

Legend	
	Annual Business Plan
	Resolution Register
	Completed Tasks in the last 3 months

### Work in Progress Register October 2020

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
<b>Projects - From the Annual Business Plan</b>									
19/20 FY	O.20.03	Resident Satisfaction Survey	The Resident Satisfaction Survey will measure community perceptions of Council services and in particular track satisfaction with those services provided by Council. It will also help Council to better understand the needs of the community throughout the development of our Strategic Plan to 2024.	Jan/ Feb 2021	2020/2021 Financial Year	Y	2019/ 20 Annual Business Plan	The survey has been scheduled to take place in line with the New Strategic Plan development. This is reported in the Budget Review Report to the February Council Meeting to indicate that it will be carried forward to 2020/21. Adjustment has been presented in the 3rd Budget Review Report at the April 2020 Council Meeting. The Resident Satisfaction Survey is scheduled to commence in concurrent with the Draft Strategic Plan consultation (October to December 2020).	Corporate Services
19/20 FY	O.20.07	Events Grants (Operating)	To make available two large community grants applicable to cultural festival and events in line with 2019/20 guidelines (to a maximum of \$10,000) to attract large organisations to host significant events in our community supported by Council. Additionally, several smaller community initiatives (maximum of five) that encourage local sharing and neighbourhood engagement.	Nov-20	Nov-20	Y	2019/ 20 Annual Business Plan	Council endorsed the allocation of the Cultural Festival and Events Grants on the 22/10/19 to the SA Bangladeshi Community Association \$10K, Vietnamese Community Australia (SA Chapter) \$6K & Prospect Blair Athol Lions Club \$4K. \$2K remained available for applications for smaller events/ street parties not associated with major grant round (\$2k savings has now been provided back as savings for 2019/20 in BR3).	Community and Planning
19/20 FY		Vine Street Plaza Capital (Stage 1 & 2)	Upgrade of Vine Street Plaza in stages.	Jun-20	Nov-20	Y	2019/ 20 Annual Business Plan	Council endorsed the concept plan for Vine Plaza in February 2020 and approved the delivery of the project in stages. Stage 1 initial demolition works commenced 15 June 2020 and continuing ahead of civil works. Town Hall basement has been emptied ready for activation. Flag poles installed in September 2020. Civil works to commence in November 2020 and anticipated to be completed early 2021.	Infrastructure and Environment
19/20 FY	O.20.34	Heritage DPA Project (Operating)	Undertake a Prospect Local Heritage DPA that focuses on investigating the upgrading of existing Contributory Items to Local Heritage items, reviewing previous Heritage studies and surveys identifying new buildings suitable for Local Heritage listing and new heritage zones in the City of Prospect.	Aug-21		Y	2019/ 20 Annual Business Plan	Heritage Consultant engaged and review of Contributory Items completed with 59 items recommended as meeting the legislated criteria for Local Heritage listing. List presented to SPDPC in July and Council in August. Statement of Intent sent to Minister for Planning seeking endorsement. Consultation materials being prepared in the background in anticipation of endorsement. Once endorsed by Minister, full DPA to occur over next 12 months.	Community and Planning
19/20 FY	C.20.18	Major Art Installation for CLIC Foyer (Capital)	To fund the creation and installation of a bespoke piece to complete the CLIC/ Payinthe atrium following the Arts SA Expression of Interests process in early 2019. This piece will become the major installation for the new building and is set to become our community's most significant piece of public art.	Oct-20	Oct-20	Y	2019/ 20 Annual Business Plan	Installation and in-situ testing completed October 2020. Launch event with Arts SA and Minister (Premier) scheduled for 23 November as invitation only event due to COVID, and community opportunities to follow.	Community and Planning
19/20 FY		Broadview Sports/ Yarnta Tutu Yarta Playspace	Upgrade to playspace at Broadview Oval/ Yarnta Tutu Yarta.	Dec-20		Y	2019/ 20 Annual Business Plan	Report presented to Council in February 2020 outlining a proposed budgeting model, resulting Council direction will be reflected in BR3. Works commenced in August 2020.	Infrastructure and Environment
19/20 FY		Charles Cane/ Parndo Yerta Redevelopment	Upgrade to surrounds of Reserve including a new playspace, pedestrian linkage, vegetation and seating.	Dec-20		Y	2019/ 20 Annual Business Plan	Report presented to Council in February 2020 outlining a proposed budgeting model. As resolved by Council, works to be considered in 2020/21 ABP. Income to be carried forward to 2020/21 ABP. Works to commence September 2020.	Infrastructure and Environment
19/20 FY	O.20.04	Investment Attraction - Visitors & Prospectus	Investment Attraction (Bid 1 of 3 of Economic Development Strategy) - Focus Promotion on Main North /North East Road via events and digital marketing to draw investors to Prospect. Subscriptions to core economic analysis software and 3D imagery of "Future Prospect". The Investment Attraction project will promote Prospect as an investment destination for new apartments & commercial development to increase the commercial rate base.	Ongoing	Jun-20	Y	2019/ 20 Annual Business Plan	Prospect Property Network was launched on 5 September 2019, 80 guests attended. <ul style="list-style-type: none"> <li>Prospect Property Network held 14 October – 25 attended</li> <li>DTC event being planned</li> <li>Strategic Sites will write to 50 owners of commercial sites in UCZ</li> <li>Third Growth Corridor Report to go to Council 28 Jan 2021</li> <li>Data on Property Sales currently being analysed</li> </ul> ongoing engagement with property sector.	Business and Innovation
19/20 FY	O.20.05	Network Prospect Events Digital Marketing	Network Prospect (Bid 2 of 3 as part of the Economic Development Strategy). Funds are required to run events for small business including Network Prospect and life long learning events in collaboration with the Digital Hub team and provide adequate digital marketing for business but also linking to citizens. A refresh of the Network Prospect website is also planned to transition to the City of Prospect website platform (Matrix).	Ongoing	Jun-20	Y	2019/ 20 Annual Business Plan	Moved to an online platform due to social distancing requirements. Council has received great results with the Sonia Bavistock presenting on Instagram marketing. Sam Davies from Digital Noir presented on "The Future of Work & Working From Home", with a future webinars scheduled from Neon Treehouse, The Edge, and Social Punch.	Business and Innovation

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
19/20 FY	O.20.06	Innovation Precinct & Prize / Prospect Business Leaders	Innovation Precinct - (Bid 3 of 3 as part of the Economic Development Strategy). This bid seeks to implement recommendations from the Adelaide Uni - Innovation Precinct study. It combines costs to organise a Hackathon event (most likely at CLIC), several other events for the Innovation Ecosystem and Lifelong Learning Program, promotion of the Innovation Precinct and Business Leaders Group and Executive Group events.	Jun-20	Jun-20	Y	2019/ 20 Annual Business Plan	Prospect Innovation Awards digital launch with Prospect Business Leaders held on the 25 March. 19 applications received. Judgement Panel awarded four prizes. Awards night at Prospect Cinemas 27 June 2020. 4 Winners. Winner 1- 1 UP Digital (2,500) for The Prospect Road Trivia Crawl. The project is a live, online trivia show that streams from a different Prospect hospitality or retail business each week. Winner 2 – Enee (\$5000) for the Business Continuity Planner The project is an innovative web based application, designed to help organisations understand the time criticality and vulnerabilities. Winner 3- The Physio Clinic (\$4,000) for Standing up for Hips and Knees The project is a comprehensive package of pain education using the latest research, special exercises and weight management for osteoarthritis (OA) sufferers Winner 4- Blackfriars (\$1,000) Back Yard Poultry The project provides an opportunity for the business students to use raising chickens to learn business skills.	Business and Innovation
19/20 FY	O.20.15	Village Heart Marketing Fund	Village Heart Marketing Funded by a Separate Rate (\$10K) to attract shoppers to Prospect Road. Funds will support a major movie premier at Palace Nova Cinema Prospect with a mini business expo, Christmas in Prospect decorations/ marketing and development of a Shop Local program - with digital marketing.	Jun-20		Y	2019/ 20 Annual Business Plan	Rebates being applied. A new Digital Marketing Plan is being developed. Focus on getting businesses open and other recovery activities.	Business and Innovation
19/20 FY	O.20.11	SharePoint Implementation (Stage 1)	Maximise the benefits of the transition to Office 365 with the utilisation of online services, including Teams and the development of a SharePoint based intranet. This will provide a collaboration platform and allow the digitisation and automation of current manual workflows.	Jun-21	2 Year Project across 2019/2020 & 2020/2021	Y	2019/ 20 Annual Business Plan	This is a 2 year project. An Office 365 Solution Architect has been engaged and is currently implementing 'Teams'. During 2019/2020, the project commencement date was delayed due to the focus on the move to Payinthe, and providing remote services to staff through the COVID-19 pandemic, resulting in a carry over to 2020/2021. Teams and SharePoint integration with Content Manager is currently being tested and issues impeding going live have been escalated with the vendor for urgent remediation. A-Z Knowledge Database is in the final stages of testing and expected to be ready for production end of Oct 2020.	Corporate Services
19/20 FY	O.20.12	Mobile Access for Field Staff	The implementation of LG Hub to securely manage and distribute content (e.g. Council reports, agendas and minutes) to Councillor's mobile devices.	Oct-20		Y	2019/ 20 Annual Business Plan	Funds fully committed. Small amount carry forward from 2019/2020 to finalise the project. The system is now live and some additional mobile devices will be sought by the business for full operation in the field.	Corporate Services
19/20 FY	O.20.16	Strategic Plan Development	Required to be Developed within 2 years of the Election, the Strategic Plan is Council's Visionary document for its medium term future. This project includes both the Development and Community Consultation of Council's Strategic Plan 2020 - 2024.	Jan/Feb 2021		Y	2019/ 20 Annual Business Plan	A report will be presented to the October 2020 Council Meeting seeking Council's endorsement of the draft Community Plan towards 2040 for community consultation. A portion of the 2019-2020 budget was carried forward to 2020-2021. Refer to O.21.13.	Chief Executive Officer
19/20 FY	O.20.31	InfoCouncil Implementation	Implementation of InfoCouncil, an electronic agendas and minutes package.	Aug-20		Y	2019/ 20 Annual Business Plan	There is partial carry over to 2020/21. Project commencement was delayed due to the focus on the move to Payinthe, and providing remote services to staff through the COVID-19 pandemic, resulting in a carry over to 2020/2021. Training has been completed. The vendor has been contacted to schedule implementation in the production environment in Nov 2020.	Corporate Services
19/20 FY	O.20.32	Secured Management & Distribution of Content	The implementation of LG Hub to securely manage and distribute content (e.g. Council reports, agendas and minutes) to Councillor's mobile devices.	Nov-20		Y	2019/ 20 Annual Business Plan	Funds carried forward to 2020/21 and fully committed. This project is dependent on the completion of the implementation of InfoCouncil.	Corporate Services
	C.20.04	Fleet Management - Capital Acquisitions	Replacement of fleet in accordance with Fleet Replacement Plan. Fleet replaced as required to maximise trade-in value, ensure operator safety and purchase fit for purpose fleet.	Jun-20	Apr-21	Y	2019/ 20 Annual Business Plan	There is limited supply of some vehicles types due to COVID-19 so therefore the replacement of vehicles has impacted availability. \$210,000 to be carried forward to 2021/22 for the purchase of six utilities.	Infrastructure and Environment
20/21 FY	O.21.06	Events Grants	To make available multiple community grants (from \$5,000) applicable to cultural festival and events in line with 2020/21 guidelines (to a maximum of \$10,000) to attract large organisations to host significant events in our community supported by council. Additionally several smaller community initiatives (maximum of five) that encourage local sharing and neighbourhood engagement.	Apr-21		Y	2020/ 21 Annual Business Plan	Application process concluded 14/9/20 for grant round. Recommendations to be presented Council in October. Funds will be dispersed in line with timing of successful events. Potential savings (COVID has impacted on interest levels) might be shifted towards Council supported street party initiative, in line with adopted budget.	Community and Planning

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
20/21 FY	O.21.14	Events or Series of Events 2021	Event (or series of events) as guided by Public Health Directions on Outdoor Gatherings. Project includes funds from Prospect Spring Fair 2020 from the Recurrent Budget (\$75,000) and project funds of \$120,000. Total event (or events) net cost to be \$194,650.	Jun-21		Y	2020/ 21 Annual Business Plan	Events are currently being planned and rolled out in line with guiding principles and SA Health's latest advice/ restrictions. Ideas for events and activations discussed at Council workshop in August and earlier (Apr-Aug) have created the 2020/21 Event Schedule.	Community and Planning
20/21 FY	O.21.15	Your Prospect	To create and distribute the Your Prospect (Magazine) delivered three times a year (December/April/Aug) to 9500 properties in the Council area.	Jun-21		Y	2020/ 21 Annual Business Plan	1st edition was delivered on schedule in the 1st week of August 2020. Christmas edition at printers	Business and Innovation
20/21 FY	O.21.17	Staged Implementation - Reconciliation Action Plan	Implementation of Reconciliation Action Plan inclusive of implementation of NAIDOC Week and National Reconciliation Week activities, Liaison with Kurna Warra Pintyanthi for Kaura language interpretation.	Jun-21			2020/ 21 Annual Business Plan	NAIDOC Week activities in 2020 (moved to November) being planned including schools day, Tours to AGSA and Botanic Gardens, staff training, designated library programing and social media exposure.	Community and Planning
20/21 FY	O.21.22	40km/h Signage Implementation	For the supply and installation of 40km/h signage throughout the City, except for Galway Ave and all arterial roads.	Dec-20		Y	2020/ 21 Annual Business Plan	Pending approval from DPTI for the formal implementation, following this the signage will be installed along with communication and advertisement of the changes to the community.	Infrastructure and Environment
20/21 FY	C.21.07	Library Collection	This project covers the library's annual stock purchasing budget - a combination of state government grant and council contributed funds.	Jun-21			2020/ 21 Annual Business Plan	Regular library collection budget - staged expenditure of funds to occur over the course of the full financial year.	Community and Planning
20/21 FY	C.21.15	Vine Street Plaza Redevelopment (Stage 1 & 2)	Delivery of Vine Plaza Upgrade Plans.	Dec-20		Y	2020/ 21 Annual Business Plan	Council endorsed the concept plan for Vine Plaza in February 2020 and approved the delivery of the project in stages. Stage 1 initial demolition works commenced 15 June 2020 and continuing ahead of civil works. Town Hall basement has been emptied ready for activation. Prospect Road footpath completed in August 2020. Flag poles installed in September 2020. Civil works to commence in October 2020 and anticipated to be completed December 2020. Finalising construction drawings.	Infrastructure and Environment
20/21 FY	O.21.01	City Wide Public Art Advisory Board	To deliver a City Wide Public Art Programs of small initiatives, small grants and community incentives that improve the local amenity and provide positive public experiences, in a range of public areas for Prospect residents, businesses and visitors.	Jun-21			2020/ 21 Annual Business Plan	Planning has commenced for a range of small grants and projects for this operational budget as discussed at CWPAP in June 2020. CWPAP will focus on the capital investment, and staff will focus on delivering this operational budget.	Community and Planning
20/21 FY	O.21.07	Green Tunnel Program	The planting of additional street trees to create a 'Green Tunnel'.	Jun-20		Y	2020/ 21 Annual Business Plan	Currently in the process of identifying planting locations. Potentially half of the planting could be completed in 2020, with the other half to be completed by June 2021.	Infrastructure and Environment
20/21 FY	O.21.08	Heritage Incentive Scheme	Program provides heritage grants to eligible home owners (heritage listed properties) for heritage restoration work. Funds available across the year.	Jun-21			2020/ 21 Annual Business Plan	Finalising funding to grant recipients from last financial year's program, with applications able to be received in relation to new financial year. 6 applications have been received thus far in this financial year.	Community and Planning
20/21 FY	O.21.19	Sesquicentennial History Book Project (Yr 1 of 2)	This project aims to engage the services of a historian to begin the process of updating a previous history book on Prospect (Prospect 1872-1972: A Portrait of a City by Max Lamshed) to mark the Sesquicentenary of Prospect in 2022. Council provided \$10K of funding for this project in 2019/20, this is part 2 of the funding.	Oct-20			2020/ 21 Annual Business Plan	Money has been acquitted to Prospect Local History Group, and they have provided a project update concluding this phase of the multi-year project.	Community and Planning
20/21 FY	O.21.24	Significant Tree Grant	Council funded Significant Tree Grant Fund to subsidise the ongoing maintenance of these assets on private land (intended to operate similar to Heritage Incentive Scheme).	Jun-21			2020/ 21 Annual Business Plan	Guidelines being developed and promotion to commence to build awareness of the fund through first half of the financial year. Contact to be made with owners of listed Significant Trees advising of this opportunity.	Community and Planning
20/21 FY	O.21.27	Broadview Oval / Yarnta Tutu yarta Community Hub - Concept Plans	Creation of concept designs in relation to the Broadview Oval / Yarnta Tutu yarta Community Hub.	Oct-20		Y	2020/ 21 Annual Business Plan	Request for Tender closed 14 August 2020 and a successful consultant engaged. Councillor Workshop held 13 October 2020 and then report to Council 27 October 2020.	Infrastructure and Environment
20/21 FY	C.21.09	Public Art	Deliver a Public Art Program (new capital investments) to improve key public areas for Prospect residents, businesses and visitors across multiple locations within our council.	Jun-21			2020/ 21 Annual Business Plan	Confirmation from CWPAP at July 2020 budget meeting that Devonport Terrace will be the focus of this capital budget, and the August meeting was onsite to discuss options and undertake planning and discuss opportunities. This will be coordinated alongside the landscape upgrade.	Community and Planning

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
20/21 FY	C.21.21	Nailsworth Hall Upgrade	The objective of this project is to upgrade Nailsworth Hall and expand the Men's Shed to improve the amenity and functionality of the hall and to make it multi-use. Key deliverables include new toilets, floor coverings, operable wall and furniture, and improved access to a larger men's shed.	Mar-21		Y	2020/ 21 Annual Business Plan	Preliminary Engineering completed and now being prepared for tender documentation issue. Development Application to be submitted early October 2020. Construction to commence in March 2020.	Infrastructure and Environment
20/21 FY	C.21.28	Local Roads & Community Infrastructure Program (Devonport Terrace Streetscape Upgrade)	Projects to be undertaken upon successful grant applications to stimulate economy post COVID-19.	May-21		Y	2020/ 21 Annual Business Plan	Request for Tender to engage design consultant closed 31 July 2020 and a successful consultant engaged. Councillor Workshop scheduled for 3 November 2020. Design to be finalised December 2020. Construction to commence early 2021.	Infrastructure and Environment
20/21 FY	O.21.03	Investment Attraction - Visitors & Prospectus	Investment Attraction - The Investment Attraction project will promote Prospect as an investment destination for new apartments & commercial development to increase the commercial rate base. As per Council resolution 25th June 2019 to increase commercial rate by 1% through growth in urban corridors. Required to provide six monthly report to Council on progress.	Jun-21		Y	2020/ 21 Annual Business Plan	Ongoing efforts focussed on creating relationships between owners. Setting up one on one meetings between property owners, developers, and real estate professionals. Strategic Sites program rolled out in September.	Business and Innovation
20/21 FY	O.21.04	Network Prospect Events Digital Marketing	Network Prospect. Funds are required to run events for small business including Network Prospect and life long learning events in collaboration with the Digital Hub team and provide adequate digital marketing for business but also linking to citizens.	Jun-21		Y	2020/ 21 Annual Business Plan	Due to COVID, events have switched to online webinars, this is allowing us to reach now attendees and grow the audience. Webinars are well attended live, but have a second audience of On-Demand viewers. Events have been held on 8 June, 12 August, 2 September so far. Plan to return to 'in person' events by the end of they year.	Business and Innovation
20/21 FY	O.21.05	Innovation Precinct & Prize/ Prospect Business Leaders	Element of Economic Development Strategy) - Innovation Precinct & Prospect Innovation Award. This bid seeks to implement recommendations from the University of Adelaide - Innovation Precinct study. The Innovation Awards are grants to start ups SME's or students to build the Innovation Ecosystem. Prospect and Business Leaders Group will be a key driver of the Innovation Awards. Funds from this budget line will also part pay for 2 business leader events pa.	Jun-21		Y	2020/ 21 Annual Business Plan	Successful program in 19/ 20. Innovation Prize scheduled for Q4. Prospect Business Leaders consultation and events are ongoing. Prospect Business Leaders meeting was held on 30 September. Larger event scheduled to be held in the Town Hall on 2 December.	Business and Innovation
20/21 FY	O.21.12	Village Heart Marketing Fund	Village Heart Marketing Funded by a Separate Rate (\$112.50 per property) to attract shoppers and visitors to Prospect Road. Funds will support a major movie premier at Palace Nova Cinema Prospect with a mini business expo, Christmas in Prospect decorations/marketing. Major emphasis is digital marketing. The fund normally charges a rate of \$150, however Council is reducing this by 1 quarter in 2020-2021 as part of the financial support package for COVID19.	Jun-21		Y	2020/ 21 Annual Business Plan	Two meetings held in 20/ 21 so far. Group re-writing annual business plan for lower budget. Looking for opportunities to work with COP events team on a number of smaller community events in the village heart.	Business and Innovation
20/21 FY	O.21.26	French Quarter Plan	Support the attraction of French Foreign investment (linked to increased defence spending and partnership with French defence firm) through cultural projects including sponsorship of French cultural events, and establish an international baccalaureate program in a local school.	Jun-21		Y	2020/ 21 Annual Business Plan	French Quarter round table event held in October. Ongoing meetings with French Hospitality businesses to rent Town Hall Foyer and Basement. Joined French-Australian Chamber of Commerce & Industry (FACCI). Had met with La French Tech Australia.	Business and Innovation
20/21 FY	O.21.09	SharePoint Implementation (Stage 2)	Continuation of the implementation of the 2020-2021 SharePoint project.	Jun-21		Y	2020/ 21 Annual Business Plan	This project is earmarked for 'Year 2' of the 2-year project. Additional development will continue after the completion of Stage 1 scope (configuration of SharePoint (completed), development of A-Z Knowledge Database (being tested), implementation of Teams, Planner and integration with Content Manager (currently being tested) and development of 10 workflows.	Corporate Services
20/21 FY	O.21.11	Financial Reporting	Implementation of reporting system to capture financial reporting. System will source data from Councils existing systems as well as staff input in order to provide management and external reporting. Council's current financial reporting system is Adobe flash player reliant and unable to support the strategic plan. Adobe flash player is to be retired 31 December 2020.	Dec-20		Y	2020/ 21 Annual Business Plan	To be considered following the Civica Upgrade to Version 7.1 in December 2020.	Corporate Services

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
20/21 FY	O.21.13	Strategic Plan Development	Required to be developed within 2 years of the Election, the Strategic Plan is Council's Visionary document for its medium term future. This project includes both the Development and Community Consultation of Council's Strategic Plan 2020 - 2024.	Jan-21		Y	2020/ 21 Annual Business Plan	A report will be presented to the October 2020 Council Meeting seeking Council's endorsement of the draft Community Plan towards 2040 for community consultation.	Chief Executive Officer
20/21 FY	O.21.21	Representation Review	Section 12(4) of the Local Government Act 1999 requires councils to conduct representation reviews at least once in each relevant period prescribed by the regulations. The relevant period is determined by the Minister from time to time by notice published in the Government Gazette.	Oct-21		Y	2020/ 21 Annual Business Plan	This project is expected to run for 42 weeks, across 2 financial year (from Oct 2020 to Oct 2021). Expected completion prior to November 2021. There will be carry over costs to 2021/22 financial year. A report has been submitted to the September 2020 Council Meeting for the appointment of a qualified consultant for the Review. At the September 2020 Council Meeting, Council resolved to defer this item to the December Council Meeting. The delay may put pressure for the project to be delivered by the October 2021 due date.	Corporate Services
20/21 FY	O.21.23	Social Media Reporting & Engagement	We seek to measure our social media activity on our corporate channels to ensure best practice and to measure the success of our activity.	Ongoing			2020/ 21 Annual Business Plan	From 10 September - 10 October, our corporate social media channel audience is at 9,859, with a growth figure of 0.9%. Our impressions for this period are 36,911. Facebook remains our best-performing channel, with an audience of 4,400, and 32,479 impressions during this period.	Business and Innovation
20/21 FY	O.21.23	Website Conversion and Plugins	The dedicated website budget will support the development of features and plug-ins that are available due of our transition to our new Content Management System, Matrix. The budget can will fund software opportunities that ensure the accuracy of content displayed on our website. Eg. broken links and spelling plugins. The aim is to ensure that our website remains the central point of truth for communications initiatives and activities.  Funds will also seek to facilitate conversion of Network Prospect and Prospect Gallery websites to current Matrix system and nest them in the current Council website – without loss of identity.	Jan-21			2020/ 21 Annual Business Plan	New software is currently being sought for this project.	Business and Innovation
20/21 FY	C.21.01	Asbestos Removal (Staged)	Removal of asbestos from 1 council building per financial year.	Mar-21		Y	2020/ 21 Annual Business Plan	Works currently being scoped.	Infrastructure and Environment
20/21 FY	C.21.03	Driveway Rectification Program	Complete remediation or reconstruct driveways where vehicle scraping occurs due to outdated invert/crossovers.	Jun-21		Y	2020/ 21 Annual Business Plan	Projects will be identified throughout the year that have vehicle scraping issues, with works undertaken as part of the capital works program.	Infrastructure and Environment
20/21 FY	C.21.04	Fleet Management - Capital Acquisitions	Replace fleet as required and identified in management plan. Fleet replaced to maximise trade-in value, ensure operator safety and purchase fit for purpose fleet.	Mar-21		Y	2020/ 21 Annual Business Plan	Three new cricket rollers purchased and in use.	Infrastructure and Environment
20/21 FY	C.21.05	Install Flow Sensors (Stage 3 of 3)	Upgrade and retrofit irrigation controllers with flow sensors - stage 3 of 3. Three Council parks will be upgraded with flow sensors which will enable leaks to be detected and isolated virtually, and fixed with minimal water wastage.	Sep-20	Oct-20	Y	2020/ 21 Annual Business Plan	Installation commenced on Monday, 14 September 2020 with flow sensors being installed in St Johns Wood (completed), Peppermint Gums Park (completed), Stan Watson Reserve (completed) and St Helen's Park (completed).	Infrastructure and Environment
20/21 FY	C.21.06	Kerb and Gutter Constructions	Reconstruct kerb and/or gutter where required at the following locations, though this list is subject to change.	Mar-21		Y	2020/ 21 Annual Business Plan	Works are underway as part of the minor capital works kerb program (kerb patching and partial renewals). This includes Maud St, Meredith St, Thorngate St, Wisteria Lane, Collingrove Ave	Infrastructure and Environment
20/21 FY	C.21.08	Open Space Strategy - Prospect Gardens/Narnu Wirra Playground Upgrade	Open Space Strategy (OSS) identifies that Prospect Gardens/Narnu Wirra Reserve is due for upgrade in 20/21 and actual cost is \$437,000.	Feb-21		Y	2020/ 21 Annual Business Plan	Community consultation closed and a Councillor Workshop held 6 October 2020. Report to Council 27 October 2020.	Infrastructure and Environment
20/21 FY	C.21.10	Road Design/ Reconstruction	Reconstruct and resurface roads where required at the following locations, though this list is subject to change.	Jun-21		Y	2020/ 21 Annual Business Plan	Reseal and Resurface Program will commence as the weather improves, and includes Meredith St, Maud St, Wisteria Lane, Thorngate St and Le Hunte Avenue.	Infrastructure and Environment



Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
20/21 FY	C.21.11	Street Lighting Upgrades	Design development to upgrade non-compliant public lighting across local road network.	Dec-20		Y	2020/ 21 Annual Business Plan	Works are currently being scoped.	Infrastructure and Environment
20/21 FY	C.21.12	Pedestrian Kerb Ramp	Continue upgrading kerb ramps across Council to achieve DDA compliance.	May-21		Y	2020/ 21 Annual Business Plan	Upgrades to our footpath network to construct new DDA compliant pedestrian ramps in conjunction with our capital works construction program.	Infrastructure and Environment
20/21 FY	C21.13	Churchill Road Stage 3 Master Plan Upgrade	Continuation of the Churchill Road Master Plan between Gurr Street and Livingstone Avenue. Works to be undertaken to complement completion of new developments within the region.	Mar-21		Y	2020/ 21 Annual Business Plan	Tender closed and contract awarded. Construction to commence 5 November 2020 to March 2021.	Infrastructure and Environment
20/21 FY	C.21.16	Council Buildings & Structures - Capital Works	Identify buildings that are not DDA compliant and commence process to upgrade facilities to meet requirements.	May-21		Y	2020/ 21 Annual Business Plan	Works currently being scoped.	Infrastructure and Environment
20/21 FY	C.21.17	Footpath Construction - Miscellaneous	Reconstruct footpaths where required at the following locations, though this list is subject to change.	Apr-21		Y	2020/ 21 Annual Business Plan	Works program is currently underway as part of the capital works construction program.	Infrastructure and Environment
20/21 FY	C.21.18	Stormwater Management Plan Contribution- PAE, CS	Contribution to develop Stormwater Management Plan for the 'Barker Inlet Catchment' area encompassing Cities of Port Adelaide Enfield, Charles Sturt and northwest section of City of Prospect.	Jun-21		Y	2020/ 21 Annual Business Plan	Draft flood maps have been generated and Council is currently working with the consultant to develop strategies to reduce the flooding risk, which will be the subject of a future Council Workshop.	Infrastructure and Environment
20/21 FY	C.21.19	Charles Cane/ Parndo Yerta Reserve Upgrade	Secured in 2019-2020, \$508,562 (50%) grant funding from state government to deliver new play space, including fitness equipment. Council's matching financial contribution of \$508,563 (50%) in 2020-2021 supports its vision to provide quality open space for existing and future community. Total project cost \$1,017,125.	Feb-21		Y	2020/ 21 Annual Business Plan	Contract for construction awarded and commenced 21 September 2020 through to December 2020.	Infrastructure and Environment
20/21 FY	C.21.20	Farrant & Alexandra St Stormwater Diversion	Creation of a stormwater diversion from Farrant Street will reduce the stormwater flooding impacts in Alexandra Street	Feb-21		Y	2020/ 21 Annual Business Plan	Tender documents for construction released 31 August 2020 and closed 2 October 2020. Currently being evaluated. Construction to commence January 2021 and completed April 2021.	Infrastructure and Environment
20/21 FY	C21.22	Broadview Oval/Yarnta Tutu Yarta Irrigation	Installation of 12 to 14 Rainbird sprinklers to improve playing surface and maximise water coverage by improving the head to head coverage of irrigation system. Includes any earth works required for installation.	Sep-20		Y	2020/ 21 Annual Business Plan	Upgrade of irrigation to the Eastern side of the Oval has been completed including installation of new pump. 90 degree sprinklers will be installed once Football Season concludes. Contractor should commence this work from 5 October 2020 which is scheduled to be completed by 19 October 2020.	Infrastructure and Environment
20/21 FY	C21.23	Bus Shelter Upgrades (DDA Compliance)	Reinstate program to upgrade locations with bus shelters to achieve compliance with DDA requirements.	May-21		Y	2020/ 21 Annual Business Plan	Works scoped to upgrade access around Bus Stops. Work scheduled to commence in March 2021.	Infrastructure and Environment
20/21 FY	C.21.24	Collinswood Shopping Centre Precinct Upgrade Stage 2 of 2	Footpath and Landscaping upgrades around the Collinswood Shopping Complex at the intersection of North East Road and Cassie Street	May-21		Y	2020/ 21 Annual Business Plan	Scope for Stage 2 to be discussed at Councillor Workshop (scheduled December 2020).	Infrastructure and Environment

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
<b>Council Resolutions - This is a register of resolutions that are passed through Council Meetings</b>									
25/06/2019	144/19	Item 9.1: Notice of Motion - Mayor David O'Loughlin Progressive Change in the Distribution of General Rates		Jun-20	Jul-20		(1) Council notes it's desire to progressively shift the rate burden from households to the commercial and corridor development sectors and requests the CEO provide the following: - Acknowledging the Strategic Target for 4.2.2 Council continues to increase its commercial, corridor development and retail sector rate income is a 1% shift to these sectors each year off a 2015/2016 base of 17%, with staff to report to Council twice yearly on progress to date, and forecast progress for the next two years based upon probability analysis of development applications under assessment, approved or under construction. - That each Annual Business Plan include and respond to this analysis. - That Council's economic development plan and activities be focussed on achieving this strategic target, including taking direct action in response to trends revealed in the forecast progress reports that deviate from the target.	An update report will be presented to Council in December 2020. ongoing - see Investment Attraction	Business and Innovation
27/08/2019	194/19	Item 15.2 Broadview Sports and Recreation Precinct / Yarnta Tutu yarta Masterplan		Oct-20		Y	(1) Council having considered Item 15.2 Broadview Sports and Recreation Precinct/ Yarnta Tutu yarta Master Plan receive and note the report. (2) That Council undertake an internal revision, with input of key stakeholders, of the draft Broadview Sports and Recreation Precinct/ Yarnta Tutu yarta Master Plan and present a Draft Master Plan to Council seeking formal endorsement by December 2019. (3) That Council endorse additional budget of \$9,000 to be funded as part of Budget Review 1 Adjustment.	Consultation with all key stakeholders and peak sporting bodies completed. Councillor Workshop held on 21 April 2020 presenting the Draft Master Plan discussion. Draft Master Plan was endorsed by Council in April 2020 for community consultation completed. Report presented to Council on 28 July 2020 seeking endorsement of draft Master Plan. Council resolved to hold a Workshop, specifically in relation to location of proposed new Community Hub. Workshop held 18 August 2020. Further Workshop held 13 October 2020 to be followed by Council Report 27 October 2020.	Infrastructure and Environment
24/03/2020	45/2020	Item 10.7 Small Street Activation Policy – Update #2		Aug-20	Oct-20		(1) Council having considered Item 10.7 Small Street Activation Policy – Update #2 receive and note the report. (2) That Council invite representatives of the City of Unley Administration to present to a Councillor Workshop of the success and learnings of the 'Living Streets Pilot Program'. (3) That Council seeks submissions including methodology and quotations from suitably qualified and experienced urban design and landscape architecture practitioner to develop a Program similar to the City of Unley's 'Living Streets Pilot Program'.	Due to COVID-19 this Councillor Workshop has been delayed but is now scheduled for late 2020.	Infrastructure and Environment
21/04/2020	64/2020	Item 3.3 'Prospect Delivers' Program		Jun-20	9-Jun-20		(1) Council having considered Item 3.3 Prospect Delivers Program receive and note the report. (2) That the reallocation of the budget for Prospect Delivers Program of \$119,000 be made in the third budget review. (3) Council endorse the guidelines and eligibility criteria for the management of Prospect Delivers Program as provided in Attachments 1-2. (4) The Chief Executive Officer be delegated to change the program guidelines to expedite program delivery if required.	City of Prospect has responded to the unprecedented COVID-19 pandemic with an innovative program Prospect Delivers - delivering meals to our communities vulnerable from our 'locked down' café and food service sector – valued at \$120,000.  Prospect Delivers was initiated in 10 days from the 22nd of April with the first vouchers being hand delivered into peoples' letter boxes on the 1st of May.  Over a seven week period 555 vulnerable residents (generally residents over the age of 65) were delivered over 4,400 \$25 meal vouchers.  25 Prospect Cafes and Restaurants participated in the program, keeping those Prospect businesses open during the height of the COVID restrictions. Indeed, anecdotally Prospect Road was the busiest mainstreet in SA compared with City of Adelaide and other suburban mainstreets.  The Prospect Delivers program was closed effective from the 19th of June.	Business and Innovation
28/04/2020	76/2020	Item 10.9 Strategic Sites Program		Ongoing	Aug-20		(1) Council having considered Item 10.9 Strategic Sites Program receive and note the report. (2) An Expression of Interest process be undertaken to invite property owners to participate in the Strategic Sites Program in accordance with the eligibility criteria in this report.	Council adopted guidelines for a Strategic Sites program in April 2020. Council is seeking to work with property owners, developers and the community to develop Strategic Sites in the Prospect Urban Corridor Zone (UCZ). Strategic Sites program has been developed by Council. Owners of key sites in the UCZ will be written to, to see if they want to participate in the program.	Business and Innovation
28/04/2020	81/2020	Item 16.1 Community Service Awards 2020		Dec-20		Y	(2) Council having considered Item 16.1 Community Service Awards 2020 receive and note the report. (3) 'This Item is held in Confidence'. (4) That awards be presented in person when it is safe to do so.	Presentation of the Community Service Awards are usually a feature of Council's National Volunteer Week event, held in May of each year. This year, because of the restrictions on public gatherings associated with COVID-19 administration have arranged for Mayor David O'Loughlin to present the awards at Payinthi on 11 December prior to the opening of the Ann Newmarch Survey exhibition.	Community and Planning
23/06/2020	105/2020	Item 10.10 Local Government Domestic Violence Initiatives		Nov-20			(1) Council having considered Item 10.10 Local Government Domestic Violence Initiatives, receive and note the report. (2) That Council draw upon the availability of family and domestic violence communication material, available from the Commonwealth and State Governments, Local Government Association and organisations including White Ribbon and 1800Respect (and others), for display within Payinthi, Nailsworth Hall and through Council's website, social media channels and administration email footers. (3) That relevant frontline Council staff and volunteers be trained (in line with universal training provided by 1800Respect) to respond to a disclosure of sexual, domestic and family violence in a way that maximises people's safety and minimises further traumatisation. (4) That the Chief Executive Officer (through suitable delegate) correspond with our local sports clubs to express Council's commitment for an effective response to the prevalence of family and domestic violence within our local communities. Linking the clubs with resources available from their peak sports body and encourage the clubs to use those resources for their response to this important community issue.	Council adopted recommendations which included website info, training and local displays. Website information completed June 2020. Displays for Payinthi installed July 2020. Staff training arranged, and Elected Member training invite sent for online delivery in coming months (however face-to-face is being pursued).	Community and Planning

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
23/06/2020	110/2020	Item 12.5 Hub and Spoke and Subs and Skills Funding Proposals		Dec-23	Aug-20	N	(1) Council having considered Item 12.5 Hub and Spoke, Subs and Skills Funding Proposals receive and note the report. Funding will be sought through up to four separate funding streams.	Two funding applications lodged for Hub and Spoke project: 1 \$135,000 for project with Little City to establish 3 Landing Pads in Regional SA with PIRSA. 2 \$475,000 application lodged with Dept. of Innovation and Skills for Business Accelerator Program using Adelaide University - ThinLab. Advised Council was unsuccessful.	Business and Innovation
23/06/2020	113/2020	Item 16.1 Extension of Settlement Period for the Sale of a Portion of 82-90 Johns Road (Tram Barn) and 218 Main North Road, Prospect (Former Milk Depot)		Nov-20			(2) Council having considered Item 16.1 Extension of Settlement Period for the Sale of a Portion of 82-90 Johns Road (Tram Barn) and 218 Main North Road, Prospect (Former Milk Depot) receive and note the report. (3) 'This item is held in confidence'. (4) Order Pursuant to section 91(7) That in accordance with Section 91(7) and Section 91(9) of the Local Government Act 1999 and on the grounds that Item 16.1 for the meeting of Council held on 23 June 2020 was received, discussed and considered in confidence pursuant to Section 90(3)(b) of the Local Government Act 1999, this meeting of the Council, orders that the report titled 'Extension of Settlement Period for the Sale of a Portion of 82-90 Johns Road (Tram Barn) and 218 Main North Road, Prospect (Former Milk Depot)' and the minutes of this meeting and all other business items previously reported to Council in relation to this matter, be retained in confidence and not available for public inspection until the contract of sale has been signed, and for a period of 2 years.	Settlement extended to November 2020. Ongoing discussions occurring with developer to prompt and facilitate settlement. Staff keeping regular contact to support the sale however recently commenced contacting other parties to determine interest levels as contingency plan.	Community and Planning
28/07/2020	122/2020	Item 10.7 Nominations - Local Government Association of South Australia President and Members of the Greater Adelaide Region Organisation of Councils		Sep-20	Aug-20	N	(1) Council having considered Item 10.7 Nominations – Local Government Association of South Australia President and Members of the Greater Adelaide Region Organisation of Councils, receive and note the report. Greater Region of Adelaide Organisation of Councils (GAROC) (2) That Council nominates Mayor David O'Loughlin for a position on the East Regional Grouping of the Greater Adelaide Regional Organisation of Councils.	(1) No applicable actions. (2) Application completed by Mayor David O'Loughlin and sent to the LGA. The LGA has since acknowledged receipt and confirmed the nomination -Completed 25/08/2020	Corporate Services
28/07/2020	129/2020	Item 10.11 Balfour and Howard Streets Intersection Options – Community Consultation Results		Oct-20		N	(2) Council supports in principle Option 3 – Removal of Device (Driveway Link) at the Balfour and Howard Streets intersection, subject to future funding approval and the outcomes of the 40km per hour speed limit changes and any other potential safety treatments for the area near that intersection.	Survey and design for the removal of the existing traffic control device currently underway to assist in preparing a detailed cost estimate for the works.	Infrastructure and Environment
28/07/2020	136/2020	Item 10.13 Draft Prospect Oval / Payinthe yarta Master Plan		Dec-20		Y	(1) Council having considered Item 10.13 Draft Prospect Oval / Payinthe yarta Master Plan receive and note the report. (2) That Council endorse the Draft Prospect Oval / Payinthe yarta Master Plan (as presented in Attachment 1-17) for community consultation. (3) A further report is provided to Council on the outcomes of community consultation on the Draft Prospect Oval/ Payinthe yarta Master Plan. (4) That council partner with the North Adelaide Football Club and Prospect District Cricket Club to undertake a community and adjacent stakeholder consultation process on the draft Prospect Oval /Payinthe yarta Master Plan.	Community consultation to commence November 2020.	Infrastructure and Environment
28/07/2020	137/2020	Item 10.14 Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan		Sep-20		Y	(1) Council having considered Item 10.14 Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan receive and note the report. (2) That Council endorse the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan (as presented in Attachment 1) for community consultation. (3) A further report is provided to Council on the outcomes of community consultation on the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan.	Community consultation closed and a Councillor Workshop held 6 October 2020. Report to Council 27 October 2020.	Infrastructure and Environment
28/07/2020	139/2020	Item 10.17 Growth Corridor Report - Number 2		Jun-21		Y	(1) Council having considered Item 10.17 Growth Corridor Report - Number 2 receive and note the report. (2) Council initiate discussions with the Urban Development Institute of Australia (UDIA) and the property sector to promote Stamp Duty reductions as a method to stimulate the construction. (3) Council consider stimulating development along Main North Road through precinct improvements including additional tree planting in the medium in 2021/22.	N/A	Business and Innovation
28/07/2020	144/2020	Item 12.6 Prospect Innovation Awards - Outcomes		Jun-21		Y	(1) Council having considered Item 12.6 Prospect Innovation Awards - Outcomes receive and note the report.	N/A	Business and Innovation
28/07/2020	149/2020	Item 12.10 Disability Access and Inclusion Plan 2020-2024		Oct-20		Y	(1) Council having considered Item 12.10 Disability Access and Inclusion Plan 2020-2024 receive and note the report.	Draft Disability Access and Inclusion Plan being developed by Council. Report being presented to Council in October 2020.	Infrastructure and Environment
25/08/2020	152/2020	Item 10.1 Local Heritage Transition Development Plan Amendment Update and Submission of Statement of Intent – From SPDPC		Sep-20	Sep-20		(1) Council having considered Item 10.1 Local Heritage Transition Development Plan Amendment Update and Submission of Statement of Intent – From SPDPC, receive and note the report. (2) Council endorse the Local Heritage Transition Development Plan Amendment Statement of Intent (provided under separate cover), including providing supporting text to criteria (a) as detailed in this report, for submission to the Minister for Planning (with the inclusion of updated photographs for some items and as subject to minor administrative amendments).	Council endorsed the Local Heritage Transition Development Plan Amendment Statement of Intent, which has been subsequently submitted to the Minister for Planning for consideration and approval.	Community and Planning
25/08/2020	154/2020 155/2020	Item 10.3 Section 221 Application – 60 Belford Avenue, Prospect		Nov-20		N	(1) Council having considered Item 10.3 Section 221 Application 60 Belford Avenue, Prospect receive and note the report. (2) Council endorse in principle the construction of a parklet for outdoor dining as presented in Attachment 1, and authorise Administration to approve the application subject to detailed design and community consultation which reflects general support.	Community consultation commenced 19 October 2020 and closes 6 November 2020.	Infrastructure and Environment



Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
25/08/2020	156/2020 157/2020 158/2020 159/2020 160/2020	Item 10.4 Section 221 Application – 69-73 Prospect Road, Prospect		Nov-20		N	(1) Council having considered Item 10.4 Section 221 Application - 69-73 Prospect Road, Prospect receive and note the report. (2) Council endorses in principle the proposed changes to the streetscape paving, planter boxes, seating, and vegetation in accordance with the attached plans (Attachment 9-13) and authorise Administration to approve the application for streetscape changes subject to the detailed design being consistent with the Prospect Road Village Heart streetscape. (3) Council endorses in principle the awning encroachment within the road reserve and authorise Administration to approve the application for the encroachment subject to the detailed design for the awning ensuring that existing and proposed street trees can achieve healthy tree canopy development. (4) Council endorses in principle and subject to parts (2) and (3), the removal of two (2) Council street trees in Pulsford Road associated with the application noting the provision of the streetscape works (Attachment 9-13) are in lieu of any amenity value compensation payable. (5) Council endorses in principle the planting of two (2) new street trees in Pulsford Road, and three (3) new street trees in Prospect Road and authorises Administration to approve the application for new tree plantings.	Council Administration liaising with applicant.	Infrastructure and Environment
25/08/2020	165/2020	Item 10.9 Policy Review and Update of Existing Policy		Sep-20	7/09/2020		(1) Council having considered Item 10.9 Policy Review and Update of Existing Policy, receive and note the report. (2) Council adopt the Draft Kerbside Waste and Recycling Policy (as presented in Attachments 1-11).	(1) No applicable actions. (2) The adopted Kerbside Waste Policy has been updated to the website - completed 07/09/2020	Corporate Services
25/08/2020	166/2020	Item 10.10 Unreasonable Complainant's Policy		Sep-20	7/09/2020		(1) Council having considered Item 10.10 Unreasonable Complainant's Policy, receive and note the report. (2) Council determines that clauses 8.16.1 - 8.16.3 of the Customer Service Charter be revoked and be replaced with: a. 'Occasionally the conduct of a complainant may be unreasonable. This may take the form of unreasonable persistence, demands, lack of cooperation, arguments, or behaviour. Staff will handle unreasonable complaints and complainants under Council's Unreasonable Complainant Policy.' (3) Council adopt the Unreasonable Complainant's Policy (as presented in Attachments 1-8).	(1) No applicable actions. (2) The Customer Service Charter has been updated to the website with the recommended changes. Completed 07/09/2020 (2) The adopted Unreasonable Complainants Policy has been updated to the website. Completed 07/09/2020	Corporate Services
25/08/2020	169/2020	Item 12.2 Strategic Planning & Development Policies Committee Meeting Minutes 30/07/2020		Sep-20	Sep-20		(1) The Minutes of the Strategic Planning and Development Policies Committee Meeting held on Thursday 30 July 2020 be received (as presented in Attachments 1-3).	Minutes adopted - actions covered by separate Council resolutions	Community and Planning