

AGENDA

Ordinary Council Meeting Tuesday, 23 January 2024

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

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

Date: Tuesday, 23 January 2024

Time: 7:00 PM

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

**Chris White
Chief Executive Officer**

Order Of Business

1	Opening	3
2	On Leave	3
3	Apologies	3
4	Declaration by Members of Conflict of Interest	3
5	Confirmation of Minutes.....	3
6	Public Question Time	3
7	Petitions	4
7.1	Petition - Roosters and Chicken Breeding on Boyle Street, Prospect	4
8	Deputations	6
9	Questions without Notice.....	6
10	Reports for Decision.....	7
10.1	Integrated Transport Plan Update	7
10.2	Periodic Review of Key Financial Indicators and 2024/2025 Annual Business Plan and Budget Parameters	24
11	General Business – Urgent Items	31
12	Reports for Information	32
12.1	Section 221 Permit Framework - Status Update - Incentive Deeds and Internal Working Group	32
12.2	Mayoral Monthly Activity Report	37
13	Council Member Reports and Briefings	38
14	Motions on Notice.....	39
14.1	Notice of Motion - Installing and Relocating Automated External Defibrillators	39
14.2	Notice of Motion - Line Marking and Parking	41
15	Questions with Notice	42
	Nil	
16	Confidential Items.....	43
16.1	Minutes of the CEO Performance Development Review Committee Meeting Held 16 January 2024	43
16.2	Sale of Land for Recovery of Unpaid Rates.....	45
16.3	250B Churchill Road Prospect - Renewal SA Development	47
17	Meeting Closure.....	49

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

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

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

1.2 COUNCIL PLEDGE

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

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

Ordinary Council Meeting - 12 December 2023

Special Council Meeting - 8 January 2024

6 PUBLIC QUESTION TIME

7 PETITIONS

7.1 PETITION - ROOSTERS AND CHICKEN BREEDING ON BOYLE STREET, PROSPECT

File Number: IC24/1

Author: Melanie Amezdroz, Corporate Support Coordinator

Responsible Executive: Caroline Batty, Director City Corporate

EXECUTIVE SUMMARY

A Petition was received on 20 December 2023, from residents in Boyle Street requesting the removal of roosters and prohibiting of chicken breeding in the neighbourhood.

In accordance with Council's Petition Policy, the Petition itself is not placed on the Council meeting agenda, but the case as stated and the number of signatories endorsing the Petition have been extracted and are presented below.

The covering letter states:

"Attached to this letter is a Petition I am submitting to Council for consideration. The Petition was put together due to neighbouring residents being fed up with the ongoing, constant NOISE of rooster/s crowing, and the BREEDING OF CHICKENS which keeps this rooster problem ongoing all the time."

The signed Petition requests the following action (redacted to ensure appropriate degree of confidentiality):

"We the undersigned, are concerned and angry citizens of Prospect who URGE the Prospect Council (City of Prospect) to ACT AND REMOVE ALL ROOSTERS, and to put an end to the BREEDING OF CHICKENS, from the premises at Boyle Street, PROSPECT SA 5082."

There are **ten (10)** signatories on the Petition.

Council Action

Council officers were first made aware of this issue through a complaint lodged in 2022.

As the property in question was, and remains, tenanted, Council had no ability in 2022 to act under the *Local Nuisance and Litter Control Act 2016*. Council administration referred the issue to the relevant authority, Housing SA, which had the authorisation to deal with the matter under the *Residential Tenancies Act 1995*. Council are unaware of what action, if any, may have been taken by Housing SA.

Changes have recently been made to the *Local Nuisance and Litter Control Act 2016*, which were gazetted on 5 October 2023. This has resulted in Council officers now having a pathway to address the complaint in greater detail. Notwithstanding the petitioner's concern that this is a longstanding issue, Council is only at the early stages of complaint escalation.

It is also worth noting that, as it is only the rooster that has been identified as the cause of the local nuisance, it may be beyond Council's powers to ban the breeding of chickens on the property in question.

Council officers will continue to work with the owners of the roosters to determine the most effective course of action, noting that an 'education before enforcement' approach underpins Council's regulatory work. Additional enforcement action, potentially up to and including expiation, will be considered if necessary, depending on the responsiveness of the owners. The type and scale of the action required by to be taken by the owner will determine the timeframe allocated for implementation, prior to any further escalation steps being taken.

RECOMMENDATION

That Council:

- 1. Having considered Item 7.1 Petition - Roosters and Chicken Breeding on Boyle Street, Prospect receives and notes the report.**
- 2. Notes that Council Administration is aware of the matter and is currently continuing to address it in accordance with established operational procedures.**
- 3. Requests Council officers to provide a suitable response to the Head Petitioner to advise of actions undertaken to date to resolve the issue in accordance with established processes.**

ATTACHMENTS

Nil

8 DEPUTATIONS

8.1 Raymond Shepherd /Petition

8.2 Marni Mead/Linemarking near the intersection of California Street and D'Erlanger Avenue

9 QUESTIONS WITHOUT NOTICE

10 REPORTS FOR DECISION**10.1 INTEGRATED TRANSPORT PLAN UPDATE****File Number:** IC23/358**Author:** Joshua Bowen, Manager Assets and Maintenance**Responsible Executive:** Sam Dilena, Director City Works & Presentation**EXECUTIVE SUMMARY**

The purpose of this report is to provide an update on progress in relation to the City Wide Integrated Transport Plan ('Plan'), and to seek the Council's support on a project scope which will be used to progress development of the Plan. This scope will be used as the basis to procure a suitably qualified consultancy to prepare the Plan.

The Plan will identify the key transport goals and objectives as well as develop strategies for each. This will then allow desired actions and targets for implementation to be developed that are measurable, sustainable and cost effective. On completion it will serve as a strategic plan for Council that will guide future investment in the transport network for all modes over the next 10+ years.

Engagement throughout the development of the Plan with key stakeholders and the community is fundamental to the success of the plan. A best practice engagement approach has been proposed in this report given its strategic importance. The consultation will be delivered with the support of consultants (technical input) and Council's internal engagement team.

This is an exciting project for the Council to deliver a Plan to support transport planning for our future that respects the unique character of Prospect. This will enable Council to adopt a consistent, sustainable, cost effective and integrated approach, by distinguishing the connection between transport and land use, and economic and community wellbeing and improving the city as a place to live, learn, work and invest.

RECOMMENDATION**That Council:**

- 1. Having considered Item 10.1 Integrated Transport Plan Update receives and notes the report.**
- 2. Having considered Item 10.1 Integrated Transport Plan Update, supports the procurement of a suitably qualified consultant/s based on the scope presented in this report to deliver an Integrated Transport Plan for our city.**

DISCUSSION

On 20 June 2023, Administration conducted a workshop with Elected Members to provide an opportunity to discuss the development of an Integrated Transport Plan ('Plan'). At that time staff provided information on what a best practice Plan encompasses, what staff had heard from the community and sought feedback from Council Members on the deliverable ambitions, including aspects of transport planning to be considered.

At this workshop it was clear that overall the Council wish the Plan to provide a sound transport planning framework and develop policy positions that would then allow for more detailed studies in the future in a prioritised manner. There was also the strong desire for strategic review of car parking in the Village Heart to occur as it related to the feasibility of parking demand management options, including an off-street multi level parking provision.

Integrated Transport Plan

Since the Council workshop, ongoing data collection on all 89kms of Council's roadways has progressed. This data collection is approximately 90% completed with some delays deliberately implemented to ensure road traffic conditions were not unduly influenced by roadworks, traffic management changes being implemented by Council's administration or external works. This data collection will be completed by the end of March 2024 and inputted into road transport data software (ATLYST) that will be used to empower its interrogation for the purposes on informing the Plan's development.

This data gathering has been key to the finalisation of the scope for the Plan.

This workshop, and Council's ongoing data collection exercise, has allowed Council staff to tailor the preparation of a detailed brief for the development of the draft Plan by a specialist consultant/s which is now finalised and provided in **Attachment 1** for Council's consideration of support.

An outline of the scope of the Plan and the community engagement approach is provided below.

Start Date: April 2024
End Date: April 2025
Budget : up to \$100,000

Key Deliverables:

- Development of the Integrated Transport Plan for the City of Prospect and all associated tasks and activities including
- Definition of Existing and Desired Road Networks in the context of functions, movements, and places
- Identify network objectives, performance indicators and benchmarking
- Network data collection and analysis
- Review Council Transport Policy Updates and intervention levels
- Issue identification, strategy development and recommendations
- Community engagement

Aim

The Integrated Transport Plan will provide Council with a comprehensive and practical plan to implement over the next 10 years in line with the Strategic Community Plan and Long-Term Financial Plan while working in conjunction with the State's 30 year plan for Greater Adelaide and the State's Integrated Transport and Land Use Plan.

Developing objectives for the Plan with the community and stakeholders is important for the plan's success. The objectives should reflect the vision for the transport network in the area but most importantly, should have the support of the community, including elected local government members.

The Plan should provide an integrated, accessible and safe transport infrastructure and services for all transport modes, it is important that all transport modes are connected and work together. This will result in improving the community's overall accessibility to employment, services, education, recreation and key activity centres and encourage travel behaviour change and create more liveable communities.

The Plan will facilitate an appropriate balance between economic, social and environmental outcomes, between the local and regional functions of the transport network and services.

Future challenges for the City of Prospect relate to a change in housing density along key growth corridors including Churchill Road and Prospect Road and proposed urban infill allowed through the 30 Year Plan for Greater Adelaide and outlined in the Planning and Design Code. The Plan will need to consider policy settings to manage this future growth and impact on Council's transport networks.

Given the City of Prospect's position between major state controlled arterial routes, future growth in population and traffic changes in metropolitan Adelaide may also give rise to increase rat-running traffic through local roads. A policy framework to holistically plan and prioritise possible future Local Area Traffic Management approaches, review possible locations to establish public open space and

plazas and review existing treatments effectiveness to traffic calm local streets also needs to be considered.

Based on proven technical analysis and assessment aimed at achieving the identified goals, objectives and strategies, the Plan will provide practical recommendations that are achievable and measurable over the short, medium and longer term.

The Plan will provide detailed improvements for the cycling and walking network, identifying route and link improvements and practical infrastructure measures accounting for nearby trip generators such as shopping nodes, schools, public transit locations and future growth corridors.

Given the inter-connectivity of local roads in Prospect with State controlled roads, DIT is a major stakeholder. The Plan needs to ensure links with key state and local transport related strategies, and policies and advocate for consideration and funding to help address City of Prospect's transport needs.

Scope

An outline of the scope of the Plan is provided below, with a detailed breakdown against each task provided for in **Attachment 1**.

- Stage 1 - Objective Setting
 - 1.1 Develop Outline Structure, Principles and Objectives
 - 1.2 Network and Precinct Definitions
 - 1.3 Engagement
- Stage 2 - Draft Plan Development
 - 2.1 Additional Data Collection
 - 2.2 Network Gap Analysis
 - 2.3 Policy Review
 - 2.4 Develop Strategies and Interventions
 - 2.5 Draft Plan Preparation
 - 2.6 Engagement
- Stage 3 - Final Plan
 - 3.1 Update Plan based on Feedback
 - 3.2 Council Endorsement

Key Milestones

Lodgement of Tender Submission:	March 2024
Award of submission by:	April 2024
Stage 1 (Objective Setting):	May 2024
Stage 1A (1 st Community Engagement):	May 2024
Stage 2 (Draft Plan Development):	August 2024
Stage 2A (Council Workshop on Draft Plan):	December 2024
Stage 2B (2 nd Community Engagement):	February 2025
Stage 3 (Council Workshop on updated Draft):	March 2025
Stage 3 (Revise and Finalise Plan):	April 2025

Engagement Approach

The Community Engagement process for the Plan will be undertaken at a Level 3 in accordance with the Council's Community Engagement and Consultation Policy, across a raft of phases and activities. The consultation aims to bring into focus existing issues and requirements as well as future plans and upgrades so Council can deliver the best possible outcomes to support a thriving and growing community. Importantly, the engagement will also play a strong role in ensuring a clear message is communicated to our community, to establish a solid understanding of the journey and practical expectations in developing the Plan.

Consulting and involving the community of City of Prospect will encourage a transparent decision-making process to assess and deliver an effective Plan. The community consultation aims to identify the community's key priorities, current issues around traffic and parking and preferences regarding future upgrades, as well as future social behaviours.

Council's approach to collect data aims to be at a best practice level, through a variety of platforms, including online pin drop maps, 'drop-in' sessions across the community, key stakeholder mapping (community groups, schools, businesses, NFP's), Ward Councillor sessions, workshops with Council and traffic surveys as needed.

The community engagement and communication will be undertaken in-house by Council staff, using the team's community connections and demonstrating Council's commitment to understanding this priority both on the ground and strategically.

To achieve the above, two phases of community engagement are proposed:

Phase 1: Present data on how the roads, parking and public transport are currently being used and what users would like to see in the long term, including social behaviours, population and density modelling and walking and cycling activities. Based on the feedback and data collected, a draft concept plan will be developed.

Phase 2: Present a draft concept plan to the community and stakeholders for feedback, gather the level of support on the plan, and identify if anything needs to be added / amended.

The Consultant will be required to submit as part of their tender a methodology for consultation that aligns with best practice to ensure maximum community 'buy in' and aligned in a manner to ensure it allows the preparation of an innovative and exemplar Integrated Transport Plan.

The consultant will be required to prepare all the content required to support the engagement approach and attend any public or Council forums, with Council responsible for the preparation of the design of materials, engagement collateral/materials, advertising, engagement activities oversight and facilitation as well as preparing summary documents after each phase of consultation.

To this end the engagement approach can be aligned with the requirements of the consultant and Council work in partnership to deliver best practice engagement outcomes required.

Village Heart Car Park Feasibility Study

In response to ongoing community concerns, and views expressed by Council Members at the 20 June 2023 Councillor Workshop it is proposed to bring forward the consideration of a strategic review of car parking in the Prospect Road Village Heart in parallel with the Plan's development. Primarily as this Study relates to the feasibility of off-street parking provision, other means of managing parking demand and triggers for such measures to be implemented in the Village Heart.

This body of work will occur separately to the Plan due to the different subject matter expertise required, and it forming a separate body of work that can standalone from the Plan. The aim of this study is to consider growth anticipated in the Village Heart (planning zoning along Prospect Road) and other drivers of parking demand and propose demand management options for Council's consideration. These options will include a review of the feasibility of multi level off street carparking solution/s, paid parking on street and any other options that may exist. It is proposed that the Study will also look at cost, funding models, location, number of carparks required and triggers/timing.

The intention is that this study project will be progressed once the cost of preparing the Plan is known should sufficient remaining budget be available. In the interim, market analysis and early engagement will occur to establish if local expertise exists and the anticipated cost of the Study to inform considerations moving forward.

A workshop with the Council is also being planned with involvement of subject matter experts to inform a scope for this project.

Implications, Related Questions and Further Information

The Council's Administration has also procured traffic management support services that formed a component of the Plan's budget (\$82,000) in 2023-24 FY. These services will assist staff provide further technical support to inform the Plan's development.

This technical support will deliver the following aspects:

1. Road Crash Data, Narrow Streets, and Traffic control device's locations to be provided as GIS overlays.
2. Road Hierarchy Plan review - based upon revised traffic count data, Austroads criterion to be used.
3. Technical Memo outlining key precincts within Prospect, with Network analysis of road hierarchy, crash data, narrow street intervention progress and speed data. Purpose will be to ascertain where further investigation of intersection/traffic calming function or further intervention may be required.
4. A review of the 40km/h speed zone effectiveness utilising post implementation data and data recently collected.
5. A review of current active transport networks - bike lanes, Bike SA routes, Braund Rd/ Devonport Tce bike boulevards and footpaths. Output will be a works program developed to improve the gaps in the footpath/shared path network.
6. Review of current mobility carparking spaces and their spatial distribution, where further facilities may be required in each precinct to meet demand and where improvements are required to existing spaces for DDA compliance.

This approach will improve the quality of the Plan as well as allow some tangible smaller scale actions to be developed earlier.

Relevance to Policy

- *Local Government Act 1999*
- Parking Management Policy
- Traffic Management Policy

ATTACHMENTS

1. Integrated Transport Plan Brief [!\[\]\(e492b5d52ab457a7a3c2826c4091dfee_img.jpg\)](#) 

Integrated Transport Plan 2023

Project Brief



Contents

- 1. Project Summary**
- 2. General**
- 3. Introduction**
- 4. Aim**
- 5. Consultation Engagement**
- 6. Location**
- 7. Scope**
- 8. Content of Submission**
- 9. Lodgement of Submissions**
- 10. Council's Representative**
- 11. Background Documents**

1. Project Summary

Project Name: City of Prospect Integrated Transport Plan

Project Manager:

Contact Details:

Project Team: Project Sponsor: Sam Dilena, City Works & Presentation
Project Manager:
Technical Lead:

Start Date: February 2024

End Date: May 2025

Key Deliverables:

- Development of the Integrated Transport Plan for the City of Prospect and all associated tasks and activities including
 - Definition of Existing and Desired Road Networks in the context of functions, movements, and places
 - Support two stages of Community Consultation.
 - Identify network objectives, performance indicators and benchmarking
 - Network data collection and analysis
 - Review Council Transport Policy Updates and intervention levels
 - Issue identification, strategy development and recommendations
 - Community, stakeholder, elected member engagements

Key Milestones:

Close of Submissions: 11 March 2024
Award of submission by: 25 March 2024
Stage 1 (Objective Setting): April 2024
Stage 1A (Initial Community Engagement): May 2024
Stage 2 (Draft Plan Development): August 2024
Stage 2A (Council workshop on Draft Plan): December 2024
Stage 2B (Community Engagement on Draft Plan): February 2025
Stage 3 (Revise and Finalise Plan): April 2025

Inclusions: Council Road Network, Intersections with DIT Roads,

Exclusions: Private Roads, DIT Roads,

Note:

Council's Engagement Team to organise and facilitate consultation utilising a co-delivered engagement plan and materials described in Section 6 Stage 1A developed by the consultant.

2. General

City of Prospect ("Council") is seeking to engage a suitably qualified consultant to develop Council's Integrated Transport Plan (ITP).

The objective of this project brief is to invite tender proposals from suitably qualified consultants for the investigation and development of an Integrated Transport Plan for the Council over the next 10 years.

The ITP will identify the key transport goals and objectives, developing strategies for each to achieve desired actions and targets for implementation that are measurable, sustainable, and cost effective.

Engagement through the development of the ITP with key stakeholders and the community is fundamental to the success of the plan.

3. Introduction

The purpose of the ITP is to develop a strategic plan for Council that will guide future investment in the transport network for all modes over the next 10 years.

The transport network plays an integral role in the liveability of Prospect and its ability to be resilient to challenges including population growth, an ageing population, changing urban form and climate change. Integrated and holistic transport network reviews and planning ensures a co-ordinated approach to future upgrades, capital project planning and responses to growth.

This is an exciting project for Prospect to deliver an Integrated Transport Plan fit for the future that respects the unique character of Prospect.

This will enable Council to adopt a consistent, sustainable, cost effective and integrated approach, by distinguishing the connection between transport and land use, and economic and community wellbeing and improving the city as a place to live, learn, work and invest.

Collectively, the ITP will help identify and prioritise transport infrastructure gaps, policy updates and service improvements to meet community and government objectives.

4. Aim

The Integrated Transport Plan will provide Council with a comprehensive and practical plan to implement over the next 10 years in line with the Strategic Community Plan and Long-Term Financial Plan while working in conjunction with the State's 30 year plan for Greater Adelaide and the State's Integrated Transport and Land Use Plan.

Developing objectives for the ITP with the community and stakeholders is important for the plan's success. The objectives should reflect the vision for the transport network in the area but most importantly, should have the support of the community, including elected local government members.

The ITP should provide an integrated, accessible and safe transport infrastructure and services for all transport modes, it is important that all transport modes are connected and work together. This will result in improving the community's overall accessibility to employment, services, education, recreation and key activity centres and encourage travel behaviour change and create more liveable communities.

The ITP will facilitate an appropriate balance between economic, social and environmental outcomes, between the local and regional functions of the transport network and services.

Future challenges for the City of Prospect relate to a change in housing density along key growth corridors including Churchill Road, and Prospect Road and proposed urban infill allowed through the 30 Year Plan for Greater Adelaide and outlined in the Planning and Design Code. The ITP will need to consider policy settings to manage this future growth and impact on Council's transport networks.

Given the City of Prospect's position between major state controlled arterial routes, future growth in population and traffic changes in metropolitan Adelaide may also give rise to increase rat-running traffic through local roads, and a policy framework to holistically plan and prioritise possible future Local Area Traffic Management approaches, review possible locations to establish public open space and plazas and review existing treatments effectiveness to traffic calm local streets also needs to be considered.

Based on proven technical analysis and assessment aimed at achieving the identified goals, objectives and strategies, the plan will provide practical recommendations that are achievable and measurable over the short, medium and longer term.

The ITP will provide detailed improvements for the cycling and walking network, identifying route and link improvements and practical infrastructure measures accounting for nearby trip generators such as shopping nodes, schools, public transit locations and future growth corridors.

Given the inter-connectivity of local roads in Prospect with State controlled roads, DIT is a major stakeholder. The ITP needs to ensure links with key state and local transport related strategies, and policies and advocate for consideration and funding to help address Prospect's transport needs.

5. Community Engagement:

The Community Engagement process for the ITP will be undertaken at a Level 3 in accordance with the Council's Community Engagement and Consultation Policy, across a raft of phases and activities. The consultation aims to bring into focus existing issues and requirements as well as future plans and upgrades so Council can deliver the best possible outcomes to support a thriving and growing community. Importantly, the engagement will also play a strong role in ensuring a clear message is communicated to our community, to establish a solid understanding of the journey and practical expectations in developing the Plan.

Consulting and involving the community of Prospect will encourage a transparent decision-making process to assess and plan an ITP for Elected Members. The community consultation

aims to identify the community's key priorities, current issues around traffic and parking and preferences regarding future upgrades, as well as future social behaviours.

Council's approach to collect data will be best practice, through a variety of platforms, including online pin drop maps, 'drop in' sessions across the community, key stakeholder mapping (community groups, schools, businesses, NFP's), Ward Councillor sessions, workshops with Council and traffic counters.

The community engagement and communication strategies will be undertaken inhouse, using the team's community connections and demonstrating Council's commitment to understanding this priority both on the ground and strategically.

To achieve the above, two phases of community engagement are proposed:

Phase 1: Commence data collection on how the roads, parking and public transport are currently being used and what users would like to see in the long term, including social behaviours, population and density modelling and walking and cycling activities. Based on the feedback and data collected, a draft concept plan will be developed.

Phase 2: will present a draft concept plan to the community and stakeholders for feedback, gather the level of support on the plan, and identify if anything needs to be added / amended.

The Consultant is required to submit as part of their tender a methodology for consultation that aligns with best practice to ensure maximum community buy in and aligned in a manner to ensure it allows the preparation of an innovative and exemplar Integrated Transport Plan.

The consultant will be required to prepare all the content required to support the engagement approach and attend any public or Council forums, with Council responsible for the preparation of the design of materials, engagement collateral/materials, advertising, engagement activities oversight and facilitation as well as preparing summary documents after each Phase of consultation.

A PC Sum allowance is to be made in the tender response to support the proposed engagement methodology.

6. Location

Prospect Council is in inner metropolitan Adelaide and predominantly residential living interlinked with major arterial roads.

City of Prospect has an 89km road network with 98 narrow streets. The area is subject to several challenges in the short to medium term due to the presence of significant main roads running north-south and east-west through the Council or immediately adjacent (North-South corridor), coupled with infill residential development and high-density apartment properties with growth corridors established along arterial roads.

A map outlining the extent of the study area can be seen below:



Figure 1 City of Prospect

7. Scope

The City of Prospect requires a competent consultant to undertake the following services:

Stage 1 – Objective Setting	
Objectives	<p>The ITP aims to complement and support relevant local, state, and national reforms and strategies. As relevant to the ITP, review and summarise as necessary Council, State and National documents, consult key stakeholders, define network functions and objectives, and establish performance criteria and targets.</p> <p>Initial community engagement whereby the objectives and direction of the ITP is outlined and presented. This stage will also capture key community sentiments around traffic and transport related matters that will need to be addressed within the next 10 years.</p>
Tasks / Scope	Outputs / Deliverables
1.1 Develop Outline Structure, Principles and Objectives	<ol style="list-style-type: none"> 1. A Summary of Literature Review and key stakeholder engagement needs that identifies opportunities, constraints, risks, policy direction and trends. 2. Council have identified the items below as key themes for consideration: walkability, bike lanes and public transit connections, identifying area where plazas or open space could be formed or trialled, Electric vehicle charging and innovative technology (LED signage, sensors, wayfinding, traffic calming), policy direction to establish holistic review of any LATM with clear targets and appropriate intervention levels to prioritise. (Refer Attachment 1-Workshop Notes)
1.2– Network and Precinct Definitions	<ol style="list-style-type: none"> 3. A network map in PDF formats showing Precincts with major trip generators with traffic and parking controls and Road and active transport networks. 4. Revised Road Network Hierarchy based upon traffic counts updated in 2023/24. (Base plan to be provided) 5. A summary of key intersections and roads for consideration for investigation considering road hierarchy and traffic count data, Road Crash Data, narrow streets locations, and current Traffic control device's locations provided in GIS overlay. This will allow a data driven technical comparison with sites of community concern raised. If further data is required to assess

	<p>intersection control upgrades such as signalisation the top 10 priorities should be outlined for discussion in Stage 2</p> <p>6. A summary of roads for consideration of closure or transformation into plazas, shared spaces, greenspace or active transport link connections based upon traffic count through data, strategic importance of the through route and extent of impacts to access to the local road network. This is to inform LATM policy and possible tactical urbanism trials to ascertain impacts as an output of the ITP.</p> <p>7. A network map showing current transport nodes- bus stops, train stations and pedestrian generators and proposed active transport routes and gaps requiring review including possible upgrades of footpaths under recommended width based upon DDA requirements. Consideration for improvements required to east/ west Public Transport connectivity and near key pedestrian generators such as schools where pedestrian numbers may require further investigation. The top 10 priorities for further data if required should be outlined for discussion in Stage 2.</p>
1.4 – Engage Council For Approval	Present to Council key findings during stage 1 and recommendations. Prepare relevant materials and slides.

Stage 1A – Initial Community Engagement	
Tasks / Scope	Outputs / Deliverables
	<p>Phase 1: Commence data collection on how the roads, parking and public transport are currently being used and what users would like to see in the long term, including social behaviours, population and density modelling and walking and cycling activities. Based on the feedback and data collected, a draft concept plan will be developed.</p>
1A.1 – Support 1st Round of Community Engagement	<p>1. In accordance with the consultation and engagement plan prepared by the Consultant, the consultant is to prepare best practice ITP consultation content aligned with their engagement plan for elicits useable data on travel habits, trends and issues based upon key transport themes (walking, cycling, Public transport, traffic, parking, schools) across a range of popular engagement platforms (website, social media, engagement hub, community drop-in sessions) excluding engagement postcards and the preparation of relevant contents to be uploaded onto Council's website. Councils' engagement team will prepare for and undertake the consultation and a final engagement plan will be developed in consultation with the consultant.</p> <p>2. The consultant will also be required to develop, and summarise a survey to gauge key transport and traffic issues across the Council area to the community using survey monkey survey with digital map with pins (or equivalent) to flag areas of concern by transport theme. This will be distributed by Council.</p>
1A.2 - Engage EM on Community Engagement Outcomes	<p>3. Present to elected members and Council administration key findings during stage 1A and recommendations. Prepare relevant materials and slides. Including identifying key themes to form the key considerations of the plan.</p>

Stage 2 - Draft Plan Development

Objectives	<p>Having established Council's network objectives and existing network conditions, Stage 2 will be focused on developing a series of strategies, policies, intervention plans to address network shortfalls and gaps to bring the network closer to the goals and targets established in the previous stage.</p> <p>The consultant will identify strengths and weaknesses in Council's current transport network and services and the factors involved and highlight current key problem areas and issues.</p> <p>The plans generated from this Stage should encompass interventions for the short term (<2 years), medium term (2-5 years) and long term (5+ years).</p> <p>Community consultation at this Stage will present an opportunity for resident and stakeholders to provide feedback to the drafted plans and allow Council to gauge community sentiments.</p>
Tasks / Scope	Outputs / Deliverables
2.1 - Data Collection	<ol style="list-style-type: none"> 1. Consultant to undertake required data collection for top 5 sites listed in Section 1.2 (4) & top 5 sites in 1.2 (5). Existing available data sources such as SCATS, DIT heatmapping and provided network wide traffic counts (made available to the consultant via ATLYST) should be utilised to establish network performance indicator baselines for all other sites.
2.2 - Network Gap Analysis	<ol style="list-style-type: none"> 2. Consultant to prepare a technical memo outlining findings from comparing existing network performance outlined in Section 1.2, data collected from Section 2.1 and public consultation outcomes.
2.3 Policy Review	<ol style="list-style-type: none"> 3. Review Council's current transport related policies including Parking Management Policy, Traffic Management Policy, previous transport studies and plans, and proposed capital works plans and revised road hierarchy. 4. Consider Policy Updates required (noting items below have been identified previously for consideration): <ul style="list-style-type: none"> - Multi-Unit Developments (MUDS): policies to address impacts of MUDs including loss of parking, strategies and intervention points for addressing increasing parking demand on nearby narrow streets, and servicing impacts such as waste management due to kerb side space/ time required for collection. The consultant should allow to support three (3) Case Studies of existing MUDS and prepare a comparison report against their respective original planning assessment. - Parking Management Policy: Possible introduction of parking precincts to prioritise management of parking via zone- eg. Commercial zones around Village Heart prioritising turnover, Commuter zones around nodes near key arterials to dissuade commuter parking and zones around growth areas with proposed MUDs to prevent expectation of parking availability and provide strategies to manage and dissuade overspill. - Providing a policy framework which allows for a progression to on-street paid parking should be considered to assist with growth should also be reviewed in line with similar approaches in Adelaide metro such as City of Unley. - Traffic Management Policy/ Road Hierarchy- Policy to review rat running issues and any traffic calming solutions in an area wide 5. Develop appropriate intervention levels and benchmarks for considering holistic actions and policies. 6. Discuss and review approaches to future growth, through infill and impact of growth corridors. Noting there is a separate study on parking demand management in the Village Heart which will be pursued (incl investment in off-street parking resource).

2.4 - Develop Strategies and Intervention Measure for Short, Medium and Long term	7. For each of the issues identified in task 2.2 and 2.3, the consultant is to develop and strategies and intervention measures for the short, medium, and long terms. The identified strategies must be accompanied by justification and high-level MCA using criteria suitable for the relevant network indicator and submit for Council review
2.5 - Prepare Draft Plan	8. Develop Draft Plan Based on Council feedback and outcomes from previous steps.

Stage 2A - Council Workshop on Draft Plan

Tasks / Scope	Outputs / Deliverables
2A.1 Workshop the draft plan with Council and seek endorsement for community engagement	1. Present to elected members and Council administration key findings during stage 2 and recommendations. Prepare relevant materials and slides.

Stage 2B - Community Engagement on Draft Plan

Tasks / Scope	Outputs / Deliverables
	Phase 2: will present a draft ITP plan to the community and stakeholders for feedback, gather the level of support on the plan, and identify if anything needs to be added / amended.
2B.1 Undertake community engagement of the draft Plan	<ol style="list-style-type: none"> 1. The consultant is to prepare materials for community consultation across a range of popular engagement platforms including a workshop presentation and the preparation of relevant contents to be uploaded onto Council's website to summarise the draft ITP. 2. The consultant will also be required to develop and summarise a survey on the draft Plan.

Stage 3 - Final Plan

Objectives	Finalise Plan to incorporate community and stakeholder feedback
Tasks / Scope	Outputs / Deliverables
3.1 - Update plan based on community feedback and submit for Council Approval	1. Production and submission of Final Plan for Council review and comment, incorporating community feedback
3.2 - Finalise the Plan through Council endorsement	2. Submission of Final Plan including any feedback from Council

8. Content of Submission

The Consultant's submission must include the following:

- a) Relevant Experience and Project Examples
- b) Description of the proposed methodology
- c) Schedule of proposed sub-contractors (if any)
- d) Curriculum vitae of key staff

- e) Pricing Schedule (noting a PC Sum allowance is to be made for supporting content preparation and attendance associated with the Community Engagement approach proposed by the Consultant in this tender)
- f) Breakdown of costs
- g) Evidence of insurance cover relevant to this consultancy e.g. professional indemnity, public liability etc.
- h) Timeline and hold points- *noting council may be negotiable on some timeframes from Stage 2-3 but start and finish dates are not negotiable.*
- i) Outline of consultation and engagement approaches undertaken on other similar Integrated Transport Plan projects including statistics on level of engagement with consultation process and type of engagement undertaken- e.g. Consultant or Council led.
- j) Value Added Services
- k) At least 2 referees to whom you have provided similar services in developing an Integrated Transport Plan including both technical staff and communications/ engagement team staff contacts.

9. Lodgement of Submissions

Submissions must be lodged electronically before the closing date of and in accordance with the lodgement procedure set out in this clause.

Please email submissions to admin@prospect.sa.gov.au

Subject Title of email to be in the following format:

Quote Submission – City of Prospect Integrated Transport Plan – ‘Company Name’ – ‘Submission Date’

10. Council’s Representative

For any enquiries regarding this consultancy (upon Award) the Consultant will work under the direction of:

Ms Kelsey Carter, Traffic Engineer
Ph 08 8269 5355
kelsey.carter@prospect.sa.gov.au

11. Background Documents:

State Level Plans:

- 30 Year Plan for Greater Adelaide
- Planning and Design Code
- State Transport Plan

City Of Prospect Plans:

- Strategic Community Plan
- Access and Inclusion Plan
- Tree Strategy 2021-2026
- Open Space Strategy
- 2023-2027 Economic Development Growth Strategy
- Asset Management Plan: Footpaths
- Asset Management Plan: Roads
- Environmental Action Plan
- Prospect Oval Master Plan

Note: No current endorsed Walking and Cycling Plan

City of Prospect Transport Related Policies:

- Parking Management Policy
- Traffic Management Policy

Attachments:

CR23/27848 Councillor Information and Workshop Session Notes- Integrated Transport Plan.

10.2 PERIODIC REVIEW OF KEY FINANCIAL INDICATORS AND 2024/2025 ANNUAL BUSINESS PLAN AND BUDGET PARAMETERS**File Number:** IC24/4**Author:** Andrew Alderson, Manager Finance**Responsible Executive:** Caroline Batty, Director City Corporate**EXECUTIVE SUMMARY**

Preparation for the annual revision of the Long-Term Financial Plan (LTFP) and Annual Budget 2024-2025 has now commenced. The first step in this process is for Council to revisit, review and set the targets for the Key Financial Indicators (KFIs), and the underlying assumptions that form the parameters for the preparation of the Annual Budget.

Key Financial Indicators

The Local Government Association (LGA) Financial Sustainability Information Paper 9 recommends setting target ranges for three financial KFIs. These are:

- Operating Surplus Ratio;
- Net Financial Liabilities Ratio; and
- Asset Renewal Funding Ratio.

In addition, Council has previously established and adopted a fourth ratio, being the Interest Ratio.

Having undertaken a review of key financial indicators at its meeting on the 4 December 2023, the Audit and Risk Committee recommends continuation of the existing Key Financial Indicator ranges.

The Audit and Risk Committee noted that the strategic acquisition of land on Main North Road means the Council is currently projecting a Net Financial Liabilities Ratio in excess of 90% and recommends modification to the individual year Net Financial Liabilities Ratio to include a statement to the effect “unless special consideration is resolved by Council”. This will align the wording of the individual year ratio to that of the five-year average ratio.

LTFP Parameters

The LTFP model current assumption around CPI for 2024-2025 is set on a 4% indexation. This is in line with the current economic outlook from the Reserve Bank of Australia and other agencies modelling. It is proposed that this measure will be the basis of the LTFP modelling to be presented to the Audit and Risk Committee at its upcoming February meeting. This meeting will look at projections for formulating the 2024-2025 Draft Budget and LTFP.

2024/25 Budget development process

Detailed steps to develop the 2024/25 Budget are provided in **Attachment 1** to this report. In March, several interactive workshops will present opportunities for Council to review the assumptions and desired outcomes before endorsing the 2024-2025 Draft Annual Business Plan (and Budget) for public consultation during May 2024.

RECOMMENDATION

That Council:

- 1. Having considered Item Periodic Review of Key Financial Indicators and 2024/2025 Annual Business Plan and Budget Parameters receives and notes this report.**
- 2. Having considered this report and the recommendation from the Audit and Risk Committee, endorse the following Key Financial Indicator target ranges:**
 - **Operating Surplus Ratio for an individual year (1%) - 3%;**
 - **Operating Surplus Ratio for a 5-year average period 0% - 2%;**
 - **Net Financial Liabilities Ratio for an individual year < 90% unless Special Consideration is resolved by Council;**
 - **Net Financial Liabilities Ratio for a 5-year average period < 90% unless Special Consideration is resolved by Council;**
 - **Interest Ratio for an individual year 0% - 3%; and**
 - **Asset Funding Renewal Ratio 90% - 120%.**

DISCUSSION**Key Financial Indicators**

Preparation for the annual revision of the Long-Term Financial Plan (LTFP) and development of the Annual Budget 2024-2025 has commenced. The review of the Key Financial Indicators (KFIs) and underlying assumptions that form the parameters for the preparation of the Annual Budget is an essential component of this process, and this was undertaken by the Audit and Risk Committee on 4 December 2023.

The Local Government Association (LGA) and the SA Local Government Financial Management Group (FMG) have made recommendations about what KFIs should be in considered via Financial Sustainability Information Paper 9. This Paper recommends setting target ranges for three financial KFIs. These are:

- Operating Surplus Ratio;
- Net Financial Liabilities Ratio;
- Asset Sustainability Ratio.

All three KFIs are a mandatory reporting requirement of the state-regulated Model Financial Statements used in Council's Financial Reporting.

In addition, Council introduced an Interest Ratio in August 2021. As requested by the Audit and Risk Committee at that time, this ratio is intended to alert Council to rising interest rates as an early flag as to whether the Net Financial Liabilities Ratio target should be reviewed. In a climate of low interest rates, a higher ratio target supports Council's risk appetite to borrow and deliver more.

Key Financial Indicator Target Ranges

Key Financial Indicator targets are indicators to the long-term financial sustainability of Council, excepting in cases of extreme shifts in the global economic climate. These indicators are assisted further by the inclusion of single year indicators and multiyear average targets which enable the Council to absorbed small variances over the longer term. For the past couple of years, the Council has made no significant changes to the KFI targets.

Operating Surplus Ratio

The operating surplus ratio is designed to demonstrate Council's control of its total revenue sources and how it varies from its operating expenses.

The LGA Financial Sustainability Information Paper 9 recommends a target range of 0% - 10%. The current endorsed operating surplus ratio target ranges for the Council are:

- 0% - 2% over a 5-year period; and
- (1%) - 3% within a single year.

Council forecasted operating deficits for 2021-2022 (2.8%) & 2022-2023 (2.9%) which was in excess of the single year target of (1%). However, for 2023-2024, a forecast ratio of 0.4% was anticipated. The five-year forecast of the ratio has been maintained within the suggested range.

The Audit and Risk Committee is not recommending amendment to this ratio.

It is worth noting that a significantly improved result to that forecast was achieved in 2022-23, with a final surplus of around \$1.6m achieved. This, however, was at least partly due to retimed federal Financial Assistance Grants, which (depending on grant timing for this financial year) may impact forecast outcomes for 2023-24.

Net Financial Liabilities Ratio

The net financial liabilities ratio demonstrates Council's net debt as a percentage of its operating revenue.

The LGA Financial Sustainability Information Paper 9, recommends a target range of 0% - 100%. The current endorsed net financial liabilities ratio target ranges for the Council are:

- < 90% over a 5-year period unless Special Consideration is resolved by Council; and
- < 90% within a single year.

The Audit and Risk Committee had a discussion about the multiyear and single year ratios being the same. The discussion focused on the creation of a one-year limit at a higher value which would accommodate the Council's current situation where the ratio is projected to be operating in excess of 90%. The current projection is due to the increase in debt due to the acquisition of Main North Road. The Audit and Risk Committee did note, however, that the Council had given special consideration to undertaking the acquisition and this is the purpose of such a clause.

The Audit and Risk Committee has recommended aligning the single year to the five-year ratio as follows:

- < 90% within a single year unless Special Consideration is resolved by Council.

Interest Coverage Ratio

The interest coverage ratio is calculated by dividing the net interest expense by the net income of the Council and is an indicator of the ability to cover the interest commitments on outstanding debts. The Interest Ratio is an additional ratio to those suggested in the LGA Financial Sustainability Information Paper 9.

It has been acknowledged that as the Council is forecasting increasing debt levels in the LTFP, the dual use of the Net Financial Liabilities Ratio with an Interest Ratio is designed to support Council drawing down greater borrowing, whilst also providing an understanding of the impact of the increasing interest expense that comes with this additional borrowing.

The current endorsed interest coverage ratio range for the Council is:

- 0% - 3% within a single year.

The Audit and Risk Committee is not recommending any amendment to this ratio.

Asset Funding Renewal Ratio

The asset sustainability ratio demonstrates Council's investment into replacement and renewal of existing asset stock.

The ratio measures Council's actual spend against the required spend as identified in the Asset Management Plans (AMP). This target spend is identified to ensure Council's infrastructure assets are maintained to a desired level of service.

The range of 90% - 120% is intended to allow for price fluctuations in project procurement compared to the forecast spend rather than adjustment in timing of project delivery.

The Audit and Risk Committee is not recommending any amendment to this ratio.

Long Term Financial Plan Parameters**CPI and Economic Outlook**

The key assumptions of the LTFP are around the impact of increasing costs on employee costs and materials. These increases are in general linked to the expectations on the Consumer Price Index (CPI) and the Local Government Price Index, which looks more directly at cost impacts in the Local Government sector. The key body with influence over CPI nationally is the Reserve Bank of Australia (RBA). In the most recent (November 2023) RBA Economic Outlook Statement, the bank communicated expectations on the CPI over the next two-year period and these are summarised in Table 1.

Table 1: RBA CPI Outlook

June 2023	Dec 2023	June 2024	Dec 2024	June 2025	Dec 2025
6.0%	4½%	4%	3½%	3¼%	3%

It should be noted that these projections are consistent with the 2023-2024 LTFP assumptions.

Whilst this CPI is one indicator that needs to be considered, it is also very important to understand other factors – and in particular, current wage growth pressures. The Council has resolved the Enterprise Agreement with outdoor staff within the parameters of the LTFP. Negotiations continue with the indoor staff.

During recent years there has been a wider variation between the Local Government Price Index and CPI due to large stimulus responses to the COVID-19 pandemic. At present, the variance has returned to being more closely aligned and is not currently considered material.

2023-2024 LTFP Assumptions

The existing assumptions contained within the 2023-2024 update of the LTFP are as follows;

Table 2 Long-Term Financial Plan (LTFP) Assumptions 2023-2024 to 2032-2033

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Increase in LGPI for operating expenditure.	5.00%	4.00%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Increase in Employee Costs (Excl SGL)	4.00%	4.00%	4.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Increase in LGPI for capital expenditure	5.60%	3.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Increase for Non-Rates and Grant Income. Calculated using the incremental historic average of the CPI (min 2.5%)	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Projected increase in Total Rate Revenue (inclusive of Growth)	8.20%	5.00%	4.00%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Projected increase in Total Rate Revenue sourced from Development Growth	1.14%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Projected average residential rate increase	6.75%	4.00%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Increase in Grants Commission Grant Revenue	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%

The Audit and Risk Committee were satisfied that the current assumptions are consistent with the projections of CPI and no other fundamental change is required, noting the pending resolution of EB negotiations.

Budget Timeline

The Council is required to adopt the Annual Business Plan and Annual Budget after 31 May for the ensuing financial year and, except in a case involving extraordinary administrative difficulty, before 15 August for the financial year.

There will be several interactive workshops which will present opportunities for Council to review the assumptions and desired outcomes before endorsing the Plan/Budget for public consultation. **Attachment 1** provides the timeline with key milestones to achieve this outcome.

Implications, Related Questions and Further Information

The establishment of key financial indicator targets and assumptions are measures used to assess the performance of the LTFP and do not require any additional finances or resources in their development. Instead, they are used to measure the impact of resource and financial impact considerations in other decision-making processes.

Relevance to Core Strategies / Policy

- *Local Government (Financial Management) Regulations 2011*, Regulation 5
- LGA Financial Sustainability Information Paper 9 (Financial Indicators)

ATTACHMENTS

1. Annual Business Plan and Budget 2024 - 2025 Process Timeline [!\[\]\(8d139a66f540002704b5c70b7fe6cc7a_img.jpg\) !\[\]\(c209541a4bc5f45e44bd7791f9477320_img.jpg\)](#)

2024-2025 ANNUAL BUSINESS PLAN (BUDGET) SCHEDULE / TIMELINE

White = Council Workshops, Meetings and Activities

Orange = Community Consultation

Green = Staff Preparation

Blue = Audit Committee

Actions	Dates
Audit Committee Review of LTFP Key Performance Indicators	4 Dec 2023
Submit Budget Schedule & Process to Council for information	CEO Update Jan 24
Executive Leadership Team & Management Team to determine end-of-year projections and any material variations of the 2023-2024 Budget. Variations to be considered in the Second Quarter Budget Review (Presented to February 2024 Council Meeting).	Dec 2023– Jan 2024
Prepare 2024-2025 Salaries/Loan/Depreciation/Update Annual Business Plan.	13 Dec 2023– 9 Jan 2024
Executive Leadership Team & Management Team to prepare 2024-2025 Draft Budget, reconciling to the LTFP presented to 12 December 2022 Audit Committee.	4 Dec 2023 – 2 Feb 2024
Audit Committee Workshop – Review of LTFP Assumptions	19 Feb 2024
Current Long Term Financial Plan (LTFP) and Assumptions Presentation to Council Meeting	27 Feb 2024
Council Workshop 1 <ul style="list-style-type: none"> • Overall Budget Process • Assumptions and Cost Pressures • Council Member Budget Bids • Operating Budget Bids • Capital Budget Bids • Community Engagement Process • Recurrent Budget 	5 Mar 2024
Council Workshop 2 <ul style="list-style-type: none"> • Capital Budget and Projects Finalisation • Rate Scenarios / Modelling • Surpluses • Fees & Charges 	12 Mar 2024
Council Workshop 3 Tentative – only if required	19 Mar 2024

Actions	Dates
EASTER PUBLIC HOLIDAY	29 April – 1 March 2024
Audit Committee Review of Draft Annual Business Plan (Prior to Community Consultation)	15 April 2024
Council to endorse the Draft Annual Business Plan for Community Consultation	23 April 2024
Rates Modelling updated with 2024-2025 valuations progressively for revisits and "growth"	May 2024
Commencement of Level 3 Community Consultation Focus groups, community survey, public meeting Advertise to give 21 days' notice of Public Meeting (must be 21 days after Newspaper notice). Ensure all budget documents for the public are ready when the first advertisement appears in the Advertiser	First Paper Advert 1 May 2024 Public Meeting 22 May 2024
Council Workshop <ul style="list-style-type: none"> Results of Community Engagement (interim) How results from community engagement results have been incorporated into the Budget Presentation of final draft Annual Business Plan & Budget and Rate Scenarios 	11 June 2024 TBC
Council presented for adoption: <ul style="list-style-type: none"> 2024-2025 Fees and Charges Annual Business Plan 2024-2025 and Rates Declaration 	25 June 2024 Meeting
Summary brochure of adopted 2024-2025 Annual Business Plan & Budget distributed with 1 st Quarter Rates notice	Mid July 2024

11 GENERAL BUSINESS – URGENT ITEMS

Council has resolved that an Agenda Item “General Business – Urgent Matters” be included on the agenda to enable members to raise matters of a genuinely urgent nature, is not a change to Council Policy and cannot wait until the next Council meeting recognising that the leave of meeting will be required for each item on each occasion.

12 REPORTS FOR INFORMATION

The Council has adopted the protocol that only those items on the Council Agenda provided for information (to receive and note) may be adopted without further discussion.

12.1 SECTION 221 PERMIT FRAMEWORK - STATUS UPDATE - INCENTIVE DEEDS AND INTERNAL WORKING GROUP

File Number: IC24/12

Author: Scott McLuskey, Manager Development & Regulatory Services

Responsible Executive: John Pearce, Director City Growth & Development

EXECUTIVE SUMMARY

Council endorsed changes to its Fees and Charges Register at its January 2023 Council meeting as part of a report addressing enhancements to the way that Council staff administer the permit and compliance processes relating to Section 221 permits under the Local Government Act. This included the use of a new Section 221 Permit Framework, together with the formation of an ongoing Internal Working Group focussed on the delivery and continuing improvements of this regulatory function.

Subsequently, at the 18 April 2023 Council meeting, the Internal Working Group committed that an information report would be prepared for Council's consideration in early 2024 which reviewed the success (or otherwise) of the new Section 221 Permit Framework.

Despite that commitment, the Internal Working Group notes that it is likely to be a further six months before the first development which received a permit through the new framework will be completed. In the absence of a completed development the Internal Working Group does not consider that it can provide Council with a fulsome review of the success of the new framework (noting that the condition of the footpath at completion of the development was a critical aspect that led to the new framework being established).

In this context the Internal Working Group has prepared this interim information report, which provides information on a range of activities being pursued by the Internal Working Group together with a case study showing early signs that the new framework has successfully reduced issues and impacts around development sites.

The Internal Working Group commits to providing Council with a more fulsome review by no later than December 2024, following the completion of the first two developments that received permits under the new framework.

RECOMMENDATION

That Council:

1. **Having considered Item 12.1 Section 221 Permit Framework - Status Update - Incentive Deeds and Internal Working Group receives and notes the report.**

DISCUSSION

Brief Background

The new Section 221 Permit Framework, as endorsed by Council at its January 2023 meeting, separates proposals to occupy or change public realm areas adjacent to properties into two categories: Minor Permits (residential driveways, new stormwater pipes, verge plantings, or the like) and Major Permits (multi-storey developments, proposals to occupy a footpath or verge for an extended period of time, or the like).

For Major Developments an Internal Working Group reviews the permit application and establishes an Incentive Deed with the developer upon approval, which allows the developer to receive a retrospective discount on their permit fees if they comply with the terms of the permit (and any other relevant laws/rules in particular adherence to the Local Nuisance and Litter Control Act), and if the public realm is maintained in good condition (or appropriately reinstated in a proactive way by the developer). The initial fee is set at a reasonably high level, to encourage developers to minimise their use of the public realm in the first place and to encourage compliance (i.e. to maximise the retrospective discount the developer receives).

Case Study Comparison

Consequent to the implementation of the Deed process, there has been a small number of complaints received regarding the Harrington. Those complaints typically relating to contractors overstaying timed parking spaces near the site and some issues earlier in the development with poorly constructed hoarding between the footpath and the excavation for the basement car park. While Council staff have patrolled this area regularly, no expiations have been issued or orders made under the Local Government Act by our compliance staff in relation to this development. A number of expiations have been issued in relation to vehicles overstaying timed parking restrictions adjacent to the site, and the Internal Working Group understands that a number of these vehicles related to contractors involved in the development.

Staff meet with the developer regularly to review issues and confirm the appropriate retrospective incentive payable dependent on behaviour during the prior 3 month period. The spreadsheet tracking complaints received in relation to the Harrington development is attached (**Attachment 1**) for reference.

This should be contrasted against the experience of our compliance staff (and community) in relation to a site that is nearing completion of construction located nearby the Harrington that commenced prior to the implementation of this Incentive Deed initiative. Council staff received dozens of complaints regarding footpath damage, blocking of the footpath, works affecting adjoining buildings, blocking off of a shared car parking area, and others during the construction period. No occupation income was received during this period and the site owners refused to meet with our compliance staff to discuss issues on a number of occasions. This contrasting case study underlines the importance of very early intervention and collaboration with a developer around awareness of this scheme moving forward.

These case study sites were selected based on their proximity to each other and to an arterial road (giving rise to some potentially similar community impacts). It is acknowledged by the Internal Working Group that this singular case study may not be representative of the program more broadly, but it is nonetheless a heartening signal that the new Section 221 Permit Framework has made a positive impact upon developer/contractor behaviour on and around building sites.

Financial Implications

The Internal Working Group is monitoring several key budget matters related to the new permit framework. Some meaningful data is available as part of this update report, however more comprehensive financial information will be available following the conclusion of two developments that have entered into Incentive Deeds later this year. The budget matters being monitored are identified below.

Section 221 Permit income received in 2023/24 FY (to date):

To the six months in FY24 \$93,653 has been invoiced, compared to \$46,835 received in the 2021/22 Financial Year. It should be noted that the budgeted figure of \$170,000 is projected in 2023/24 Financial Year (with majority of the additional income relating to developments classified as Major Permits with developers who have entered into an Incentive Deed with Council).

Retrospective incentives to developers for good behaviour:

In the case of the Harrington, the quarterly review meetings have identified some areas of developer and contractor behaviour improvement. However the extent of this improvement and success of the impact levels overall have qualified the developer to retrospectively to receive the 50% discount.

We are unable to provide accurate cashflow data due to timing and structure of Incentive Deed as the Q2 incentive rebates have not yet been applied to the income received and noted in the aforementioned paragraph. Administration will provide a detailed account of permit income and retrospective incentives paid in a future report following final inspection of completed site.

Council rectification costs:

Staff are unable to confirm these final costs until completion of developments, however will provide detailed account of any rectification costs incurred in a future report following final inspection of completed site.

In particular, it is noted that if the footpath and/or road adjacent to a development site is not restored to a satisfactory standard by the developer at the conclusion of the construction works, this will have a meaningful impact on the final retrospective incentive received by the developer. The poor condition of footpaths following the completion of a development was a key identified reason for commencing the new permit framework and thus the Internal Working Group considers that the success of the permit framework can't be meaningfully assessed until this concluding aspect of compliance can be assessed.

Public Realm Improvements Funded from Permit Income

Council's Assets and Maintenance Team have pursued two projects using funding received from Major Permit income:

Rosary / Prospect Primary School footpath initiative

This project was partially funded by DIT (under the Way2Go program). The project provided a rubble pathway along the northern section of the Prospect Primary School oval formalising the link between Staples Court and Prospect Primary School.

This project was completed using funds from the S221 fees generated from the Rosary School construction project.

The Harrington

In order to minimise the loss of on street parking during construction of the Harrington, civil works were undertaken to create a mountable indented parking bay facilitating on street parking for several residents whilst allowing trucks to safely access the construction site. The project involved removal of traffic control devices to allow the additional on street parking.

The Internal Working Group notes that the funds that were available to pursue both these projects within this Financial Year would not have been available in previous Financial Years, as Council would instead have been investing staff resources into compliance activities and cost recovery processes (where Council was required to undertake road and/or footpath rectification).

Continuing System Improvement Program

In addition to the operational benefits of the S221 Incentive Deed Project described above, the Internal Working Group maintains a focus on continually improving Council's systems to improve efficiency and quality of the service. Within the last 12 months the following key system improvement processes have been pursued by the Working Group.

Authority registers: This project has had three key focusses including increasing the number of Council's business processes that are undertaken within our centralised corporate software system, reconfiguring the basic form of the system to allow for end-to-end (or as close as possible to this) completion of business processes within the Authority system, and identifying future opportunities for automation of administration tasks once businesses processes have been fully incorporated into the system.

This project initially commenced by providing a central invoicing register within the Authority system, but has expanded to include allocation, assessment, decision making and permit issuing processes for several types of Section 221 Permits (as well as Section 222 Permits and other compliance activities within the Community Standards team).

Upgrade of GIS system: Within this Financial Year it is expected that the first stage (of two total stages) of this project will be completed, which would involve the decommissioning of Council's existing Geographic Information System (GIS) and upgrade to a newer version of the software with enhanced capabilities.

While the Internal Working Group is not leading this project, enhanced GIS capacity is closely linked to our ability to publish and collect data spatially. In particular the Internal Working Group will be assisting Council's system specialists to automate the integration of data within the Authority system into the new GIS.

Maintenance of Internal Working Group: The working group continues to meet monthly (or more often as needed) to maintain oversight of existing and upcoming Major Permit developments, as well as to maintain positive momentum on continuous system improvements in this space.

Potential Future Asset Protection Officer

The Internal Working Group notes the planned introduction by the State Planning Commission of the Residential Driveway Crossovers Design Standard; which as presently drafted would allow private certifiers to approve new driveways (or widening of existing driveways) whenever a resident is constructing a garage or carport. While the new Section 221 Permit Framework appears to have reduced impacts to the public realm associated with Major Permits, it has not made (and is not currently designed or resourced to make) any improvements to impacts around Minor Permits.

Council administration has considered that the likely public realm impacts arising from this new Design Standard, including unnecessary footpath closures, damaged footpaths and driveways not constructed to Council specification that need to be removed and replaced, give rise to a need to consider the creation of an additional role within Council's compliance team focussed specifically on damage to Council assets around development sites or infrastructure works.

While this work would be largely focussed on Minor Permits, it is envisaged that this role would also support the compliance activities already undertaken in relation to Major Permits. A full business case relating to this proposed additional recurrent budget expenditure will be presented as part of the 2024/25 Financial Year budget process. Given its relevance to this report however, administration considered that it was timely to foreshadow this proposal to Council.

Concluding Remarks

As noted earlier in this report, the Internal Working Group acknowledges that this is an update on the new Section 221 Permit Framework rather than the full review that was previously committed to. The change in nature of this report arises from the fact that no developments have been completed as yet that have been the subject of an Incentive Deed.

There are two developments anticipated to be completed in the second half of this year, and so the Internal Working Group will undertake a full review following the completion of those developments and present a more comprehensive report to Council on its findings by no later than December 2024.

ATTACHMENTS

1. **The Harrington Issues & Resolution Register**  

The Harrington Issues & Resolution Register

[illegible]

12.2 MAYORAL MONTHLY ACTIVITY REPORT**File Number:** IC24/17**Author:** Kirsty Howlett, EA CEO and Mayor**Responsible Executive:** Chris White, Chief Executive Officer**EXECUTIVE SUMMARY**

This report covers the period from 12 December 2023 to 22 January 2024. In brief, the Mayoral activities have included the following:

1. Activities

- ERA Mayor's Christmas Dinner – Rezz Hotel, Newton
- Big Bash League Game – Adelaide Strikers v Hobart Hurricanes – SACA Committee Room, Adelaide Oval
- Tour Down Under – Men's Stage 2 Start, City of Unley
- Tour Down Under – Men's Stage 3 Finish, Gorge Road, Athelstone – Campbelltown City Council
- Brighton Jetty Sculptures – Opening Night, Brighton Surf Life Saving Club, Esplanade Brighton
- Tour Down Under – Men's Stage 69 Start – King William Road, Hyde Park - City of Unley

2. Meetings: face to face, by teleconference or video conference

- Meetings with the Chief Executive Officer (CEO) and Executive Assistant
- Council Agenda Review meeting
- Full Council meeting
- Meeting with Kris Mooney – North Adelaide Football Club
- Payinthei Kumungka Steering Group Meeting
- Meeting with Kosta Koutsonas (Samaras Group) attended with Director City Growth and Development John Pearce
- Regular catch up with Cr. Thuy Nguyen
- Meeting with Minister Andrea Michaels, attended with CEO, Chris White, presenting Council's new Advocacy Register
- Councillor Information Session and Briefing
- CEO PDR

3. Other

- Media Enquiries.
- Various Phone Calls, Emails, Letters, Video Promotions etc.
- Correspondence and Meetings with Constituents and Community Members

RECOMMENDATION**That Council:**

1. Having considered Item 12.2 Mayoral Monthly Activity Report receives and notes the report.

ATTACHMENTS**Nil**

13 COUNCIL MEMBER REPORTS AND BRIEFINGS

14 MOTIONS ON NOTICE**14.1 NOTICE OF MOTION - INSTALLING AND RELOCATING AUTOMATED EXTERNAL DEFIBRILLATORS**

File Number: IC24/13

I, Councillor Lillian Hollitt, give notice that at the next Ordinary Meeting of Council to be held on 23 January 2024, I intend to move the following motion:

MOTION

That Council:

- 1. Move the existing internal Automated External Defibrillators fitted at Nailsworth Community Hall and Cane Reserve Club Rooms to visible positions on the external walls of the buildings.**
- 2. Purchase and fit an Automated External Defibrillator and an outdoor cabinet in the vicinity of Vine Street Plaza/Prospect Road in a visible location.**
- 3. Consider an adjustment to the Council's 2023-24 Annual Budget to fund this work at the 2nd Quarter Budget Review due to the low cost anticipated, noting the final cost will be informed by Council staff.**

RATIONALE**Nailsworth Community Hall & Charles Cane Reserve Clubrooms**

No power source is required and only involves the purchase of an outdoor cabinet and the labour of bolting to the wall. Cost of each outdoor wall mounted cabinet is approximately \$335.

Vine St Plaza/Prospect Rd

Estimated cost for a new Automated External Defibrillator (AED) is \$1,500 - \$2,000. If the attachment of a wall mounted cabinet is not suitable in this location, floor stand type cabinets are available at a cost of around \$730.

Heart disease remains the leading cause of death in Australia. Heart disease affects people under the age of 60.

AEDs are affordable and save lives with current legislation requiring them to be fitted in many workplaces.

Nailsworth Community Hall and Charles Cane Reserve Clubrooms have restricted hours and AED availability is an issue.

Neither location has other available AEDs in close proximity, and both locations are popular with residents outside of access times.

Vine Street Plaza and surrounds is one of the highest foot traffic areas in the Council area with increasing numbers using the area well into the evening.

I commend this Notice of Motion to Council.

CEO COMMENT

This is ultimately a matter for Council.

Council currently fulfils its obligation in accordance to the *Automated External Defibrillators (Public Access) Act 2022* by having 3 Automated External Defibrillators (AEDs) available across Council facilities.

The legislation allows for installation of AEDs outside buildings, provided they are appropriately signed.

All AEDs must be registered with SA Health / SA Ambulance Services, must be maintained, and undergo testing every 12 months. Obviously, there is a risk of vandalism if the AEDs are placed externally.

Considering the cost of procuring AEDs, cabinets and signage, the cost of installing an AED is generally between \$4000 to \$5000 for a new device installation. Given this motion anticipates relocation of existing devices, the cost will likely be somewhat lower as indicated in the motion.

There is also some minor risk of misuse of the devices if installed in an external location. This needs to be balanced against the benefits of having these devices available externally. It must also be noted that Council could expect some defence to any suggestion of misuse from the fact that the legislation allows external defibrillator installations, provided conditions are met (eg. signage, etc).

If passed, staff will proceed and refer the question of funding to Budget Review #3 (likely in April/May 2024).

ATTACHMENTS

Nil

14.2 NOTICE OF MOTION - LINE MARKING AND PARKING**File Number: IC24/14**

I, Councillor Mark Standen, give notice that at the next Ordinary Meeting of Council to be held on 23 January 2024, I intend to move the following motion:

MOTION**That Council:**

- 1. Request administration to schedule a workshop to discuss line-marking procedures, impacts and options.**
- 2. Instruct staff to halt the current line marking and sign replacement program until after the workshop discussion has been held and an appropriate pathway forward has been determined.**

RATIONALE

It has become apparent over the past couple of weeks that 'maintenance' line marking is having negative and immediate impact on some residents, with the apparent loss of some long-held legacy on-street car parking.

Council has a mandate to maximise parking opportunities, so reducing car-parking in any manner, and certainly legacy car-parking that negatively impacts long term residents, is something we need to avoid.

I commend this Notice of Motion to Council.

CEO COMMENT

This is ultimately a matter for council.

If carried, this motion will halt all line marking for this season, and may require a carry forward of any unspent line marking budget to 2024/25.

Line marking has an important road safety element, as well as reinforcing awareness of legal requirements in relation to road rules and parking regulations. As such, delaying renewal will result in some minor increases in risk to Council and residents in those areas where renewal is delayed. However, this must be balanced against Council's desire to review the issues arising from the recent line marking program.

ATTACHMENTS**Nil**

15 QUESTIONS WITH NOTICE

Nil

16 CONFIDENTIAL ITEMS**16.1 MINUTES OF THE CEO PERFORMANCE DEVELOPMENT REVIEW COMMITTEE MEETING HELD 16 JANUARY 2024****Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

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

RECOMMENDATION**Order to exclude the public**

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the Council orders that all members of the public, except the Elected Members of the City of Prospect and the following persons:
 - Chief Executive Officer
 - Director City Strategy, Community and Culture
 - Director City Corporate
 - Director City Growth and Development
 - Director City Works and Presentation
 - Team Leader Governance and Risk
 - Minute Secretary

be excluded from attendance at the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 16.1 Minutes of the CEO Performance Development Review Committee Meeting Held 16 January 2024, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of Unreasonable disclosure of information concerning the personal affairs of any person.

2. The Council is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

RECOMMENDATION

1. That, pursuant to Sections 91(7) and 91(9) of the *Local Government Act 1999*, and having considered the matter ' 16.1 Minutes of the CEO Performance Development Review Committee Meeting Held 16 January 2024' for the meeting of Council held on [enter the meeting date] in confidence, the Council orders that:
 - 1.1 the report, attachments and minutes arising from the report, and any associated documentation, having been considered by the Council in confidence under Section 90(2) & (3) (a) be kept confidential and not available for public inspection until 23 January 2025, on the basis that the information received, discussed and considered in relation to this agenda item is:

information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
 - 1.2 the Chief Executive Officer is delegated authority that the order be revoked in whole or part.
 - 1.3 the confidentiality order will be reviewed by the Council / Chief Executive Officer at least once every 12 month period.
2. That, for the item named in Clause 1 and associated sub clauses, unless:
 - 2.1 the period in respect of any order made under Section 91 (7) of the Local Government Act 1999 lapses; or
 - 2.2 Council resolves to revoke an order made under Section 91 (7) of the Local Government Act 1999; or
 - 2.3 the Chief Executive Officer determines pursuant to delegated authority that the order be revoked; any discussions of the Council on the matter and any recording of those discussions are also confidential.

16.2 SALE OF LAND FOR RECOVERY OF UNPAID RATES**Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)
- (i) information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council
- (i) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

RECOMMENDATION**Order to exclude the public**

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the Council orders that all members of the public, except the Elected Members of the City of Prospect and the following persons:

- Chief Executive Officer
- Director City Strategy, Community and Culture
- Director City Corporate
- Director City Growth and Development
- Director City Works and Presentation
- Team Leader Governance and Risk
- Minute Secretary

be excluded from attendance at the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 16.2 Sale of Land for Recovery of Unpaid Rates, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of Reason.

2. The Council is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

RECOMMENDATION

1. That, pursuant to Sections 91(7) and 91(9) of the *Local Government Act 1999*, and having considered the matter ' 16.2 Sale of Land for Recovery of Unpaid Rates' for the meeting of Council held on [enter the meeting date] in confidence, the Council orders that:
 - 1.1 the report, attachments and minutes arising from the report, and any associated documentation, having been considered by the Council in confidence under Section 90(2) & (3) (a) and (i) be kept confidential and not available for public inspection until Review event, on the basis that the information received, discussed and considered in relation to this agenda item is:

information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); AND information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council.
 - 1.2 the Chief Executive Officer is delegated authority that the order be revoked in whole or part.
 - 1.3 the confidentiality order will be reviewed by the Council / Chief Executive Officer at least once every 12 month period.
2. That, for the item named in Clause 1 and associated sub clauses, unless:
 - 2.1 the period in respect of any order made under Section 91 (7) of the Local Government Act 1999 lapses; or
 - 2.2 Council resolves to revoke an order made under Section 91 (7) of the Local Government Act 1999; or
 - 2.3 the Chief Executive Officer determines pursuant to delegated authority that the order be revoked; any discussions of the Council on the matter and any recording of those discussions are also confidential.

16.3 250B CHURCHILL ROAD PROSPECT - RENEWAL SA DEVELOPMENT**Reason for Confidentiality**

The Council is satisfied that, pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the information to be received, discussed or considered in relation to this agenda item is:

- (b)(i) information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council
- (h) legal advice.

RECOMMENDATION**Order to exclude the public**

It is recommended to Council that:

1. Pursuant to Section 90(2) & (3) of the *Local Government Act 1999*, the Council orders that all members of the public, except the Elected Members of the City of Prospect and the following persons:

- Chief Executive Officer
- Director City Strategy, Community and Culture
- Director City Corporate
- Director City Growth and Development
- Director City Works and Presentation
- Team Leader Governance and Risk
- Minute Secretary

be excluded from attendance at the meeting as is necessary to receive, discuss and consider in confidence, information contained within the confidential report Item 16.3 250B Churchill Road Prospect - Renewal SA Development, attachments and any associated documentation submitted by the Chief Executive Officer, specifically on the basis of the provisions of Legal Advice

Commercial advantage or to prejudice the commercial position of the Council.

2. The Council is satisfied, the principle that the meeting be conducted in a place open to the public, has been outweighed by the need to keep the information or discussion confidential.

RECOMMENDATION

1. That, pursuant to Sections 91(7) and 91(9) of the *Local Government Act 1999*, and having considered the matter ' 16.3 250B Churchill Road Prospect - Renewal SA Development' for the meeting of Council held on [enter the meeting date] in confidence, the Council orders that:
 - 1.1 the report, attachments and minutes arising from the report, and any associated documentation, having been considered by the Council in confidence under Section 90(2) & (3) (b)(i) and (h) be kept confidential and not available for public inspection until The handing over of responsibility to the Council for management associated with the contaminated soils at 250B Churchill Road Prospect, on the basis that the information received, discussed and considered in relation to this agenda item is:

information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; AND legal advice.
 - 1.2 the Chief Executive Officer is delegated authority that the order be revoked in whole or part.
 - 1.3 the confidentiality order will be reviewed by the Council / Chief Executive Officer at least once every 12 month period.
2. That, for the item named in Clause 1 and associated sub clauses, unless:
 - 2.1 the period in respect of any order made under Section 91 (7) of the Local Government Act 1999 lapses; or
 - 2.2 Council resolves to revoke an order made under Section 91 (7) of the Local Government Act 1999; or
 - 2.3 the Chief Executive Officer determines pursuant to delegated authority that the order be revoked; any discussions of the Council on the matter and any recording of those discussions are also confidential.

17 MEETING CLOSURE