*	
Council Grant Funds Expected			
TOTAL INCOME		**TOTAL EXPENDITURE**	

NB: Total income must equal total expenditure

9. PREVIOUS GRANTS RECEIVED		
Please list any grants received from City of Prospect in the last 3 years		
Amount	Date received	Project, Initiative or Resource

Attachment

10. APPLICANT ORGANISATION INFORMATION AND STRUCTURE	
What are the aims and objectives of your organisation or group?	
What number or percentage of your members reside within the City of Prospect	
What is the current membership total of your organisation or Group?	

11. DECLARATION	
I,	hereby certify that
I have been authorised to prepare and submit this application on behalf of the abovementioned group or organisation and that the information contained in the application is true and correct to the best of my knowledge.	
Position Held:	
Date:	

12. CHECKLIST AND FURTHER INFORMATION	
Any supporting documentation that may be appropriate (maximum of 2 pages)	☐
Certified Financial Statement detailing income and expenditure assets and liabilities for the past financial year (your application will not be processed without a statement).	☐
Attach copies of quotes - identifying how funds will be spent	☐

Please save this form to your PC and email as an attachment to admin@prospect.sa.gov.au

Attachment

Cultural Festival & Events Grant
2018/2019

Attachment

Guidelines and Application Form

Closing date: Friday 14 September 2018

CITY OF PROSPECT

Introduction

Cultural Festival and Event Grants

This Grant category in 2018/19 will commence on Monday 16 July for community groups or cultural organisations to develop and deliver a public, cultural festival or event for the benefit of our broad and diverse community.

Two $10,000 (ex GST) Grants are being offered to eligible groups and organisations and is the largest community grant program offered by City of Prospect.

The aim is to see City of Prospect's Council area come alive in celebration and the sharing of cultural identity in its many forms.

Financial support is available for an incorporated group or organisation to hold and manage their own festival or event that celebrates and raises awareness of our inclusive and tolerant community.

Who is eligible to apply?

Individuals and commercial entities are not eligible to apply.

To be eligible for funding groups must be:

- Not-for-profit, and
- An Incorporated Association, and
- Based in the City of Prospect, and/or
- Proposing an activity that will take place in City of Prospect for the benefit of the local community.

Applications from previously funded groups who have not satisfactorily fulfilled requirements regarding financial accountability and reporting for completed projects will not be considered.

Please note: In cases where a group is not incorporated, it must demonstrate that it has the support of an incorporated association who will take responsibility for the administration of the funds.

GST Requirements

Funds are subject to GST legislation and Council requires supply of either:

- ABN status
- GST status
- GST exemption declaration

Attachment

What cannot be funded?

Applications not considered eligible for funding include:

- reimbursement for money already spent
- recurrent funding of a project or program previously funded by Council
- travel allowances
- fundraising activities, sponsorships or prize monies
- payment of salaries (excluding tutors/instructors fees) or recurrent operational costs
- activities, programs or projects which seek to make a profit for the organisation
- programs conducted by State and Federal Government departments are not eligible; however, consideration will be given where applications are of benefit to the local environment and encourage community involvement in the areas of waste management, water usage, energy efficiency and biodiversity. Environmental projects that contribute and support activities that positively affect climate change.
- projects or resources that have a political or religious purpose or objective

Criteria for funding

Applications should meet the following funding criteria:

1. Programs and events should enable members of the local community to increase their skills, knowledge and understanding and encourage ongoing meaningful participation and involvement in community life.
2. Applicants must demonstrate that the proposed program, project or event will utilise the services of volunteers.
3. Applicants must provide evidence of their own contribution, either cash or in-kind, towards the project or program.
4. Programs and projects should demonstrate the ability to deliver a significant benefit to the Prospect community.
5. All parts of the application form must be completed and accompanying support materials received by the closing date.
7. Projects must be completed within twelve months of funding being received.

Funding Priorities

Priority will be given to projects that:

- Present an inclusive, welcoming, culturally appropriate and entertaining community celebration.
- Support a community group to plan, manage and own a local cultural festival or event.
- Showcase the music, dance, food, businesses and enterprise of a cultural group to the Prospect and broader community.
- Increase the number and diversity of audiences and visitors through festivals and events.

Attachment

Evaluation and acquittal of funds

Within 12 months of funding being received. Following the completion of the project or program a written report including a financial statement showing how funds were spent must be forwarded to Council.

The necessary Evaluation and Acquittal Forms will be supplied to the group at the time of receiving the funding.

Application and assessment process

- Applications will be assessed by a panel and take into account the ability of the proposed program or project to meet the eligibility and funding criteria as stated in the guidelines.
- Following assessment by the panel, a recommendation will be made to Council for a decision to release the funding.
- The amount of funds paid by Council may not be the full amount requested.
- This process generally requires a minimum of 6-8 weeks.
- Applicants will receive an acknowledgement of our receipt of the submitted application. If you do not receive acknowledgement within 7 days of the closing date you will need to contact the Volunteer and Community Programs Coordinator to ensure your application has been received.
- Applicants will be notified in writing of the result of their application.

Closing date for applications

Applications for the Cultural Festival and Event Grants close at 5pm on Friday, 14 September 2018.

Further information and assistance

If you require any further information or assistance with your application please contact:

Grace Coy
Community Events Coordinator
8342 8036
admin@prospect.sa.gov.au

Where to send your completed application

This application can be saved at any time. Once you have completed your application save the form to your PC and email the application as an attachment and include any other supporting documentation to admin@prospect.sa.gov.au.

Volunteer and Community Programs Coordinator
Community Support Fund
City of Prospect
PO Box 171
Prospect SA 5082

Attachment

Cultural Festival and Events Application Form 2018 / 19

ALL APPLICANTS:

- Read the Information and Program Guidelines prior to completing this application.
- Make sure you attach supporting materials.
- Please print legibly.
- Applications must be completed in full or they will not be accepted.

1. APPLICANT / ORGANISATION DETAILS			
Name of Organisation:		Name of Contact Person:	
Postal Address:			
		P/Code:	
Location Address (if different to postal address):			
		P/Code:	
Contact Person Details:			
Telephone:	Mobile:	Fax:	Email:

2. ELIGIBILITY CRITERIA			
a) Is the applicant: *(please tick only one box)*			
Community group / organisation	☐	Non Government Organisation	☐
Educational Institution	☐	Voluntary / Service Club	☐
Is the organisation incorporated? *If no, please ensure section b) is completed*			
Does the organisation have an ABN?			
If yes, please list number:			
Is your organisation or group registered for GST?			

Attachment

2. ELIGIBILITY CRITERIA Continued . . .

b) If the organisation is not incorporated it needs a sponsor – an incorporated body to accept the legal and financial responsibility for the project.

Please ensure you attach a letter of agreement from the sponsor organisation, confirming acceptance of responsibility for the project, and please complete the sponsor organisation information below.

Name of the Sponsor Organisation:			
Address:		P/Code:	
Agrees to receive funds on behalf of:			
Name:			
Position in Organisation:			
Contact Person Details:			
Telephone:	Mobile:	Fax:	Email:
		Date:	

3. DESCRIPTION OF PROJECT

Please describe your proposed project or program:

a) Title of Project:	

b) Description of Project:

c) How will it be achieved:

Attachment

4. DESCRIPTION OF PROJECT Continued . . .

d) List the expected outcomes of the project:

What are the anticipated commencement and completion dates of your project:

Commencement:		Completion:	

Will the project be carried out in partnership with other relevant organisations or services of volunteers?	

If YES, who is involved and what will their role / contribution be?

Name of Organisation	Contact Person	Role / Contribution

5. ESSENTIAL CRITERIA

a) How will your project or program benefit and involve the community of the City of Prospect?

b) How will you ensure you present an inclusive, welcoming, culturally appropriate and entertaining community celebration?

Attachment

5. ESSENTIAL CRITERIA Continued . . .

c) What is your experience in planning, managing and delivering a local cultural festival or event?

d) How will you showcase the music, dance, food, businesses and enterprise of your cultural group to the Prospect and broader community?

e) What is the preferred / proposed location of your festival or event

f) Is there a cost for the public to attend your festival or event?

g) If Yes, please explain the reason and what the rates are? (Please note: projects that are free are viewed more favourably).

h) What is the total anticipated attendance at your project? Please explain how you have calculated this figure.

Attachment

6. PUBLICITY AND PROMOTION

a) Will you promote your program or project?	Yes

b) How? (please tick relevant boxes)

Signage	☐	Official Launch	☐	Social Media	☐	Website	☐
Other				Newsletter	☐	Messenger	☐

7. REPORTING AND EVALUATION

How will you know that you have achieved your intended outcomes?

8. FINANCIAL ASPECTS OF PROPOSED

What is the amount sought from Council's Cultural Festival and Events Grants?	

Please identify how Council funds will be spent (attach copies of quotes as appropriate)

What is your contribution? (cash only)	
What is your contribution (in-kind only) Note: Volunteer hours can be calculated at a rate of $20 per hour to give an estimate of 'in-kind' contribution	
What is the total cost of the proposed project? (including 'in-kind' support)?	

Please complete income and expenditure details on the next page.

Attachment

Please complete income and expenditure details in the chart below **making sure to identify those items on which Council funds will be spent:**

EXPECTED INCOME		EXPECTED EXPENSES	
Item	**Amount $**	**Item**	**Amount $**
Organisation's cash contribution		Promotion *(if applicable)*	
Fundraising for project *(if applicable)*		Equipment purchases *(please specify)*	
Donation / fees to be received for the project *(if applicable)*			
In kind *(please specify – e.g. materials, volunteer hours)*		Materials *(please specify)*	
Income already secured *(please specify – e.g. other grants)*		Contractors *(not where the salary forms part of the organisation's usual responsibility e.g. consultants)*	
Other income (Please specify)		Other expenses *(please specify)*	
Council Grant Funds Expected			
TOTAL INCOME		**TOTAL EXPENDITURE**	

NB: Total income must equal total expenditure

9. PREVIOUS GRANTS RECEIVED FROM		
Please list any grants received from City of Prospect in the last 3 years		
Amount	Date received	Project, Initiative or Resource

Attachment

10. APPLICANT ORGANISATION INFORMATION AND STRUCTURE	
What are the aims and objectives of your organisation or group?	
What number or percentage of your members reside within the City of Prospect	
What is the current membership total of your organisation or Group?	

11. DECLARATION					
I				hereby certify that	
I have been authorised to prepare and submit this application on behalf of the abovementioned group or organisation and that the information contained in the application is true and correct to the best of my knowledge.					
Title	Mr	Given name:		Family name:	
Position Held:					
				Date:	

12. DOCUMENTATION CHECKLIST AND FURTHER INFORMATION	
Any supporting documentation that may be appropriate (maximum of 2 pages)	
Certified Financial Statement detailing income and expenditure assets and liabilities for the past financial year (your application will not be processed without a statement).	☐
Attach copies of quotes - Identifying how funds will be spent	

Attachment

Please save this form to your PC and email as an attachment to admin@prospect.sa.gov.au

Heritage Grant Program

Guidelines and Application Form

Attachment

What is the Heritage Grant Scheme

City of Prospect's Heritage Grant Program assists owners of Local Heritage Places, State Heritage Places and Contributory Items within the Historic (Conservation) Zone, with the partial funding of conservation work undertaken on the property.

What kind of work is eligible for Grant Funding?

Grant funding is available to assist in payment for external works that involve the restoration, conservation or reinstatement of the original heritage features of local heritage places, State heritage places and contributory items within Council's Historic (Conservation) Zone. Internal works will not be eligible for funding.

How much Grant funding could I receive?

The Council will refund 50% of the cost of the conservation work up to a maximum of $2,000 per property. There is no minimum value of works required to be eligible.

Who can apply for Grant funding?

Owners of local heritage places, State heritage places and contributory items within a Historic (Conservation) Zone in City of Prospect may apply for Heritage Grant funding.

How do I apply for Grant funding?

Grant funding is made by way of reimbursement following the completion of works. To ensure that your project is eligible for grant funding prior to works commencing, you should follow the process outlined below:

Step 1: Submit your preliminary plans or proposal description to Council for review, together with the Heritage Grant Funding Application Form.

Step 2: If the proposal is considered to be in keeping with the Grant funding eligibility criteria, Council will issue a certificate of 'Approval in Principle' for Grant funding.

Step 3: You would then apply to Council for Development Approval via development application process (if required by Approval in Principle).

Step 4: Once Development Approval is granted, you would submit copies of a minimum of two quotes for the works to be undertaken.

Step 5: Council would then advise you of the amount of grant funding that would be allocated to your project.

Step 6: You would then undertake the works in accordance with the approved documentation.

Step 7: Upon completion of work, an inspection will be undertaken either by Council staff or a suitably qualified heritage expert. You may engage your own heritage adviser to undertake the inspection.

Step 8: You would then present proof of payment to Council as soon as possible.

Step 9: Council will then reimburse the previously agreed amount.

Attachment

How are Grant applications assessed?

Assessment of grant applications will be made by Council administration with input from a heritage adviser. In the event that demand is high, applications will be assessed on their merits and higher priority may be given to:

- Recently designated Heritage Places
- Buildings that make a prominent contribution to the streetscape
- Buildings that have not previously received Grant funding
- Projects which support the building's significant heritage elements
- Buildings that are owned by institutions or incorporated associations and have a community use
- Buildings in multiple ownership where each owner has agreed to cooperate in undertaking conservation works
- Buildings which have not been recently unsympathetically modified

When would I receive the Grant money?

Reimbursement would be made at the conclusion of works being undertaken to the satisfaction of Council administration, assisted by an inspection of the works by an independent heritage adviser.

The following details may also be required by Council prior to reimbursement being issued:

- Receipts made out to the applicant with appropriate details
- Proof of payment by the applicant
- Tax Invoice (if the applicant has an ABN)
- Certificate of Practical Completion (if required)

Limitations on Grants

The Council will refund 50% of the cost of the conservation work up to a maximum of $2,000 per property.

Projects must be completed within the life of the Development Approval (if required) or funds will be forfeited.

Liability

Quality assurance is the building owner's responsibility. Council will not warrant the workmanship or other qualities of the work as a result of an inspection or visit.

Council will accept no liability in any respect for any claim or damage of any form that may result from the work.

It shall be the building owner's obligation to hold current and appropriate insurance cover. While Council will provide the financial assistance as agreed, the building owner will have full responsibility for all acts and failures to act by any party in relation to design, documentation, contract(s) or the work on site.

Publicity

Council has the right to photograph or video the building prior to work, while work is in progress and/or at completion and may use these photographs at Council's discretion.

Attachment

Further Information

For further information in relation to the Heritage Grant Scheme, or any associated matter please contact:

Council's Policy Planner or the Manager Development Services and Communications:
128 Prospect Road
PROSPECT SA 5082
(08) 8269 5355
Email: admin@prospect.sa.gov.au

Attachment

Heritage Grant Program Application Form

TO: City of Prospect,
PO Box 171 Prospect SA 5082
(email: admin@prospect.sa.gov.au)

Site Address:	Certificate of Title Reference:

Applicants Name: (NB must be building owner)	
Applicant's Address:	
	P/Code:

Telephone	Mobile:	Email:

Is the site a Local Heritage Place?		Yes		No		Don't know
Is the site a State Heritage Place?		Yes		No		Don't know
Is the site located within the Historic Conservation Zone?		Yes		No		Don't know
Is the site a contributory item?		Yes		No		Don't know

Description of conservation work for which funding is sought (please attach relevant plans and information):

Cost of Conservation work: (NB a minimum of two quotes from suitable persons or companies are required)	$

I/we acknowledge that I/we have read and understood the administrative arrangements, including the expressed terms and conditions, which apply to the City of prospect Heritage Grant Program and accept and agree to abide by those terms and conditions.

Signature of Building Owner(s)		Date:	

Attachment

Attachment

AGENDA ITEM NO.: **13.4**

TO: Council on 23 October 2018

DIRECTOR: Nathan Cunningham, Director Community and Planning

REPORT AUTHOR: Rick Chenoweth, Senior Policy Planner

SUBJECT: Housing Diversity and Desirable Neighbourhoods Study - Phase 2

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1. EXECUTIVE SUMMARY

In March 2018 Council endorsed the preparation of Phase 1 of a Housing Diversity and Desirable Neighbourhoods Study which was to include a suite of investigations to enable Council to establish an updated policy position for the future of the Residential Zone.

These investigations were considered important as a significant element of the State Government's Planning Reform process relating to the development of a state-wide Planning and Design Code to replace the 72 Development Plans currently being used for the assessment of development throughout South Australia. This will mean that planning policy relating to development within City of Prospect will no longer be contained in the Prospect Development Plan, rather it will be part of a state-wide Planning and Design Code.

Phase 1 of the Housing Diversity and Desirable Neighbourhoods Study was considered by Council's Strategic Planning and Development Policy Committee (SPDPC) at its meeting on 30 July 2018 and the expanded scope of Phase 2 of the Study (including an expanded Streetscape Analysis) was discussed. A detailed Community Engagement Plan is an important element of the project that outlines the engagement with stakeholders and the local community around desired housing choice and residential character within Prospect's Residential Zone.

Phase 2 of the Housing Diversity and Desirable Neighbourhoods Study proposes:

- Further consideration of how Council can better recognise and protect the city's streetscape character of turn of the century residential architecture for future generations while ensuring new development can contribute and enhance neighbourhoods, including their street appearance and their contribution to identity and neighbourhood character.

- Additional work to define the distinctive 'Prospect Character' recognising that different areas of the city have a different character.

- Alignment of housing choice and housing styles with community profile, needs and aspirations; informed by investigations and engagement.

- A review of Desired Character Statements within residential zones.

2. RECOMMENDATION

(1) Council having considered Item 13.4, Draft Housing Diversity and Desirable Neighbourhoods Study – Phase 2, receive and note the report.

(2) Council makes an adjustment of $40,000 in Budget Review 1 of FY2018/19 to ensure the delivery of engagement, modelling and mapping components of Phase 2 of the Housing Diversity and Desirable Neighbourhoods Study Operating Project.

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3. RELEVANCE TO CORE STRATEGIES / POLICY

Strategic plan to 2020 theme 1 – people "know, empower, celebrate, educate and activate our community"

Strategy 1.1 Know our community	Phase 2 of the Study involves stakeholder and community consultation. Demographic and trend analysis of the local community has been undertaken as part of Phase 1 of this Study.

Strategic plan to 2020 theme 2 – place "loved heritage, leafy streets, fabulous places"

Strategy 2.1 Respect the past, create our future	Strategic investigations to accommodate sensitive growth whilst protecting valued streetscapes.

Strategic plan to 2020 theme 3 – prosperity "more jobs, more investment, more activity, more vibrancy"

Strategy 3.1 A stronger local economy	Tailored housing growth and diversity investigated within living areas.

Strategic plan to 2020 theme 4 – services "leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.4	Accountable and people-focused services	The Study incorporates analysis of local demands and will involve stakeholder and community consultation to meet community expectations.

3.1 This Study is considered to be consistent with the themes, strategies and outcomes of Council's Strategic Plan 2020.

INTELLIGENT COMMUNITY INDICATORS

2. Knowledge Workforce	A labour force that creates economic value through its knowledge, skills and ability to use information effectively	Study investigations to improve knowledge and skills to support stakeholders and community involvement and achieve better development outcomes.
5. Sustainability	Economic growth while reducing the environmental impact of that growth	Streetscape analysis and housing initiative design outcomes to support local green infrastructure outcomes (street trees, front and back yards).
6. Advocacy	Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.	Stakeholder and community engagement to achieve desired housing diversity and desirable neighbourhoods.

4. REGIONAL IMPACT

The work to be undertaken will have a local emphasis, but planning outcomes (eg new housing initiatives) have the potential to be incorporated within the Planning and Design Code at a regional or state level.

5. COMMUNITY INVOLVEMENT

The key component of Phase 2 of the stakeholder and community consultation has been divided into four components to provide a variety of ways in which engagement can contribute to the project, as follows:

- Stakeholder workshops
- Information and feedback to be provided on Council's website
- Walking tours of local streets
- Community Forums.

The Study will include stakeholder workshops (four) to review the initial findings and provide an opportunity to include other expert advice as well as local community group views and expectations. A series of investigative key stakeholder workshops are proposed, and to include:

- DPTI, Renewal SA staff and CAP members
- Real Estate Agents, smaller scale housing developers, Community Housing Groups
- Architects and Designers
- Local residents groups.

Council's website will be used to both inform and seek feedback on the Study. This site will allow people interested in the Study to access background information and provide written feedback to Council. Upcoming community sessions and attendance lists can also be provided on this site to capture community interest.

Information will also be provided through other media tools including articles in the Prospect Magazine (December issue) and in the local newspaper.

Walking tours of the residential area of Prospect are proposed involving interested local representatives/residents to provide site specific feedback to Council on what are considered to be 'good' and 'bad' examples in the local area.

Community Forums will be held at different locations in the council area (e.g. Prospect Oval or Charles Cane Reserve) to allow local residents and businesses the opportunity to express their views and perceptions (first round with two sessions) and to provide feedback on the draft strategy (second round with two sessions).

Reporting of the feedback received will be presented to the SPDPC and used to inform Council's position on the Residential Zone. The intent of this is to see Council's desires inserted into (or reflected in) the new Planning and Design Code (subject to agreement with the Planning Commission).

6. DISCUSSION

The Prospect (City) Development Plan has recently undergone updates to Policies of the Urban Corridor Zone and Historic (Conservation) Zone. The Residential Zone (making up the majority of the council area) has not been updated since 2008. Major changes arising from the State's Planning Review and the introduction of the Planning and Design Code also means that Council needs an informed position on desired residential policy going forward.

To achieve an informed position the following tasks are to be undertaken in Phase 2 of the Housing Diversity and Desirable Neighbourhoods Study, including:

- An expanded streetscape analysis to provide a broader level of understanding of the extent of consistent character qualities within our residential areas

- A housing gap exercise to investigate and test housing options to meet strategic growth, local housing needs, streetscape character analysis and local expectations and that this is visually presented in an appropriate manner

- Stakeholder and community consultation to obtain the views and expectations of individuals and groups with interest in the project.

Streetscape Analysis

In Phase 1 of the project, a sample analysis of 14 streets selected to generally cover the council area was undertaken. The review covered 691 properties and aimed to represent council wide coverage, in every policy area and every council ward.

Eight streetscape character criteria (lot size/dwelling, frontages, front setback, side setback, height & dwelling type, garages & carports, crossovers and landscaping) were used and further broken down to examine four additional variables for each criteria. These character criteria were adapted from *Residential Streetscape Character Study (1998) by Berchaivase et al* and Development Plan desired character attributes. Two strategic and re-development criteria (strategic growth area & condition of built form) were also applied to ascertain growth potential within each of the selected streets.

The Strategic Planning Development Policies Committee (SPDPC) considered the criteria and sought additional criteria that reflected the qualities of the local built form in terms of dwelling style, materiality and traditional features. These three criteria have now been added to an expanded analysis of 14 additional streets as well as being retrospectively applied to the original 14 selected streets and this analysis will form Phase 2 of the Study. The Streetscape Assessment is provided as **Attachments 12-42**.

Housing Gaps

The potential for specific future housing gaps was identified through trend and Development Plan analysis in Phase 1 of the Study. Investigations will scope and test housing initiatives with an aim to support the State's strategic directions (growth and housing choice) whilst preserving valued streetscape environments.

As part of the Phase 2 of the Study, the following actions will be required:

- Scoping exercise (by Council staff) to investigate the range of issues that need to be considered with new housing initiatives (eg. 'laneway housing' – land division, servicing, access, car parking, relationship with main dwelling & adjoining property considerations)

- Testing and modelling desirable new housing options and their visual presentation (site, elevation and perspective drawings) showing local examples to the street and to adjoining properties. A budget allocation of $15,000 is sought for an external consultant to undertake this task.

- Spatial application of desired residential development outcomes to be provided through policy amendments and zoning maps for City of Prospect and presented in a format that is likely to be appropriate for future insertion into the new Planning and Design Code. A budget allocation of $5,000 will be required for an external consultant to undertake the mapping task.

- Streetscape Analysis:
  - Further streetscape analysis of the 14 reviewed streets using expanded criteria ('dwelling styles' [up to 1950 traditional homes, 1950 to 1990 contemporary

and conventional homes, units and multiple homes, recent homes]; 'front façade wall materials' [stone, brick, render and other] & 'traditional features' [pitched roof & front verandah, pitched roof only, flat roof and verandah and flat roof only]).
- Streetscape analysis of an additional 14 selected streets using the full expanded criteria.
- Prepare a brief summary report of the streetscape analysis findings of Phase 1 & 2 to provide background information for the consultation and housing initiatives exercises and to be used in the final summary report to Council.

Housing Initiatives:
- Scoping exercise (in-house and external stakeholders) to ascertain the range of issues surrounding new housing initiatives within Prospect.
- Modelling exercise by an external architect/design consultant to test various housing options and provide visual presentations with aspects to the street and adjoining properties. Additional budget allocation of $15,000 is sought for this component of the project.

Policy Amendments:
- Spatial application of desired residential development outcomes to be provided through recommended policy amendments and zoning maps for City of Prospect and presented in a format that is likely to be appropriate for future insertion into the new Planning and Design Code. Additional budget allocation is sought for this component of the project.

Council, SPDPC Reporting and Work Program:
- SPDPC meetings on 'what we heard' from community and stakeholder views (No.2) and 'on the draft Housing Diversity and Desirable Neighbourhoods Study (No.3).
- Final Summary Report on the findings of Phase 1 and 2 and the final Housing Diversity and Desirable Neighbourhoods Study.
- SPDPC and Council consideration (likely to June 2019 meeting) for endorsement of the Housing Diversity and Desirable Neighbourhoods Study.
- Feedback on Council's adopted position to DPTI and State Planning Commission.

A work program has been drafted (**Attachment 1**) to outline the key project and engagement tasks as well as the indicative time allocated to each task.

The Housing Diversity and Desirable Neighbourhoods Study is proposed to continue through to June 2019. This report provides the community engagement plan (**Attachments 2-11**) for Council information and seeks support for the additional necessary budget allocation which ensures the full scope can be managed and delivered. This additional work is required so that Council can engage with the community and stakeholders around residential character and housing choice and put forward an informed position for its Residential Zone for insertion into the new state-wide Planning and Design Code.

Financial and Resource Implications

This Study will require the use of external consultants to undertake specialized and timely tasks that are required to achieve desired outcomes. The proposed budget has been based on indicative quotes which have been sought and the key tasks include:

- Community Forums (four) and local street tours at $18,000
- Modelling and testing of new housing initiatives and visual presentation to the street and adjoining properties at $15,000
- New zoning maps showing desired residential zones and policy areas for incorporation into the new Planning & Design Code at $5,000
- Miscellaneous matters (eg newspaper article, venue hire) at $2,000.

A total project budget of $40,000 is therefore required in order to undertake the expanded scope of the project in line with the expectations of SPDPC and Council through recent discussions. This is a similar amount to what was allocated in the 2016/2017 financial year budget allocation where the original intent was to undertake a Housing Diversity and Desirable Neighbourhoods DPA (subsequently replaced by this Study). A portion of these funds ($5,400) were used to undertake design testing of townhouse developments to support both the intended Housing Diversity and Desirable Neighbourhoods DPA and the Urban Corridor Zone Policy Review Development Plan Amendment. The remaining amount of $39,600 was unspent given Council is unable to progress DPA's. Funds totalling $12,226 for zoning review/land division spatial analysis were expended in Phase 1 of this Study. After concluding Phase 1 of the study, it became clear that the scope of the study was such that external consultant support and expertise was warranted to ensure timely delivery of this key piece of work.

7. CONCLUDING STATEMENTS

As outlined in this report a key outcome of the Housing Diversity and Desirable Neighbourhoods Study will be evidence of community sentiment around residential character and this will feed into discussions with the Department Planning Transport and Infrastructure around the content of the new Planning and Design Code.

A key element of the Planning, Development and Infrastructure (PDI) Act 2016 is the establishment of a Planning and Design Code. The Planning and Design Code ("the Code") will replace the Prospect (City) Development Plan (and all other Development Plans in the state) by July 2020. The Code will be used by Council Development Assessment Planners, CAP and Private Planning Certifiers to assess development applications within City of Prospect and throughout the rest of South Australia.

Spatial application of the Planning and Design Code is the final stage of implementing the Code. This stage will involve selecting zones, subzones and overlays from the Code library for application to land across the State. In City of Prospect this will likely involve Council being asked to nominate which zones from the Code Library should be used to replace the zones and policy areas that are currently located in the Prospect (City) Development Plan e.g. Residential Zone & Policy Areas RA560, RA450, RA350 & RA 200. The Planning, Development and Infrastructure Act 2016 require that spatial application of the Code to the entirety of the state be completed by 1 July 2020 and completion of this Study during 2019 will hold City of Prospect in a strong positon to lead the discussions with DPTI.

ATTACHMENTS

Attachment 1:	**Work Program**
Attachments 2-11:	**Community Engagement Plan**
Attachments 12-42:	**Housing Diversity and Desirable Neighbourhoods Study – Streetscape Analysis**

Proposed Work Plan – Phase 2

The following work plan is proposed for Phase 2 of this study.

Steps	Responsibility	Timeframe
Streetscape Analysis		
Streetscape Analysis of 14 selected streets using the expanded criteria	Council staff	8 weeks (Sept /Oct 2018)
Streetscape Analysis using expanded criteria and applied to an additional 14 streets	Council staff	12 weeks (Nov/Dec 2108 & Jan 2019)
Brief Summary Report on Streetscape Analysis (Phase 1&2) for consultation and housing initiatives exercise	Council staff	2 weeks (Jan 2019)
Housing Initiatives		
Scoping new housing initiatives (internal staff, real estate agents etc)	Council staff	Oct 2018 to Jan 2019
Modelling and visual presentation of new housing options	Architect/Design Consultant	Feb/Mar 2019
Community Engagement		
Stakeholder Workshops • DPTI, Renewal SA & CAP • Real Estate, Housing Developers, Community Housing Groups • Architects/Designers • Local Groups	Planning staff	Oct/Nov 2018
Website, Prospect Magazine and Local Newspaper articles	Planning staff	Oct, Nov, Dec 2018
Street Walking Tours ('What do I want in Prospect?') • Interested community representatives	Consultation Consultant/Planning staff	Jan/Feb 2019
Community Forums 1&2 - Ideas	Consultation Consultant	Dec 2018
Community Forums 3&4 – Draft Strategy	Consultation Consultant	Mar/April 2019
Council and SPDPC Reporting		
Reports to SPDPC/Council Meetings	Council staff	Nov, Dec 2018 & May, June 2019
Final Summary Report on findings of Phase 1 & 2 & draft strategy	Council staff	April 2019
Council Report Endorsement of Final Study	Council staff	June 2019
Feedback on Council's position to DPTI and community	CEO	July 2019

Attachment

Community Engagement Plan

Title: ***Housing Diversity and Desirable Neighbourhoods Study***

Date: **October 2018**

Project Officer: **Rick Chenoweth, Senior Policy Planner**

Manager: **Darren Starr, Manager Development Services**

Director: **Nathan Cunningham, Director Community & Planning**

TRIM Reference: **CR18/49179**

Attachment

Purpose & Scope of this Document

To provide a framework and outline the methods to be undertaken to engage and consult with the community on Councils draft Housing Diversity and Desirable Neighbourhoods Study – Phase 2 which was recommended for community consultation at the SPDPC meeting 30/07/2018.

Consultation/Engagement Title

Draft Housing Diversity and Desirable Neighbourhoods Study – Phase 2

IAP2 Level of Consultation

Involve (to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered)

Timeframe

October 2018 to February 2019 Stage 1 Engagement – views and expectations [including Christmas Break]
March to April 2019 Stage 2 Engagement – Draft Strategy
May to July 2019 Stage 3 Engagement– Consolidate findings and seek endorsement from Council and provide feedback to participants

Legislative Requirements

Local Government Act 1999 Section 50

Final Decision Maker(s)

Elected Member Body representing City of Prospect

Geographic boundaries

City of Prospect

Key Contact Person

Rick Chenoweth, Senior Policy Planner
Phone: 8269 5355
Email: admin@prospect.sa.gov.au

Attachment

Background Information

- Council at its March 2018 meeting endorsed the preparation of a Housing Diversity and Desirable Neighbourhoods Study which was to include a suite of investigations to enable Council to establish an updated policy position for the future of the Residential Zone under the new Planning and Design Code.
- Phase 1 of the Study investigated emerging trends/strategic directions, Development Plan land division opportunities and streetscape analysis of 14 streets. The findings of Stage 1 were reported to an Elected Member Workshop on 3 July 2018 and SPDPC meeting on 30 July 2018.
- Phase 2 of the Study involves an expanded streetscape analysis of the initial 14 streets and an additional 14 streets, community and stakeholder engagement, scoping and modelling of new housing types and visual presentation of residential character considerations and spatial application of policy and zoning amendments.
- Council's Community Engagement and Consultation Policy provides the framework to engage and consult with our community and stakeholders to enable their participation in, and contribution to Council's decision making.

Purpose of Community Consultation/Decision to be made (Objectives)

The feedback received from this community engagement will inform Council about:

- Community expectations for the Residential Zone/areas and residential development within the City of Prospect
- Identification and documentation of residential character
- Housing needs and requirements of existing and future residents
- The level of community satisfaction/support for housing protection and initiatives raised by the Study.

Key Messages

- Council needs to position itself to provide a considered respond to the State Government on residential policy to be included in the new Planning and Design Code (July 2020). This follows recent work done on our Heritage Places, Historic (Conservation) Zone and Urban Corridor Zones through Development Plan Amendments (DPA).
- The Engagement Plan provides the strategy to engage and consult with our community and stakeholders to enable their participation in, and contribution to Council's decision making
- The engagement strategy is proposed to be a two tiered approach, as follows:
  - Seeking views and expectations on residential development and housing choice
  - Feedback on draft strategies for housing and its spatial application

Attachment

- To view the Draft Housing Diversity and Desirable Neighbourhoods Study (in 2019) and provide your feedback online, please visit Councils website www.prospect.sa.gov.au. You can also view the policy and provide your feedback at Councils Customer Service, 126 Prospect Road, Prospect and the Prospect Library, 1 Thomas Street Nailsworth.
- For more information please contact Rick Chenoweth on 8269 5355 or admin@prospect.sa.gov.au

Stages

Where we are now

Phase 1	Phase 2A	Phase 2B	Phase 2C	Phase 3
Preliminary Investigations (Strategic directions, Emerging Trends, Streetscape Analysis & Development Plan Analysis)	**Stakeholder and Community Consultation (views and expectations) & Expanded Streetscape Analysis**	**Community Consultation (draft study strategy), Scoping, Modelling & Presentation of desired housing**	**Consultation Summary Report & Review of Residential Zone Policy**	**Decision Making, Reporting and Implementation; Close the Loop**
• Analysis of 30 Year Plan and Local Strategic Plan to 2020 • Establish emerging trends from population, demographic and housing data • Prepare and implement a Streetscape Analysis Study within 14 selected streets • Development Plan Analysis of land division opportunities and type of dwellings • Workshops with Elected Members (July 2018) and SPDPC meeting No.1 (July 2018)	• Council Meeting to endorse Community Engagement Plan, Streetscape Analysis, desired housing modelling and visual presentations and budget requirements • Project on Council website outlining intent of study, feedback form and opportunities to be involved • Preparation of articles and invitation to Community Forums in Prospect Magazine and local newspaper • Preparation of consultation material • Scoping discussions with Council Staff & local Real Estate Agents	• Prepare Draft Housing Strategy for Residential Zone • Spatial mapping of desired residential characters • Scoping, modelling and visual presentation of desired housing/development models • Preparation of revised/additional consultation material • Council website article for viewing and feedback mechanisms on the Study • Community Forums 3 & 4 to discuss Draft Housing Strategy	• Prepare Summary Report of Stakeholder and Community consultation (Stage 2) • Revise Draft Housing Strategy including recommended updates to existing Development Plan planning policy as required • SPDPC Meeting No3 on revised Draft Housing	• Report to Council on findings and recommendation at June 2019 Council Meeting • Following endorsement of the Study, provide feedback to community and stakeholders on findings and outcomes of consultation • Future discussions with DPTI for incorporation into the P&D

Attachment

	• Series of Stakeholder Workshops (4) to seek comments on housing issues for Prospect • Community Forums 1 & 2 to ascertain general community expectations on residential development and character. • Street Walking Tours (2) for interested participants in 2 of the 28 streets that underwent a streetscape analysis • Expanded streetscape criteria applied to existing 14 selected streets and further 14 streets and photos for consultation • Prepare 'what we heard' summary document of engagement • SPCPC Meeting No 2 on 'what we heard?'		Strategy.	Code.

Attachment

Key Stakeholders – Who are they?

Internal

- Elected Members
- Council Staff
- Council Committees/Advisory Groups (SPDPC & CAP)

External

- Residents and Ratepayers
- Community Groups and Representatives
- DPTI & Renewal SA staff
- Real Estate Agents
- Developers/ Community Housing providers
- Architects/Designers.

Attachment

Engagement Methods

Method	Timeframe	Target Group	Activity
Internal staff & Local Real Estate Agent discussions	On-going	• Key council staff • Key external players in housing market	• Meetings to ascertain constraints and opportunities • Discussions to provide local trends and needs
Article in Local Messenger	Nov 2018 (after Council Meeting)	• Local residents across the council area	• Draft an article to provide a Study background and upcoming consultation
Article in Prospect Magazine	Dec 2018 Issue	• Local residents across the council area	• Draft article to provide a Study background and consultation process
Information and feedback on Council's website	October 2018-June 2019	• Local residents • Stakeholders	• Draft article for information and feedback sheet for website page • Available on Council website • Hard copies of survey available from Civic Centre and Prospect Library

Attachment

Method	Timeframe	Target Group	Activity
Stakeholder Workshops (at Council offices)	Oct/Nov 2018	• Stakeholders	• Series of workshops meetings (four) at agreed locations to be run by planning staff • Separate written feedback to Council as required
Housing modelling, testing & presentation	Dec 2018/ Jan 2019	• External consultants	• Engage external consultants to undertake modelling, testing & visual presentation of desired housing options
Community Forums (at local venues)	No. 1 & 2 in Dec 2018 No. 3 & 4 in March/April 2019	• Local residents	• Forum Sessions 1 & 2 to provide views and expectations to be run by external consultant • Forum Sessions 3 & 4 to provide specific feedback on the draft Housing Diversity and Desirable Neighbourhoods Study and spatial application. Community forums will be facilitated by external consultant
Street Walking Tours	Jan/Feb 2019	• Interested participants	• View and discuss select streets to ascertain viewpoints by planning staff and external consultant
SPDPC/Council Meetings	As required at key milestones	• Elected members	• At Phase 1 – project formulation and commencement of investigations • At Phase 2 – endorsement of Engagement Plan and budget review • At Phase 2 – ideas and perceptions • At Phase 2 – draft strategy • At Phase 3 – endorsement of proposed strategy

Attachment

Timeframe/Important Dates

Activity	Date
Stakeholder Workshops/Feedback: - DPTI/ Renewal SA staff and CAP members - Architects and Designers - Real Estate Agents, Housing Developers, Community Housing Groups - Local Community Groups	October/November 2018
Consultation Period	October 2018 – April 2019 (7 months)
Website content prepared and goes live (includes study background and feedback form)	October 2018
Article in City Messenger	November 2018
Council Meeting - Draft Community Engagement Plan and budget requirements for Council endorsement	November 2018
Article in Prospect Magazine	December 2018
Community Forums 1&2 – Ideas	December 2018
Meeting of Councils Strategic Planning Development Policy Committee (SPDPC)(No.2) – 'what we heard?' feedback	December 2018
Street Walking Tours	January/February 2019
Modelling, testing and visual presentation of housing options	February/March 2019
Community Forums 3&4 – Draft Strategy	March/April 2019

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Collate and summarise feedback from investigations and consultations and draft policy and zoning amendments	May 2019
Meeting of Councils Strategic Planning Development Policy Committee (SPDPC)(No.3) – Draft Strategy	Late May 2019
Council Meeting – Report on findings of Community Consultation	June 2019

Note: Streetscape Analysis and Summary Report of 28 selected streets will occur outside of the Community Engagement Plan (September 2018 to January 2019).

Consultation Questions

What do we want to know *from* them?

- Broad expectations and views on the desired character of Residential Zone in City of Prospect
- Feedback on proposed strategies from the Housing Diversity and Desirable Neighbourhoods Study
- Any other suggestions/comments

What do we want to know *about* them?

- Who they are and where they are from

Performance Measures

- Increased community awareness of Councils draft Housing Diversity and Desirable Neighbourhoods Study
- Number of respondents/people engaged in process of developing the Housing Diversity and Desirable Neighbourhoods Study

Attachment

Housing Diversity and Desirable Neighbourhoods Study

Streetscape Analysis

R Chenoweth, Senior Policy Planner

Attachment

Street: Alabama Avenue (1)

Streetscape Character Checklist

Street: **Alabama Avenue**; Policy Area: RA350; No. of properties: 89					
1. Lot Size/dwelling	Very large (>900sqm) Total: 1 (1%)	Large (601-900sqm) Total: 64 (72%)	Moderate (280-600sqm) Total: 24 (27%)	Small (<280sqm) Total: 0	Comments: Land division opportunities
2. Frontages	Very wide (>21m) Total: 2 (2%)	Wide (16-21m) Total: 35 (39%)	Moderate (10-15m) Total: 38 (43%)	Narrow (<10m) Total: 14 (16%)	Comments:
3. Front setback	Generous (>8m) Total: 11 (12%)	Moderate (5-8m) Total: 74 (83%)	Small (1-4m) Total: 4 (5%)	None Total: 0	Comments:
4. Side setbacks	Large on both sides Total: 1(1%)	Large (driveway) and small on other side Total: 37(42%)	One side on-boundary Total: 33(37%)	Small &/or on-boundary on both Total: 18(20%)	Comments:
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 82(92%)	Above 1 storey/Detached Dwelling Total: 0	1 storey/ Not Detached Dwelling Total: 6(7%)	Above 1 storey/ Not Detached Dwelling Total: 1(1%)	Comments:
6. Garages & Carports & large car parks	Prominent Total: 4(5%)	Neutral Total: 44(50%)	Discrete Total: 34(38%)	None Total: 7(17%)	Comments:
7. Crossovers	Very widely spaced (>20m) Total: 15(18%)	Widely spaced (15-20m) Total: 5(6%)	Moderately spaced (9-14m) Total: 39(46%)	Narrowly spaced or adjoining (<9m) Total: 25(30%)	Comments: Two sites had two frontage crossovers

Attachment

8. Landscaping* (verge/front yards)	Well landscaped throughout Total: 1(1%)	Well landscaped front yards Total: 37(42%)	Landscaping present and patchy Total: 33(37%)	Little/no landscaping Total: 18(20%)	Comments:
9. Dwelling Styles	Traditional up to early 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission, austerity) Total: 16(19%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 54(63%)	Home Units/Flats/Townhouses 1960s – Present Total: 1(1%)	Recent post- 1990 housing (detached and semi-detached) Total: 15(17%)	Comments:
10. Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 11(13%)	Predominantly bricks (painted/not painted) Total: 50(58%)	Predominantly rendered Total: 25(29%)	Other Total: 0	Comments:
11. Traditional features	Pitched roof (gable or hip) and front verandah Total: 35(41%)	Pitched roof (gable or hip) and no front verandah Total: 49(57%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 2(2%)	Comments:
12. **Level of Consistency (based on results from data above)**	**Coherent (80-100%) (front setback, height/dwelling type)** Total: **2**	**Dominant (56-79%) (lot size/dwelling, dwelling styles, materials, traditional features)** Total: **4**	**Mixed (35-55%) (frontages, side setbacks, garages/carports, landscaping, crossovers)** Total: **5**	**Inconsistent (<35%)** Total: **0**	**Comments: Mixed streetscape character. Predominantly 1950-1990 conventional & contemporary housing**
13. Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons)	Yes (one reason) (public transport stops)	None	Comments: Within Residential Code
14. Condition of built form	Very good Total: 14(16%)	Good Total: 43(48%)	Fair Total: 31(35%)	Poor Total: 1(1%)	Comments:

Any other comments: Within Residential Code Area; variety of street trees(native and exotic and different sizes) over gravel/paved footpath/narrow grave strip next to boundary; low front fences.

Attachment

Street: Regency Road (2)

Street: **Regency Road**; Policy Area: RB200; No. of properties: 42					
1. Lot Size/dwelling	Very large (>900sqm) Total: 3(7%)	Large (601-900sqm) Total: 23(55%)	Moderate (280-600sqm) Total: 14(33%)	Small (<280sqm) Total: 2(5%)	Comments: Land division opportunities. Only 5% around 200sqm lot size.
2. Frontages	Very wide (>21m) Total: 4(9%)	Wide (16-21m) Total: 17(41%)	Moderate (10-15m) Total: 18(43%)	Narrow (<10m) Total: 3(7%)	Comments: Land division opportunities
3. Front setback	Generous (>8m) Total: 4(9%)	Moderate (5-8m) Total: 31(74%)	Small (1-4m) Total: 7(17%)	None Total: 0	Comments: Highly dominant
4. Side setbacks	Large on both sides Total: 4(9%)	Large (driveway) and small on other side Total: 34(81%)	One side on-boundary Total: 1(3%)	Small &/or on-boundary on both Total: 3(7%)	Comments: Traditional setback configuration.
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 35(85%)	Above 1 storey/Detached Dwelling Total: 2(5%)	1 storey/ Not Detached Dwelling Total: 4(7%)	Above 1 storey/Not Detached Dwelling Total: 1(3%)	Comments: Highly traditional detached dwellings within medium density area.
6. Garages & Carports & large car parks	Prominent Total: 2(5%)	Neutral Total: 3(7%)	Discrete Total: 24(57%)	None Total: 13(31%)	Comments:

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7.	Crossovers	Very widely spaced (>20m) Total: 14(37%)	Widely spaced (15-20m) Total: 10(26%)	Moderately spaced (9-14m) Total: 9(24%)	Narrowly spaced (<9m) Total: 5(13%)	Comments: Mixed, but new crossovers subject to DPTI approval
8.	Landscaping (verge/front yards)	Well landscaped throughout Total: 0	Well landscaped front yards Total: 14(34%)	Landscaping present and patchy Total: 11(26%)	Little/no landscaping Total: 17(40%)	Comments: Main road frontage and high solid walls dominate views.
9.	Dwelling Styles	Traditional up to early 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission, austerity) Total: 27(68%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 7(17%)	Home Units/Flats/Townhouses 1960s – Present Total: 2(5%)	Recent post- 1990 housing (detached and semi-detached) Total: 4(10%)	Comments:
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 20(50%)	Predominantly bricks (painted/not painted) Total: 10(25%)	Predominantly rendered Total: 9(23%)	Other Total: 1(3%)	Comments:
11.	Traditional features	Pitched roof (gable or hip) and front verandah Total: 26(65%)	Pitched roof (gable or hip) and no front verandah Total: 13(32%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 1(3%)	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%) (side setbacks, height/dwelling type)** Total: **2**	**Dominant (56-79%) (front setback, garages/carports, dwelling styles, traditional features)** Total: **4**	**Mixed (35-55%) (lot size/dwelling, frontages, crossovers, landscaping, materials)** Total: **5**	**Inconsistent (<35%)** Total: **0**	**Comments: Mixed streetscape character/multiple reasons for strategic growth/condition of built form make it suitable for redevelopment. Interestingly, still holds onto traditional styles.**
13.	Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (North Park District Centre, Prospect North Primary School, bus stops)	Yes (one reason)	None	Comments: Multiple strategic reasons for growth

Attachment

14. Condition of built form	Very good Total: 3(7%)	Good Total: 25(59%)	Fair Total: 11(27%)	Poor Total: 3(7%)	Comments: Approximately a third of building stock vulnerable to demolition.

Any other comments: Other land uses: SA Ambulance, shop and dwelling(included); main road frontage (2 lanes each way); power lines on south side; street trees mature and semi-mature and growth affected by powerlines; trees over gravel/paved footpath/narrow strip of gravel next to boundaries; bus stops.

Street: Percy Street (3)

Street: **Percy Street**; Policy Area: RA450; No. of properties: 81					
1. Lot Size/dwelling	Very large (>900sqm) Total: 0	Large (601-900sqm) Total: 51(63%)	Moderate (280-600sqm) Total: 20(25%)	Small (<280sqm) Total: 10(12%)	Comments:
2. Frontages	Very wide (>21m) Total: 3(4%)	Wide (16-21m) Total: 12(15%)	Moderate (10-15m) Total: 59(73%)	Narrow (<10m) Total: 7(8%)	Comments:
3. Front setback	Generous (>8m) Total: 9(11%)	Moderate (5-8m) Total: 59(73%)	Small (1-4m) Total: 13(16%)	None Total: 0	Comments:
4. Side setbacks	Large on both sides Total: 1(1%)	Large (driveway) and small on other side Total: 51(64%)	One side on-boundary Total: 18(22%)	Small &/or on-boundary on both Total: 11(13%)	Comments:
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 67(83%)	Above 1 storey/Detached Dwelling Total: 1(1%)	1 to 2 storey/ Semi-Detached, Group or Row Dwelling Total: 5(6%)	1 to 3 storey/Other housing types Total: 8(10%)	Comments:

Attachment

6.	Garages & Carports & large car parks	Prominent Total: 8(10%)	Neutral Total: 29(36%)	Discrete Total: 31(39%)	None Total: 13(16%)	Comments:
7.	Crossovers	Very widely spaced (>20m) Total: 14(19%)	Widely spaced (15-20m) Total: 3(4%)	Moderately spaced (9-14m) Total: 42(56%)	Narrowly spaced (<9m) Total: 16(21%)	Comments: Only 1 multiple driveway to Percy St.
8.	Landscaping* (verge/front yards)	Well landscaped throughout Total: 8(10%)	Well landscaped front yards Total: 22(27%)	Landscaping present and patchy Total: 25(31%)	Little/no landscaping Total:26(32%)	Comments:
9.	Dwelling Styles	Traditional up to early 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission, austerity) Total: 50(65%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 14(18%)	Home Units/Flats/Townhouses 1960s – Present Total: 10(13%)	Recent post- 1990 housing (detached and semi-detached) Total: 3(4%)	Comments: Mainly double fronted cottages with a cluster of single fronted cottages
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 42(54%)	Predominantly bricks (painted/not painted) Total: 25(33%)	Predominantly rendered Total: 10(13%)	Other Total: 0	Comments:
11.	Traditional features	Pitched roof (gable or hip) and front verandah Total: 59(77%)	Pitched roof (gable or hip) and no front verandah Total: 17(22%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 1(1%)	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%) (height/dwelling type)** **Total: 1**	**Dominant (56-79%) (lot size/dwelling, frontages, front setback, side setback, crossovers, dwelling styles, traditional features)** **Total: 7**	**Mixed (35-55%) (garage/carport, materials)** **Total: 2**	**Inconsistent (<35%) (landscaping)** **Total: 1**	**Comments:**

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13. Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (North Park District Centre, Prospect North Primary School, bus stops on Prospect (Gordon Rd) and Main North Road (North Pk)	Yes (one reason)	None	Comments: Multiple strategic growth opportunities
14. Condition of built form	Very good Total: 19(23%)	Good Total: 35(44%)	Fair Total: 24(30%)	Poor Total: 3(3%)	Comments:

Any other comments: RM Williams store and museum& pocket park (Percy Street) (not included); street trees present and generally below power lines in height and next to kerb with grass or gravel at ground level/paved footpath/narrow strip adjacent to boundary with low vegetation or nothing. The street is comprised of a mixture of traditional homes (double fronted cottages & a group of 4 single fronted cottages) and more contemporary homes and residential flat buildings.

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Street: Alpha Road (4)

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Street: **Alpha Road**: RA560; No. of properties: 64					
1. Lot Size/dwelling	Very large (>900sqm) Total: 51(80%)	Large (601-900sqm) Total: 9(14%)	Moderate (280-600sqm) Total: 4(6%)	Small (<280sqm) Total: 0	Comments:
2. Frontages	Very wide (>21m) Total: 21(33%)	Wide (16-21m) Total: 36(56%)	Moderate (10-15m) Total: 3(5%)	Narrow (<10m) Total: 4(6%)	Comments:
3. Front setback	Generous (>8m) Total: 51(80%)	Moderate (5-8m) Total: 13(20%)	Small (1-4m) Total: 0	None Total: 0	Comments:
4. Side setbacks	Large on both sides Total: 3(5%)	Large (driveway) and small on other side Total: 47(73%)	One side on-boundary Total: 1(2%)	Small &/or on-boundary on both Total: 13(20%)	Comments:
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 45(70%)	Above 1 storey/Detached Dwelling Total: 11(17%)	1 storey/ Not Detached Dwelling Total: 8(13%)	Above 1 storey/Not Detached Dwelling Total: 0	Comments:
6. Garages & Carports & large car parks	Prominent Total: 2(3%)	Neutral Total: 30(47%)	Discrete Total: 29(45%)	None Total: 3(5%)	Comments:

7.	Crossovers	Very widely spaced (>20m) Total: 18(29%)	Widely spaced (15-20m) Total: 18(29%)	Moderately spaced (9-14m) Total: 16(26%)	Narrowly spaced or adjoining (<9m) Total: 10(16%)	Comments: Significantly 7 sites with multiple crossovers to Alpha Tce.
8.	Landscaping* (verge/front yards)	Well landscaped throughout Total: 11(17%)	Well landscaped in front yards Total: 32(50%)	Landscaping present and patchy Total: 14(22%)	Little/no landscaping Total: 7(11%)	Comments:
9.	Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission) Total: 42(67%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 6(10%)	Home Units/Flats/Townhouses 1960s – Present Total: 4(6%)	Recent post- 1990 housing (detached and semi-detached) Total: 11(17%)	Comments: Mainly bungalows
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 40(63%)	Predominantly bricks (painted/not painted) Total: 15(24%)	Predominantly rendered Total: 8(13%)	Other Total: 0	Comments:
11.	Traditional features	Pitched roof (gable or hip) and front verandah Total: 46(73%)	Pitched roof (gable or hip) and no front verandah Total: 17(27%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 0	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%) (lot size/dwelling, front setback)** **Total: 2**	**Dominant (56-79%) (frontages, side setback, height/dwelling type, dwelling styles, materials & traditional features)** **Total: 6**	**Mixed (35-55%) (garages/carports, landscaping)** **Total: 2**	**Inconsistent (<35%) (crossovers)** **Total: 1**	**Comments:**
13.	Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (High Street, schools (Rosary School, Prospect & Nailsworth Primarys), public transport, Prospect Oval)	Yes (one reason)	None	Comments:
14.	Condition of built form	Very good Total: 31(48%)	Good Total: 24(38%)	Fair Total: 7(11%)	Poor Total: 2(3%)	Comments:

Any other comments: mature street trees above lawn or gravel with isolated properties with additional understorey

Attachment

Street: Bridges Street (5)

Street: **Bridges Street**; Policy Area: RA350; No. of properties: 30					
1. Lot Size/dwelling	Very large (>900sqm) Total: 3(10%)	Large (601-900sqm) Total: 11(37%)	Moderate (280-600sqm) Total: 16(53%)	Small (<280sqm) Total: 0	Comments:
2. Frontages	Very wide (>21m) Total: 8(27%)	Wide (16-21m) Total: 17(57%)	Moderate (10-15m) Total: 1(3%)	Narrow (<10m) Total: 4(13%)	Comments:
3. Front setback	Generous (>8m) Total: 2(7%)	Moderate (5-8m) Total: 21(70%)	Small (1-4m) Total: 7(23%)	None Total: 0	Comments:
4. Side setbacks	Large on both sides Total: 5(17%)	Large (driveway) and small on other side Total: 12(40%)	One side on-boundary Total: 11(38%)	Small &/or on-boundary on both Total: 2(5%)	Comments:
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 22(77%)	Above 1 storey/Detached Dwelling Total: 1(3%)	1 to 2 storey/ Semi-Detached, Group Dwelling, Row Dwelling Total: 5(17%)	1 to 3 storey/Other housing types Total: 1(3%)	Comments: HN10 new heritage style detached dwelling
6. Garages & Carports & large car parks	Prominent Total: 2(7%)	Neutral Total: 15(50%)	Discrete Total: 9(30%)	None Total: 4(13%)	Comments:

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7.	Crossovers (not adjoining each other)	Very widely spaced (>20m) Total: 7(23%)	Widely spaced (15-20m) Total: 8(27%)	Moderately spaced (9-14m) Total: 7(23%)	Narrowly spaced (<9m) Total: 8(27%)	Comments:
8.	Landscaping* (verge/front yards)	Well landscaped throughout Total: 3(10%)	Well landscaped in front yards Total: 13(44%)	Landscaping present and patchy Total: 4(13%)	Little/no landscaping Total: 10(33%)	Comments: High solid fencing resulting in lack of landscaping to street.
9.	Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission) Total: 5(17%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 15(50%)	Home Units/Flats/Townhouses 1960s – Present Total: 3(10%)	Recent post- 1990 housing (detached and semi-detached) Total: 7(23%)	Comments:
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 6(20%)	Predominantly bricks (painted/not painted) Total: 17(57%)	Predominantly rendered Total: 7(23%)	Other Total: 0	Comments:
11.	Traditional features	Pitched roof (gable or hip) and front verandah Total: 14(47%)	Pitched roof (gable or hip) and no front verandah Total: 15(50%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 1(3%)	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%)** **Total: 0**	**Dominant (56-79%) (frontages, front setback, height/dwelling type, materials)** **Total: 4**	**Mixed (35-55%) (lot size/dwelling, side setback, garage/carport, landscaping, dwelling styles, traditional features)** **Total: 6**	**Inconsistent (<35%) (crossovers)** **Total: 1**	**Comments:**
13.	Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (Broadview Oval, bus stops on Galway Ave)	Yes (one reason)	None	Comments:
14.	Condition of built form	Very good Total: 8(28%)	Good Total: 14(48%)	Fair Total: 3(10%)	Poor Total: 4(14%)	Comments:

Any other comments: Within the Residential Code area; Jacaranda street trees semi-matured and more open in the northern section of the street; verge consists of trees with understorey of gravel or grass or low shrubs from kerb/concrete footpath/and small strip of bare ground or low landscaping next to property boundary.

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Street: Hampstead Road (6)

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Street: **Hampstead Road**; Policy Area: RB200; No. of properties: 31						
1.	Lot Size/dwelling	Very large (>900sqm) Total: 15(52%)	Large (601-900sqm) Total: 7(23%)	Moderate (280-600sqm) Total: 5(16%)	Small (<280sqm) Total: 3(9%)	Comments: High potential for infill housing.
2.	Frontages	Very wide (>21m) Total: 4(13%)	Wide (16-21m) Total: 24(77%)	Moderate (10-15m) Total: 2(7%)	Narrow (<10m) Total: 1(3%)	Comments: Highly dominant character.
3.	Front setback	Generous (>8m) Total: 22(71%)	Moderate (5-8m) Total: 8(26%)	Small (1-4m) Total: 1(3%)	None Total: 0	Comments: Highly dominant character.
4.	Side setbacks	Large on both sides Total: 2(6%)	Large (driveway) and small on other side Total: 23(74%)	One side on-boundary Total: 3(10%)	Small &/or on-boundary on both Total: 3(10%)	Comments: Highly dominant character.
5.	Height/Dwelling Type	1 storey/Detached Dwelling Total: 24(78%)	Above 1 storey/Detached Dwelling Total: 1(3%)	1 storey/ Not Detached Dwelling Total: 6(19%)	Above 1 storey/Not Detached Dwelling Total: 0	Comments: Maintains high amount of low detached housing
6.	Garages & Carports & large car parks	Prominent Total: 1(3%)	Neutral Total: 12(39%)	Discrete Total: 16(52%)	None Total: 2(6%)	Comments: Mixed character

7.	Crossovers	Very widely spaced (>20m) Total: 11(36%)	Widely spaced (15-20m) Total: 13(42%)	Moderately spaced (9-14m) Total: 1(3%)	Narrowly spaced or adjoining (<9m) Total: 6(19%)	Comments: 1 site with multiple crossovers
8.	Landscaping* (verge/front yards)	Well landscaped throughout Total: 5(16%)	Well landscaped in front yards Total: 12(39%)	Landscaping present and patchy Total: 8(26%)	Little/no landscaping Total: 6(19%)	Comments: Major road frontage promoting high solid front fences.
9.	Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission & austerity) Total: 19(58%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 6(18%)	Home Units/Flats/Townhouses 1960s – Present Total: 7(21%)	Recent post- 1990 housing (detached and semi-detached) Total: 1(3%)	Comments: Art deco, austerity & gentleman's tudor/bungalows
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 14(43%)	Predominantly bricks (painted/not painted) Total: 11(33%)	Predominantly rendered Total: 8(24%)	Other Total: 0	Comments:
11.	Traditional features	Pitched roof (gable or hip) and front verandah Total: 17(52%)	Pitched roof (gable or hip) and no front verandah Total: 16(48%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 0	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%)** **Total: 0**	**Dominant (56-79%) (frontages, front setback, side setback, height/dwelling type, dwelling styles)** **Total: 5**	**Mixed (35-55%) (lot size/dwelling, garages/carports, crossovers, landscaping, materials, traditional features)** **Total: 6**	**Inconsistent (<35%)** **Total: 0**	**Comments: Dominant bias as most primary contributing elements in 'dominant' category**
13.	Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons) (	Yes (multiple reasons) (centres, public transport stops & major open space)	Yes (one reason)	None	Comments: Growth supported within existing Development Plan.
14.	Condition of built form	Very good Total: 2(6%)	Good Total: 20(65%)	Fair Total: 8(26%)	Poor Total: 1(3%)	Comments: Most of building stock in good condition with less potential for demolition.

Any other comments: Other land uses - two vacant lots, office & delhi/restaurant, main road frontage and freight corridor (2 lanes in each direction).

Attachment

Street: Balfour Street (7)

Street: **Balfour Street**; Policy Area: RA450; No. of properties: 45					
1. Lot Size/dwelling	Very large (>900sqm) Total: 4	Large (601-900sqm) Total: 36(80%)	Moderate (280-600sqm) Total: 5	Small (<280sqm) Total: 0	Comments:
2. Frontages	Very wide (>21m) Total: 3(7%)	Wide (16-21m) Total: 19(42%)	Moderate (10-15m) Total: 21(47%)	Narrow (<10m) Total: 2(4%)	Comments: Width very similar with most around 15 to 17 metres, but fell into two different groups.
3. Front setback	Generous (>8m) Total:17(38%)	Moderate (5-8m) Total: 27(60%)	Small (1-4m) Total: 1(2%)	None Total: 0	Comments:
4. Side setbacks	Large on both sides Total: 2(4%)	Large (driveway) and small on other side Total: 28(62%)	One side on-boundary Total: 12(27%)	Small &/or on-boundary on both Total: 3(7%)	Comments:
5. Height & Dwelling Type	1 storey/Detached Dwelling Total: 39(87%)	Above 1 storey/Detached Dwelling Total: 0	1 to 2 storey/ Semi-Detached, Group Dwelling, Row Dwelling Total: 4(9%)	1 to 3 storey/Other housing types Total: 2(4%)	Comments: Many bungalows
6. Garages & Carports & large car parks	Prominent Total: 1(2%)	Neutral Total: 13(29%)	Discrete Total: 26(58%)	None Total: 5(11%)	Comments: None=mainly corner lots

Attachment

7.	Crossovers	Very widely spaced (>20m) Total: 10(24%)	Widely spaced (15-20m) Total: 7(16%)	Moderately spaced (9-14m) Total: 15(36%)	Narrowly spaced (<9m) Total: 10(24%)	Comments:
8.	Landscaping (verge/front yards)	Well landscaped throughout Total: 8(18%)	Well landscaped front yards Total: 23(51%)	Landscaping present and patchy Total: 8(18%)	Little/no landscaping Total: 6(13%)	Comments:
9.	Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission, austerity) Total: 34(77%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 3(7%)	Home Units/Flats/Townhouses 1960s – Present Total: 2(5%)	Recent post- 1990 housing (detached and semi-detached) Total: 5(11%)	Comments: Mainly bungalows
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 30(68%)	Predominantly bricks (painted/not painted) Total: 4(9%)	Predominantly rendered Total: 9(21%)	Other Total: 1(2%)	Comments:
11.	Traditional features	Pitched roof (gable or hip) and front verandah Total: 36(82%)	Pitched roof (gable or hip) and no front verandah Total: 8(18%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 0	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%) (lot size/dwelling, height/dwelling type, traditional features)** **Total: 3**	**Dominant (56-79%) (front setback, side setback, garages & carports, dwelling styles, materials)** **Total: 5**	**Mixed (35-55%) (frontage, crossover, landscaping)** **Total: 3**	**Inconsistent (<35%)** **Total: 0**	**Comments: Primary contributing elements in 'dominant' and 'coherent' categories**
13.	Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (Nailsworth Primary School, bus stops on Main North Road, Prospect Oval)	Yes (one reason)	None	Comments:
14.	Condition of built form (observation)	Very good Total: 9(20%)	Good Total: 24(53%)	Fair Total: 10(22%)	Poor Total: 2(4%)	Comments:

Any other comments: Four allotments were vacant and were not assessed; mature trees (flowering gum) with understorey of lawn next to kerb/paved footpath/small strip of low landscaping or bare ground next to property boundary.

Attachment

Street: Salisbury Terrace (8)

Attachment

Street: **Salisbury Terrace**; Policy Area: RA560; No. of properties: 24					
1. Lot Size/dwelling	Very large (>900sqm) Total: 14(58%)	Large (601-900sqm) Total: 5(21%)	Moderate (280-600sqm) Total: 5(21%)	Small (<280sqm) Total: 0	Comments:
2. Frontages	Very wide (>21m) Total: 16(67%)	Wide (16-21m) Total: 6(25%)	Moderate (10-15m) Total: 2(8%)	Narrow (<10m) Total: 0	Comments:
3. Front setback	Generous (>8m) Total: 9(38%)	Moderate (5-8m) Total: 12(50%)	Small (1-4m) Total: 3(13%)	None Total: 0	Comments:
4. Side setbacks	Large on both sides Total: 6(25%)	Large (driveway) and small on other side Total: 11(46%)	One side on-boundary Total: 3(13%)	Small &/or on-boundary on both Total: 4(17%)	Comments:

5.	Height/Dwelling Type	1 storey/Detached Dwelling Total: 19(79%)	Above 1 storey/Detached Dwelling Total: 5(21%)	1 to 2 storey/ Semi-Detached, Group Dwelling, Row Dwelling Total: 0	1 to 3 storey/Other housing types Total: 0	Comments:
6.	Garages & Carports & large car parks	Prominent Total: 5(21%)	Neutral Total: 7(29%)	Discrete Total: 9(37%)	None Total: 3(13%)	Comments:
7.	Crossovers	Very widely spaced (>20m) Total: 11(50%)	Widely spaced (15-20m) Total: 3(14%)	Moderately spaced (9-14m) Total: 3(14%)	Narrowly spaced (<9m) Total: 5(22%)	Comments: Very widely spaced reflecting frontages. Six allotments with dual frontages (also Collins St)
8.	Landscaping* (verge/front yards)	Well landscaped throughout Total: 14(58%)	Well landscaped front yards Total: 8(33%)	Landscaping present and patchy Total: 1(4%)	Little/no landscaping Total: 1(4%)	Comments: Highly landscaped streetscape with 91% throughout or in front yards
9.	Dwelling Styles	Traditional pre-1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission, austerity) Total: 11(46%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 4(17%)	Home Units/Flats/Townhouses 1960s – Present Total: 0	Recent post- 1990 housing (detached and semi-detached) Total: 9(37%)	Comments: Almost equal amount of traditional and recent dwellings and in clusters (eg recent in south west). Four sites listed as Local Heritage Places (HN 2, 6, 16 + 22)
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 4(17%)	Predominantly bricks (painted/not painted) Total: 8(33%)	Predominantly rendered Total: 11(46%)	Other Total: 1(4%)	Comments: Render and brick are widely used. Stone is not widely used.
11.	Traditional features	Pitched roof (gable or hip) and front verandah Total: 14(58%)	Pitched roof (gable or hip) and no front verandah Total: 9(38%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 1(4%)	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%)** **Total: 0**	**Dominant (56-79%) (lot size/dwelling, frontages, height/dwelling type, landscaping, traditional features)** **Total: 5**	**Mixed (35-55%) (front setback, side setback, garages/carports, crossovers, dwelling styles, materials)** **Total: 6**	**Inconsistent (<35%)** **Total: 0**	**Comments:**

Attachment

13. Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons)	Yes (one reason) (centres on NE Road) Note: There is multiple access to seven lots only to Collins Street.	None	Comments: Not considered to be a strategic growth area with only minor infill potential from multiple access sites (7). Also refer to condition of built form below.
14. Condition of built form	Very good Total: 14(58%)	Good Total: 9(37%)	Fair Total: 1(4%)	Poor Total: 0	Comments: Very good to good condition and four local heritage places with little likelihood of demolition and re-development

Any other comments: Well treed street with generous front yards, frontages and green space with character largely determined by landscape qualities.

Attachment

Street: Newbon Street (9)

Street: **Newbon Street**; Policy Area: RA350; No. of properties: 54						
1.	Lot Size/dwelling	Very large (>900sqm) Total: 0	Large (601-900sqm) Total: 3(6%)	Moderate (280-600sqm) Total: 47(87%)	Small (<280sqm) Total: 4(7%)	Comments:
2.	Frontages	Very wide (>21m) Total: 0	Wide (16-21m) Total: 45(83%)	Moderate (10-15m) Total: 4(8%)	Narrow (<10m) Total: 5(9%)	Comments:
3.	Front setback	Generous (>8m) Total: 1(2%)	Moderate (5-8m) Total: 44(81%)	Small (1-4m) Total: 9(17%)	None Total: 0	Comments:
4.	Side setbacks	Large on both sides Total: 6(11%)	Large (driveway) and small on other side Total: 37(69%)	One side on-boundary Total: 8(15%)	Small &/or on-boundary on both Total: 3(5%)	Comments:
5.	Height/Dwelling Type	1 storey/Detached Dwelling Total: 52(96%)	Above 1 storey/Detached Dwelling Total: 0	1 to 2 storey/ Semi-Detached, Group Dwelling, Row Dwelling Total: 2(4%)	1 to 3 storey/Other housing types Total: 0	Comments: Very consistent built form.
6.	Garages & Carports & large car parks	Prominent Total: 0	Neutral Total: 14(26%)	Discrete Total: 15(28%)	None Total: 25(46%)	Comments: Streets immediately behind many of the properties.
7.	Crossovers	Very widely spaced (>20m) Total: 14(26%)	Widely spaced (15-20m) Total: 10(18%)	Moderately spaced (9-14m) Total: 20(37%)	Narrowly spaced (<9m) Total: 5(9%)	Comments: Many properties without access onto Newbon Street.

Attachment

8.	Landscaping* (verge/front yards)	Well landscaped throughout Total: 13(24%)	Well landscaped front yards Total: 17(31%)	Landscaping present and patchy Total: 15(28%)	Little/no landscaping Total: 9(17%)	Comments:
9.	Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission) Total: 50(93%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 0	Home Units/Flats/Townhouses 1960s – Present Total: 0	Recent post- 1990 housing (detached and semi-detached) Total: 4(7%)	Comments: Mainly bungalows, with many State Bank Bungalows and Austerity housing. Good cluster of double and single fronted cottages in south west corner.
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 4(7%)	Predominantly bricks (painted/not painted) Total: 26(48%)	Predominantly rendered Total: 24(45%)	Other Total: 0	Comments:
11.	Traditional features	Pitched roof (gable or hip) and front verandah Total: 49(91%)	Pitched roof (gable or hip) and no front verandah Total: 5(9%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 0	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%) (lot size, frontage, front setback, height/dwelling type, dwelling styles, traditional features)** Total: **6**	**Dominant (56-79%) (side setback)** Total: **1**	**Mixed (35-55%) (garages/carports, crossovers, materials)** Total: **3**	**Inconsistent (<35%) (landscaping)** Total: **1**	**Comments: <u>Coherent streetscape</u> for over half of the measured streetscape criteria.**
13.	Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (multiple street access for majority of sites, bus stops on Main North Road, Prospect Oval)	Yes (one reason)	None	Comments: <u>Strategic growth</u> area that does not affect coherent streetscape (eg Laneway/Assessory housing)
14.	Condition of built form	Very good Total: 5(9%)	Good Total: 15(28%)	Fair Total: 29(54%)	Poor Total: 5(9%)	Comments: <u>Susceptible to renewal</u> with 63% in fair or poor condition.

Any other comments: Mature street trees/paved footpath/small strip next to boundary which is bare or with low vegetation.

Final comments: Difficult area due to high consistency in character but in a strategic growth area with built form in a condition ready for redevelopment. Any new development will need to have qualities consistent with the existing character attributes.

Attachment

Street: North East Road (10)

Street: **North East Road**; Policy Area: RA350; No. of properties: 20					
1. Lot Size	Very large (>900sqm) Total: 6(30%)	Large (601-900sqm) Total: 3(15%)	Moderate (280-600sqm) Total: 9(45%)	Small (<280sqm) Total: 2(10%)	Comments:
2. Frontages	Very wide (>21m) Total: 7(35%)	Wide (16-21m) Total: 11(55%)	Moderate (10-15m) Total: 0	Narrow (<10m) Total: 2(10%)	Comments:
3. Front setback	Generous (>8m) Total: 12(60%)	Moderate (5-8m) Total: 3(15%)	Small (1-4m) Total: 4(20%)	None Total: 1(5%)	Comments:
4. Side setbacks	Large on both sides Total: 3(15%)	Large (driveway) and small on other side Total: 10(50%)	One side on-boundary Total: 2(10%)	Small &/or on-boundary on both Total: 5(25%)	Comments:
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 15(75%)	Above 1 storey/Detached Dwelling Total: 3(15%)	1 storey/ Not Detached Dwelling Total: 1(5%)	Above 1 storey/ Not Detached Dwelling Total: 1(5%)	Comments:
6. Garages & Carports & large car parks	Prominent Total: 2(10%)	Neutral Total: 8(40%)	Discrete Total: 6(30%)	None Total: 4(20%)	Comments:
7. Crossovers (not adjoining each other)	Very widely spaced (>20m) Total: 9(48%)	Widely spaced (15-20m) Total: 1(5%)	Moderately spaced (9-14m) Total: 4(21%)	Narrowly spaced (<9m) Total: 5(26%)	Comments:

Attachment

8. Landscaping* (verge/front yards)	Well landscaped throughout Total: 0	Well landscaped front yards Total: 10(50%)	Landscaping present and patchy Total: 6(30%)	Little/no landscaping Total: 4(20%)	Comments: High fences to main road, but vegetation visible over top. Mature vegetation in front yards near Nottage Tce
9. Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission) Total: 7(39%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 6(33%)	Home Units/Flats/Townhouses 1960s – Present Total: 3(17%)	Recent post- 1990 housing (detached and semi-detached) Total: 2(11%)	Comments:
10. Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 3(17%)	Predominantly bricks (painted/not painted) Total: 6(33%)	Predominantly rendered Total: 9(50%)	Other Total: 0	Comments:
11. Traditional features	Pitched roof (gable or hip) and front verandah Total: 8(44%)	Pitched roof (gable or hip) and no front verandah Total: 9(50%)	Low pitched roof and front verandah Total: 0	Low pitched roof and no front verandah Total: 1(6%)	Comments:
12. **Level of Consistency (based on results from data above)**	**Coherent (80-100%)** Total: 0	**Dominant (56-79%) (front setback, height/dwelling type** Total: 2	**Mixed (35-55%) (lot size/dwelling, frontages, side setback, garage/carport, crossovers, landscaping, dwelling styles, materials, traditional features)** Total: **9**	**Inconsistent (<35%)** Total: 0	**Comments: Mixed character in over 80% of character attributes.**
13. Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (centres, public transport on North East Road)	Yes (one reason)	None	Comments:
14. Condition of built form	Very good Total: 4(20%)	Good Total: 10(50%)	Fair Total: 5(25%)	Poor Total: 1(5%)	Comments:

Any other comments: Street trees lower and under power lines with narrow paved footpath and bus shelters; Main road with three lanes in both directions and bus route, Other uses – church and vacant lots.

Attachment

Street: College Avenue (11)

Street: **College Avenue**; Policy Area: RA450; No. of properties: 45					
1. Lot Size/dwelling	Very large (>900sqm) Total: 0	Large (601-900sqm) Total: 0	Moderate (280-600sqm) Total: 45(100%)	Small (<280sqm) Total: 0	Comments: Extremely consistent
2. Frontages	Very wide (>21m) Total: 0	Wide (16-21m) Total: 3	Moderate (10-15m) Total: 42(93%)	Narrow (<10m) Total: 0	Comments:
3. Front setback	Generous (>8m) Total: 0	Moderate (5-8m) Total: 16	Small (1-4m) Total: 29(64%)	None Total: 0	Comments:
4. Side setbacks	Large on both sides Total: 0	Large (driveway) and small on other side Total: 37(82%)	One side on-boundary Total: 7(16%)	Small &/or on-boundary on both Total: 1(2%)	Comments:
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 43(96%)	Above 1 storey/Detached Dwelling Total: 2(4%)	1 storey/ Not Detached Dwelling Total: 0	Above 1 storey/Not Detached Dwelling Total: 0	Comments:
6. Garages & Carports & large car parks	Prominent Total: 1(2%)	Neutral Total: 14(31%)	Discrete Total: 26(58%)	None Total: 4(9%)	Comments:
7. Crossovers	Very widely spaced (>20m) Total: 6(14%)	Widely spaced (15-20m) Total: 1(2%)	Moderately spaced (9-14m) Total: 31(74%)	Narrowly spaced (<9m) Total: 4(10%)	Comments:

Attachment

8.	Landscaping* (verge/front yards)	Well landscaped in front yard and verge Total: 9(20%)	Well landscaped in front yards Total: 15(33%)	Landscaping present and patchy Total: 11(25%)	Little/no landscaping Total: 10(22%)	Comments:
9.	Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing	Home Units/Flats/Townhouses 1960s - Present	Recent post- 1990 housing (detached and semi-detached)	Comments:
10.	Front façade wall materials	Predominantly stone with brick or rendered quoins	Predominantly bricks (painted/not painted)	Predominantly rendered	Other	Comments:
11.	Traditional features	Pitched roof (gable or hip) and front verandah	Pitched roof (gable or hip) and no front verandah	Low pitched roof and front verandah	Low pitched roof and no front verandah	Comments:
12.	**Level of Consistency (based on results from data above)**	**Coherent (80-100%) (lot size/dwelling, frontages, side setback, height/dwelling type** **Total: 4**	**Dominant (56-79%) (front setback, garage/carport, crossover)** **Total: 3**	**Mixed (35-55%)** **Total: 0**	**Inconsistent (<35%) (landscaping)** **Total: 1**	**Comments:**
13.	Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (Schools (Blackfriars & Prescott Colleges), public transport on Main North Road, St Helens Park)	Yes (one reason)	None	Comments:
14.	Condition of built form	Very good Total: 2(4%)	Good Total: 24(53%)	Fair Total: 18(40%)	Poor Total: 1(2%)	Comments: Almost half of dwellings possible candidates for re-development

Any other comments: Street trees (Flowering Gums) over lawn or gravel/paved footpath/narrow strip of low vegetation or gravel; mainly low open front fences.

Attachment

Street: Elderslie Avenue (12)

Street: **Elderslie Avenue**; Policy Area: RA560; No. of properties: 55					
1. Lot Size/dwelling	Very large (>900sqm) Total: 34(62%)	Large (601-900sqm) Total: 5(9%)	Moderate (280-600sqm) Total: 15(27%)	Small (<280sqm) Total: 1(2%)	Comments: Common site at 1100sqm, but also many sites less than the minimum site area.
2. Frontages	Very wide (>21m) Total: 29(53%)	Wide (16-21m) Total: 14(25%)	Moderate (10-15m) Total: 11(20%)	Narrow (<10m) Total: 1(2%)	Comments: Many frontages from 20 to 22 metres and distributed between very wide or wide.
3. Front setback	Generous (>8m) Total: 17(31%)	Moderate (5-8m) Total: 26(47%)	Small (1-4m) Total: 10(18%)	None Total: 2(4%)	Comments: Setbacks around 8-10 metres and therefore distributed in generous and moderate
4. Side setbacks	Large on both sides Total: 9(16%)	Large (driveway) and small on other side Total: 21(38%)	One side on-boundary Total: 15(27%)	Small &/or on-boundary on both Total: 10(18%)	Comments: Large amount of built form coverage across the sites
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 30(54%)	Above 1 storey/Detached Dwelling Total: 22(40%)	1 storey/ Not Detached Total: 2(4%)	Above 1 storey/ Not Detached Dwelling Total: 1(2%)	Comments: 94% detached dwellings but height differences
6. Garages & Carports & large car parks	Prominent Total: 13(24%)	Neutral Total: 19(34%)	Discrete Total: 21(38%)	None Total: 2(4%)	Comments: Diversity exists

Attachment

7. Crossovers	Very widely spaced (>20m) Total: 11(19%)	Widely spaced (15-20m) Total: 20(35%)	Moderately spaced (9-14m) Total: 8(14%)	Narrowly spaced (<9m) Total:18 (32%)	Comments: Three sites with dual driveways
8. Landscaping* (verge/front yards)	Well landscaped throughout Total: 2(4%)	Well landscaped front yards Total: 34(62%)	Landscaping present and patchy Total: 14(25%)	Little/no landscaping Total: 5(9%)	Comments: Front yard landscaping and street trees are dominant features
9. Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission) Total: 12(28%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 20(38%)	Home Units/Flats/Townhouses 1960s – Present Total: 3(6%)	Recent post- 1990 housing (detached and semi-detached) Total: 18(34%)	Comments:
10. Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 18(34%)	Predominantly bricks (painted/not painted) Total: 16(30%)	Predominantly rendered Total: 19(36%)	Other Total: 0	Comments:
11. Traditional features	Pitched roof (gable or hip) and front verandah Total: 17(32%)	Pitched roof (gable or hip) and no front verandah Total: 30(57%)	Low pitched roof and front verandah Total: 2(4%)	Low pitched roof and no front verandah Total: 4(7%)	Comments:
12. **Level of Consistency (based on results from data above)**	**Coherent (80-100%)** **Total: 0**	**Dominant (56-79%) (lot size/dwelling, landscaping & traditional features)** **Total: 3**	**Mixed (35-55%) (frontage, front setback, side setback, height & dwelling type, garage & carport, crossovers, dwelling styles & materials)** **Total: 8**	**Inconsistent (<35%)** **Total: 0**	**Comments:** **More recent development (1999 to 2009) causing mixed character.**
13. Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (Blackfriars School, bus stops on Prospect and Churchill Roads and train stop at Ovingham, Adelaide Park Lands)	Yes (one reason)	None	Comments:
14. Condition of built form	Very good Total: 22(40%)	Good Total: 28(51%)	Fair Total: 5(9%)	Poor Total: 0	Comments: 91% good to very good.

Any other comments: Street trees are large and dominant in streetscape with grass understorey and paved footpath.

Attachment

Street: Marian Place (13)

Street: **Marian Place**; Policy Area: RA450; No. of properties: 69					
1. Lot Size/dwelling	Very large (>900sqm) (very, very low) Total: 11(16%)	Large (601-900sqm) (very low) Total: 13(19%)	Moderate (280-600sqm) (low density) Total: 43(62%)	Small (<280sqm) (medium density) Total: 2(3%)	Comments:
2. Frontages	Very wide (>21m) Total: 2(3%)	Wide (16-21m) Total: 41(59%)	Moderate (10-15m) Total: 17(25%)	Narrow (<10m) Total: 9(13%)	Comments:
3. Front setback	Generous (>8m) Total: 9(13%)	Moderate (5-8m) Total: 53(77%)	Small (1-4m) Total: 4(6%)	None Total: 3(4%)	Comments:
4. Side setbacks	Large on both sides Total: 2(3%)	Large (driveway) and small on other side Total: 47(68%)	One side on-boundary Total: 12(17%)	Small &/or on-boundary on both Total: 8(12%)	Comments: Where 'one side on boundary' was characterised by garage or carport.
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 61(88%)	Above 1 storey/Detached Dwelling Total: 4(6%)	1 to 2 storey/ Semi-Detached or Group Dwelling or Row Dwelling Total: 2(3%)	1 to 3 storey/Other housing types Total: 2(3%)	Comments: Dominant low scale detached dwellings with limited unit developments
6. Garages & Carports & large car parks	Prominent Total: 2(3%)	Neutral Total: 33(48%)	Discrete Total: 24(35%)	None Total: 10(14%)	Comments:
7. Crossovers	Very widely spaced (>20m) Total: 14(20%)	Widely spaced (15-20m) Total: 8(12%)	Moderately spaced (9-14m) Total: 26(38%)	Narrowly spaced (<9m) Total: 21(30%)	Comments:

Attachment

8. Landscaping* (verge/front yards)	Well landscaped throughout Total: 17(25%)	Well landscaped front yards Total: 30(43%)	Landscaping present and patchy Total: 17(25%)	Little/no landscaping Total: 5(7%)	Comments:
9. Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission) Total: 48(69%)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing Total: 12(17%)	Home Units/Flats/Townhouses 1960s – Present Total: 1(1%)	Recent post- 1990 housing (detached and semi-detached) Total: 9(13%)	Comments:
10. Front façade wall materials	Predominantly stone with brick or rendered quoins Total: 42(60%)	Predominantly bricks (painted/not painted) Total: 18(26%)	Predominantly rendered Total: 10(14%)	Other Total: 0	Comments:
11. Traditional features	Pitched roof (gable or hip) and front verandah Total: 58(83%)	Pitched roof (gable or hip) and no front verandah Total: 9(13%)	Low pitched roof and front verandah Total: 2(3%)	Low pitched roof and no front verandah Total: 1(1%)	Comments:
12. **Level of Consistency (based on results from data above)**	**Coherent (80-100%) (dwelling height/type & traditional features)** **Total: 2**	**Dominant (56-79%) (lot size, frontage, front setback side, setback, dwelling styles & materials)** **Total: 6**	**Mixed (35-55%) (garages/carports, cross overs & landscaping)** **Total: 3**	**Inconsistent (<35%)** **Total: 0**	**Comments: Dominant and coherent on primary contributing elements.**
13. Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (High Street, Blackfriars School, Prospect & Churchill Roads bus stops, Charles Cain Reserve and St Helens Park)	Yes (one reason)	None	Comments:
14. Condition of built form	Very good Total: 20(29%)	Good Total: 27(39%)	Fair Total: 14(20%)	Poor Total: 8(12%)	Comments: About a third vulnerable based on condition of built form

Any other comments: Three allotments (HN 52, 52A+54) are vacant and were not assessed; street verge with mature trees with narrow paved footpath to the kerb with some minor landscaping strips on boundary or next to the kerb.

Attachment

Street: Olive Street (14)

Street: **Olive Street**; Policy Area: RA350; No. of properties: 43					
1. Lot Size/dwelling	Very large (>900sqm) Total: 2 (5%)	Large (601-900sqm) Total: 36 (84%)	Moderate (281-600sqm) Total: 5 (11%)	Small (<280sqm) Total: 0	Comments: Strongly consistent pattern
2. Frontages	Very wide (>21m) Total: 1 (2%)	Wide (16-21m) Total: 1 (2%)	Moderate (10-15m) Total: 37 (87%)	Narrow (<10m) Total: 4 (9%)	Comments: Strongly consistent pattern
3. Front setback	Generous (>8m) Total: 3 (7%)	Moderate (5-8m) Total: 39 (91%)	Small (1-4m) Total: 1 (2%)	None Total: 0	Comments: Strongly consistent pattern
4. Side setbacks	Large on both sides Total: 1 (2%)	Large (driveway) and small on other side Total: 38 (89%)	One side on-boundary Total: 4 (9%)	Small &/or on-boundary on both Total: 0	Comments: Strongly consistent pattern
5. Height/Dwelling Type	1 storey/Detached Dwelling Total: 39(90%)	Above 1 storey/Detached Dwelling Total: 2(5%)	1 storey/ Not Detached Dwelling Total: 2(5%)	Above 1 storey/ Not Detached Dwelling Total:0	Comments:
6. Garages & Carports & large car parks	Prominent (in front of front façade) Total: 0	Neutral (aligned with front façade) Total: 21 (49%)	Discrete (behind front façade) Total: 17 (40%)	None/rear laneway only Total: 5 (11%)	Comments: Structures not a dominant element in the streetscape

Attachment

7. Crossovers	Very widely spaced (>20m) Total: 3(7%)	Widely spaced (15-20m) Total: 0	Moderately spaced (9-14m) Total: 34(83%)	Narrowly spaced (<9m) Total: 4(10%)	Comments: Strongly consistent pattern
8. Landscaping* (verge/front yards)	Well landscaped throughout Total: 4 (9%)	Well landscaped front yards Total: 22 (51%)	Landscaping present and patchy Total: 12 (28%)	Little/no landscaping Total: 5 (11%)	Comments: Primarily within front yards and street trees with no understorey
9. Dwelling Styles	Traditional pre- 1950s housing (cottages, villas, federation, bungalows, tudors, spanish mission)	Contemporary (low pitched roofs) & Conventional (hip or gable roofs) 1950 -1990 housing	Home Units/Flats/Townhouses 1960s - Present	Recent post- 1990 housing (detached and semi-detached)	Comments:
10. Front façade wall materials	Predominantly stone with brick or rendered quoins	Predominantly bricks (painted/not painted)	Predominantly rendered	Other	Comments:
11. Traditional features	Pitched roof (gable or hip) and front verandah	Pitched roof (gable or hip) and no front verandah	Low pitched roof and front verandah	Low pitched roof and no front verandah	Comments:
12. **Level of Consistency (based on results from data above)**	**Coherent (80-100%) (lot size, frontages, front setback, side setback + height & dwelling type)** Total:**6**	**Dominant (56-79%)** Total:	**Mixed (35-55%) (garages/carports + landscaping)** Total:**2**	**Inconsistent (<35%)** Total:	**Comments: Highly coherent on most criteria. Note: was part of Historic Conservation Zone DPA removed by Minister.**
13. Strategic areas for growth opportunities (adjacent to a laneway or multiple access, in close proximity [within 400m] to centres or high street, schools, public transport stops, major open space)	Yes (all reasons)	Yes (multiple reasons) (Half of properties back onto Lavender Lane, High Street on Prospect Road, adjacent Prospect Primary School & nearby Rosary Catholic School; train stop (minimum distance of 300 metres); bus stop on Churchill Roads (minimum of 75 metres)	Yes (one reason)	None	Comments: Good location to encourage some strategic growth that does not affect coherent streetscape eg Laneway housing. Not demolition and infill (streetscape criteria and condition of built form is 'good to very good'.
14. Condition of built form	Very good Total: 17(39%)	Good Total: 20(47%)	Fair Total: 6(14%)	Poor Total:0	Comments:

Any other comments: Street verge with mature trees/footpath and narrow dolomite to kerb; road grades downward from east to west; southern properties back onto laneway.

Attachment

AGENDA ITEM NO.: **13.5**

TO: Council on 23 October 2018

DIRECTOR: Chris Birch, Acting Director Corporate Services

REPORT AUTHOR: Chris Birch, Acting Director Corporate Services

SUBJECT: First Budget Review 2018-2019

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1. EXECUTIVE SUMMARY

The Original Budget was adopted by Council at the meeting 29 June 2018. The Original Budget forecast an operating surplus before capital amounts of $292,795.

The First Budget Review projects a favourable adjustment of the operating result (before capital amounts) of $113,471 from the Original Budget. This results in a revised operating *surplus* before capital amounts of $406,266.

The First Budget Review also forecasts Council's Net Surplus position to improve by $300,371 from $2,213,795 in the original budget to $2,514,166. As outlined in the original budget, the large Net Surplus for 2018-2019 is as a result of property sales included in the budget and is required in order to fund the construction of the Community Hub, Library and Innovation Centre (CLIC).

Council is limited in its ability to make large value amendments during the caretaker period. All changes proposed in the First Budget Review are either immaterial, are beyond Council's control or were previously endorsed by Council as part of the Fourth Budget Review 2017-2018 (endorsed 28 August 2018).

Some of the adjustments within the First Budget Review are items that have been previously resolved by Council and are summarised below in Section 6 of this report. The adjustments are:

- Net Favourable Adjustment to the Operating Surplus of $113,471;
- Carry Forward Operating Projects of $138,323; and
- Carry Forward Capital Projects of $1,295,896.

The first budget review also includes updates to the opening position of items such as the balance sheet to reflect the final position reported in Council's financial statements. The original budget is established based on forecasts of this information as best estimates available at the time. The largest variance is in the brought forward opening cash. The additional cash is primarily to fund carry forward projects.

Adjustments to the Fourth Budget Review have favourably impacted Council's key financial indicators.

These indicators are forecast to be as follows for the financial year:

Financial Indicator	Target Range	Original Budget	Proposed Budget Review (BR1)	Target Achieved in Proposed Budget Review
Operating Surplus Ratio	(1.0%) - 5.0%	1.2%	1.7%	
Net Financial Liabilities Ratio	10% - 90%	73%	62%	
Asset Sustainability Ratio	100% - 120%	299%*	329%	

*Restated based on calculation method in Model Financial Statements 2018

2. RECOMMENDATION

(1) Council having considered Item 13.5 First Budget Review 2018-2019 endorse the First Budget Review 2018-2019 as presented in Attachments 1 - 17.

(2) Council approves the revised projected operating surplus (before capital amounts) of $406,266, a projected net surplus (total comprehensive income amounts) of $2,514,166, and a projected Net Borrowing position of $7,899,292.

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3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Local Government Act 1999 S.123 (13)*
- Budget Framework Policy

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.2 Sound Financial Management	Although the budget underpins and finances the entire strategic plan, the principles of good budget management are in keeping with the good governance of Sound Financial Management.

Intelligent Community Indicators

6. Advocacy	Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.	Although the budget underpins and finances all of Councils operations towards supporting the Intelligent Community Indicators, the principles of good budget management are in keeping with the good governance of the Advocacy Indicator.

4. REGIONAL IMPACT

While the budget contains funding for regional support activities, its focus is on all aspects of Council's operations and services.

5. COMMUNITY INVOLVEMENT

There is no community involvement in the preparation of Budget Reviews. The community was consulted on the original budget before adoption with budget reviews able to be sourced and reviewed by the community from Council's website after adoption.

6. DISCUSSION

The Original Budget was adopted by Council at the meeting 26 June 2018. The Original Budget forecast an operating surplus before capital amounts of $292,795.

The First Budget Review projects a favourable adjustment of the operating result (before capital amounts) of $113,471 from the Original Budget. This results in a revised operating *surplus* before capital amounts of $406,266.

The First Budget Review also forecasts Council's Net Surplus position to improve by $300,371 from $2,213,795 in the original budget to $2,514,166. As outlined in the original budget, the large Net Surplus for 2018-2019 is as a result of property sales included in the budget and is required in order to fund the construction of the Community Hub, Library and Innovation Centre (CLIC).

The majority of the movement within the First Budget Review are carry forward projects from 2017-2018 (endorsed in the Fourth Budget Review) and items that have been advised to Council (eg Grants) and are beyond its control.

The movement can be summarised in the following items:-

Favourable Items include

- Additional Rate Income Received $27,000
- Reduction in Emergency Services Levy Payable $7,213

Unfavourable Items include

- Reduction in Fines and Interest on Late Rate Payments Expected $15,000
- Additional Mandatory Rate Rebates Provided $3,635

Carry Forward Capital Works ($1,218,099)

- Alexandra Street Road Design/Reconstruction $329,872 – Completed July 2018
- Connected Cities $256,900 – Resolved by Council 22 May 2018 to be undertaken in 2018/2019
- Community Hub Library & Innovation Centre Construction $157,715
- Developer Partnership Grant Program $118,800 – Pending final design agreement
- Flood Mitigation – Prospect North West $114,350 – Awaiting Generator Delivery
- Fleet Management $96,918 – Special Order Buses were delivered in August 2018
- Stan Watson Park Project & Flood Mitigation Work $86,440 - Awaiting Generator Delivery, Playground design commenced
- Gig City $49,945 - Progressing
- Public Art $7,159

Carry Forward Operating Projects ($138,323)

- Depot Relocation $40,000 – Due to Depot Relocation being Scheduled for December 2018-January 2019
- Flood Impacted Properties Stormwater Assessment $38,444 – Consultant report due January 2019.
- Website Revitalisation $32,594 – Pending to LGA's update of the Unity Website Platform – Resolved by Council 22 May 2018 to finalise project in 2018/2019 and is nearing completion.
- Car Parking Development Fund Review $10,000 – New Project added by Council at the April 2018
- Digital Transformation – Facilities Booking System $7,433 – Recommending software selection to be reported to December Council Meeting.
- Audit of Asbestos in Council Buildings $5,047
- Reconciliation Action Plan $4,576 – NAIDOC Week Activities undertaken 3-10 July 2018
- Prospect Road Destination Marketing $229 – Unspent Separate Rate Funds

Details of all budget adjustments and project status is included in **Attachments 7-17**.

6.1 Key Financial Performance Indicators

Due to the carry forwards, adjustments to the First Budget Review have unfavourably impacted Council's key financial indicators.

These indicators are forecast to be as follows for the financial year;

Financial Indicator	Target Range	Original Budget	Proposed Budget Review (BR1)	Target Achieved in Proposed Budget Review
Operating Surplus Ratio	(1.0%) - 5.0%	1.2%	1.2%	
Net Financial Liabilities Ratio	10% - 90%	73%	73%	
Asset Sustainability Ratio	100% - 120%	299%*	329%	

*Restated based on calculation method in Model Financial Statements 2018

6.2 Recurrent Budget

The First Budget Review includes a minor number of adjustments to the recurrent budget.

All of the adjustments relate to the billing of rates which resulted in a small increase in rate income received and an increase in mandatory rebates required to be provided.

In addition, the forecast budget for fines and interest for late payments of rates has reduced. The reduction is a result of an improvement in ratepayers paying their rates on time and the overall outstanding balance as at 30 June 2018 reducing by approximately 30% when compared with the year prior.

A transfer of recurrent budget has been made to fund IT capital purchases (see 6.4 below). This has a net nil impact on the cash budget.

A summary of all Operating budget adjustments is included in **Attachments 14-17**.

6.3 Operating Projects

The First Budget Review contains forecast includes the carry forward projects endorsed by Council in the Fourth Budget Review of 2017-2018.

No other changes are proposed.

A list of Operating Projects and applicable adjustments is included in **Attachments 7-13**. The list also includes a project status comment.

6.4 Capital Projects

The First Budget Review contains forecast includes the carry forward projects endorsed by Council in the Fourth Budget Review of 2017-2018.

As flagged in the fourth budget review, IT purchases for new staff PC's has been included in the first budget review. Funding for this has been sourced from the recurrent budget. No other changes are proposed.

A list of Capital Projects and applicable adjustments is included in **Attachments 7-13**.

6.5 Nature of Budget Review Changes

The nature of the budget review changes is itemised in schedules of **Attachments 7 – 17**.

These are summarised as follows:

Identifier	Nature	Total Value
a	Policy Change	$0
b	Revised Budget Estimates Approved by Council	$1,218,989
c	Budget Savings/(Overruns)	$11,681
d	Internal Adjustments	$0
e	Operational Efficiency or Productivity Gains	$0
	Total	**$1,230,670**

6.6 Impacts on the Long Term Financial Plan (LTFP)

The predominant movements within the first budget review are in relation to the carry forward projects from 2017-2018. These movements are timing related and will not have in impact beyond the 2018-2019 year.

6.7 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.

At this time, there are no other potential adjustments that are required to be considered in a future budget review.

Financial and Resource Implications

The First Budget Review projects a Net Borrowing of $7,899,292. This is an increase of $1,005,187 from the original budget review net borrowing position of $6,894,105 from the Original Budget.

The increase in net borrowing is as a result of the carry forward projects and is funded by the increase in brought forward cash reserves due to the funds not being spent as at 30 June 2018.

A net borrowing position means that Council does not have sufficient funds within the individual year to fund its budget. In order to ensure the budget is delivered, a borrowing position will be funded from cash reserves or new borrowings which is already included in the budget.

7. CONCLUDING STATEMENTS

The First Budget Review brings to account, information and activities that have occurred since the preparation and subsequent adoption of the Original Budget at the Council Meeting 26 June 2018.

Overall, the First Budget Review projects a favourable adjustment of the operating result (before capital amounts) of $113,471 from the original budget. This results in a revised operating surplus before capital amounts of $406,266.

ATTACHMENTS

Attachment 1: Financial Indicators

Attachment 2: Uniform Presentation of Finances

Attachment 3: Statement of Comprehensive Income

Attachment 4: Statement of Financial Position

Attachment 5: Statement of Changes in Equity

Attachment 6: Statement of Cash Flows

Attachments 7-13: Operating and Capital Projects

Attachments 14-17: Recurrent and Operating Projects Adjustments

City of Prospect

Financial Indicators

for the period ended 30 September 2018

	Target 2018-19	Original Budget 2018-19	Proposed Revised BR1 Budget	Target Achieved

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.

Operating Surplus / (Deficit) / **Total Operating Revenue**	(1%) - 5%	1.2%	1.7%	

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.

Net Financial Liabilities / **Total Operating Revenue**	10% - 90%	73%	62%	

Adjusted Net Financial Liabilities Ratio

How significant is the net amount owned to others, compared to operating income with the loan to North Adelaide Football Club eliminated

Net Financial Liabilities / **Total Operating Revenue**	10% - 90%	66%	54%	

Asset Sustainability 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.

Asset Renewal Expenditure / **Infrastructure & Asset Management Plan required expenditure**	100% - 120%	299%	329%	

Attachment

City of Prospect

Uniform Presentation of Finances

for the period ended 30 September 2018

	Original Budget 2018-19	Proposed BR1 Adjustments	Proposed Revised BR1 Budget
	$ '000	$ '000	$ '000
Income	23,936	173	24,109
less **Expenses**	23,643	59	23,703
Operating Surplus / (Deficit)	293	113	406
less **Net Outlays on Existing Assets**			
Capital Expenditure on Renewal and Replacement of Existing Assets	10,427	826	11,476
less Depreciation, Amortisation and Impairment	3,857	-	3,857
less Proceeds from Sale of Replaced Assets	7,211	-	7,211
Net Outlays on Existing Assets	(641)	826	408
less **Net Outlays on New and Upgraded Assets**			
Capital Expenditure on New and Upgraded Assets	8,446	478	8,702
less Amounts Received Specifically for New and Upgraded Assets	618	187	805
less Proceeds from Sale of Surplus Assets	-	-	-
Net Outlays on New and Upgraded Assets	7,828	291	7,897
Net Outlays on Existing, New and Upgraded Assets	7,187	1,117	8,305
Net Lending / (Borrowing) for Financial Year	(6,894)	(1,004)	(7,899)

Attachment

City of Prospect

Statement of Comprehensive Income

for the period ended 30 September 2018

	Original Budget 2018-19	Proposed BR1 Adjustments	Proposed Revised BR1 Budget
	$ '000	$ '000	$ '000
Income			
Rates Revenues	20,932	(21)	20,911
Statutory Charges	519	-	519
User Charges	188	-	188
Grants, Subsidies and Contributions	2,022	6	2,028
Investment Income	160	-	160
Reimbursements	13	-	13
Other Income	104	187	291
Net Gain - Equity Accounted Council Businesses		-	-
Total Income	23,936	173	24,109
Expenses			
Employee Costs	8,426	-	8,426
Materials, Contracts & Other Expenses	10,471	59	10,530
Depreciation, Amortisation & Impairment	3,857	-	3,857
Finance Costs	889	-	889
Net loss - Equity Accounted Council Businesses	-	-	-
Total Expenses	23,643	59	23,703
Operating Surplus / (Deficit)	293	113	406
Asset Disposal & Fair Value Adjustments	1,303	-	1,303
Amounts Received Specifically for New or Upgraded Assets	618	187	805
Physical Resources Received Free of Charge	-	-	-
Net Surplus / (Deficit)	2,214	300	2,514
Total Comprehensive Income	2,214	300	2,514

Attachment

City of Prospect

Statement of Financial Position

for the period ended 30 September 2018

	Original Budget 2018-19	Proposed BR1 Adjustments	Proposed Revised BR1 Budget
	$ '000	$ '000	$ '000
ASSETS			
Current Assets			
Cash and Cash Equivalents	4,458	2,058	6,516
Trade & Other Receivables	1,260	703	1,963
Other Financial Assets	-	-	-
Inventories	2	-	2
Total Current Assets	5,720	2,761	8,481
Non-Current Assets			
Financial Assets	1,264	-	1,264
Equity Accounted Investments in Council Businesses	44	49	93
Infrastructure, Property, Plant & Equipment	178,213	(1,433)	176,780
Other Non-Current Assets	2,286	(2,286)	-
Total Non-Current Assets	181,807	(3,670)	178,137
TOTAL ASSETS	187,527	(909)	186,618
LIABILITIES			
Current Liabilities			
Trade & Other Payables	2,920	(426)	2,494
Borrowings	1,418	-	1,418
Provisions	1,211	606	1,817
Total Current Liabilities	5,549	180	5,729
Non-Current Liabilities			
Borrowings	18,931	-	18,931
Provisions	83	(34)	49
Total Non-Current Liabilities	19,014	(34)	18,980
TOTAL LIABILITIES	24,563	146	24,709
Net Assets	162,964	(1,055)	161,909
EQUITY			
Accumulated Surplus	79,525	(1,279)	78,246
Asset Revaluation Reserves	83,124	-	83,124
Other Reserves	315	224	539
Total Council Equity	162,964	(1,055)	161,909

Attachment

City of Prospect

Statement of Changes in Equity

for the period ended 30 September 2018

	Original Budget 2018-19	Proposed BR1 Adjustments	Proposed Revised BR1 Budget
	$ '000	$ '000	$ '000
Accumulated Surplus	79,525	(1,279)	78,246
Asset Revaluation Reserve	83,124	-	83,124
Other Reserves	315	224	538
Transfers between Reserves	-		
Balance at the end of period	162,964	(1,055)	161,909

Attachment

City of Prospect

Statement of Cash Flows

for the period ended 30 September 2018

	Original Budget 2018-19	Proposed BR1 Adjustments	Proposed Revised BR1 Budget
	$ '000	$ '000	$ '000
Cash Flows from Operating Activities			
Receipts			
Operating Receipts	23,945	4	23,949
Investment Receipts	160	0	160
Payments			
Operating Payments to Suppliers and Employees	(19,616)	659	(18,957)
Finance Payments	(889)	0	(889)
Net Cash provided by (or used in) Operating Activities	3,600	663	4,263
Cash Flows from Investing Activities			
Receipts			
Amounts Received Specifically for New/Upgraded Assets	618	187	805
Sale of Replaced Assets	7,211	-	7,211
Repayments of Loans by Community Groups	231	-	231
Payments			
Expenditure on Renewal/Replacement of Assets	(10,427)	(826)	(11,476)
Expenditure on New/Upgraded Assets	(8,446)	(478)	(8,702)
Net Cash provided by (or used in) Investing Activities	(10,813)	(1,117)	(11,931)
Cash Flows from Financing Activities			
Receipts			
Proceeds from Borrowings	8,707	-	8,707
Payments			
Repayments of Borrowings	(1,248)	-	(1,248)
Net Cash provided by (or used in) Financing Activities	7,459	0	7,459
Net Increase (Decrease) in Cash Held	246	(454)	(208)
plus: **Cash & Cash Equivalents at beginning of period**	4,212		6,724
Cash & Cash Equivalents at end of period	4,458	(454)	6,516

Attachment

People

Know, empower, celebrate, educate and activate our community.

2018-19 Operating & Capital Projects

Project Ref. No.	Operating Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
O.19.16	Publications - Prospect Magazine	66,500	-	66,500	12,300	On Track	The First Magazine Edition for 2018-2019 has been Completed with the revised format. Two remaining editions are scheduled for December and April.
O.19.17	Events Grants	22,000	-	22,000	-	On Track	Applications for funding are now closed. Report on process to date and recommended awarding of grants to Council on 23/10/2018.
O.18.03	Web Site Design & Redevelopment	-	32,594	32,594	11,758	On Track	Development of website is almost complete with a launch due in November.
O.18.20	Reconciliation Action Plan - Implementation	-	4,576	4,576	4,714	Carry Forward	Remaining unspent budget of $4,576 from 17/18 carried forward into 18/19 for NAIDOC week event held in the first week of July 2018.
		88,500	**37,170**	**125,670**	**28,772**		

Project Ref. No.	Capital Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
C.19.10	Library Capital Book Purchases	112,000	-	112,000	87,666	On Track	Books provided through State Government Bookshop. Journal to reflect full yr $84K State Govt Grant is reflected in actuals, remainder of budget is Council contribution
		112,000	**-**	**112,000**	**87,666**		

Attachment

Place

Loved heritage, leafy streets, fabulous places.

2018-19 Operating Projects

Project Ref. No.	Operating Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
O.19.04	Increase in Watering Program	30,000	-	30,000	-	Not Started	Additional watering will occur in summer in response to prevailing weather conditions.
O.19.05	White Cedar Tree Program (Project)	30,000	-	30,000	-	Not Started	Planting to be completed May 2019.
O.19.07	Charles Cane Parndo Yerta Design Development	60,000	-	60,000	-	On Track	Select quote being prepared for distribution in December
O.19.09	Heritage Grant Program	15,000	-	15,000	-	On Track	Funds disbursed as private works completed and reimbursement requested throughout 2018/19.
O.19.11	City Wide Public Art Roundtable	27,000	-	27,000	10,705	On Track	To deliver a City Wide Public Art Program of small initiatives, grants and community incentives that improve the local amenity and provide positive public experiences in a range of public areas within the City of Prospect.
O.19.20	Remediate Landscaping Prospect / Churchill Roads	20,000	-	20,000	-	On Track	Plantings to occur April and May 2019, assessment of other works underway
O.19.28	Green Tunnel	30,000	-	30,000	-	On Track	Plantings will be completed in October 2018
O.18.29	Housing Diversity & Desirable Neighbourhoods Study	-	40,000	40,000	2,290	Budget Review	Recommendation to 23rd October 2018 Council, Agenda Item 13.4 for budget review 1 of $40K to enable work on Phase 2 of study. This work will be inclusive of: 4 community forums and local street tours, modelling & testing of new housing initiatives, new zoning maps showing desired residential zones and policy areas.
O.18.BR3	Car Parking Development Fund Review	-	10,000	10,000	-	Carry Forward	Project Established by Council in March 2018 (Report 13.8). Consultant engaged. Carry Forward from 17/18 to fund completion.
		212,000	**50,000**	**262,000**	**12,995**		

Attachment

Place

Loved heritage, leafy streets, fabulous places.

2018-19 Capital Projects

Project Ref. No.	Capital Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
C.19.02	Pedestrian Kerb Ramp	25,850	-	25,850	-	On Track	Preparing list for works to commence January 2019.
C.19.08	George Whittle Redevelopment - Stage 1	900,000	-	900,000	10,491	On Track	Tender completed, contractor engaged. Project is ready to commence January 2019.
C.19.28	World War Two Honour Boards & Mural	20,000	-	20,000	-	On Track	Meetings to occur with The Prospect Local History Group to consult on the content for the WW2 Honour Boards and create a Mural at the Air Raid Shelter grounds.
C18.20	Public Art - Capital	-	7,159	7,159	210	Carry Forward	Carry forward of budget to fund final payments in 18/19 for Public Art installations - "The Team" and "Banding Together". Delayed due to consultation with RSL regarding the location of "Banding Together". Both projects currently underway with completion anticipated by December 2018.
		945,850	**7,159**	**953,009**	**10,701**		

Attachment

Prosperity

More jobs, more investment, more activity, more vibrancy.

2018-19 Operating & Capital Projects

Project Ref No.	Operating Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
O.19.14	Prospect Road Destination Marketing	10,000	229	10,229	95	On Track	The Ladies in Blank event was successful held in September, planning for Christmas on Prospect is underway amongst other initiatives.
O.19.15	Digital Economy Strategy Implementation	66,000	-	66,000	17,866	On Track	Innovative Economy Strategy is currently being developed, Innovation Precent study underway. Network Prospect events are continuing.
		76,000	**229**	**76,229**	**17,961**		

Project Ref No.	Capital Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
C.18.15	Developer Partnership Grant Program	-	118,800	118,800	31,900	On Track	One application has been received and is being assessed. Carry forward budget from 2017/2018.
C.18.BR3	GigCity	-	49,945	49,945	-	OnTrack	The budget was a carry forward from 2017-18. A contractor has been engaged and works expected to be completed by December 2018.
		-	**168,745**	**168,745**	**31,900**		

Attachment

Services

Leaders of the sector providing efficient, responsive, accessible services.

2018-19 Operating & Capital Projects

Project Ref No.	Operating Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
O.19.01	Civic Centre and CLIC Transition	90,000	-	90,000	33,538	On Track	Costs incurred to date are ongoing costs associated with lease of Walkerville site and additional IT fibre costs incurred during transition period. Transition 2 (exit of Town Hall) scheduled for December 2018.
O.19.02	Periodic Election / Electoral Roll	90,000	-	90,000	1,088	On Track	In conjunction with the Electoral Commission of SA, the Election is scheduled for November 2018. Project costs will predominately impact the Second Quarter.
O.19.03	Local Government Performance Excellence Program	7,750	-	7,750	-	On Track	Council data has been collated and submitted. The benchmarking report for is anticipated to be received by end of December 2018, subject to all participant Councils (Internationally) having submitted their data on time.
O.19.06	Service Reviews	35,000	-	35,000	-	Not Started	Following the Completion of the First Service Review (Customer Service and Library), a Second Review Project under the same engagement will be initiated. Areas of focal interest have been sourced from the Management Team with a final decision of which yet to be confirmed.
O19.08	PLEC Prospect Rd - Regency to boundary	502,618	-	502,618	-	On Track	SAPN have advised that project will be completed by Jan 2019.
O.18.02	Depot Relocation	-	40,000	40,000	-	On Track	Site evaluation continuing, Carry forward budget from 2017/2018
	CLIC Consultation	-	-	-	2,127	-	Necessary costs in relation to Community Consultation for CLIC project. To be funded from land sale income and unable to Capitalise.
O.18.23	Digital Transformation - Facilities Booking System	-	7,433	7,433	-	On Track	A report will go to Council in December recommending the preferred software solution.
O.18.22	Community Portal Implementation	-	-	-	-	-	-
O.18.31	Flood Impacted Properties Stormwater Assessment	-	38,444	38,444	1,200	On Track	Report due from consultant in January 2019. Carry forward budget from 2017/2018
O.18.BR3	Audit of Asbestos in Council Buildings	-	5,047	5,047	4,860	Completed	Carry forward budget from 2017/2018
		725,368	**90,924**	**816,292**	**42,813**		

Attachment

Services

Leaders of the sector providing efficient, responsive, accessible services.

2018-19 Operating & Capital Projects

Project Ref No.	Capital Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
C.19.01	Community Hub, Library & Innovation Centre (CLIC)	14,830,000	157,715	14,987,715	1,090,263	On Track	The overall budget and progress of expenditure (cash flow) for the CLIC project continues to be monitored closely by the project team, with independent advice and analysis provided by Rider Levett Bucknall in consultation with Project Managers Jim Allen & Associates and the Managing Contractor, Kennett Pty Ltd. The outcomes of these regular monthly reviews are reported to the Project Executive Group, the Audit Committee and Council. Overall monthly expenditure is behind what was initially predicted at concept design stage, although works on site (and hence expenditure) are beginning to track in line with expectations, following the completion of design documentation and engagement of key trades. A revised construction program and budget forecast will be developed for reporting to Council, with any changes to budget forecast to be reflected in future budget reviews.
C.19.03	Road Design/Reconstruction (Capital)	1,517,410	-	1,517,410	1,865	On Track	Design and reconstruction / reseal of roads within City of Prospect as per the asset management plan. Delivery has commenced with Rosetta Street and patching on all identified roads.
C.19.04	Kerb and Gutter Constructions	368,912	-	368,912	16,967	On Track	Design and reconstruction / reseal of roads within City of Prospect as per the asset management plan. Delivery has commenced with Rosetta Street and patching on all identified roads.
C.19.05	Drainage Design/Construction	74,202	-	74,202	-	On Track	Currently identifying works, due to commence from January 2019.
C.19.07	Fleet Management - Capital Acquisitions	215,000	96,918	311,918	136,892	On Track	Fleet management programme to be completed by December 2018, budget comprises a partial carry forward budget from 2017/2018.
C.19.09	PC and Monitor Stock Increase	6,040	82,400	88,440	-	Not Started	Equipment replacement to be sourced following Transition 2 (exit Town Hall) Project.
C.19.11	Elected Member iPads	9,045	3,600	12,645	-	Not Started	iPads will be available for Elected Members from the November 2018 Council Meeting.
C.19.32	Flood Mitigation - Prospect North West	130,000	114,350	244,350	-	On Track	Generator ordered 6 week with delivery lead time and play equipment design underway. Carry forward budget from 2017/2018.
C.19.33	Footpath & Landscaping - Prospect Rd	665,000	-	665,000	1,673	On Track	Detailed design completed, to commence when immediately after completion of PLEC works by SAPN.
C.18.23	Connected Cities	-	256,900	256,900	-	OnTrack	Following an open tender a contractor has been engaged, stage 1 of 2 to be completed by December 2018 with the stage 2 due for completion by May 2019. The budget was a carry forward from 2017-18.
C.18.25	Stan Watson Park Expansion & Flood Mitigation Work	-	86,440	86,440	7,931	On Track	Generator ordered with a 6 week delivery lead time. Play equipment design underway. Carry forward budget from 2017/2018.

Attachment

Services

Leaders of the sector providing efficient, responsive, accessible services.

2018-19 Operating & Capital Projects (cont.)

Project Ref No.	Capital Project	Original Budget 2018-19	BR1 Adjustment	Proposed Revised BR1 Budget 2018-19	Actual to 30 September 2018	Project Status	Project Comment
C.18.35	Alexandra St Prospect Reconstruction	-	329,872	329,872	325,180	Completed	Works completed July 2018. Carry forward budget from 2017/2018.
	Main North Rd/Johns Rd Sale Expenditure (CLIC)	-	-	-	104	-	Sale Costs Incurred to be Funded from Sale Proceeds. Settlement in the 2018-2019 Financial Year.
		17,815,609	**1,128,195**	**18,943,804**	**1,580,874**		

TOTAL OPERATING PROJECT EXPENDITURE	**1,101,868**	**178,323**	**1,280,191**	**102,541**
Total New / Upgrade Asset	**8,224,000**	**400,444**	**8,664,424**	**18,631**
Total Renewal Asset	**10,649,459**	**903,655**	**11,513,134**	**1,692,509**
TOTAL CAPITAL PROJECT EXPENDITURE	**18,873,459**	**1,304,099**	**20,177,558**	**1,711,140**

Attachment

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2018-19	Proposed BR1 Adjustments			Proposed Revised BR1 Budget	Comments	Fav / Unfav
		Recurrent	*Projects*	*Total*			
	$ '000	$ '000	$ '000	$ '000	$ '000		
Income							
Rates Revenues							
Recurrent Income							
Rates - General Fines and Interest		(15)	-	(15)		Revised forecast for rates fines and interest in 2018/19	✘
Rates - General Income		27	-	27		Increase in rates income collected	✓
Rates - General Mandatory Rebate		(4)	-	(4)		Under provision for rates mandatory rebates	✘
Rates - Legal Income		(29)	-	(29)		Revised forecast for rates legal income	✘
Total Rates Revenues	20,932	(21)	-	(21)	20,911		
Statutory Charges							
Recurrent Income							
Total Statutory Charges	519	-	-	-	519		
User Charges							
Recurrent Income							
Project Income				-			
Total User Charges	188	-	-	-	188		
Grants, Subsidies and Contributions							
Recurrent Income							
Financial Assistance Grants - Local Road Grant		6		6		Adjustment to reflect final grant allocation from grant comission	✓
Financial Assistance Grants - General Purpose Grant		4		4		Adjustment to reflect final grant allocation from grant comission	✓
Supplementary Roads Funding		(4)		(4)		Adjustment to reflect final grant allocation from grant comission	✘
				-			
Project Income				-			
Total Grants, Subsidies and Contributions	2,022	6	-	6	2,028		

Attachment

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2018-19	Proposed BR1 Adjustments			Proposed Revised BR1 Budget	Comments	Fav / Unfav
		Recurrent	*Projects*	*Total*			
	$ '000	$ '000	$ '000	$ '000	$ '000		
Income (cont.)							
Investment Income		-		-			
Total Investment Income	160	-	-	-	160		
Reimbursements							
Recurrent Income							
Total Reimbursements	13	-	-	-	13		
Other Income							
Recurrent Income				-			
Project Income							
Total Other Income	104	-	-	-	291		
Net Gain - Equity Accounted Council Businesses							
EHA JV Profit		-		-		-	✓
	-	-	-	-	-		
Total Income	23,936	(14)	-	(14)	24,109		

Attachment

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2018-19	Proposed BR1 Adjustments			Proposed Revised BR1 Budget	Comments	Fav / Unfav
		Recurrent	*Projects*	*Total*			
	$ '000	$ '000	$ '000	$ '000	$ '000		
Expenses							
Employee Costs							
Total Employee Costs	8,426	-	-	-	8,426		
Materials, Contracts & Other Expenses							
Recurrent Expenditure							
Financial Management - Emergency Services Levy		7		7		New State Government has reintroduced remission for the Emergency Services Levy.	✓
Rates Expense - Legal Payments		26		26		Revised forecast for rates legal payments in 2018/19	✓
Publicity & Publications (COMMS)		5		5		Reallocation from Communications to Brand Prospect	✓
Brand Prospect		(5)		(5)		Reallocation from Communications to Brand Prospect	✘
Financial Management - Other Consultants		86		86		Reallocation to fund Council PC Stock replacement	✓
Project Expenditure							
Reconciliation Action Plan - Other External Services			(5)	(5)		Budget Carry Forward from 2017/2018	✘
Web Site Design & Redevelopment			(33)	(33)		Budget Carry Forward from 2017/2018	✘
Car Parking Development Fund Review			(10)	(10)		Budget Carry Forward from 2017/2018	✘
Prospect Road Destination Marketing			(0.2)	(0.2)		Budget Carry Forward from 2017/2018	✘
Flood Impacted Properties Stormwater Assessment			(38)	(38)		Budget Carry Forward from 2017/2018	✘
Depot Relocation			(40)	(40)		Budget Carry Forward from 2017/2018	✘
Digital Transformation - Facilities Booking System			(7)	(7)		Budget Carry Forward from 2017/2018	✘
Audit of Asbestos in Council Buildings			(5)	(5)		Budget Carry Forward from 2017/2018	✘
Housing Diversity & Desirable Neighbourhoods			(40)	(40)		Agenda Item 13.4, Council 23 October 2018. Funding to deliver phase 2 of study which ensures engagement, modelling and mapping components are adequately resourced.	✘
Total Materials, Contracts & Other Expenses	10,471	119	(178)	(59)	10,530		
Depreciation, Amortisation & Impairment							
Total Depreciation, Amortisation & Impairment	3,857	-	-	-	3,857		
Finance Costs							
Total Finance Costs	889	-	-	-	889	-	✓

Attachment

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2018-19	Proposed BR1 Adjustments			Proposed Revised BR1 Budget	Comments	Fav / Unfav
		Recurrent	*Projects*	*Total*			
	$ '000	$ '000	$ '000	$ '000	$ '000		
Net loss - Equity Accounted Council Businesses							
Total Net loss - Equity Accounted Council Businesses	-	-	-	-	-		
Total Expenses	23,643	119	(178)	(59)	23,703		
Operating Surplus / (Deficit)	292			113	406		
Asset Disposal & Fair Value Adjustments							
Total Asset Disposal & Fair Value Adjustments	1,303	-	-	-	1,303		
Amounts Received Specifically for New or Upgraded Assets							
Total Amounts Received Specifically for New or Upgraded Assets	618	-	-	-	805		
Physical Resources Received Free of Charge							
Total Physical Resources Received Free of Charge	-	-	-	-	-		
Net Surplus / (Deficit)	2,214	-	-	113	2,514		
Other Comprehensive Income							
Total Other Comprehensive Income	-	-	-	-	-		
Total Comprehensive Income	2,214	-	-	113	2,514		

Attachment

AGENDA ITEM NO.: **13.6**

TO: Council on 23 October 2018

DIRECTOR: Cate Hart, Chief Executive Officer

REPORT AUTHOR: Jo-Ann Tanti, Manager Governance & Administration

SUBJECT: City of Prospect Annual Report 2017-2018

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1. EXECUTIVE SUMMARY

Council prepares a report each year to comply with 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 2017-2018.

The final Annual Report will be published on Council's website, with copies made available for public viewing at the Prospect Library, Main North Road and further submitted to regulated authorities and distributed to the community (upon request).

2. RECOMMENDATION

(1) Council having considered Item 13.6 City of Prospect Annual Report 2017-2018, endorse the Annual Report (as provided under separate cover), subject to minor administrative changes and the inclusion of the 2017-2018 Audited Financial Statements.

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3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Local Government Act 1999* Section 133 and Schedule 4
- *Local Government (General) Regulations 2013 Regulation 10*

Strategic Plan to 2020

Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Theme 2 – Place "Loved heritage, leafy streets, fabulous places"

Theme 3 – Prosperity "More jobs, more investment, more activity, more vibrancy"

Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Intelligent Community Indicators

There are no direct links to the indicators.

4. REGIONAL IMPACT

City of Prospect Annual Report provides limited direct benefit or detriment on a regional perspective. The report outlines Councils involvement with regional subsidiaries, Eastern Health Authority and East Waste, formed in accordance with Section 43 of the *Local Government Act 1999.*

5. COMMUNITY INVOLVEMENT

No community engagement was undertaken in the preparation of this report although it is required that a copy of the Annual Report remains available for public inspection at the Principal Office and further as determined by the Chief Executive Officer.

6. DISCUSSION

The Annual Report is a significant document that measures accountability 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 2017-2018 has been prepared in accordance with the requirements of the *Local Government Act 1999* including the detailed obligations described in Schedule 4 and associated regulations.

The audited Annual Financial Statements 2017-2018, along with the annual reports of regional subsidiaries, will be appended to the annual report before publication.

Council's Annual Report will be available for viewing at the Prospect Town Hall (Principal Office) 126 Prospect Road, Prospect until relocation during December 2018 and thereafter the Prospect Library, 1 Thomas Street, Nailsworth, where a hard copy may be purchased on payment of a fixed fee upon request.

Access will be available online to either view or download from Council's website.

Financial and Resource Implications

There will be no known resourcing implications associated with the delivery of this decision.

7. CONCLUDING STATEMENTS

City of Prospect Annual Report 2017-2018 is provided for Council's adoption as having complied with the information prescribed by legislation and will be distributed to the legislated bodies by the prescribed date of 31 December 2018.

ATTACHMENTS

City of Prospect Annual Report 2017-2018 **(provided under separate cover)**

AGENDA ITEM NO.: **13.7**

TO: Council on 23 October 2018

DIRECTOR: Chris Birch, Acting Director Corporate Services

REPORT AUTHOR: Jo-Ann Tanti, Manager Governance & Administration

SUBJECT: Audit Committee Service Reviews Summary

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1. EXECUTIVE SUMMARY

The Audit Committee (the Committee) provides independent oversight of Council's financial governance with a key role of providing suggestions and recommendations to Council and management on actions that will benefit our community.

Council's Strategic Plan, targets service reviews as an opportunity to ensure service visibility and improve the customer experience, with such reviews supporting continuous improvement in the pursuit of best practice approaches.

The reviews for Library & Customer Services were undertaken with a set of principles that discuss whether a service is appropriate, effective and efficient; conditions that are relevant to the Committee's remit as described in their Terms of Reference for process efficiency and improvement, and in guiding continuous improvement to drive operational efficiencies across Council's core business in an evolving environment.

This report outlines the process undertaken to reach a set of recommendations for administration to evaluate and progress, and further to impart the responsibility of ongoing service reviews to the auspice of the Committee, which provides assurance regarding protocols and systems.

2. RECOMMENDATION

(1) The Council having considered Item 13.7 Audit Committee Service Reviews Summary receive and note the report.

(2) That the Audit Committee include in the Risk & Audit Work Plan 2018 – 2020 a continuous improvement program of council service reviews.

(3) That the Audit Committee provides ongoing (milestone) advice to Council on the progression of the Service Review program.

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3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Local Government Act 1999* Section 126
- City of Prospect Audit Committee Terms of Reference

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.2 Service delivery is visible to and appreciated by the community	Evaluating a process or set of activities and providing a transparent platform of continuous improvement; instils integrity and raises confidence in the provision of services to the community. Council strategy 4.2, seeks visibility and process efficiency, the service review program supports the delivery of these outcomes.

Intelligent Community Indicators

There are no direct links to the indicators.

4. REGIONAL IMPACT

Improvements to the delivery of Council's services may advance our position when measuring operational performance against similar organisations.

5. COMMUNITY INVOLVEMENT

No community engagement was undertaken in the preparation of this report.

6. DISCUSSION

Background

On Monday 15 October, the Committee held a scheduled meeting, receiving an item that outlined the scope and process undertaken to review the activities of two teams. As a result, the following extracted recommendation is provided for Council's consideration:

Item 7.7 Service Review Summary – Library & Customer Services

Council receive summary advice on the progression of the Service Review program, and endorse the inclusion of this program within the Risk & Audit Work Plan 2018-2020.

The Process

The Service Reviews were conducted as summarised below:

1. Scope – to confirm the specific focus area of each review;
2. Understand Current State
    - Meetings with management to understand their perspectives;
    - Gather existing data sources, including KPI definitions, data logs, existing reports;
    - Perform basic analysis and initial evaluation;
    - On-site observation of activity.

3. Analysis and synthesis:
    - Deeper data analysis, trend identification;
    - Gather comparative data (e.g. benchmarks or comparison pricing);
    - Further investigation (nature of this is dependent on the analysis findings. For example, if customer complaints are a big issue, maybe speak with customers directly, or with council officers);
    - Develop hypotheses and find any supporting evidence;
    - Explore ongoing opportunities/impacts to be considered.

4. Conclusions and recommendations:
    - Develop potential scenarios and analyse each scenario;
    - Create final observations and conclusions with prudent treatment options to be applied;
    - Confirm recommendations

5. Present findings:
    - Create final documentation;
    - Present findings to management (and others as requested by management);
    - +/- Present findings to a broader audience

Regular get-togethers were conducted, including the review leaders (area managers) and team members, with the facilitating consultant and stakeholders consulted at key times.

Findings

The service review findings were presented to Committee in summary, with the key recommendations having an initial risk rating and prioritised within proposed timeframes for action by council officers.

Future Service Reviews

It was originally anticipated that a report be presented to Council in August 2018, outlining the outcome of the Library and Customer Services Reviews. In accordance with 'Clause 3.6 Process Efficiency and Improvement' of Audit Committee Terms of Reference 2016, council officers are proposing to continue the service review regime within the Audit Committee's remit, referring matters for Council determination accordingly.

Further work will be carried out in the interim to determine the services to be reviewed during this financial year (2018-2019) and for inclusion in the Committee's Risk & Audit Work Plan 2018-2020 and associated Action List.

The outcomes will be based on the 2017 Resident Satisfaction Survey data and aim to support the priorities for delivery of Council Strategy 4.2 'Service delivery is visible to and appreciated by the community'.

Financial and Resource Implications

The Annual Business Plan 2018-2019 includes a financial allocation of $35,000, providing for targeted surveys of our residents and ratepayers to measure sensitivity on levels of current services.

7. CONCLUDING STATEMENTS

The service provided by Audit Committee is critical to ensuring the ongoing system improvements of Councils corporate governance and internal control environment. The vitality of audit, risk and compliance oversight; raises community confidence and ensures performance and efficiency hold an esteemed position within Council's concern.

ATTACHMENTS

Nil

AGENDA ITEM NO.: **15.1**

TO: Council on 23 October 2018

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Chris Newby, CLIC Project Lead

SUBJECT: Project Update – Community Hub, Library & Innovation Centre (CLIC)

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1. EXECUTIVE SUMMARY

The design of the CLIC is largely complete, with a high quality of finishes and detailing achieved throughout. Finer grain detail continues to be refined to maximise functionality and quality in the finished product.

Signage and wayfinding has been a recent focus, while artist integration is being further developed in consultation with Council's Gallery Coordinator (who has secured grant funding for concept design of a potential major hanging artwork in the entrance void of CLIC). Elements of the Vine Plaza Integration Plan are progressing through design development, as well as a number of other 'below the line' items as previously endorsed.

Since the September 2018 report, construction progress has continued with the bondek and concrete slab to the upper ground level completed. This is starting to show the shape of the entrance from Prospect Road which is an exciting step forward for the Project.

From a financial perspective, project expenditure through to the end of September remains behind the revised forecast prepared by Rider Levett Bucknall, although the cashflow trajectory has improved and expenditure is increasing in parallel with projections. A review of the program has been undertaken as previously anticipated in light of the increased quality and detailing that has been achieved within the allocated budget. The team are continuing to collaboratively refine the program before a final recasting of the program is undertaken, which will also inform an updated cash flow projection. The revised program and cashflow projections are proposed to be provided to Council in an overall update in November 2018.

The sale of the sites on Prospect Road and Main North Road as part of Council's funding strategy is progressing in accordance with contractual expectations, with plans for the redevelopment of two of the three sites progressing well and plans for the remaining site fronting Main North Road expected soon.

Work has also commenced on the process required to attract the tenants for the CLIC level 2 commercial tenancy (or tenancies), as well as the ground floor café tenancy, with Council's Business and Innovation Directorate driving that outcome.

Project risks continue to be monitored and mitigated by the project team, in consultation with Council's Risk Officer. A new risk has been identified for mitigation, being the Revised National Heavy Vehicle Legislation (which came into effect 1 October 2018) and

which is to be considered as part of Council's "chain of responsibility" requirements within contractual arrangements with external parties.

2. RECOMMENDATION

(1) Council having considered Item 15.1 Project Update – Community Hub, Library & Innovation Centre receives and notes the progress update for the Community Hub, Library and Innovation Centre for the period 26 September 2018 until 23 October 2018.

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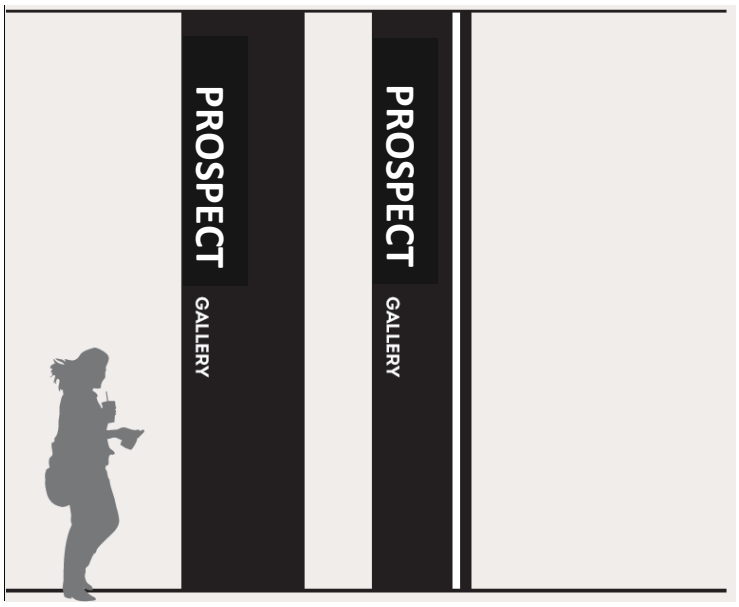
3. DISCUSSION & BACKGROUND

CLIC Architectural Design

The architectural design process is largely complete, with JPE updating the construction drawings to reflect the endorsed changes to the Level 1 Large Meeting / Event Space. Other design refinement has included exploration of possible of alternate light fittings for the façade lighting to achieve greater control over the intensity and spread of light across the façade screen. Finer grain detail is also being finalised, such as the hanging system to be installed in the entry foyer to cater for the future suspended artwork, and the integration of a building information display, which will show water and power usage (and generation) for all visitors.

Work continues on refining the signage and wayfinding package, with feedback from Council (from Workshop), the Community Reference Group (CRG) and senior staff influencing the work undertaken by Elevation Design in collaboration with JPE Design Studio. The collaborative approach has ensured a high quality and simply elegant solution that will clearly guide people through the facility, while highlighting key areas such as the gallery (as indicated below).

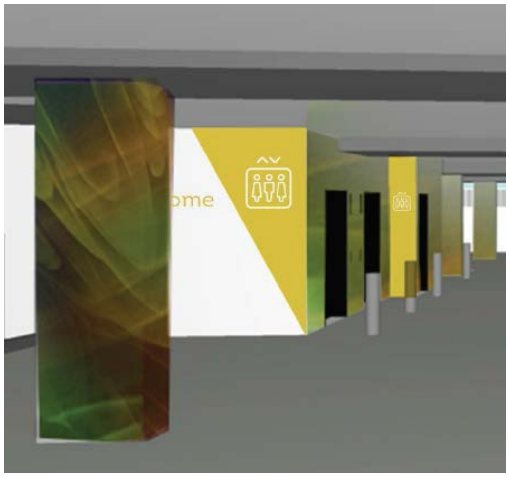


Feedback from the CRG confirms a preference for the Council logo (to be located above the customer service area) to be established with a timber finish rather than the option of the corporate colours (red and green). This is also the outcome preferred by the architectural design team and signage specialist, and is supported by the Project Executive Group as a more sympathetic element within the main entry foyer.

The artist integration component of the work has also progressed, to the extent that the 'Prospect posters', 'History of Australia mural reinterpretation' and 'History Lightboxes' on Level 1 are now locked in. The remaining identified artist integrations (such as the Children's Area, Mosaic Bench and Basement Car Park pillars and wall) are proposed to be delivered as separate projects involving engagement of local artists in consultation with Council's Manager Arts, Gallery and Events and either the Prospect Arts Action Network or the City Wide Public Art Roundtable.

Council's Gallery Coordinator has been successful in an application to the Arts South Australia's Public Art and Design Program, securing $15,000 in grant funding. The grant money will be used to engage three artists to develop a concept each (in the form of a scale model or 'maquette') for the large artwork to be displayed in the CLIC Entry Foyer. The preferred concept will be the subject of another grant funding application in the future.

Wayfinding from the rear carpark has also been finalised (as below), with clear messaging and simple graphics developed through the exploration of numerous options.



The furniture selection process is ongoing, with staff undertaking a comprehensive review of the furniture schedule developed by the architects with a view to reducing expenditure where possible whilst maintaining the desired quality. This has included opportunities for reuse of existing furniture, particularly in respect of staff areas and pop-up furniture for occasional use within the Eliza Hall. A final session with the CRG and Councillors will be undertaken once the preferred selections have been identified.

CLIC Project Program and Milestones

Activity on site continues at a good pace, with the pouring and post-tensioning of the eastern half of the upper ground level bondek slab occurring in the first week of October, with the western half completed the following week (as below). This is a significant milestone as it gives substance to the expanse that will become the new

ground floor of the CLIC, and home to the library, art gallery and customer service areas.

The southern end of the car park was also completed and reopened for community use (as below), following its temporary closure which was to achieve regrading, resurfacing and line marking. The period of closure was shorter than anticipated and the community responded well to the change in parking opportunities during the closure period.

Kennett provide a monthly update to the Project Control Group, which includes an overview of the activities being undertaken as well as works that are programmed for the next month. This overview is supported by detailed short-term programs, which the Builder reports against to the Project Manager. Activities on-site for October are/were:

- Concrete slab to upper ground (poured in two stages – east then west, with post-tensioning)
- Lift and stair shaft concrete between upper ground and level 1
- Structural steel between ground and first floor (targeted for commencement 24 October with steel in fabrication underway at start of October)
- Upper ground precast to level 1

Activities scheduled for November are:

- Structural steel – western deck
- Concrete slab to first floor
- Lift and stair shaft concrete
- First floor precast
- Town Hall roof adjustment

Of note is that adjustments to the Town Hall roof are required as part of the works at the interface between the new building and the heritage-listed Town Hall, comprising roof framing, box gutters and re-sheeting of the roof. This work is scheduled to commence 15 November and be completed by 3 December, with a section of the Eliza Hall roof (and internal area below) moved into the construction area during this time. This will result in some minor restrictions internally to ensure safety is maintained, although works are being coordinated to occur outside of when activities and events are scheduled for the Town Hall to ensure safety for occupants.

The site supervisor maintains a detailed and flexible program that ensures the key dates in Council's endorsed program are met. The current project program is summarised in the following table, which is subject to change slightly, based on the review now that detailed design and tendering is complete.

A revised program will come to Council in November 2018. A continuing focus for the 11 months remaining in the project is quality and timeliness, whilst works that are occurring on site in the immediate future include:

Milestone	**Program Date**	**Forecast Date**	**Actual Date**
Site Establishment	26-29 March	26-29 March	26-29 March
Demolition	4 April – 4 May	4 April – 18 May	4 April – 18 May
Civil Excavation	8 May – 21 May	16 May – 30 May	Completed 12 July
Bored Piers (structural)	22 May – 12 June	30 May – 20 June	Completed 20 June
Disposal of contaminated soil	Not initially programmed	27 June – 6 July	Disposal completed 31 July (stockpiling completed 6 July)
Concrete Foundations incl. Lift Pit	11-31 July	17 August – 6 September	9 August – 11 September
Precast Panels to Basement	1-7 August	7 – 13 September	Completed 13 September
Main Project Works (key stages in main works outlined below)	31 July 2018 - 16 Aug 2019	31 July 2018 - 16 Aug 2019	Commenced 9 August
• Form and pour stair and lift shaft walls	20 July 2018 – 9 August 2018	31 Aug 2018 – 11 Sept 2018	Completed 11 September
• Form and pour ground floor concrete beams and slab	23 Aug 2018	25 Sept 2018	**Completed 2 October**
• Steelwork ground to first floor	11 Oct 2018	25 Oct 2018	Anticipated commencement 24 October

The above table will be adjusted in coming months to look forward at more of the tasks remaining through the construction program.

The timing of future stages of project works (beyond those identified above) will be detailed in the November report to Council. Of note is that project delivery to date is behind schedule when compared with the program endorsed by Council, as was previously reported to Council in September, albeit as compared against the program developed when the project was still in concept design. A factor contributing to this outcome is the structural engineering approach required for the desired spans within the building whilst achieving the necessary structural stiffness for a building that is fully glazed on three sides, which has led to a combination of structural steel, tilt-up panels and in-situ concrete being used.

The apparent slow progress has been a significant concern to our Project Staff and one which has led to ongoing robust discussion amongst the project team, as it has the potential to increase construction costs. Advice from the Project Manager is that the additional cost would not be substantial and would be within the allocated project contingency, while the additional time is necessary to achieve the level of quality that has been achieved. The potential risk to service continuity has been relieved through the prior negotiated extension of the lease to the Thomas Street Centre (to December 2019), and the existing length of the Walkerville depot lease (to February 2020, with the option for early exit).

Following discussion between the Project Manager and senior Council staff, the Mayor met with the Project Manager and Builder to discuss the draft updated program. In those discussions, the potential extension of the original program end-date was clarified. It was noted that there are additional quality and scope elements that has been included in the project through the design development and documentation phases and these should be kept as part of the project, as well as the previously mentioned structural considerations.

From an overall project perspective (taking into consideration the recognised triple constraint of project management – time, cost and quality), it is considered that extending the program would be a preferred option if necessary, rather than reducing the quality (or scope) of the project, or increasing its cost. A report will be provided to Council (anticipated in November 2018) once the update to the program and costings have been completed, which will follow an in-depth session held with key trades and the project team prior to the end of October 2018.

CLIC Communications

Updated Banner Mesh

The new banner mesh has been installed above the pedestrian raceway on Prospect Road, while the old banner mesh has been relocated to the rear of the site. Reuse of the banner mesh along the southern portion of the rear fence has reduced opportunity for people to look into the site from the car park, which in turn reduces the temptation for people to linger within this area (thereby improving safety in this vehicle thoroughfare).

The best views into the construction site remain available from Prospect Road (through the circular cutouts of the hoarding), as well as from Vine Plaza and the southern end of the car park (as above).

Deck Installation - Temporary Parking Reduction

The installation of the deck to the rear of the CLIC building requires the temporary relocation of the builders fencing, which will restrict access through the site (from Olive to Vine) and reduce the number of on-site parking spaces available. This work is scheduled to commence on 5 November, with the restrictions in place for one week. The changes to site conditions have been communicated to nearby residents and business owners, as well as being publicised on Council's website and social media.

Concrete Pour to Level One – Early Works Commencement

The concrete pour to the Level 1 floor is a significant operation, being detailed as a single pour of some 800m² in area (and containing a substantial 120m³ of concrete). This operation is scheduled to occur on 14 November, and requires an early start (5am) and late finish (8pm) to enable this to be completed as a single pour.

For activities such as this, the immediately affected neighbours are advised in writing of when early works are required, so that the additional activity and noise on site does not come as a surprise. It is noted that concrete pours are typically an activity where permission is granted (under the Environment Protection Act) for early commencement to occur, due to the impact that weather can have on the structural integrity of concrete.

Concerns have been raised with the builder about the impacts that early works can have on neighbours, and every effort is being made to reduce the number of early starts required as part of the project. This is of particular concern in relation to community sentiment, as Council is responsible for ensuring builders comply with EPA guidelines in relation to construction activities. Discussions will be held with immediate neighbours in the lead-up to 5 November so any noise minimisation or expectations can be discussed, as part of an engagement process that includes a letterbox drop and (repeated) doorknocking to explain the noise mitigation strategies that will be employed by the project team.

Webcam Time-lapse

A webcam has been established on site, which is mounted to one of the car park light poles and provides a bird's eye view of the developing project (as below).

This unique perspective of the project will be made accessible via the Engagement Hub website https://cityofprospect.engagementhub.com.au/ to provide regular updates of construction activity.

Financial Overview

Independent Financial Report

Rider Levett Bucknall (RLB), Council's quantity surveyor for CLIC, prepares a monthly report for the Project Control Group to show project expenditure to date and projected future expenditure. Their October 2018 report shows the following:

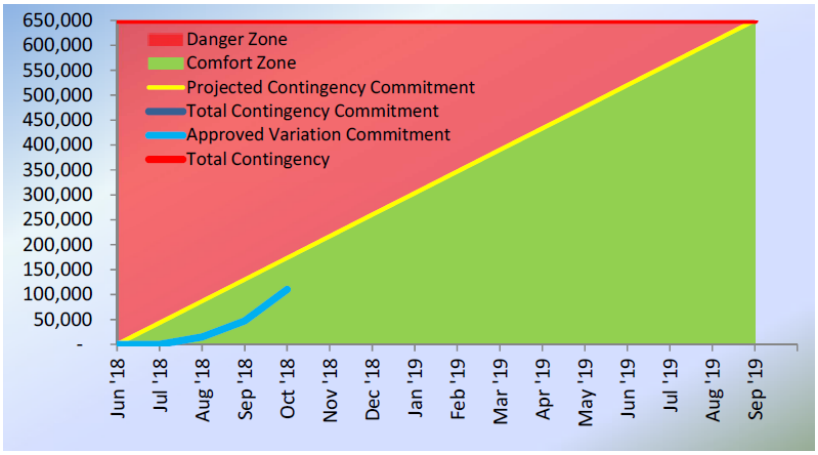
Cost Centre	Current Budget	Committed to Date	Variations VM Items & Below Line Items	Forecast Yet to Commit incl Trade Allowances	Expected Final Cost	Variance
Managing Contractor	$1,105,758	$1,105,758	-	-	$1,105,758	-
Trade Works	$12,894,618	$11,951,133	$530,685	-	$12,481,818	($412,800)
VM Savings	Nil		($28,000)	-	($28,000)	($28,000)
Contribution for Demolition	($110,000)	($110,000)	-	-	($110,000)	-
Sundry Builders Works	$82,124	-	-	$82,124	$82,124	-
Signage & Wayfinding	$102,500	-	-	$102,500	$102,500	-
Trade Preliminaries	$500,000	$274,110	$155,964	$24,449	$454,523	($45,477)
AV/ICT	$200,000	$100,000	$20,000	$100,000	$220,000	+$20,000
Furniture & Equipment	$700,000	-	-	$700,000	$700,000	-
Letting Gains / (Losses)	Nil	-	-	-	-	-
Below Line – Pergola	Nil	$40,000	-	-	$40,000	+$40,000
Below Line – Irish Harp	Nil	-	$35,756	-	$35,756	+$35,756
Below Line – Lift 2	Nil	-	$110,000	-	$110,000	+$110,000
Below Line – Façade Lighting	Nil	-	$45,000	-	$45,000	+$45,000
Below Line – Stage Curtains	Nil	-	$24,000	-	$24,000	+$24,000
Extra Cost – Timber Floor/Stair	Nil	$46,404	-	-	$46,404	+$46,404
Statutory Charges	$75,000	-	-	$75,000	$75,000	-
Construction Contingency	$650,000	-	$110,174	$539,826	$650,000	-
Soil Remediation incl Fees	Nil	$202,730	$2,270	-	$205,000	+$205,000
TOTAL COST (excl GST)	**$16,200,000**	**$13,610,135**	**$1,005,849**	**$1,623,899**	**$16,239,883**	**+$39,883**

Of note is that another 'below the line' item has now been able to be included as part of the project, which will see curtains established to the new openings in the Town Hall (referred to by RLB as stage curtains) at an estimated $24,000, which is achievable through letting gains. These are not intended to temper noise transfer into the adjoining areas (which will be dealt with through the use of acoustic glass and seals on the doors to achieve an acoustic performance of Rw30), but will reduce sound reverberation within the Town Hall to improve acoustics when events are on in the Hall.

Extra costs totalling $46,404 for the herringbone blackbutt flooring and blackbutt stair treads and risers are also included (as shown in the above table). This market feedback is reflecting the higher quality of timber and the additional labour required for a parquetry-style lay. The extra cost for the change in timber (from the straight-lay Tasmanian Oak) is not insignificant in isolation, however in the context of the project is considered appropriate. It is reiterated that the design outcome adds substantial warmth and quality to this space and the additional cost remains in line with the overall project budget (total flooring costs including timber floors were previously $228,359). With the separate tendering of many components of the CLIC, there are several tenders over the original estimates, and pleasingly, many tenders where savings have been realised. It is noted that the flooring is a key feature of the building that can only be undertaken as part of the construction process, while the remaining 'below the line' items (as previously reported) are able to be delivered at later stages of the project if funding becomes available, or as separate projects if desired.

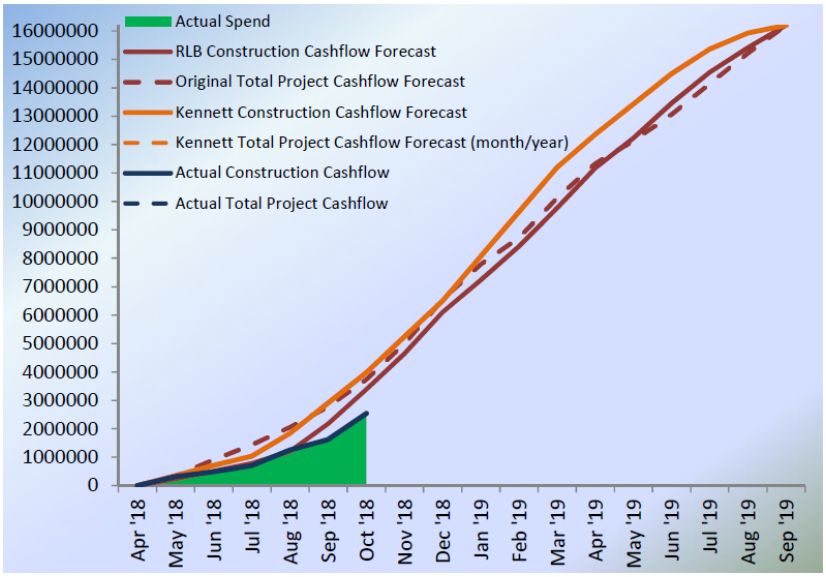
Following the recent tendering of remaining trade works packages by Kennett Builders, the total value of works committed to date is currently $12,568,222 (or 97.6% of the comparable trade budget of $12,894,618), which includes trade allowances totalling $705,085 across 26 different trade packages. These have been recommended by Kennett for scope of work items not included in pricing for tendered packages but are necessary to complete the works, with Council's quantity surveyors RLB (Rider Levett Bucknall) providing independent review of claimed allowance costs to ensure these are kept in check. The trade allowances are estimates only, and the team is confident that there will be additional savings as a result, which will be recognised upon completion of trade package works.

A Construction Contingency of $650,000 has been established within the base budget. The graph below indicates the cumulative usage of the construction contingency budget during the construction phase to date against a projected potential spend. At this point $110,174 construction contingency has been committed, including approximately $50,000 of pending variations.



Project Cashflow

RLB's updated forecast expenditure to October 2018 is $ 3,385,419, whilst Kennett's forecast is $3,975,000. Kennett's actual expenditure to end of October 2018 is $2,540,165. RLB anticipates that an updated cashflow forecast will be provided with the completion of tendering and an updated program developed with the trades.



Given that cash flow is behind predictions, staff continue to challenge the project team about potential risk to program, as if this trajectory continues then project completion will not align with expectations. The team have acknowledged that expenditure to date has not been in line with expectations, but anticipate that project expenditure will soon be back on track with the increased activity on-site over the next two-months and beyond.

It is noted that cash flow is not the only indicator of project success, and it is not seen as a high risk to the timing of project delivery. Nonetheless, in the event that additional time is required by the builder to complete the project, Council has previously negotiated an extension to its lease agreement on the Thomas Street Centre until the end of December 2019 as part of its risk mitigation strategy (as noted previously). Similarly, the Walkerville office accommodation is leased until February 2020, with the option to terminate the lease early. Whilst these strategies are in place, the project team continue to push for timely completion.

Sale of Council Assets – Main North Road, Johns Road and Gordon Road sites

As previously reported, contracts have been entered into with two separate parties for the sale of this key site (divided accordingly), which is home to the State Heritage listed Tram Barn, and currently home to Council's Depot operations.

The existing tenant at 218 Main North Road (the former milk depot) has been advised that their lease will not be extended beyond 31 December 2018, so as to ensure vacant possession of the site upon transfer to the purchasers at settlement. Settlement is scheduled to align with achievement of Development Plan Consent but will occur not later than May 2019, which aligns with the CLIC financial projections for timing of additional income.

The purchaser of 218 Main North Road and a portion of Johns Road containing the Tram Barn (comprising lots 98-102) has advised Council that their concept design is progressing well, in line with the expectations of their future tenant for the site, and that a development application will soon be lodged with Council. Council staff have encouraged the purchaser to engage with Heritage SA at their earliest opportunity to ensure the integrity of the Tram Barn and its setting are maintained.

The purchasers of 82-90 Johns Road (lots 103-106) have submitted their development application to Council for redevelopment of the site for three (two-storey) detached dwellings, 13 (two storey) group dwellings and an 18 dwelling (four storey) apartment building. This application is currently undergoing detailed assessment which includes consideration by Heritage SA (on behalf of the Minister for Environment and Water) in relation to potential impacts on the context of the adjacent State heritage listed Tram Barn.

Advice from Heritage SA confirms that the scale, materials and form of the proposed development responds appropriately to the heritage place, with articulated façades and appropriate finishes. Further, that the development will have an acceptable impact on the Tram Barn's heritage values, noting the distance separating the new building from the Tram Barn, and that it would not affect the context or primary views of the heritage place as it addresses Main North Road. This feedback will assist the team in seeking a final version of the proposal suitable for consideration by Council Assessment Panel (CAP).

An elevation and perspective view of the proposal is provided below for information purposes, noting that the assessment process is ongoing and the application will be determined by the CAP. Any members of the CAP must not form a view on the proposal until all plans and associated reports are presented, as per their Terms of Reference.

Sale of Council Assets – Prospect Road

The timing of the Prospect Road sale and settlement is an important element associated with the delivery of the CLIC project as the timing impacts on the cost of finance, which has flow-on effects in terms of the ability to fund "below the line" items. As confirmed in the executed contract for Prospect Road, the date of Settlement must take place between 15 April 2019 and 25 June 2019. The site will remain available to Council post-Settlement for use as part of the construction site, as necessary to complete works on the CLIC (as per the Vendor's Lease that forms part of the contract).

The purchaser has met with Council officers to discuss their proposal plans prior to submitting a development application, which should occur soon following pre-lodgement discussion with the government architect on 16 October 2018. The proposal comprises a mix of uses including high quality commercial and retail spaces (currently configured as three retail tenancies fronting Prospect Road at ground level, with three office tenancies to the rear), as well as a number of residential dwellings including 2 and 3-bedroom apartments and 3-bedroom townhouses, with undercroft / basement level car parking.

The building's height and façade elements have been established to complement the design characteristics of the CLIC, whilst reflecting the context of the broader locality. The axonometric view below illustrates the relationship of the building with the adjacent local heritage listed building and the intended application of artwork to the northern façade.

The eastern (Prospect Road) and northern elevations, as well as a perspective view of the proposal, also provided below to assist in understanding how the proposed building would sit within the context of the new Council building and the McGlashan Bros antique shop.

It should be noted that the State Commission Assessment Panel (SCAP) will be responsible for the assessment of the proposal, as the proposed building would be greater than four storeys in height (as the basement car park is included). The Office for Design and Architecture South Australia (ODASA) will also provide input to the SCAP through a Design Review Process.

The Council Assessment Panel (CAP) would also consider the proposal and provide feedback to the SCAP to assist in their decision-making process. Members of the CAP must not form a view on the proposal until all plans and associated reports are presented, in accordance with their Terms of Reference.

Leasing of Commercial and Café Tenancies

Council's Director Business and Innovation has commenced the process of identifying the ideal range of uses that could be accommodated within the ground floor café/ retail tenancy, to determine what type of activities could be established to complement and add to (rather than compete with) other café and retail activities within the Prospect Road Village Heart. The intent is also to ensure income targets are met, and Strategic Plan targets relating to vibrancy are contributed to. This work is occurring in parallel with informal consultation on the Vine Plaza Integration Plan (VPIP) options.

The final recommendations concerning ideal tenancy types will be informed by independent expert advice and in consultation with nearby businesses, with marketing material developed to assist in attracting the right tenants, whilst achieving the leasing income sought by Council. Advice is also being sought on the desirability of the Town Hall Basement as a leasable space, which will assist any future work on the VPIP.

Risk Analysis and Mitigation

Scope & Context

The identification and management of potential risks is an integral component to successfully managing and completing this project. Continual review of CLIC milestones

(timeframes) and any impacts remains at the forefront of the project teams' considerations.

The CLIC Project risk management and assessment process continues to be based on the following:

- Internal assessment across established risk categories – recorded in the bespoke (evolving) CLIC Risk Register
- Alignment of identified risks with recommendations provided by the independent Prudential Report and PEG
- Continual and relevant consultation across internal and external stakeholders
- Analysis of any impacts, affecting pre-determined mitigation strategies, against the current construction phase;
- Service Continuity & Provision – throughout all phases of transition and construction. This includes Transition 2 requirements.

Council's risk assessment process provides data analysis within a unique set of criteria, including potential financial exposure should mitigation strategies not be implemented or fail, traffic light system to visualise current treatment progress that mediate and/or minimise identified risks. The Traffic Light (Progress) System & Potential Financial Exposure - Bandwidth & Ranking is outlined below:

RED	• Not yet achieved • Treatment/mitigation process not fully realised/finalised, requires further analysis • May require independent / external expertise review
ORANGE	• Process underway • Mitigation methodology realised & progressing • Further impacts may require assessment - currently being reasonably managed
GREEN	• Process agreed / completed or reaching completion • Mitigation protocol fully implemented - no further assessment required • Closed (or imminent)

POTENTIAL FINANCIAL IMPACT IF RISK REALISED (BANDWIDTH)	
$0 - $50k	Insignificant
$51k - $100k	Minor
$101k - $200k	Moderate
$201k - $500k	Major
> $501k	Catastrophic

Risk Assessment and Mitigation

Risks have been categorised to relate to major components of the project, giving regard to individual project activities and/or processes. The CLIC Risk Register ("the Register") provides risk analysis based Project Milestones which are (and continue to be) critical to overall project design, construction and importantly, service continuity.

The process to identify relevant risks across defined categories is aligned to internal information and the Prudential Report provided to Council. The Register includes finalised activities that have been systematically "closed out" (agreed as a completed process – Green within the Traffic Light system). These are not removed from the Register, but are greyed out to ensure that a record of the risk is maintained.

The CLIC Risk Register (modified for reporting purposes) is included at the end of the Report **(Attachments 1-4)** and includes all identified risks that may impact the various project milestones of the Project. The following tables highlight fulfilled and ongoing

mitigation actions and outcomes across the spectrum of risks identified within the various categories and phases of the Project.

Risk Management Summary

Actions now considered complete / fulfilled are noted in the following table:

Risk Mitigation outcomes	**Relates to Risk No. on Risk Register**	**Traffic Light Rank**
Completed actions have arisen from the following phases of CLIC: ▪ Stakeholder engagement/consultation and initial design application; ▪ Service Continuity - planning and implementation provisions, including for preliminary transitional arrangements. WHS/Security and Evacuation processes reviewed and re-implemented; ▪ Financial/procurement protocols for transition arrangements budgeted & implemented. ▪ Transition relocation costs & process undertaken (Walkerville/Thomas St sites). ▪ Community Land revocation process. ▪ Overall Concept & Design. ▪ Risk Register updated on a regular basis and reported to PEG/ELT and Audit Committee (programmed).	**20, 22, 23, 25, 32, 37, 40**	**GREEN**

Service Continuity & Transition (across all Project phases) continues to be a major priority and focus. Service provision requirements across all (transitional) sites of Council are analysed, with focus on IT, communications and general servicing protocols - resulting in minimal disruption across Council operations. Service Continuity provision is for all phases of the CLIC Project (now to include further transition requirements late 2018). The following table provides an overview of the risk mitigation processes and outcomes:

Risk Mitigation outcomes	**Relates to Risk No. on Risk Register**	**Traffic Light Rank**
▪ Little interruption/disruption recorded to on-line and face to face services across the three sites - whilst transition, demolition and construction occurs. Continue to monitor. ▪ No major issues have arisen in regards to service provision and associated systems that drive the services. ▪ **Continued Service Continuity provision for Transition from Prospect Road and Johns Road Depot. Staged as per original transition.**	**4, 8, 10, 29, 30**	**GREEN**
▪ WHS/Insurance (people and culture) and other regulatory requirements have been considered and where relevant, applied. ▪ WHS committee (quarterly) discussions include any requirements to current Transitional sites. Any raised WHS concerns continue to be formally considered. ▪ Revised National Heavy Vehicle Legislation (1 October 2018) to be considered as part of Council's "chain of responsibility" requirements within Contractual arrangement with external parties. ▪ WHS & Risk based protocols considered in the (new) design of CLIC.	**18, 19**	**GREEN**

▪ Transitional Workplace Emergency & Business Continuity Planning protocols updated to reflect revised locations (revised BCP document finalised July 2018). Now to include further transitional arrangements. ▪ BCP Protocol is being re distributed and implemented. ▪ BCP to evolve once Depot/Town Hall staff relocated – **December 2018**.	**19, 20**	**GREEN**

Financial Management & Procurement risk identification and assessment continues to be based on accounting standards and established Council Financial protocols. Detailed information is considered within the Financial Overview component of the Report.

Risk Mitigation outcomes	**Relates to Risk No. on Risk Register**	**Traffic Light Rank**
▪ As with the Prudential Report recommendations, financial exposures have been identified and mitigation processes employed to manage issues such as project "creep" and any budget pressures. ▪ Financial implications are included in the LTFP. ▪ Council has employed an "above & below" the line methodology to consider and analyse a project variation outside the final scope. ▪ Independent (cost) analysis provides analysis and advice regarding impacts to short and long term financial targets of Council.	**2, 5, 26**	**AMBER**
▪ Third party engagement provides Council with (expert based) advice to ensure best practice processes are considered and implemented. ▪ A number of protocols developed to ensure project group/team operates efficiently and has an appropriate governance structure	**9, 33**	**GREEN**
▪ Long Term Financial Planning (LTFP) includes elements of CLIC project requirements. ▪ Variation and refurbishment due to soil treatment (and removal) has now been factored into the overall financial plan. This has been as a necessary variance to final financial cost.	**6, 16**	**GREEN**

Design, Demolition and Construction risks, from concept to design and construction, CLIC Project milestones will be carefully analysed and impacts assessed. Timing of Project milestones are crucial to overall delivery. The Project Lead works closely with all parties to ensure timeframes are met.

Risk Mitigation outcomes	**Relates to Risk No. on Risk Register**	**Traffic Light Rank**
▪ Project Manager and Project Lead undertake regular and consistent reporting to PEG, ELT and Council on progress against project plan, project delivery and budget expenditure. ▪ Below the Line (outside of scope) requests are considered on an individual basis and merit. Variances discussed across established protocols.	**1**	**AMBER**

▪ CLIC's Internal Project Lead undertakes formal analysis of impacts and risks in consultation with independent parties, project management and building (expert) contractors. ▪ Tenders and Contractual matters (including asset sales) are communicated to Council, ELT and Project Groups, with the provision of design elements to staff (representatives), the community and key stakeholders. ▪ Cost analysis (including projected savings) determined in consultation with relevant parties. On-going review of outcomes provided across established reporting systems	**7, 17, 33**	**AMBER**
▪ Stage 2 of transition to consider current or existing temporary arrangements (Depot & Town Hall). ▪ Compliance with regulatory functions relating to planning and development are considered and implemented	**12, 13**	**GREEN**

4. CONCLUDING STATEMENTS

The design of the CLIC is largely complete, with a high quality of finishes and detailing achieved throughout. Finer grain detail continues to be refined to maximise functionality and quality, with a particular focus on signage and wayfinding.

The construction of the project has maintained its positive traction, with good progress on site with the completion of the upper ground slab showcasing the investment made on behalf of the community. While cash flow remains behind projections, the trajectory of expenditure has improved to be in line with the predications of Kennett and RLB for this period of work.

A review of the program has been undertaken and the program is being refined in consultation with key trades before a further report is provided to Council in November 2018. At this stage, it is anticipated that the construction duration may increase slightly to accommodate the additional scope and quality that has been achieved.

Plans for the redevelopment of the sites sold by Council are progressing well, with staff in regular contact with the purchasers. A continued focus on project risk ensures that identified risks are appropriately managed and mitigated, with input from the project team and Council's Risk Officer.

ATTACHMENTS

Attachments 1-4: CLIC Risk Register

Risk Assessment Process

No	PROJECT COMPONENT (Which component of the program does the risk relate to?)	PROJECT ACTIVITY / PROCESS (What activity does the risk relate to?)	RISK DESCRIPTION *(Describe the risk that may occur and the most likely impact of that risk. E.g."There is a risk that..., which may result in...")*	RISK CATEGORY *(Select from drop-down)*	EXISTING CONTROLS: *(What controls in place to reduce either the likelihood or consequences of risk happening? E.g. a procedure, policy)*	Initial Risk Rating	Potential Financial Impact if Risk Realised	REVISED / FURTHER CONTROLS TO BE APPLIED: *(What further controls to be applied to ensure that the activity/process is reasonably managed)*	Traffic Light	Revised Risk Rating
1	Design and Construction	Design	There is a risk that a lack of clear definition of the Project Scope and Milestones could result in project creep (in time, cost or quality)	Services / Project	Resolutions of Council determining site, scale and budget allocation are reflected in project briefs released to tender	High	$101k - $200k	Regular reporting occurs to PEG and Council on progress against project plan, project delivery and budget expenditure. Items outside of the scope of the project are identified as such and delivered as separate projects or prioritised for delivery through letting gains.		Moderate
2	Financial Management	Project Funding	There is a risk that cost projections for the construction of the building are inaccurate, resulting in a negative impact on the long term financial plan	Financial / Infrastructure	Cost projections are subject to ongoing independent review by Rider Levett Bucknall prior to consideration by Council, to ensure that concepts are tested against current market rates for construction, although it is acknowledged that actual costs are unknown until tender submissions are received. Aquenta have independently reviewed RLB's work and confirmed its accuracy. A contingency budget has been establshed and included in the total budget	High	$201k - $500k	No further action required. Continue with existing control method.		High
3	Service Continuity	Strategic Alignment	There is a risk that Council will not be able to secure a site for future depot operations (both transitional and permanent) within the time required to finalise the sale of the Johns Road depot	Services / Project Scope	Preliminary discussions with Adelaide City Council on potential lease of London Road Mile End depot were positive, while alternative (privately owned) sites have also been identified as affordable options (along with PAE and Campbelltown Council options). These plans for a new depot site are being finalised in line with the anticipated earliest settlement date for the Johns Road / Main North Road sales.	High	$0 - $50k	Potential for sale negotiations to include time for depot operations to continue from Johns Road through leaseback, while ELT and DI&E determine preferred permanent relocation and service delivery option.		High
4	Service Continuity	Design	There is a risk that IT-based services (such as Council's telephone/web system) are interrupted or unavailable during the transition period, resulting in a reduction in service levels	Services / Project	Council's service providers Vintek have been engaged to advise on what is required to ensure service continuity and to implement solutions	High	$0 - $50k	Technical specifications have been developed and delivery timeframe is in line with project delivery requirements. Shutdown of Civic Centre and Library was limited to one day to implement IT solution for transition, while interruptions to services during transition have not been unusual.		Moderate
5	Design and Construction	Procurement	There is a risk that procurement protocols and contract documentation do not meet general and future requirements	Financial / Infrastructure	Tender processes and contracts are developed in accordance with Council's procurement policy and procedures, with input from internal and external advisers with relevant project expertise	High	$101k - $200k	Independent legal advice could be obtained prior to entering into high value or potentially high risk contracts		Moderate
6	Design and Construction	Design	There is a risk that JPE have insufficient resources to complete the documentation required for tender processes, and that they have exhausted their budget / respourcing allocation for the job. This may lead to variations being submitted to recoup additional costs, which in turn increases total professional fees.	Financial / Infrastructure	Complete outstanding requirements and minimise / stop further changes to the design	Low	$0 - $50k			
7	Design and Construction	Financial Expenditure	There is a risk that latent conditions such as contamination will require expenditure during the early stages of project delivery, reducing construction contingency	Financial / Infrastructure	Soil testing undertaken as early as possible to reveal the extent of contamination	High	$201k - $500k	Explore alternate options to reduce dsposal costs		Moderate
8	Financial Management	Strategic Alignment	Projected annual savings (of $330,000 as per SGS Economics' report) following consolidation of services at one site not realised, therefore resulting in impact to LTFP	Financial / Infrastructure	Initial review of ICT requirements suggests savings of approximately $40,000p.a. Additional reviews to be undertaken on other recurrent and operational costs	High	$201k - $500k	Service delivery model review is being undertaken to determine and quantify additional resource and cost savings		High

Attachment

9	Design and Construction	Consultation	There is a risk that an inappropriate or inadequate Community and Stakeholder consultation process is undertaken, resulting in a lack of engagement and understanding as well as potential community outrage	Reputation / Political	Community engagement plan has been adopted and is being delivered, with Community Reference Group highly engaged in project delivery and broader community informed of project outcomes	**Low**	**$0 - $50k**	Regular reporting to PEG and Council on community engagement activities against the plan		**Moderate**
10	Service Continuity	Design	There is a risk that services are not able to be provided from within the Prospect Council area (or on Prospect Road) during the construction period, resulting in inconvenience and negative community/staff sentiment	Reputation / Political	Transitional investigations were predicated on a desire for Council facilities to be prioritised. Council has endorsed Town Hall as accommodation.	**Low**	**$0 - $50k**	The refurbishment of the Town Hall will require a second transition from this site, requiring additional planning (which has commenced)		**Low**
11	Financial Management	Financial Expenditure	There is a risk that the future depot operations (following disposal of the Johns Road Depot) including leasing costs and increased downtime will cost more than the rateable income associated with the redeveloped Johns Road depot site	Services / Project Scope	BRM Holdich undertook an indepdennet analysis of the projected market rate for long term lease of suitable depot accommodation, with the lease figure ($38,350p.a.) being less than the anticipated figure for future rate income (approx. $48,000 p.a. - based on 42 minimum rates of $1160 - depending on scheme)	**Low**	**$0 - $50k**	No additional controls required at this stage		**Low**
12	Service Continuity	Design	There is a risk that the relocation of services during the transition period will result in an unacceptable reduction in service levels	Services / Project	Transitional arrangements are premised on minimising potential reduction in service delivery. Options have been evaluated with staff and potential issues addressed.	**Low**	**$0 - $50k**	No additional controls required for the second stage of transition		**Low**
13	Service Continuity	Financial Expenditure	There is a risk that the cost associated with transition arrangements will exceed that previously anticipated	Financial / Infrastructure	Delivery of stage 1 of transition exceeded the allocated budget	**Moderate**	**$101k - $200k**	Stage 2 of transtion to rely predominantly on existing temporary arrangements		**Moderate**
14	Design and Construction	Governance	There is a risk that the program for delivery does not give sufficient regard to ongoing legislative requirements	Regulatory / Policy / Strategy	Legal advice is sought to support decisions at key milestones in the program.	**Low**	**$0 - $50k**	No additional controls required at this stage		**Low**
15	Design and Construction	Strategic Alignment	There is a risk that the new facility will not be suitable for the delivery of programs, services and functions as described in key documents such as the Strategic Plan to 2020, resulting in an inability to efficiently achieve Council's long term objectives	Regulatory / Policy / Strategy	The included components of the CLIC facility are based on the Libraries Alive report as endorsed by Council and reviewed by SGS Economics and Planning, although floor areas have been reduced to satisfy budget restrictions.	**Low**	**$0 - $50k**	Ongoing consultation with Community Reference Group and relevant staff required to ensure smaller spaces are suitable for intended uses. Facility management plan to be developed		**Low**
16	Design and Construction	Design	There is a risk that the building area is not adequate for staff accommodation as well as the desired scope of community facilities, resulting in staff and community dissatisfaction	Services / Project Scope	The building areas are being tested by staff and the community reference group throughout the iterative design process, to ensure they remain suitable (while reduced in total area from easier recommendations)	**Low**	**$101k - $200k**	Ongoing consultation with Community Reference Group and relevant staff required to ensure smaller spaces are suitable for intended uses		**Low**
17	Design and Construction	Design	There is a risk that there will be discrepancies between briefed areas of the building and those designed / costed over the course of the project, leading to unanticipated budget over-runs	Services / Project Scope	Figures are periodically checked with staff, the design team and the quantity surveyors. There is a degree of overlap between internal areas, which would account for variances between gross and net floor areas.	**Low**	**$0 - $50k**	Ongoing consultation with Community Reference Group and relevant staff required in developing the Facility Management Plan to ensure smaller spaces (or communal areas) are used where possible, and larger spaces are available for activities that require additional floor area		**Low**
18	Financial Management	Project Funding	There is a risk that revenue targets will not be achieved, particularly in the event that the Tram Barn is retained in Council ownership, resulting in increased borrowings being required to fund the project	Financial / Infrastructure	The release of the sites for sale has been staged to allow for complete understanding of impact on revenue targets. Prospect Road has exceeded the funding target, as has Main North Road.	**Low**	**$101k - $200k**	Report to Audit Committee and Council to include impact on LTFP of sale outcomes		**Low**
19	Reporting	Governance	There is a risk that there is inadequate oversight of the project, resulting in unanticipated issues and poor decision-making	Services / Project	Monthly reporting to PEG and Council on project status	**Low**	**$0 - $50k**	Continue monthly reporting with additional detail to be provided in relation to risk mitigation and budget expenditure, with indepdenent advice from the builder (Kennett) and Council's Risk Officer, as well as the Quantity Surewyor (RLB)		**Low**

Attachment

20	Design and Construction	Design	There is a risk that the design of the new facility does not meet current WHS standards, resulting in risks to staff and community safety	People	WHS expectations are included in architect brief	**Low**	**$0 - $50k**	Council's WHS Officer to review layouts and input into final fitout		**Low**
21	Service Continuity	Governance	There is a risk that business continuity processes have not been established for transition phase	Services / Project	All ELT and Management Team members have been advised of transitional arrangements and are expected to update their processes to suit. Overarching BCP has been developed and now looking to align with transitional arrangements (occurring March 2018)	Low	$0 - $50k	COMPLETE		Low
22	Reporting	Governance	There is a risk that consultants engaged to undertake work on the delivery of the project components do not achieve the required outcomes	Services / Project	Regular reporting by Project Lead to PEG	**Low**	**$0 - $50k**	Key consultant engagements are monitored by the Project Lead and Director Community and Planning following endorsement by CEO / Project Executive Group		**Low**
23	Design and Construction	Design	There is a risk that the design for the new facility does not meet planning policy, resulting in delays in achieving development approval (or negative community sentiment if approved)	Regulatory / Policy / Strategy	Architect brief included details of relevant planning policy. Office for Design and Architecture SA providing independent advice on proposal's design quality. Independent planning consultants engaged to prepare (MasterPlan) and assess (Phil Brunning) the application	Low	$51k - $100k	COMPLETE		Low
24	Service Continuity	Procurement	There is a risk that the premises secured for the ongoing delivery of Council services during the transition period are inadequate, resulting in an unacceptable reduction in service levels	Regulatory / Policy / Strategy	Draft internal layouts circulated to managers for feedback and discussed with all staff prior to finalising.	Low	$0 - $50k	COMPLETE		Low
25	Financial Management	Financial Expenditure	There is a risk that the new facility could result in an increase in running costs compared with the current facilities, resulting in a negative impact on the long term financial plan	Financial / Infrastructure	The design of the building will aim to achieve maximum efficiencies. Lucid Consulting have been engaged to advise on ESD opportunities and are working as part of the design team.	**Low**	**$0 - $50k**	No additional controls required at this stage		**Low**
26	Service Continuity	Consultation	There is a risk that customers may be unhappy with reduced services, collections and programming during transition (including Digital Hub)	Reputation / Political	Transitional arrangements premised on a desire that there be no reduction in service levels. Key groups have been consulted on the changes.	Low	$0 - $50k	COMPLETE		Low
27	Design and Construction	Design	Risk that built scope is varied resulting increased capital cost	Financial / Infrastructure	Project Scope. Final Building design has been endorsed by Full Council & size will not vary.	**Low**	**$101k - $200k**	Below the Line' items have been identified accordingly and reported to Council (via the PEG) as being outside of the project scope.		**Low**
28	Design and Construction	Project Funding	Project cost creep may result in cost blowout for professional fees	Financial / Infrastructure	Project Management Brief. Agreements are time bounded and based on endorsed financial budget.	**Low**	**$101k - $200k**	Inclusion of design development contingency in budget will accommodate planned increases (such as for the use of BIM)		**Low**
29	Service Continuity	Design	There is a risk that some items could get damaged in the move to new library	Services / Project Scope	To be addressed at time of relocation with specific instructions from the Library Manager concerning delicate or valuable items	**Low**	**$0 - $50k**	No additional controls required at this stage		**Low**
30	Service Continuity	Financial Expenditure	There is a risk that the collection may not be large enough to meet demand in new library	Services / Project Scope	The One Card system provides access to items not currently available within the collections, and this would not change. The layout of the building provides opportunity for future expansion of collection area into foyer space if necessary / desirable	**Low**	**$0 - $50k**	No additional controls required at this stage		**Low**
31	Service Continuity	Design	There is a risk that CHSP services/programs for older residents will be disrupted or reduced during the transition period, which would result in service targets not being met and require the return of grant funding provided to Council by Federal and State governments	Services / Project Scope	CHSP programs are able to be delivered through either Council-owned or private premises, with the CHSP team encouraged to consider all available options. The Town Hall will remain available for their activities.	**Low**	**$0 - $50k**	Nailsworth Hall and other venues to be considered for stage 2 of tranition when works are underway within Town Hall		**Low**
32	Service Continuity	Design	There is a risk that Justice of the Peace activities will be disrupted during the transition period due to the volunteer basis of this program and potential scarcity of space available for 'front of house' and/or customer service staff.	Services / Project Scope	JP services will continue to operate from the Thomas Street Centre and alternatives (such as Kate Ellis' office) are being explored to cope with any additional demand	**Low**	**$0 - $50k**	No additional controls required at this stage		**Low**

Attachment

33	Stakeholder Engagement	Consultation	There is a risk that the findings from community engagement processes are not understood or reflected within the final design and layout of the facility, resulting in significant community dissatisfaction	Reputation / Political	A co-design approach to the design is being delivered with input from the Community Reference Group ensuring representatives from key groups are able to liaise directly with the architects and project teams	Low	$0 - $50k	COMPLETE		Low
34	Service Continuity	Governance	There is a risk that key project resources leave the project, or are absent during critical periods of the project, resulting in delays in project delivery and reporting	People	Project plan is regularly updated with key staff advised of when leave is able to be taken. The project team size is such that short term individual absences have not slowed progress	**Low**	**$0 - $50k**	• Resource project with dedicated resources • Establish leave schedules for SMEs in advance • Knowledge transfer occurs continuously during project • Operational procedures are documented		**Low**
35	Stakeholder Engagement	Consultation	There is a risk that failure to appropriately consult with staff results in reduced staff morale and impact on culture	People	Staff consultation is ongoing to ensure all are informed of decisions that affect them, including for transition (via Management Team) and the design of the new building (via all staff meetings and a Staff Reference Group)	**Low**	**$0 - $50k**	• Manage stakeholder engagement, communications and change		**Low**
36	Service Continuity	Project Funding	There is a risk that internal resources are allocated project responsibilities without a corresponding reduction in their commitments elsewhere, resulting in a reduction in service levels	People	Dedicated internal resource appointed and external resources engaged to deliver design and construction	**Low**	**$0 - $50k**	• When COP resources will be used, ensure they are available and dedicated to complete tasks and there is sufficient backup to maintain operations • Avoid using key operational resources		**Low**
37	Service Continuity	Governance	Insurance arrangements for overall CLIC project are not considered and appropriately implemented	Financial / Infrastructure	Council membership to various Self Insured Schemes. Coverage discussions for move/transition & future assets has taken place. Costs being assessed	**Low**	**$0 - $50k**	No additional controls required at this stage		**Low**
38	Service Continuity	Design	Inadequate security and space at transition sites for staff, files and records results in increase in costs and reduction in service delivery	Regulatory / Policy / Strategy	Exemption certification obtained to store permanent records in temporary storage	Low	$0 - $50k	COMPLETE		Low
39	Financial Management	Project Funding	There is a risk that the commercial component of the new building will not be leased in time or achieve the desired revenue target, resulting in increased borrowings and rates impact	Financial / Infrastructure	Knight Frank have provided independent advice confirming the anticipated ease of leasing two commercial tenancies of approximately 200sq.m each, which has informed LTFP assumptions	**Moderate**	**$101k - $200k**	No additional controls required at this stage. Further review (and possible intervention) to occur during construction period to ensure tenancy agreements are in place. Adidtional lease income for café tenancy to be defined.		**Moderate**
40	Design and Construction	Design	There is a risk that the election of a new Council (including caretaker period) could change the direction or scope of the project, resulting in delays in the delivery of the new facility	Reputation / Political	Project managers engaged to drive the delivery of design and construction (via a managing contractor model for fast-tracked procurement), with regular reporting to PEG on progress	**Low**	**$0 - $50k**	No additional controls required at this stage. The project delivery schedule demonstrates the project to be substantially commenced prior to the caretaker period, ensuring a high level of confidence that the project would not be affected by the election		**Low**
40	Design and Construction	Design	There is a risk that the project completion date is delayed due to weather or other unanticipated delays in project delivery, resulting in suspension of services and additional costs	Reputation / Political	Extension to lease of Thomas Street Centre has been secured until December 2019 (with option to extend) from the original end date of 2 August 2019	**Moderate**	**$0 - $50k**	No additional controls required at this stage		**Moderate**
41	Design and Construction	Financial Expenditure	There is a risk that the transition arrangements have not been adequately budgeted for, resulting in a variation to the ABP and LTFP	Reputation / Political	Budget for transition was premised on independent advice. Known costs have been determined and budget review requested to accommodate additional expenditure	**Moderate**	**$101k - $200k**	COMPLETE		**Moderate**

Attachment

AGENDA ITEM NO.: **15.2**

TO: Council on 23 October 2018

DIRECTOR: Chris Birch, Acting Director Corporate Services

REPORT AUTHOR: Jo-Ann Tanti, Manager Governance & Administration

SUBJECT: Community Feedback Principal Office

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1. EXECUTIVE SUMMARY

Throughout 2018 Council administration have significant relocation activities in train to support the construction of our new civic facility on Prospect Road, the Community Hub, Library & Innovation Centre (CLIC).

Council endorsed the change of the Principal Office from 128 to 126 Prospect Road (Prospect Town Hall) early in 2018, to inform the relocation of administrative employees to three alternate sites, for the duration of the new facility construction.

Renovations to the Town Hall are due to commence in January 2019, therefore employees currently located at the site are to be relocated to alternate sites including 1 Thomas Street, Nailsworth (Prospect Library).

Findings from the Consultation

Council received nine (9) online submissions in response to the invitation to capture comment for the temporary relocation of our Principal Office. Of the nine submissions, eight (8) expressed support for the temporary move, the ninth chose to provide comment and question without affirming a position.

Council's receipt of nine online submissions and no hard copies received through Council's Customer Service Desk is quite impressive, and demonstrates the level of engagement our community have with both our online services and the decisions Council make.

2. RECOMMENDATION

(1) Council having considered Item 15.2, Community Feedback Principal Office, receive and note the report.

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3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Local Government Act 1999* Section 45
- Community Engagement and Consultation Policy

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.4 Accountable and people-focused services	Prospect Town Hall houses three teams of Council's administrative services. The impact of employee transition to alternate sites is expected to be minimal on our service delivery. Given sufficient notice, it is considered the closure will not significantly impact the community.

Intelligent Community Indicators

No alignment to the indicators has been identified for this item.

4. REGIONAL IMPACT

There is expected to be minimal regional impact.

5. COMMUNITY INVOLVEMENT

A prominent advertisement appeared in the general notices section of 'The City and Fringe' on 12 September.

CITY OF PROSPECT Have Your Say!

Council needs to temporarily move our nominated Principal Office from 126 Prospect Road, Prospect to 1 Thomas Street, Nailsworth.

The Principal Office is our official point of contact and the Local Government Act requires consultation with our residents before the Principal Office is moved.

Go online to **www.prospect.sa.gov.au** or go to Council's Customer Service Desk at Prospect Town Hall, 126 Prospect Road, Prospect or Prospect Library, 1 Thomas Street, Nailsworth to find find details of why the temporary move of our Principal Office is necessary and

The advertisement provided a brief background to why the temporary relocation is occurring and where further information may be sourced. Residents were invited to go online at Council's web site to complete a survey to capture their comments, or to drop into Council's Customer Service Desk or Thomas Street Centre to obtain a hard copy of the survey.

The Front Page of Council's website included a prominent notification for the temporary relocation inviting residents to click into the page to find more information and provide comment.

The Consultation Page of Council's website detailed the legislated requirement to communicate with our residents due to the official status of a council's principal office. Further the vacating of Prospect Town Hall to facilitate the progression of our CLIC and the integration of sites.

6. DISCUSSION

The progression of CLIC includes the integration of the Town Hall, therefore to permit work to commence in January 2019, our employees will transition throughout December 2018 to 1 Thomas Street Nailsworth (Thomas Street Centre) and Nailsworth Hall.

Findings from the Consultation

Nine online submissions were received by council administration, the following comments and questions were posed:

Comments

1. As long as this does not impact the use of the library in terms of space used.

2. Please include some recognition of the history of being in the original Town Hall with a procession to the Thomas Street Centre or hanging of a certain item at the Thomas Street Centre - perhaps a rubbing of the original Town Hall Foundation Stone or the mentioned trowel in the following article (https://trove.nla.gov.au/newspaper/article/34505979). Might be good to get the schoolkids involved somehow.

3. There seems little alternative, and aligns with the relocation of staff from the Prospect Road building.

4. It's a central location, easy access by public transport and there's plenty of parking.

5. I think that car parking is a huge issue and further staff and visitors will make it even more difficult. I would suggest the Council look at temporarily accessing the vacant block that was Muzz Buzz. What about the Nth Adelaide Football Club or the Croquet Club - plenty of parking and more Central.

Questions

1. Where on earth are the extra people going to fit at Thomas Street? It is already crowded, and presents WHS issues in regard to working space, morale and employee welfare. Is this the way we, as a council area, treat our valued staff?

2. Would this mean the library is open for use on Mondays and be open from 9.00am other days? Would people use the front door or the side door on Thomas St? The side door is not very well signed.

Financial and Resource Implications

The preparation of advertising and collection of responses through the above methods was undertaken within the recurrent budget and resources available.

Further expenditure is hinging on a decision from council to act upon the feedback provided by our residents.

7. CONCLUDING STATEMENTS

Council decided upon the Thomas Street Centre as the location of the Principal Office at their August meeting, the Centre being the obvious choice because it is the temporary home for all of Council's services that directly interact with our community and the Library Desk may easily be expanded to include our Customer Services Team.

Thomas Street Centre will continue to provide current Library services with the addition of Customer Service, the Planning and Building Team, Community Development Team, Arts Gallery and Events Team and the Business and Economic Development Team as well as the office of our Chief Executive Officer.

ATTACHMENTS

Nil

AGENDA ITEM NO.: **15.3**

TO: Council on 23 October 2018

DIRECTOR: Chris Birch, Acting Director Corporate Services

REPORT AUTHOR: Jo-Ann Tanti, Manager Governance & Administration

SUBJECT: Australian Local Government Association - Federal Election Campaign

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1. EXECUTIVE SUMMARY

In preparation for the announcement of the 2019 Federal Election, the Australian Local Government Association (ALGA) has released the campaign 'All Politics is Local', with 12 policy initiatives that will provide an opportunity to bring together the support of all local government bodies.

Prospect Strategic Project documents were prepared for the 2016 Federal Election and the 2018 State Election to seek funding for key projects in our City. These documents were provided to candidates from major parties.

The ALGA 'Federal Election Campaign' would be consistent with a proposed Prospect Strategic Projects document, informing the development of our local federal campaign pitch.

2. RECOMMENDATION

(1) The Council having considered Item 15.3 Australian Local Government Association – Federal Election Campaign, receives and notes the report.

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3. RELEVANCE TO CORE STRATEGIES / POLICY

- Broadview Oval Masterplan
- Main North Road Masterplan
- Charles Cane Masterplan
- Prospect Oval Masterplan

Strategic Plan to 2020 Theme 3 – Prosperity "More Jobs, More Investment, More Activity, More Vibrancy"

Strategy 3.1 A stronger local economy	Supporting the ALGA campaign draws attention to 'each vote' at the federal election and what benefit may be seen for the improvement of local needs. Essentially a strengthening of our city's relationships with Local, State and Federal Governments.

Intelligent Community Indicators

6. Advocacy Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.	The support of an Australian Local Government Association (ALGA) – Federal Election Campaign is consistent with the advocacy indicator of the ICF

4. REGIONAL IMPACT

The specific projects that Council will seek additional funding will all greatly contribute to the growth of Prospect while also improving its amenity. In particular, funding associated with CLIC enhancement such as digitally enabled library services will assist many people beyond Prospect. While funding for Masterplans such as Broadview Oval will also have a regional impact.

5. COMMUNITY INVOLVEMENT

There was no required or other community engagement undertaken for the preparation of this report.

6. DISCUSSION

In the lead up to the next Federal Election, expected in either February or May 2019, the ALGA has prepared a federal election advocacy kit with the theme 'All Politics is Local'. The Campaign is encouraging local government bodies to come together as a sector and be involved with the promotion of 12 election initiatives.

A summary of the campaign outcomes **(Attachments 1-4)** outline all 12 initiatives with the following 3 most likely to connect with City of Prospect residents:

Policy Initiative:

4. Promote equitable access to community services - Invest in a Local Government Community Infrastructure Program

7. Promote healthier communities – Invest in a Local Government Place-Based Preventative Health and Activity Program

10. Strengthen Australia's circular economy

It is likely Council will develop a 2019 Federal Election Strategy to provide the best opportunity for engaging with the election candidates by raising awareness of key projects and programs within our city. Some of the specific projects that Council may seek Commonwealth funding for are:

- CLIC enhancements
- Fitout for Commercial Space/Co-working Space in CLIC
- Extension of GigCity to ABC building
- Vine Street Plaza
- Broadview Oval Masterplan
- Main North Road Masterplan
- Charles Cane Masterplan
- Prospect Oval Masterplan.

Financial and Resource Implications

There are no further resourcing implications at this time.

7. CONCLUDING STATEMENTS

Council may take the opportunity to develop a Strategic Projects Report for the impending Federal Election in 2019 and support the ALGA initiatives and major policy change for 'funds distributed under Financial Assistance Grants to be at least equal to 1 percent of total Commonwealth taxation revenue'.

ATTACHMENTS

Attachments 1-4: **Australian Local Government Association 'All Politics is Local' – Initiative Summary**

AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

ALL POLITICS IS LOCAL

Attachment

12 ways to deliver for Australian communities

ALGA Federal Election Initiatives

INITIATIVE SUMMARY

The policy initiatives outlined in this document will provide every council and federal member with the opportunity to deliver tangible outcomes to every community in Australia. In addition, they could add an estimated $8.97 billion to national GDP and create an estimated 24,000 jobs over the first three years.

1. Repair federal funding to local government

Restore the quantum of **Financial Assistance Grants** to at least 1 per cent of Commonwealth taxation revenue

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$1.42 billion
4,000 jobs

2. Realise the productive potential of Australia's freight routes

Fund a **Local Government – Higher Productivity Investment Plan** starting at $200 million per annum over 5 years

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$1.07 billion
2,300 jobs

3.Boost safety on local roads

Increase **R2R funding** to $800 million per annum and make the **Bridges Renewal Program** permanent

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$1.71 billion
4,000 jobs

7. Promote healthier communities

Invest in a **Local Government Place-Based Preventative Health and Activity Program** of $100 million over four years

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$292 million
1,600 jobs

8. Foster Indigenous well-being and prosperity

Continue to provide at least **$5.5 billion over the next decade** to address the needs in Indigenous communities

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$1.66 billion
5,300 jobs

9. Support communities on their digital transformation journeys

Provide a **Smart Communities Program** of $100 million per annum and a **Digital Local Government and Rural / Regional Telecommunications Program** of $100 million over four years

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$340.4 million
1,000 jobs

Attachment

4. Promote equitable access to community services

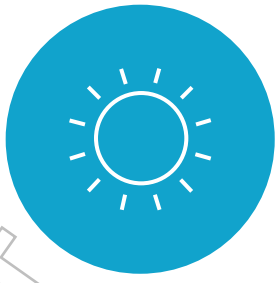
Invest in a **Local Government Community Infrastructure Program** of $300 million per annum over four years

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$1.41 billion
3,600 jobs

5. Protect communities from the impacts of natural disasters

Fund a **targeted disaster mitigation program** at a level of $200 million per annum for four years

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$620 million
1,500 jobs



6. Support communities with their climate change response

Establish a **Local Government Climate Change Partnership Fund** of $200 million over four years

BY 3RD YEAR
CUMULATIVE GDP BENEFIT
$451 million
1,100 jobs

10. Strengthen Australia's circular economy

Achieve more cost-effective and equitable funding approaches across all parties involved in a product's lifecycle

11. Support local government's current work in addressing affordable housing and homelessness issues

Reinstate a national governance model to address affordable housing and homelessness, that includes local government

12. Address the South Australian road funding anomaly

Adjust the Identified Roads Component of Financial Assistance Grants to make the additional funding to South Australia permanent

Attachment

Attachment

Australian Local Government Association

8 Geils Court, Deakin ACT 2600

Phone: (02) 6122 9400 | Fax: (02) 6122 9401 | Email: alga@alga.asn.au

Cover graphic designed by Freepik.

AGENDA ITEM NO.: **15.4 ON AGENDA**

TO: Council Meeting on 23 October 2018

DIRECTOR: Chris Birch, Acting Director Corporate Services

REPORT AUTHOR: Chris Birch, Acting Director Corporate Services

SUBJECT: General Purpose Financial Statements for the Year Ended 30 June 2018

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1. EXECUTIVE SUMMARY

City of Prospect's Financial Statements for the year ended 30 June 2018 (**Refer Attachments 1–54**) have been presented in a format consistent with the Model Financial Statements (per Section 4A(2) of the Local Government regulations). The Model Financial Statements are 'best practice' Financial Reporting and are now the legislated format that councils must follow.

The actual end of year operating surplus of $1.5m is favourable compared to the revised budget surplus of $1.239m. The favourable variance represents 1.24% of total operating expenditure. The favourable variance is primarily due to the change in accounting treatment (timing variation) of grants received.

The Net Deficit of $214k is primarily attributable to the disposal of the Civic Centre.

Council achieved 1 out of 3 of its targets in 2017-2018. This ratio is the Net Financial Liabilities Ratio target range of 10% - 90%. In addition, it has favourably exceeded its target ranges for both the Operating Surplus Ratio and Asset Sustainability Ratio.

Council's Financial Statements have been Auditor by its External Auditor, Galpins. Galpins partner Tim Muhlhausler has provided an unqualified audit opinion on both is Financial Report and Internal Controls. Statements by the External Auditor are provided on **Attachments 49-52**.

2. RECOMMENDATION

(1) Council having considered Item 15.4 General Purpose Financial Statement for the Year Ended 30 June 2018, receive and note the Financial Statements as presented in Attachments 1 – 54.

---

3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Local Government Act 1999*, Sections 125 and 127
- *Local Government (Financial Management) Regulations 2011*

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.2 Sound Financial Management	While the financial accounts do not directly deliver individual an element of the Strategic Plan, they do report on the financial well-being of Council and its success in funding the delivery of Strategic Plan. The outcome of a number of Strategies are measured by the key financial indicators contained within Note 15 of the financial accounts.

Intelligent Community Indicators

6. Advocacy	Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.	While the financial accounts do not directly deliver on an indicator of the Intelligent Community Foundation, they do report on the financial well-being of Council and its success in funding the Support of City of Prospect as an Intelligent Community.

4. REGIONAL IMPACT

The Financial Statements are those of City of Prospect. While contributions are made to the Eastern Regional Alliance, it is not a subsidiary of Council, nor consolidated within the financial accounts.

The financial statements do contain the funding of activities supported by the Eastern Regional Alliance as with all services, functions and operations of Council.

5. COMMUNITY INVOLVEMENT

There is no community involvement requirement for this report.

Following completion of the Financial Statements, a copy will be published on Council's website and included in its Annual Report for review by the Community at large.

6. DISCUSSION

The Local Government (Financial Management) Regulations 1999, being the regulations prescribed by Section 127 of the Local Government Act, 1999, requires the Audited Financial Statements for the previous year be submitted to Council.

The Audit Committee reviewed the financial statements and met with the External Auditor to receive feedback on the financial statements at their meeting, 15 October 2018. The committee subsequently recommended the following;

> *Council note that the Audit Committee is satisfied that City of Prospect's General Purpose Financial Reports for the year ended 30 June 2018 as per Attachments 1-54, present fairly the state of affairs of the Council and are in accordance with the Local Government Act 1999, the Local Government (Financial Management) Regulations 2011 and Australian Accounting Standards.*

At the time of the Audit Committee meeting, Council's external audit process had not been fully completed with the Audit Committee required to review the statements prior to a signed set being presented to the Auditor. The Auditor provided an update at the meeting of his intention to provide an unqualified audit opinion. Following the Audit Committee meeting, signed financial statements were forwarded to the Auditor. Both opinions have now been received and are required under the Local Government Act 1999 S.129 (1).

6.1 **Financial Statements 2017-2018**

City of Prospect's Financial Statements for the year ended 30 June 2018 (**Refer Attachments 1–54**) have been presented in a format consistent with the Model Financial Statements (per Section 4A(2) of the Local Government regulations). The Model Financial Statements are 'best practice' Financial Reporting and are now the legislated format that councils must follow.

6.2 **Statement of Comprehensive Income**

6.2.1 Revaluation of Assets

No Asset Classes were revalued during 2017-2018.

There has been no changes to the useful lives of assets. Council is currently preparing updated Infrastructure Asset Management Plans (IAMP). To facilitate this process and better align some asset classes to the draft IAMP, some transfers between classes have been performed. These have been made in the opening balance figures as at 1 July 2017 and are separately identified in their own transfer column within Note 7.

6.2.2 Budget Vs Actual

City of Prospect reported an operating surplus for 2017-2018 of $1.5m. After taking into account of amounts received specifically for new or upgraded assets, Council achieved a net deficit of $214k.

Council's original projected operating result at the time of the 2017-2018 budget adoption was an operating surplus of $107k. The actual result is a favourable variance of $1.4m to the original budget.

The adopted budget has since been revised to take into account extra income received and extra expenditure incurred during the year. The fourth budget revision for 2017-2018 was presented to Council on 28 August 2018, projecting an operating surplus of $1.2m. The fourth budget review is presented separately within the agenda.

The actual end of year operating surplus of $1.5m is favourable compared to the revised budget surplus by $277k. The favourable result represents 1.24% of total operating expenditure.

The major variance between the financial statements and the fourth budget review is the presentation of grants in the 2017-2018 financial year which were forecast for 2018-2019. Due to the absence of a reciprocal relationship, Council is not able to report these as 'Income Received in Advance' as anticipated and must include them as income for 2017-2018.

6.2.3 2017-2018 Vs 2016-2017

The Statement of Comprehensive Income as presented, shows an increase in operating revenue of approximately 6.2% and a reduction in operating expenditure of approximately 0.95%.

6.2.4 Income (Analysis between 2017-2018 and 2016-2017 actual results)

Total Operating Revenue as presented in the financial statement increased by $1.396m or approximately 6.2%. This increase is mainly due to an increase in rates revenue (including Natural Resource Management Levy and fines) and Council receiving a number of one-off contributions to activities such as the car park reserve.

Council received approximately 50% of its 2018-2019 financial assistance grants in mid-June 2018 meaning these are reported in 2017-2018. A further breakdown is as follows:-

Rates Revenue up by $756k or 3.9%. The rates revenue includes the income from Natural Resource Management Levy of $525k (last year $489k) where the payment of this levy to the State Government is classified under 'Other Materials, Contract & Expenses'. With the exclusion of the Natural Resource Management Levy in both years, increase in rates revenue from 2016-2017 to 2017-2018 was $720k or 3.8%.

The average residential rate for 2017-2018 was $1,780 (including Growth), an increase of 3.75% (including Growth) over the previous year. This is consistent with the Annual Business Plan 2017-2018 (page 80) which estimated the average residential rate increase at 2.75% plus 1.0% Growth.

Councils income from Fines and Interest has reduced between 2016-2017 and 2017-2018 by $40k or 44%. While the loss of income is unfavourable, it is in direction response to more Ratepayers paying on time. Council engaged a new collections contract immediately prior to the commencement of the 2017-2018 financial year. Its positive performance is confirmed through the reduction by approximately 30% of unpaid rates as 30 June 2018 ($452k) compared to previous year, 30 June 2017 ($649k).

Statutory Charges up by $79k or 15.7%. This is predominately from an increase in parking infringement income ($62k).

User Charges up by $62k or 24.9%. In 2016-2017 a reduction of Rents and Fees was reported. 2017-2018 has seen a return to what is considered a normal occupancy of Councils facilities.

Operating Grants increased by $377k or 20.31%. The operating grant total for 2017-2018 includes the advance payment equivalent to two instalments ($348k) of Grants

Commission Grant for 2018-2019 year. This offset Councils exposure to the advancement of 2017-2018 grant that was paid in June 2017.

In addition, Council received operating grant contributions to the following projects:

- Roads to Recovery $293k
- North Park Lands Development $200k
- Connected Cities on behalf of partnered Councils $187

For further analysis, please refer to **Note 2** on "*Grants, Subsidies, Contributions"* of the **General Purpose Financial Reports (Attachment 17).**

Investments income decreased by $20k or 9.85%. This amount has decreased with reducing lower cash holding held by Council. Council had budgeted the drawdown of new loans during 2017-2018. With flat interest rate forecasts, these new drawdowns were delayed as long as possible with Councils cash holdings consumed first.

Reimbursement income decreased by $25k or 26.6%. Council periodically receives reimbursement for activities undertaken on behalf of others. In 2017-2018, these activities were reduced with associated expenditure also reducing. Due to the ad-hoc and direct expenditure relationship of reimbursements, this unfavourable comparison is considered acceptable.

Other Income increased by $118k or 33.05%. The increase is primarily resultant from a $162k contribution to Councils car park reserve. The contribution will be held in reserve with other developer contributions until the expenditure conditions of the reserve fund can be met. There is currently no project in the long term financial plan to execute this pooled funds.

The variance of the operating revenue between the 2017-2018 actual income and the revised budget is a favourable $333k or 1.4% following the change in recognition of the early received grants.

6.2.5 Expenses (Analysis between 2017-2018 and 2016-2017 actual results)

Total Expenses reduced by $215k or 0.95%. This primarily is due to an $856k one-off payment for the undergrounding of powerlines (PLEC) being made in the 2016-2017 year.

Employee Costs increased by $434k or 5.7%. The full year cost is $246k favourable to the original budget. With a number of vacancies reported in the previous year, 2016-2017 report, the increase is anticipated to relate to a more complete complement of staff during the 2017-2018 financial year. No new roles were created during the year.

Materials, contracts & other expenses reduced by $712k or 6.49%. This reduction relates to the contribution in 2016-2017 to PLEC for the undergrounding of Powerlines on Prospect Road at a cost of $856k.

Excluding the PLEC contribution, Material, Contracts and Other Expenditure has increased by $144k or 1.4%.

Finance costs reduced by $74k or 2.06%. This is due to old loans being complete and a deferral of new borrowings providing a gap in debt. New loans were drawn in May 2018 providing funding for the completion of powerline undergrounding and

associated landscaping and footpath works, Reconstruction of Alexandra Street and commencement of construction for CLIC.

Depreciation, amortisation & impairment increased by $74k or 1.9%. Capitalisation for the previous year, 2016-2017 was low due to the number of carry forward projects. These projects were capitalised and depreciation commenced during 2017-2018.

The variance of the operating expenses between the 2017-2018 actual cost and the revised budget is $56k or less than 0.25%.

6.2.6 Operating Surplus (Before Capital and other items)

Operating Surplus (Before Capital and other items) $1.5m.

An operating surplus means that for the year ended 2017-2018 Council had generated sufficient income to fund its operating activities (including its depreciation), to service council's loan repayment requirements and to undertake its capital expenditure program.

6.2.7 Net Deficit (After Capital and other items)

Net Deficit (After Capital and other items) is $214k.

The Net Deficit is made up of the following:-
- Operating Surplus (Before Capital and other items) $1.5m.
- Net loss on asset disposal $2.81m.
- Amounts received for new or upgraded assets $1.08m.

6.2.8 Total Comprehensive Income

The Statement of Comprehensive Income of the Model Financial Statements reflects any changes in revaluation for infrastructure, property, plant and equipment.

There was no Comprehensive Income for 2017-2018.

6.3 **Balance Sheet**

Council's net current asset amounts to $2.327m excluding Assets Held for Sale of $3.451m.

Net current asset is a measure of Council's short term liquidity at one point in time (30 June 2018). The ratio indicates that Council has the ability to meet its short term debts from its current assets.

Although able to meet its short term debts, councils, unlike the private sector firms, have the legislative power to tax ratepayers to raise revenue. Councils' revenue raising capacity is therefore much more certain compared to private sector firms and councils are not bound by the same legislation in revenue raising or borrowing. Council has been able to meet all of its short term liquidity needs to the date of writing this report and has budgeted to undertake new borrowings to assist.

Council's debt ratio (total liabilities/total assets) is 0.1028:1. This means that only 6.7% of Council's assets are provided by creditors as at 30 June 2018.

Council's loan principal outstanding is approximately $12.89M which is made up of LGFA loans. $1.5M of this is secured on behalf of the North Adelaide Football Club and is repayable to Council. Council's net debt is $11.39M.

Total capital expenditure for the year amounts to approximately $8.87M. Approximately 87% of total capital expenditure was spent on renewal and replacement of existing assets. Approximately 13% was spent on new and upgraded assets.

Council achieved an Asset Sustainability Ratio of 221% compared to last year 86%. This variance and improved performance in 2017-2018 is primarily due to approximately $1.691M of unfinished capital works from 2016-2017 being carried over into 2017-2018.

6.4 **Statement of Changes In Equity**

6.4.1 Changes in Equity

Council's equity has increased by approximately $214k from $159.393M to $159.255M.

6.4.2 Other Reserves

A "Carry Forward Reserve" is used to "hold" the carried forward expenditure to the next financial year. The total carry forward amount to 2017-2018 is $1.357M. The carried forward projects have been presented to the Fourth Budget Review (28 August 2018).

All carry forward budget items are incomplete capital expenditure. The carry forward budget amounts will be incorporated into the 2018-2019 budget via the First Budget Review.

The "Other Reserve" also includes the Car Park Development Fund ($416k) and Development Reserve ($123k) both of which are cash backed reserve funds.

6.5 **Statement of Cash Flows**

Council has $6.7M cash and cash equivalents as at 30 June 2018.

The Statement of Cash Flows includes cash provided from operating activities ($7.1M), capital grants ($1.08m), repayments from community loans ($145k) and income received from sale of plant and equipment items ($171k).

The cash received was used to:-

- fund renewal/replacement assets of $7.72m;
- fund new/upgraded assets of $1.15m;
- fund loan principal repayment of $763k.

6.6 **Uniform Presentation of Finances**

Attachment 40 is the Uniform Presentation of Finances for the period ended 30 June 2018.

The statement identifies a Net Borrowing position for the Year of $2.45m.

6.7 Key Financial Indicators

The target range of the three (3) key financial indicators and the 2017-2018 result are presented in **Attachment 38.** A summary table is shown below.

Council achieved 1 out of 3 of its targets in 2017-2018. In addition, it favourably exceeded the other 2 ratios. The performance of the 2016-2017 financial indicators are also graphically presented in **Attachment 39**.

Council's Key Financial Indicators and Targets are as follows;

Key Financial Indicator	Adopted Target Range	Ratio Achieved 2016-2017	Target Achieved 2016-2017	Ratio Achieved 2015-2016
Operating Surplus Ratio	(1%) - 5%	6.3%		(0.4%)
Adjusted Operating Surplus Ratio	(1%) - 5%	6.2%		(1.9%)
Net Financial Liabilities Ratio	10% - 90%	34%		25%
Asset Sustainability Ratio	100% - 120%	221%		86%

6.8 Annual Report

Council must publish its financial statements as part of its Annual Report. The Annual Report is presented separately within the Council agenda.

Financial and Resource Implications

The financial statements are the public reporting tool of Council's financial well-being. Financial Statements form part of Council's Annual Report and are forwarded to both the Local Government Minister and the Local Government Grants Commission.

The tabling of the financial statements to Council in this report has no further resource or financial implications.

An unqualified audit opinion has been provided by Councils external auditor. Further to this opinion, the Audit Committee will receive a management letter that may detail any recommendations that in the External Auditors opinion may be opportunities for improvement rather than non-compliances.

Updated impacts of the final results as at 30 June 2018 on the 2018-2019 budget will be presented to Council as part of the first budget review. This includes carry forwards identified in the 2017-2018 fourth budget review.

7. CONCLUDING STATEMENTS

The tabling of financial statements to Council concludes the reporting and external audit process for the 2017-2018 financial year.

Readers of the financial statements will receive comfort from the External Auditors unqualified opinion.

ATTACHMENTS

Attachments 1-54: General Purpose Financial Statements for the year ended 30 June 2018

Attachment

City of Prospect

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2018

City of Prospect

General Purpose Financial Statements
for the year ended 30 June 2018

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Attachment

City of Prospect

General Purpose Financial Statements
for the year ended 30 June 2018

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 2018 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.

Cate Hart
CHIEF EXECUTIVE OFFICER

David O'Loughlin
MAYOR

Date: **15 October 2018**

Attachment

City of Prospect

Statement of Comprehensive Income
for the year ended 30 June 2018

$ '000	Notes	2018	2017
Income			
Rates Revenues	2a	19,993	19,237
Statutory Charges	2b	583	504
User Charges	2c	311	249
Grants, Subsidies and Contributions	2g	2,233	1,856
Investment Income	2d	183	203
Reimbursements	2e	69	94
Other Income	2f	475	357
Net Gain - Equity Accounted Council Businesses	19	49	-
Total Income		**23,896**	**22,500**
Expenses			
Employee Costs	3a	7,995	7,561
Materials, Contracts & Other Expenses	3b	10,257	10,969
Depreciation, Amortisation & Impairment	3c	3,656	3,582
Finance Costs	3d	473	482
Net loss - Equity Accounted Council Businesses	19	-	2
Total Expenses		**22,381**	**22,596**
Operating Surplus / (Deficit)		1,515	(96)
Asset Disposal & Fair Value Adjustments	4	(2,810)	(19)
Amounts Received Specifically for New or Upgraded Assets	2g	1,081	134
Net Surplus / (Deficit) [1]		(214)	19
Other Comprehensive Income			
Nil			
Total Comprehensive Income		(214)	19

[1] Transferred to Statement of Changes in Equity

Attachment

City of Prospect

Statement of Financial Position
as at 30 June 2018

$ '000	Notes	2018	2017
ASSETS			
Current Assets			
Cash and Cash Equivalents	5a	6,724	1,445
Trade & Other Receivables	5b	1,963	2,203
Inventories	5c	7	2
Subtotal		8,694	3,650
Non-Current Assets Held for Sale	20	3,451	-
Total Current Assets		**12,145**	**3,650**
Non-Current Assets			
Financial Assets	6a	1,506	1,664
Equity Accounted Investments in Council Businesses	6b	93	44
Infrastructure, Property, Plant & Equipment	7a	161,094	162,841
Other Non-Current Assets	6c	2,817	2,286
Total Non-Current Assets		**165,510**	**166,835**
TOTAL ASSETS		177,655	170,485
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8a	3,507	1,864
Borrowings	8b	1,043	800
Provisions	8c	1,817	1,712
Total Current Liabilities		**6,367**	**4,376**
Non-Current Liabilities			
Borrowings	8b	11,846	6,393
Provisions	8c	49	109
Total Non-Current Liabilities		**11,895**	**6,502**
TOTAL LIABILITIES		18,262	10,878
Net Assets		159,393	159,607
EQUITY			
Accumulated Surplus		74,375	74,091
Asset Revaluation Reserves	9a	83,122	83,122
Other Reserves	9b	1,896	2,394
Total Council Equity		159,393	159,607

Attachment

City of Prospect

Statement of Changes in Equity
for the year ended 30 June 2018

$ '000	Notes	Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
2018					
Balance at the end of previous reporting period		74,091	83,122	2,394	**159,607**
a. Net Surplus / (Deficit) for Year		(214)	-	-	**(214)**
Total Comprehensive Income		**(214)**	**-**	**-**	**(214)**
b. Transfers between Reserves		498	-	(498)	**-**
Balance at the end of period		**74,375**	**83,122**	**1,896**	**159,393**
2017					
Balance at the end of previous reporting period		75,837	83,133	631	**159,601**
a. Adjustments (Correction of Prior Period Errors)	24a	(2)	(11)	-	**(13)**
Restated Opening Balance		**75,835**	**83,122**	**631**	**159,588**
b. Net Surplus / (Deficit) for Year		19	-	-	**19**
Total Comprehensive Income		**19**	**-**	**-**	**19**
c. Transfers between Reserves		(1,763)	-	1,763	**-**
Balance at the end of period		**74,091**	**83,122**	**2,394**	**159,607**

Attachment

City of Prospect

Statement of Cash Flows
for the year ended 30 June 2018

$ '000	Notes	2018	2017
Cash Flows from Operating Activities			
Receipts			
Rates Receipts		20,190	19,259
Statutory Charges		583	504
User Charges		311	249
Grants, Subsidies and Contributions (operating purpose)		2,233	1,856
Investment Receipts		183	203
Reimbursements		69	94
Other Receipts		216	415
Payments			
Payments to Employees		(7,973)	(7,081)
Payments for Materials, Contracts & Other Expenses		(8,281)	(12,201)
Finance Payments		(473)	(482)
Net Cash provided by (or used in) Operating Activities	11b	**7,058**	**2,816**
Cash Flows from Investing Activities			
Receipts			
Amounts Received Specifically for New/Upgraded Assets		1,081	134
Sale of Replaced Assets		171	250
Repayments of Loans by Community Groups		145	88
Payments			
Expenditure on Renewal/Replacement of Assets		(7,721)	(3,000)
Expenditure on New/Upgraded Assets		(1,151)	(1,317)
Net Cash provided by (or used in) Investing Activities		**(7,475)**	**(3,845)**
Cash Flows from Financing Activities			
Receipts			
Proceeds from Borrowings		6,496	-
Payments			
Repayments of Borrowings		(763)	(714)
Net Cash provided by (or used in) Financing Activities		**5,733**	**(714)**
Net Increase (Decrease) in Cash Held		**5,316**	**(1,743)**
plus: **Cash & Cash Equivalents at beginning of period**	11	1,408	3,151
Cash & Cash Equivalents at end of period	11	6,724	1,408

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Contents of the Notes accompanying the Financial Statements

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n/a - not applicable

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

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* dated (15 October 2018).

1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 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.

1.4 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 128 Prospect 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 (6.6% Ownership Interest; 14% Voting Power). Council joined this organisation on 1 October 2017.

2. Eastern Health Authority Inc (13% Ownership Interest; 20% Voting Power)

Council does not have any interests in other organisations beyond those listed above.

3 Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as incomes during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as incomes in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

In recent years the payment of untied financial assistance grants has varied from the annual allocation as shown in the table below:

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 1. Summary of Significant Accounting Policies (continued)

	Cash Payment Received	Annual Allocation	Difference
2015/16	$297,013	$629,256	- $332,243
2016/17	$947,285	$625,209	+ $322,076
2017/18	$768,746	$740,664	+ $28,082

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.

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. 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.

5.1 Assets Held for Resale

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

Details of assets held for sale are disclosed in Note 20.

Council has not resolved to sell any properties for the non-payment of rates.

6 Infrastructure, Property, Plant & 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.

6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds of $1,000. In determining (and in annually reviewing) 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

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 1. Summary of Significant Accounting Policies (continued)

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 7b.

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.

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).

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 within 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

Attachment

Note 1. Summary of Significant Accounting Policies (continued)

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.

9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. 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.

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

Lease arrangements have been accounted for in accordance with Australian Accounting Standard AASB 117.

In respect of finance leases, where Council substantially carries all of the risks incident to ownership, the leased items are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed within the appropriate asset class and are amortised to expense over the period during which the Council is expected to benefit from the use of the leased assets. Lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.

In respect of operating leases, where the lessor substantially retains all of the risks and benefits incident to ownership of the leased items, lease payments are charged to expense over the lease term.

12 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. As there is no profit component, such works are treated as 100% completed. 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 and expenses are recognised on a percentage of completion basis. Costs incurred in advance of a future claimed entitlement are classified as work in progress in inventory. When it is probable that total contract costs will exceed total contract revenue, the expected loss is recognised as an expense immediately.

13 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.

14 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 1. Summary of Significant Accounting Policies (continued)

- 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.

15 New accounting standards and UIG interpretations

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

City of Prospect has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective.

Some Australian Accounting Standards and Interpretations have been issued but are not yet effective. Those standards have not been applied in these financial statements. Council will implement them when they are effective.

The standards are not expected to have a material impact upon Council's future financial statements are:

Effective for annual reporting periods beginning on or after 1 January 2017

- AASB 2014-5 *Amendments to Australian Accounting Standards arising from AASB 15*
- AASB 2015-8 *Amendments to Australian Accounting Standards – Effective Date of AASB 15*
- AASB 2016-7 *Amendments to Australian Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities*

Effective for annual reporting periods beginning on or after 1 January 2018

- AASB 9 *Financial Instruments*
- AASB 15 *Revenue from Contracts with Customers*
- AASB 2010-7 *Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)*
- AASB 2014-1 *Amendments to Australian Accounting Standards (Part E)*
- AASB 2014-7 *Amendments to Australian Accounting Standards arising from AASB 9 (December 2014)*
- AASB 2016-3 *Amendments to Australian Accounting Standards – Clarifications to AASB 15*
- AASB 2016-5 *Amendments to Australian Accounting Standards – Classification and Measurement of Share-based Payment Transactions*
- AASB 2016-6 *Amendments to Australian Accounting Standards - Applying AASB 9 Financial Instruments with AASB 4 Insurance Contracts*
- AASB 2017-3 *Amendments to Australian Accounting Standards – Clarifications to AASB 4*

Effective for annual reporting periods beginning on or after 1 January 2019

- AASB 16 *Leases*
- AASB 16 *Leases (Appendix D)*
- AASB 1058 *Income of Not-for-Profit Entities*
- AASB 1058 *Income of Not-for-Profit Entities* (Appendix D)
- AASB 2016-8 *Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities*

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 1. Summary of Significant Accounting Policies (continued)

- AASB 2017-1 *Amendments to Australian Accounting Standards – Transfers of Investment Property, Annual Improvements 2014-2016 Cycle and Other Amendments*
- AASB 2017-4 *Amendments to Australian Accounting Standards – Uncertainty over Income Tax Treatments*
- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 1059 *Service Concession Arrangements: Grantors* (Appendix D)

Effective for annual reporting periods beginning on or after 1 January 2021

- AASB 17 *Insurance Contracts*
- AASB 17 *Insurance Contracts* (Appendix D)

16 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.

17 Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 2. Income

$ '000	Notes	2018	2017
(a). Rates Revenues			
General Rates			
General Rates		19,774	19,046
Less: Mandatory Rebates		(392)	(385)
Less: Discretionary Rebates, Remissions & Write Offs		-	(1)
Total General Rates		19,382	18,660
Other Rates (Including Service Charges)			
Natural Resource Management Levy		525	489
Village Heart Separate Rate		10	-
Total Other Rates		535	489
Other Charges			
Penalties for Late Payment		51	91
Legal & Other Costs Recovered		35	3
Total Other Charges		86	94
Less: Discretionary Rebates, Remissions & Write Offs		(10)	(6)
Total Rates Revenues		19,993	19,237
(b). Statutory Charges			
Development Act Fees		93	82
Town Planning Fees		129	121
Animal Registration Fees & Fines		109	103
Parking Fines / Expiation Fees		217	155
Other Licences, Fees & Fines		-	4
Rate Searches		35	39
Total Statutory Charges		583	504
(c). User Charges			
Hall & Equipment Hire		29	42
Sundry		32	19
Function and Event Charges		46	24
Rents & Fees		90	62
Services to Aged & Disabled		37	46
Library Services		16	16
Prospect Magazine - Income		32	23
Milk Depot Rental Income		19	17
Bi Annual Prospect Protrait Prize - Income		6	-
Prospect Fair - Income		4	-
Total User Charges		311	249

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 2. Income (continued)

$ '000	Notes	2018	2017
(d). Investment Income			
Interest on Investments			
- Local Government Finance Authority		59	71
- Loans to Community Groups		124	132
Total Investment Income		183	203
(e). Reimbursements			
Private Works		34	32
Joint Undertakings (General Inspection)		-	9
Development Assessment		-	17
Training Reimbursements		-	4
Fuel Tax Credit Reimbursement		6	8
Insurance Reimbursements		7	9
RSL contribution to Air Conditiner		14	-
Other		8	15
Total Reimbursements		69	94
(f). Other Income			
Sponsorship		36	44
Donations or Resources Contributed Received		9	10
Insurance Claims Other Income		-	8
Insurance Special Distribution		174	100
Workers Compensation Rebate		9	104
Car Park Development Fund Contribution		162	-
Other		85	91
Total Other Income		475	357

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 2. Income (continued)

$ '000	Notes	2018	2017
(g). Grants, Subsidies, Contributions			
Amounts Received Specifically for New or Upgraded Assets			
- Memorial Gardens Grant		-	97
- Braund Road Bike Boulevard		-	37
- Alexandra Street Reconstruction		201	-
- Rose Street Reconstruction Contribution and Grant		245	-
- Connected Cities Grant Capital		35	-
- George Whittle Reserve Redevelopment		600	-
Total Amounts Received Specifically for New or Upgraded Assets		**1,081**	**134**
Other Grants, Subsidies and Contributions			
- General Purpose Grant		217	324
- Home and Community Care Grant		632	631
- Local Road Grant		204	301
- Public Library Services Grant		68	63
- Record Library Materials Grant		84	83
- Main North Central Concept Plan		-	97
- Digital Transformation		-	25
- Open Spaces		-	10
- Roads to Recovery		293	-
- North Park Lands Development Grant		200	-
- Connected Cities Grant and partner council contributions		187	-
Individually Significant Item - Additional Grants Commission Payment (refer below)		348	322
Total Other Grants, Subsidies and Contributions		**2,233**	**1,856**
Total Grants, Subsidies, Contributions		3,314	1,990

The functions to which these grants relate are shown in Note 12.

(i) Sources of grants

Commonwealth Government	514	623
State Government	2,698	1,356
Other	100	11
Total	3,314	1,990

(ii) Individually Significant Items

Grant Commission (FAG) Grant Recognised as Income	348	322

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 3. Expenses

$ '000	Notes	2018	2017
(a). Employee Costs			
Salaries and Wages		6,952	6,256
Employee Leave Expense		162	282
Superannuation - Defined Contribution Plan Contributions	18	202	158
Superannuation - Defined Benefit Plan Contributions	18	430	420
Workers' Compensation Insurance		149	369
Personal Accident & Sickness Insurance		100	76
Total Operating Employee Costs		7,995	7,561
Total Number of Employees (full time equivalent at end of reporting period)		85	85
(b). Materials, Contracts and Other Expenses			
(i) Prescribed Expenses			
Auditor's Remuneration			
- Auditing the Financial Reports		23	20
Bad and Doubtful Debts		22	191
Elected Members' Expenses		251	279
Operating Lease Rentals - Non-Cancellable Leases	17		
- Minimum Lease Payments		134	79
Subtotal - Prescribed Expenses		**430**	**569**
(ii) Other Materials, Contracts and Expenses			
Contractors		10,212	7,086
Legal Expenses		138	156
Levies Paid to Government - NRM levy		525	489
Levies - Other		16	17
Sundry		110	41
Electricty & Gas		472	365
Water		300	220
Fuel		64	54
Hired Temporary Staff		692	710
Consultants		1,851	1,121
Waste Services		1,936	1,824
Insurance		241	268
Rates & Taxes (including FBT)		26	35
Bank Charges		43	40
Information Technology - Computing		429	445
Telephone		77	68
Subscriptions		87	78
Courses & Conferences		100	121

(continued on next page)

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 3. Expenses (continued)

$ '000	Notes	2018	2017
(b). Materials, Contracts and Other Expenses (continued)			
(ii) Other Materials, Contracts and Expenses (continued)			
Materials		1,154	1,234
Communications		105	77
Contributions & Donations		25	51
Travel & Accommodation		14	29
Postage		113	96
Meals & Entertainment		37	50
Motor Vehicle Registration		50	41
Refunds		2	1
Less: Capitalised and Distributed Costs		(8,992)	(4,317)
Subtotal - Other Material, Contracts & Expenses		**9,827**	**10,400**
Total Materials, Contracts and Other Expenses		10,257	10,969
(c). Depreciation, Amortisation and Impairment			
(i) Depreciation and Amortisation			
Buildings & Other Structures		728	734
Infrastructure			
- Stormwater Drainage		385	385
- Roads		1,080	1,078
- Footpaths		532	529
- Traffic Control Devices		1	-
Plant & Equipment		383	305
Furniture & Fittings		135	175
Library Books		108	109
Open Space		304	267
Total Depreciation, Amortisation and Impairment		3,656	3,582
(d). Finance Costs			
Interest on Loans		473	482
Total Finance Costs		473	482

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 4. Asset Disposal & Fair Value Adjustments

$ '000	Notes	2018	2017
Infrastructure, Property, Plant & Equipment			
(i) Assets Renewed or Directly Replaced			
Proceeds from Disposal		171	250
Less: Carrying Amount of Assets Sold		(1,314)	(269)
Gain (Loss) on Disposal		**(1,143)**	**(19)**
(ii) Assets Surplus to Requirements			
Proceeds from Disposal		-	-
Less: Carrying Amount of Assets Sold		(1,667)	-
Gain (Loss) on Disposal		**(1,667)**	**-**
Net Gain (Loss) on Disposal or Revaluation of Assets		(2,810)	(19)

Note 5. Current Assets

(a). Cash & Cash Equivalents

Cash on Hand at Bank		279	21
Short Term Deposits & Bills, etc.		6,445	1,424
Total Cash & Cash Equivalents		6,724	1,445

(b). Trade & Other Receivables

Rates - General & Other		437	626
Council Rates Postponement Scheme		15	23
Accrued Revenues		17	248
Debtors - General		701	746
GST Recoupment		451	261
Prepayments		184	154
Loans to Community Organisations		158	145
Total Trade & Other Receivables		1,963	2,203

(c). Inventories

Trading Stock		7	2
Total Inventories		7	2

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 6. Non-Current Assets

$ '000	Notes	2018	2017
(a). Financial Assets			
Receivables			
Loans to Community Organisations		1,506	1,664
Total Receivables		**1,506**	**1,664**
Total Financial Assets		1,506	1,664
(b). Equity Accounted Investments in Council Businesses			
Eastern Health Authority (EHA)	19	62	44
Eastern Waste Management Authority INC (East Waste)	19	31	-
Total Equity Accounted Investments in Council Businesses		93	44
(c). Other Non-Current Assets			
Capital Works-in-Progress		2,817	2,286
Total Other Non-Current Assets		2,817	2,286

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 7a (i). Infrastructure, Property, Plant & Equipment

		as at 30/6/2017				Asset Movements during the Reporting Period						as at 30/6/2018			
						Asset Additions									
$ '000	Fair Value Level	At Fair Value	At Cost	Acc. Dep'n	Carrying Value	New / Upgrade	Renewals	WDV of Asset Disposals	Depreciation Expense (Note 3c)	Adjustments & Transfers	Tfrs from/(to) "Held for Sale" category	At Fair Value	At Cost	Acc. Dep'n	Carrying Value
Land	3	47,072	-	-	47,072	714	-	-	-	-	-	47,786	-	-	47,786
Land	2	5,650	-	-	5,650	-	-	(340)	-	-	(2,855)	2,454	-	-	2,454
Buildings & Other Structures	3	24,389	153	14,322	10,220	-	521	(15)	(586)	(547)	-	22,643	629	13,679	9,593
Buildings & Other Structures	2	3,205	66	875	2,396	-	-	(1,089)	(142)	46	(596)	772	-	156	616
Infrastructure															
- Stormwater Drainage		33,642	91	17,376	16,357	-	1,015	(19)	(385)	-	-	33,593	1,106	17,731	16,968
- Roads		81,037	1,389	32,447	49,979	-	3,270	(589)	(1,080)	-	-	80,354	3,367	32,141	51,580
- Traffic Control Devices		-	-	-	-	-	-	-	(1)	429	-	-	527	100	427
- Footpaths		30,448	1,461	6,798	25,111	-	1,741	(748)	(532)	-	-	29,216	3,202	6,846	25,572
Plant & Equipment		-	2,118	1,032	1,086	36	503	(129)	(383)	642	-	-	3,533	1,778	1,755
Furniture & Fittings		-	2,523	1,716	807	-	-	(52)	(135)	(270)	-	-	1,750	1,400	350
Library Books		-	650	324	326	90	-	-	(108)	-	-	-	741	433	308
Artworks		-	-	-	-	15	-	-	-	256	-	-	296	25	271
Open Space		-	6,581	2,744	3,837	296	140	-	(304)	(556)	-	-	6,701	3,287	3,414
Total Infrastructure, Property, Plant & Equipment		**225,443**	**15,032**	**77,634**	**162,841**	**1,151**	**7,191**	**(2,981)**	**(3,656)**	**-**	**(3,451)**	**216,818**	**21,852**	**77,576**	**161,094**
Comparatives		225,667	13,410	74,599	**164,478**	981	1,233	(269)	(3,582)	-	-	225,443	15,032	77,634	**162,841**

Note 7a (ii). Investment Property

Nil

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property

$ '000

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 7a 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.

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

$ '000

Valuation of Assets (continued)

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 deter mined 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) Parcel of Land and Buildings at 218 Main North Road, Prospect
2) Recreation Reserve frontage - Wilson Reserve
3) Plant Nursery Land - Menzies Crescent
4) Recreation Reserve - Main North Road & Regency Road Reserve
5) Recreation Reserve - WT Smith Reserve, Gladstone Road, Prospect

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.

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.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

$ '000

Valuation of Assets (continued)

Transition to *AASB 13 - Fair Value Measurement* (continued)

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.

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.

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.

Estimated Useful Lives

Useful lives are estimated for each individual asset. In estimating useful lives, regard is made to technical and commercial obsolesence, as well as legal and other limitations on continued use. The range of useful lives for a representative range of assets is shown below, although individual assets may have an estimated total useful life of a greater or lesser amount.

Asset Classification	Useful Life
Plant Furniture & Equipment	
Office Equipment	5 years
Office Furniture	5 - 10 years
Building and Other Structures	
Buildings	20 - 80 years
Shed and Shelter	25 - 35 years
Toilet Blocks/Storerooms/Clubrooms	40 - 50 years
Civic Centre and Grandstand	80 years

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

$ '000

Valuation of Assets (continued)

Estimated Useful Lives (continued)

Asset Classification	Useful Life
Infrastructure	
Roads - Surface	13 - 90 years
Roads - Base	65 - 273 years
Kerb & Gutter	70 years
Footpaths - Surface	15 - 80 years
Footpaths - Base	40 - 160 years
Stormwater Drainage	100 years
Pipes	100 years
Side Entry Pit Box Drains & Junction Boxes	80 years
Open Channel	70 years
Other Assets	
Library Books	5 years
Art Works	100 years
Other Non Current Assets	10 - 20 years
Outdoor Setting/Furniture	10 - 15 years
Irrigation	20 years

Land & Land Improvements

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.

Freehold land and land over which Council has control, but does not have title, is recognised on the cost basis. No capitalisation threshold is applied to the acquisition of land or interests in land.

Land assets were revalued as at 1 July 2013 by David Maidment. B Bus Property (Valuation) AAPI, Maloney Field Services. Additions are recognised at cost.

Estimated future costs of reinstatement of land, capitalised in accordance with AASB 116. 16(c), are reviewed annually (see Note 1).

Buildings & Other Structures

Buildings and other structures were revalued as at 1 July 2013 by David Maidment, B Bus Property (Valuation) AAPI, Maloney Field Services. Fair Value hierarchy is based on assessments of the Valuer.

Adoption of the valuations as at 1 July 2013 has seen a minor variance to annual depreciation expense Council experiences. Reductions experienced with the restatement of level 2 building assets at market value have largely been offset by the componentisation of newly constructed assets depreciated over a shorter life.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 7b. Valuation of Infrastructure, Property, Plant & Equipment & Investment Property (continued)

$ '000

Valuation of Assets (continued)

Infrastructure

Roads, Kerb and Gutter, Footpaths

Assets were valued by B C Tonkin & Associates as at 1 July 2015. All acquisitions made after the respective dates of valuation are recorded at cost.

The primary change through revaluation is the extension to useful lives based on historical data of consumption. The extension has led to a reduction in annual depreciation expected in the future. Revaluation of footpaths has included the adjustment of unit rates to include associated disposal costs of the expired asset. This has increased annual depreciation due to a higher base value. Footpath assets have also been componetised between surface and base.

Stormwater Drainage

Assets were valued by B C Tonkin & Associates as at 1 July 2015. 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.

Attachment

Note 8. Liabilities

$ '000	Notes	2018 Current	2018 Non Current	2017 Current	2017 Non Current
(a). Trade and Other Payables					
Goods & Services		2,754	-	23	-
Payments Received in Advance		-	-	345	-
Accrued Expenses - Employee Entitlements		290	-	313	-
Accrued Expenses - Other		422	-	1,144	-
Other		41	-	39	-
Total Trade and Other Payables		3,507	-	1,864	-

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 8. Liabilities (continued)

$ '000	Notes	2018 Current	2018 Non Current	2017 Current	2017 Non Current
(b). Borrowings					
Bank		-	-	37	-
Loans		1,043	11,846	763	6,393
Total Borrowings		1,043	11,846	800	6,393
All interest bearing liabilities are secured over the future revenues of the Council					
(c). Provisions					
Employee Entitlements (including oncosts) - Long Service Leave		1,151	49	1,009	109
Employee Entitlements (including oncosts) - Annual Leave		666	-	703	-
Total Provisions		1,817	49	1,712	109

Note 9. Reserves

$ '000	1/7/2017	Increments (Decrements)	Transfers	Impairments	30/6/2018
(a). Asset Revaluation Reserve					
Infrastructure					
- Stormwater Drainage	2,949	-	-	-	2,949
- Roads	21,340	-	-	-	21,340
- Footpaths	11,448	-	-	-	11,448
Land and Buildings	47,191	-	-	-	47,191
JV's / Associates - Other Comprehensive Income	194	-	-	-	194
Total Asset Revaluation Reserve	83,122	-	-	-	83,122
Comparatives	83,122	-	-	-	83,122

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 9. Reserves (continued)

$ '000	1/7/2017	Tfrs to Reserve	Tfrs from Reserve	Other Movements	30/6/2018
(b). Other Reserves					
Car Park Development Reserve	257	159	-	-	416
Carry Forward Reserve	2,079	-	(722)	-	1,357
Development Reserve	58	65	-	-	123
Total Other Reserves	2,394	224	(722)	-	1,896
Comparatives	631	1,763	-	-	2,394

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 2017-2018 Budget. This surplus will be included in the 2018-2019 Budget through Budget Review 1 and will be used to finalise the incomplete projects of 2017-2018.

Development Reserve

The development reserve is used for future development or redevelopment of open space facilities.

Note 10. Assets Subject to Restrictions

Council does not hold any assets subject to restrictions

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 11. Reconciliation to Statement of Cash Flows

$ '000	Notes	2018	2017
(a). Reconciliation of Cash			
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 Balance Sheet as follows:			
Total Cash & Equivalent Assets	5	6,724	1,445
Less: Short-Term Borrowings	8	-	(37)
Balances per Statement of Cash Flows		**6,724**	**1,408**
(b). Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus/(Deficit)		**(214)**	**19**
Non-Cash Items in Income Statements			
Depreciation, Amortisation & Impairment		3,656	3,582
Equity Movements in Equity Accounted Investments (Increase)/Decrease		(49)	2
Grants for Capital Acquisitions (Treated as Investing Activity Receipts)		(1,081)	(134)
Net (Gain) Loss on Disposals		2,810	19
		5,122	**3,488**
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		253	16
Net (Increase)/Decrease in Inventories		(5)	-
Net Increase/(Decrease) in Trade & Other Payables		1,643	(884)
Net Increase/(Decrease) in Other Provisions		45	196
Net Cash provided by (or used in) operations		**7,058**	**2,816**

(c). Financing Arrangements

Unrestricted access was available at balance date to the following lines of credit:

Corporate Credit Cards	25	27
LGFA Cash Advance Debenture Facility	5,500	1,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice. Council also has immediate access to a short-term draw-down facility and variable interest rate borrowings under a cash advance facility, both from the Local Government Finance Authority of SA.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 12a. Functions

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).									
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
$ '000	**Actual 2018**	Actual 2017	**Actual 2018**	Actual 2017	**Actual 2018**	Actual 2017	**Actual 2018**	Actual 2017	**Actual 2018**	Actual 2017
Planning and Community	**1,428**	1,350	**6,697**	6,100	**(5,269)**	(4,750)	**508**	777	**41,902**	40,916
Infrastructure, Assets and Environment	**1,087**	1,350	**14,092**	15,138	**(13,005)**	(13,788)	**982**	408	**99,721**	98,881
Corporate Services	**21,300**	19,773	**585**	452	**20,715**	19,321	**521**	646	**26,104**	25,573
Business and Economic Development	**32**	27	**1,007**	904	**(975)**	(877)	**222**	25	**9,789**	5,115
Total Functions/Activities	**23,847**	**22,500**	**22,381**	**22,594**	**1,466**	**(94)**	**2,233**	**1,856**	**177,655**	**170,485**

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures & associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 12b. Components of Functions

$ '000

The activities relating to Council functions are as follows:

PLANNING AND COMMUNITY

- City Planning
- Development Assessment
- Heritage
- Community Development (includes Community and Youth Services, Home Assist)
- Recreation and Sports
- Library
- Community Transport
- Community Arts

INFRASTRUCTURE, ASSETS AND ENVIRONMENT

- Environmental Sustainability
- Environmental Health
- Waste Management (Domestic, Green and Recycling)
- Community Safety (includes Parking and Dog Control & General inspections)
- 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

CORPORATE SERVICES

- Governance
- Rates Administration
- Employee Relations and Training
- Customer Service & Administration Services
- Financial Management
- Information Management
- Elected Membars
- Human Resources

BUSINESS AND ECONOMIC DEVELOPMENT

- Business & Economic Initiatives
- Marketing

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 13. Financial Instruments

$ '000

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits

Accounting Policy:
Carried at lower of cost and net realisable value; Interest is recognised when earned.

Terms & Conditions:
Deposits are returning fixed interest rates between 1.50% and 2.15% (2017: 1.5% and 2.0%). Short term deposits have an average maturity of 22 days and an average interest rate of 1.5% (2017: 6 days and 1.5%).

Carrying Amount:
Approximates fair value due to the short term to maturity.

Receivables
Rates & Associated Charges
(including legals & penalties for late payment)

Note: These receivables do not meet the definition of "financial instruments" and have been excluded from the following disclosures.

Accounting Policy:
Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & Conditions:
Secured over the subject land, arrears attract interest of 6.75% (2017: 7%). 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 & Other Charges

Accounting Policy:
Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & 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).

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 13. Financial Instruments (continued)

$ '000

Recognised Financial Instruments

Receivables
Other Levels of Government

Accounting Policy:
Carried at nominal value.

Terms & 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.

Terms & Conditions:
Liabilities are normally settled on 30 day terms.

Carrying Amount:
Approximates fair value.

Liabilities
Interest Bearing Borrowings

Accounting Policy:
Carried at the principal amounts. Interest is charged as an expense as it accrues.

Terms & Conditions:
Secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed (or variable - describe) rates between 3.67% and 7.0% (2017: 4.15% and 7.0%).

Carrying Amount:
Approximates fair value.

Liabilities
Finance Leases

Accounting Policy:
Accounted for in accordance with AASB 117.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 13. Financial Instruments (continued)

$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2018					
Financial Assets					
Cash & Equivalents	6,724	-	-	6,724	6,724
Receivables	1,153	-	-	1,153	1,152
Other Financial Assets	155	736	774	1,665	1,599
Total Financial Assets	**8,032**	**736**	**774**	**9,542**	**9,475**
Financial Liabilities					
Payables	3,396	-	-	3,396	2,795
Current Borrowings	1,735	-	-	1,735	1,043
Non-Current Borrowings	-	6,429	9,179	15,607	11,846
Total Financial Liabilities	**5,131**	**6,429**	**9,179**	**20,738**	**15,684**
2017					
Financial Assets					
Cash & Equivalents	1,445	-	-	1,445	1,445
Receivables	1,007	-	-	1,007	1,007
Other Financial Assets	142	458	1,190	1,790	1,708
Total Financial Assets	**2,594**	**458**	**1,190**	**4,242**	**4,160**
Financial Liabilities					
Payables	407	-	-	407	407
Current Borrowings	1,206	-	-	1,206	800
Non-Current Borrowings	-	4,037	4,288	8,324	6,393
Total Financial Liabilities	**1,613**	**4,037**	**4,288**	**9,937**	**7,600**

The following interest rates were applicable to Council's Borrowings at balance date:	30 June 2018		30 June 2017	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft		-	3.75%	37
Fixed Interest Rates	5.77%	12,889	6.38%	7,193
		12,889		**7,230**

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.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 13. Financial Instruments (continued)

$ '000

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 allowance for doubtful debts. 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 & 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 Mangement 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.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 14. Commitments for Expenditure

$ '000	Notes	2018	2017
(a). Capital Commitments			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Land & Buildings		1,998	682
Infrastructure		675	1,476
Other		5	295
		2,678	**2,453**
These expenditures are payable:			
Not later than one year		2,678	2,453
Later than one year and not later than 5 years		-	-
Later than 5 years		-	-
		2,678	**2,453**
(b). Other Expenditure Commitments			
Other expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:			
Audit Services		102	125
Waste Management Services		229	717
Employee Remuneration Contracts		9,533	5,590
		9,864	**6,432**
These expenditures are payable:			
Not later than one year		2,249	2,722
Later than one year and not later than 5 years		7,615	3,710
Later than 5 years		-	-
		9,864	**6,432**

(c). Finance Lease Commitments

Council has no Finance Leases.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 15. Financial Indicators

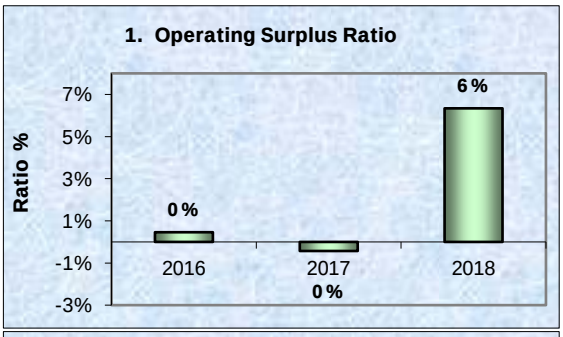
$ '000	Amounts 2018	Indicator 2018	Prior Periods 2017	2016
These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.				
1. Operating Surplus Ratio				
Operating Surplus	1,515	6%	(0%)	0%
Total Operating Income	23,896			
This ratio expresses the operating surplus as a percentage of total operating revenue.				
2. Net Financial Liabilities Ratio				
Net Financial Liabilities	8,069	34%	25%	24%
Total Operating Income	23,896			
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.				
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.				
Adjusted Operating Surplus Ratio		6%	(2%)	2%
3. Asset Sustainability Ratio				
Net Asset Renewals	7,721	221%	86%	116%
Infrastructure & Asset Management Plan required expenditure	3,493			
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.				

Attachment

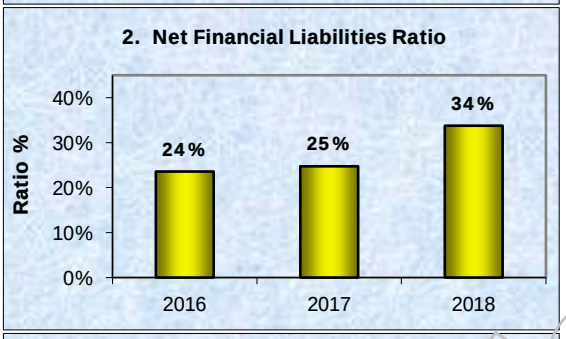
City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

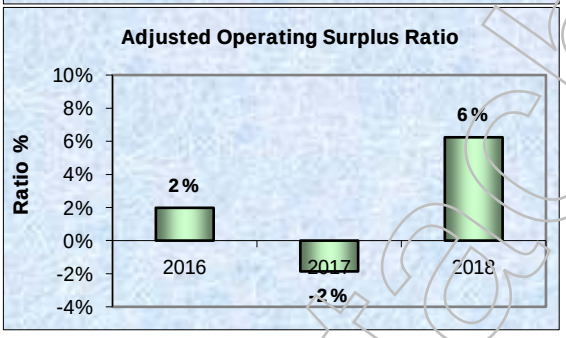
Note 15. Financial Indicators - Graphs (continued)



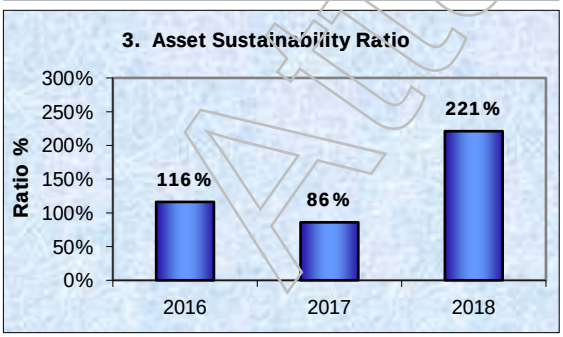
Purpose of Operating Surplus Ratio	Commentary on 2017/18 Result
This indicator is to determine the percentage the operating revenue varies from operating expenditure	**2017/18 Ratio 6%** During 2017-2018, Council received contributions to the car park reserve and projects that will incur expenditure in future years. These amounts are reflected in the Operating Surplus of 2017-2018. Council's Target Range for the Opearting Surplus Ratio is -1% - 5%.



Purpose of Net Financial Liabilites Ratio	Commentary on 2017/18 Result
This indicator shows the significance of the net amount owed to others, compared to operating revenue	**2017/18 Ratio 34%** Council undertook new borrowings during 2017-2018 in preparation to the construction of the Community Hub Library and Innovation Centre (CLIC), completion of undergrounding of Powerlines and upgrades to Alexandra Street. Council's target range for the Net Financial Liabilities Ratio is 10% - 90%.



Purpose of Adjusted Operating Surplus Ratio	Commentary on 2017/18 Result
This indicator is to determine the percentage the operating revenue (adjusted for timing differences in the Financial Assistance Grant) varies from operating expenditure	**2017/18 Ratio 6%** The adjustment in Operating Surplus Ratio was minimal for 2017-2018 as it was the second consecutive year that Council had received an early payment. Should the early payment not be received, Council's cashflow from the grant will be corrected. Council does not have an adjusted target range and continues to use the range of -1% - 5%.



Purpose of Asset Sustainability Ratio	Commentary on 2017/18 Result
This indicator aims to determine if assets are being renewed and replaced in an optimal way	**2017/18 Ratio 221%** Council continues to invest in the renewal of its assets. Council completed the majority of its work program for 2017-2018 as well as the three large incomplete projects from 2016-2017. Council's target range for the asset sustainability ratio is 100%-120%.

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City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 16. Uniform Presentation of Finances

$ '000	2018	2017

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.

Income	23,896	22,500
less Expenses	(22,381)	(22,596)
Operating Surplus / (Deficit)	**1,515**	**(96)**
Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	(7,721)	(3,000)
add back Depreciation, Amortisation and Impairment	3,656	3,582
add back Proceeds from Sale of Replaced Assets	171	250
Subtotal	**(3,894)**	**832**
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(1,151)	(1,317)
add back Amounts Received Specifically for New and Upgraded Assets	1,081	134
add back Proceeds from Sale of Surplus Assets (including Investment Property & and Real Estate Developments)	-	-
Subtotal	**(70)**	**(1,183)**
Net Lending / (Borrowing) for Financial Year	**(2,449)**	**(447)**

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 17. Operating Leases

$ '000	2018	2017

Lease Payment Commitments of Council

Council has entered into non-cancellable operating leases for various items of various items of computer equipment.

Contingent rental payments exist in relation to the lease of IT equipment.
No contingent rentals were paid during the current or previous reporting periods.

No lease imposes any additional restrictions on Council in relation to additional debt or further leasing.

Leases in relation to computer and office equipment permit Council, at expiry of the lease, to elect to re-lease return or acquire the equipment leased

No lease contains any escalation clause

Commitments under non-cancellable operating leases that have not been recognised in the financial statements are as follows:

Not later than one year	38	38
Later than one year and not later than 5 years	23	61
Later than 5 years	-	-
	61	**99**

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 18. Superannuation

$ '000

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). 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 (9.50% in 2017/18; 9.50% in 2016/17). 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 2016/17) 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 119.32(b), 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 Willie Towers Watson as at 30 June 2017. 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.

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.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 19. Interests in Other Entities

$ '000

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

	Council's Share of Net Income		Council's Share of Net Assets	
	2018	2017	2018	2017
Joint Ventures	49	(2)	93	44
Total	49	(2)	93	44

(i) JOINT VENTURES, ASSOCIATES AND JOINT OPERATIONS

(a) Carrying Amounts

Name of Entity	Principal Activity	2018	2017
Eastern Waste Management Authority (East Waste)	Waste Collection & Dispoal	31	-
Eastern Health Authority (EHA)	Health Services	62	44
Total Carrying Amounts - Joint Ventures & Associates		**93**	**44**

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.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 19. Interests in Other Entities (continued)

$ '000

(b) Relevant Interests

Name of Entity	Interest in Operating Result 2018	Interest in Operating Result 2017	Ownership Share of Equity 2018	Ownership Share of Equity 2017	Proportion of Voting Power 2018	Proportion of Voting Power 2017
Eastern Waste Management Authority (East Waste)	7%	0%	7%	0%	14%	0%
Eastern Health Authority (EHA)	13%	14%	13%	14%	20%	14%

(c) Movement in Investment in Joint Venture or Associate

	Eastern Waste Management Authority (East Waste) 2018	Eastern Waste Management Authority (East Waste) 2017	Eastern Health Authority (EHA) 2018	Eastern Health Authority (EHA) 2017
Opening Balance	-	-	44	46
Share in Operating Result	31	-	18	(2)
Council's Equity Share in the Joint Venture or Associate	**31**	**-**	**62**	**44**

(d) Summarised Financial Information of the Equity Accounted Business

Statement of Financial Position	Eastern Waste Management Authority (East Waste) 2018	Eastern Waste Management Authority (East Waste) 2017	Eastern Health Authority (EHA) 2018	Eastern Health Authority (EHA) 2017
Cash and Cash Equivalents	1,376	1,984	876	664
Trade and Other Receivables	1,127	412	122	129
Non-Current Assets	6,165	6,046	342	388
Total Assets	8,668	8,442	1,340	1,181
Current Trade and Other Payables	821	826	197	138
Borrowings	2,007	1,701	64	61
Current Provisions	530	491	325	306
Non-Current Borrowings	4,774	4,741	251	315
Non-Current Provisions	63	72	38	35
Total Liabilities	8,195	7,831	875	855
Net Assets	**473**	**611**	**465**	**326**

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 19. Interests in Other Entities (continued)

$ '000

(d) Summarised Financial Information of the Equity Accounted Business (continued)

Statement of Comprehensive Income	Eastern Waste Management Authority (East Waste)		Eastern Health Authority (EHA)	
	2018	**2017**	**2018**	**2017**
Council Contributions	12,689	13,068	1,680	1,641
Statutory Charges	-	-	151	155
User Charges	-	-	392	294
Grants, Subsidies & Contributions	15	40	271	271
Investment Income	19	30	13	12
Other Income	413	408	21	12
Total Income	13,136	13,546	2,528	2,385
Employee Costs	5,605	5,164	1,581	1,623
Materials, Contracts & Other Expenses	5,776	6,007	747	700
Depreciation, Amortisation and Impairment	1,767	1,724	46	55
Finance Costs	321	332	16	19
Total Expenses	13,469	13,227	2,390	2,397
Other Revenue / Expense Items	10	20	-	-
Operating Result	**(323)**	**339**	**138**	**(12)**

(e). Share of Joint Operations Expenditure Commitments

Expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:

(i) Capital Expenditures Payable	2018	2017
Not later than one year	1,819	-
Later that one year and not later than 5 years	-	-
Later than 5 years	-	-
	1,819	**-**

(ii) Operating Expenditures Payable		
Not later than one year	299	45
Later that one year and not later than 5 years	881	47
Later than 5 years	603	-
	1,783	**92**

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 20. Non-Current Assets Held for Sale & Discontinued Operations

$ '000	2018	2017
(i). Non Current Assets & Disposal Group Assets		
- Civic Centre	596	-
- Depot	2,855	-
Total Non Current Assets & Disposal Group Assets	3,451	-

Council has resolved to Sale portions of land at:
132-134 Prospect Road, Prospect SA 5082; and
218 Main North Road, Prospect SA 5082.
Settlement of the sale contracts for both sites are scheduled to occur prior to 30 June 2019

Note 21. Contingencies & Assets/Liabilities Not Recognised in the Balance Sheet

The following assets and liabilities do not qualify for recognition in the Balance Sheet, 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 deductable "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. LEGAL MATTERS
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 notice of 3 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.

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 22. Events after the Balance Sheet Date

Events that occur after the reporting date of 30 June 2018, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Auditors' Report as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 15/10/18.

Note 23. Related Party Transactions

$ '000	2018	2017

Key Management Personnel

Transactions with Key Management Personel
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, 15 persons were paid the following total compensation:

The compensation paid to Key Management Personnel comprises:		
Allowances	202	199
Employee Costs	843	750
Termination Benefits	105	-
Total	1,150	949

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	24	20
Total	24	20

Attachment

City of Prospect

Notes to and forming part of the Financial Statements
for the year ended 30 June 2018

Note 24. Equity - Retained Earnings and Revaluation Reserves Adjustments

$ '000	2018	2017

(a). Correction of Error/s relating to a Previous Reporting Period

In accordance with AASB 108 - Accounting Policies, Changes in Accounting Estimates and Errors, the above Prior Period Errors have been recognised retrospectively.

These amounted to the following Equity Adjustments:

- Accumulated Surplus	-	(2)
- Asset Revaluation Reserve	-	(11)
(relating to adjustments for the 30/6/16 reporting year end and prior periods)		
Total Prior Period Adjustments - Prior Period Errors	**-**	**(13)**

Attachment

Galpins
Accountants, Auditors
& Business Consultants

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Simon Smith CA, FCPA
David Sullivan CA, CPA
Jason Seidel CA
Renae Nicholson CA
Tim Muhlhausler CA
Aaron Coonan CA
Luke Williams CA, CPA
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INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL REPORT

To the members of the City of Prospect

Opinion

We have audited the accompanying financial report of the City of Prospect (the Council), which comprises the statement of financial position as at 30 June 2018, 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 the 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 2018, 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* (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.

Attachment

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

Tim Muhlhausler CA Registered Company Auditor
Partner

17 October 2018

Attachment

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INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROLS

To the Members of the City of Prospect

Independent Assurance report on the Internal Controls of the City Prospect

Opinion

We have audited the compliance of the 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 2017 to 30 June 2018 have been conducted properly and in accordance with law.

In our opinion, the 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 2017 to 30 June 2018.

Basis for Opinion

We conducted our engagement in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 *Compliance Engagements*, 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 2017 to 30 June 2018. ASAE 3100 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.

Attachment

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 the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 Compliance Engagements, 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 2017 to 30 June 2018. ASAE 3100 also requires us to comply with the relevant ethical requirements of 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 which it was prepared.

GALPINS ACCOUNTANTS, AUDITORS & BUSINESS CONSULTANTS

Tim Muhlhausler CA Registered Company Auditor
Partner

17 October 2018

Attachment

City of Prospect

General Purpose Financial Statements
for the year ended 30 June 2018

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 2018, 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.*

Cate Hart
CHIEF EXECUTIVE OFFICER

Corinne Garrett
PRESIDING MEMBER, AUDIT COMMITTEE

Date: **15 October 2018**

Attachment

City of Prospect

General Purpose Financial Statements
for the year ended 30 June 2018

Statement by Auditor

I confirm that, for the audit of the financial statements of City of Prospect for the year ended 30 June 2018, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, 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) Regulations 2011*.

Tim Muhlhauser
Galpins

Dated this 15th **day of** October **2018.**

Attachment