

AGENDA

Ordinary Council Meeting Tuesday, 14 December 2021

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, 14 December 2021

Time: 6.00pm

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



**Chris White
Chief Executive Officer**

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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 - 23 November 2021

6 PUBLIC QUESTION TIME

Nil

7 PETITIONS

Nil

8 DEPUTATIONS

8.1 Mr Martin Richards on behalf of the Broadview Tennis Club – Broadview Oval Sports and Recreation Precinct / Yarrta Tutu yarta – Tennis Precinct Upgrade Funding

9 QUESTIONS WITHOUT NOTICE

10 REPORTS FOR DECISION

10.1 PAYINTHI AFTER 5 - TRIAL SUMMARY AND NEXT STEPS

File Number: IC21/206

Author: Ben Footner, Manager Library & Customer Services

Responsible Executive: Nathan Cunningham, Director Community & Planning

EXECUTIVE SUMMARY

After nearly 12 months of preparation and planning, an innovative 'unstaffed' evening opening model for Payinthi was progressed to trial during the last quarter of 2021.

From early October, Payinthi has been open until 9pm six nights a week with a single security guard in attendance beyond the standard staffed roster. No officers have been rostered during this time. This has greatly increased the span of hours that the facility has been open and available to the community, allowing access to Payinthi for study, work, discovery of the facility and to utilise meeting spaces. Customers have also been able to borrow and return library items in a self-service capacity, and it has created an environment whereby limitations (and costs) for after-hours hire and utilisation are reduced.

The feedback has been overwhelmingly positive from users, and the library sector has taken great interest in the approach.

The trial has been realised through re-allocation of existing operational funds to this point, and the recommendation below seeks an ongoing financial commitment to adopt the 'Payinthi after 5' service model as a permanent provision to the community.

RECOMMENDATION

That Council:

1. **Having considered Item 10.1 Payinthi After 5 - Trial Summary and Next Steps receives and notes the report.**
2. **Approves the continuation of the 'Payinthi After 5' evening service model, in a format consistent with the trial period, for the remainder of the 2021/2022 Financial Year.**
3. **Request the Administration to allocate \$20,000 from the existing events budget (noting existing savings are available) to fund the continuation for the current financial year, and that this funding redirection is to be considered formally as part of the Budget Review 2 process for adoption.**
4. **Note that the Administration intends to prepare a Budget Bid through the budget preparation process for 2022/2023, for approximately \$40,000 for the service to continue in the 2022/2023 Financial Year.**

DISCUSSION

Background

Unstaffed community facilities/ libraries are not a new concept and is an approach that has been typically applied in the education sector. This is particularly the case in tertiary education where university students can access their library/ study facilities 24 hours a day, with the strength of that model being that access is easily monitored via use of student ID and swipe cards.

As members would recall, a 24 hour swipe access concept was explored in the initial planning stages for Payinthi, but the state-wide One Card system added a layer of complexity that could not be overcome with an IT solution. Until the point 'Payinthi after 5' was progressed to trial in October of this year, no public library in South Australia had adopted an 'unstaffed' approach. As such this trial is sector leading and has attracted a great level of interest from other Councils.

Trial Parameters

After a detailed risk management process which included consultation with key internal stakeholders and our insurers, the trial has been conducted under the following parameters:

- One security guard has been employed for an evening shift from 5pm – 9pm weekdays, and 4pm – 9pm on Saturdays.
- The security guard is stationed primarily at the ground floor service area, and access to the building is restricted to the Prospect Road entrance & the ground floor lift entrance to ensure the guard can appropriately monitor comings and goings to the building. The guard also has access to a live security feed at the front service area.
- The public areas of the building are open to anyone who wants to use the space to study or work, and library items can be borrowed using the self-serve machines. The level of service offered is naturally and necessarily reduced as there is no support for customers that experience trouble borrowing items (as they would need to contact library staff during regular opening hours). This was rarely an issue through the trial.
- Access to printing services and public PC's are not being provided as part of the trial due to the amount of staff support or intervention these services require. A number of queries came from patrons during the trial seeking these opportunities, but given existing constraints, these services are unable to be provided under the model.
- 'Payinthe After 5' has been promoted throughout the building and externally with signage at St Helen's Park through the life of the trial. A-Frame signs are placed at the building entrances each night and the Vine Plaza community notice board hosted signage at various intervals. There has been an extensive program of targeted promotions via social media, as well as direct promotion with local schools and universities. The 'After 5' offering has also been featured prominently on the City of Prospect's website.

Initial Trial Observations/Outcomes

The first two months of the trial have been very positive with no known behavioural or security incidents, and uptake by the community has steadily increased as the weeks have progressed and as awareness increased. Visitation statistics suggest there is a definite appetite in the community for this service offering:

- During October, 965 'After 5' visits were recorded during the 'unstaffed' hours of the trial. In November this increased to 1474 visits, demonstrating a growing interest in the community.
- In addition to those arriving after 5pm, in October 292 people were able to stay in the building beyond the traditional closure time due to the extended opening hours. This increased to 383 in November, again demonstrating a steady growth in popularity. This benefit for customers arriving mid-afternoon has been welcomed by attendees when the staff walk around near 5pm to advise they are leaving but to tell the customers they are able to stay.
- Observations suggest that the three meeting rooms on the Mezzanine floor are being used quite heavily during the evenings, however much of this usage is ad-hoc (i.e. customers are not formally booking the spaces as they simply see the room empty at the time).

The trial has delivered significant operational benefits that could continue to be capitalised on, developed and encouraged if 'Payinthe after 5' was to be formalised:

- Throughout the trial, staff responsible for after-hours events/meetings/programs (i.e. Network Prospect Events, Gallery Openings, Library Programs/Events, CAP meetings) have fed back that after-hours events and meetings have been far easier to administer under this model.
- Having certainty around the building being open for six nights a week has also allowed for much greater flexibility around days and times that programming can be delivered, without the need to alter building access conditions or employ additional security as was the case prior to the trial.

Risks/ Challenges

As communicated to Elected Members via memo on 16 September 2021 during preparations for the trial the following risks/challenges were identified. The experience from the trial period is also discussed below.

- **Potential for building/ equipment to be damaged/ stolen** - With only one individual to monitor the space over 1.5 floors there is some risk that damage or theft could occur. This risk would arguably be similar to what the organisation currently already carries during normal operational hours however it is noted that the high definition CCTV cameras provide excellent cover for reactive remedy. Also, limiting building access to only ground floor entry/ exit points would further assist in mitigating this risk.

Trial Experience: To the best of Council's knowledge there have been no instances of damage, theft or unacceptable behaviour throughout the trial. The security personnel remain well trained and well briefed in terms of expectations on how these matters would be dealt with should they arise.

- **Potential poor service outcomes** - Currently a customer can expect a level of expert service or support available to them within the library. The security guard is not expected to provide that type of specialised service which may lead to users (who have problems) experiencing a poor outcome, or one below their expectations. Expectation management and appropriate promotion, together with ensuring the right type of security guard is on-site will help to manage this risk.

Trial Experience: In general customers have been very supportive of the new evening service offering, although it has proved difficult to capture this feedback formally. Security guards have indicated that the main gap in customer expectation versus services provided is around access to printing and computing, and if 'Payinthe After 5' was to be adopted formally then options for delivery of these services in a self-service capacity after-hours should be further explored.

- **Workforce implications** - There is some risk that the Council could come under Union pressure if the implementation of this proposal was perceived as a threat to the paid employment of the workforce. This was discussed with staff and the relevant Union ahead of the trial. A positive of the initial 'Payinthe After 5' suggestion is that the idea originated from the staff and a staff group worked through a SWOT to prepare for the trial.

Trial Experience: A project group has continued to meet periodically to discuss the progress of the trial and allow for input from staff. Council received correspondence from one of the relevant unions preceding the trial requesting internal Risk Management and WHS information under the pretext that 'Payinthe After 5' represented a change in workplace conditions. A response was provided by the Manager – Governance and HR accordingly and reiterating that the conditions of existing staff have not been impacted to any substantive level by the trial.

Financial Implications

At the conclusion of the trial in December 2021 the total cost will have been approximately \$10 000 for the quarter. This is essentially the costs related to the nightly security service.

If 'Payinthe After 5' was to be made a permanent offering and service, \$20,000 would need to be secured to fund this service for the rest of the current financial year (proposed to be taken from the events favourable budget adjustment as reported in Budget Review 1 and ratified formally through Budget Review 2), and then a budget of approximately \$40,000 per annum from the 22/23 financial year. Based on observations and feedback, a continuation of the service offering appears warranted with the cost/ benefit being considered favourable. A budget bid will be prepared accordingly, for future years.

Community Plan: Towards 2040**► Connected & Caring****FY 20/21 Measures**

CC1.6 Use the City's locational advantage to connect with universities, research, Defence, industry and innovation precincts

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

2 to 5 year timeline

CC2.3 Continuing to support the success of Prospect Road and its traders

► Active & Engaged**FY 20/21 Measures**

AE1.8 Promote Payinthe as a place for meeting, organising and celebrating a broad range of non-Council activities and support those activities

2 to 5 year timeline

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

AE2.7 Facilitate artist talks, author talks and thinkers to capture the minds of residents and visitors to Payinthe

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

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

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

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

Intelligent Community Indicators

1. Broadband: Infrastructure is the foundation of economic competitiveness
2. Knowledge Workforce: A labour force that creates economic value through its knowledge, skills and ability to use information effectively
3. Digital Equality: Allowing everyone access to broadband technologies and skills to use them

ATTACHMENTS

Nil

10.2 PROPOSED TREE STRATEGY 2021 - 2026 - OUTCOMES OF COMMUNITY CONSULTATION**File Number:** IC21/214**Author:** Diane Salvi, Environment and Sustainability Officer**Responsible Executive:** Vincent Cammell, Director Infrastructure & Environment**EXECUTIVE SUMMARY**

This report summarises the community feedback received during the consultation period on Council's Draft Tree Strategy 2021-2026 (following Council adopting a draft version for this purpose at the meeting held 28 September 2021).

Various forms of community consultation were undertaken throughout October 2021 and into early November 2021. The feedback received is summarised in the discussion below and provided through graphs and analysis in **Attachment 1**.

Community input was received as follows:

- Use of Engagement Hub to undertake an online survey (26 responses)
- Use of Engagement Hub to undertake online poll (25 responses)
- Use of Engagement Hub for written submissions (12 submissions)
- Use of Engagement Hub to post and vote on ideas (1 new idea and 2 thumbs up votes)
- Council email for written submissions (3 submissions)
- Comments via social media (9 comments)
- Individual discussions with community members (2 conversations)

The key findings were:

- Very strong support existed for the draft Tree Strategy
- Trees are much loved assets by the community
- Trees are most valued for their cooling effect - providing increased shade to homes, streets and parks

The key suggestions for the draft Tree Strategy centred on the following topics:

- Tree species to be planted and/ or avoided
- Increase of canopy target to 24.5% from 22%
- Stricter regulations for developers regarding retention/planting of trees
- Specific wording/ inclusions for various actions

The key areas of concern relating to trees in the City of Prospect and the Draft Tree Strategy were:

- Tree removal and replacement
- Urban infill and development
- Costs and timeframes for the Strategy

With the exception of increasing the canopy target, most of the suggestions and concerns provided through the community feedback will be addressed via specific actions identified within the draft Tree Strategy, or through other avenues like the State Government's Planning and Design Code. The respondent's comments will be revisited as the Strategy's actions are progressed.

In line with the consultation and outcomes provided within this report, it is recommended that Council now adopt the Draft Tree Strategy 2021-2026 with one amendment; that being an increase in the

canopy target from 22% to 24.5%, to reflect new baseline data for tree canopy in metropolitan Adelaide derived from the LiDAR data captured by the State Government and 16 metropolitan Councils.

RECOMMENDATION

That Council:

1. **Having considered Item 10.2 Proposed Tree Strategy 2021 - 2026 - Outcomes of community consultation receives and notes the report and thanks all those who contributed to the engagement process for their time and contribution.**
2. **Adopt the Draft Tree Strategy 2021-2026 (as presented in Attachments 2), with an amended canopy target of 24.5%.**
3. **Be presented with an annual Report outlining actions, progress and achievements made against the plan from December 2022.**

DISCUSSION

Detailed outcomes of the consultation process with graphs and analysis are available within Attachments 1.

Timeframe

- The engagement was open for a period of four weeks, commencing Tuesday 5 October 2021 and concluding Tuesday 2 November 2021.

Objectives

The objectives of the engagement were:

- To inform our community of the draft Tree Strategy 2021-2026
- To gather feedback on:
 - Level of community satisfaction/ support for the draft Strategy
 - Suggestions for changes and any other considerations that may improve a final draft of the Strategy
- To gain insights into what the community thinks about trees, to inform future engagement activities:
 - What do they value them for?
 - What are their biggest concerns?
 - What are their ideas for how we can engage the community to protect and plant trees?

Target Group/ Catchment Area

- City wide consultation
- City of Prospect residents and ratepayers
- City of Prospect business owners and operators
- Local Community Groups and Organisations (Prospect Residents Association, Prospect Community Garden, Prospect Local Environment Group, Resilient East)
- State Organisations (Green Adelaide, SA Power Networks, Conservation Council of South Australia)

Activity	Description	Number of Responses
Social Media	Posts on relevant platforms, promoting the draft Tree Strategy consultation, referring people to Engagement Hub.	9 comments
Online Survey	Survey established on Councils Engagement Hub website to gauge levels of support for various elements of the draft Tree Strategy.	26 responses
Online Poll	A multiple choice question on Councils Engagement Hub website to gauge how people feel about trees.	25 responses
Interactive Ideas Wall	An interactive "Ideas Wall" established on Councils Engagement Hub website that allowed people to vote (thumbs up or thumbs down) on future community activities to engage private landholders to plant and protect trees and suggest ideas themselves.	One idea
Written submissions	People were invited to make written submissions via Council's Engagement Hub website or via email to admin@prospect.sa.gov.au	15 submissions
One on One Discussions	Council's Environment and Sustainability Officer held individual discussions (face to face and telephone) with community members to discuss the draft concept plan and gather feedback.	2 conversations

Online Survey

The Engagement Hub website provided the option to complete an online survey to indicate support or otherwise for the draft Tree strategy 2021-2026 and provide comment.

The survey received 26 responses which indicated:

Levels of support for the three goals of the draft Tree Strategy

- 100% support for Goal 1: Grow and Maintain
- 100% support for Goal 2: Plan and Support
- 96% support for Goal 3: Connect, with 4% unsure

Levels of overall support for the draft Tree Strategy

All respondents supported the draft Strategy overall; however many also had complementary suggestions or concerns as follows:.

- 38% support the draft Strategy
- 50% support the draft Strategy but have some suggestions
- 12% support the draft Strategy but have some concerns

The suggestions and concerns submitted through the online survey were similar to those received as written submissions and will be discussed together in the following section.

Consultation findings and response to community feedback

The key suggestions for the draft Tree Strategy centred on the following topics:

- Tree species to be planted and/ or avoided
- Increase of canopy target to 24.5%
- Stricter regulations for developers regarding retention/planting of trees

- Specific wording/inclusions for various actions

Tree species

There were suggestions for planting deciduous trees for their role in supporting passive heating and cooling across seasons, planting to ensure a diversity of species, and a high level of support was received for planting native species that provide habitat for birds and other native fauna.

Trees to be avoided were suggested due to maintenance concerns including: size of tree and potential to damage private and public infrastructure; dropped berries, leaves and gum nuts causing messy streetscapes and gardens and slipping hazards for pedestrians and cyclists, self-seeding trees becoming a weed problem, pruning aesthetics and sticky sap dropping onto cars, fences and other property.

These suggestions and maintenance concerns will be reviewed as staff progress through actions identified in the Draft Tree Strategy 2021-2026 including Actions G1.2, G2.3, G3.1, G3.2, G4.2, G5.1, G5.2 and G5.3.

Increase the Canopy Target

There were concerns expressed that the target of 22% was not ambitious enough, a sentiment that was also expressed when the draft Tree Strategy was presented to the 28 September 2021 Council Meeting. The target of 22% expressed in the draft Tree Strategy draws from 2013 baseline data calculated with the 'i-Tree Canopy' methodology, a statistical analysis using satellite imagery.

Recommendations were made to use a new baseline derived from the 2018 LiDAR-derived digital tree canopy model to increase the canopy target to 24.5% by 2045. LiDAR data is now recognised as a more accurate and robust method for measuring tree canopy extent and change overtime. As LiDAR data will be captured again in 2022 and in the future by the State Government in partnership with metropolitan Councils, changing the baseline to the 2018 LiDAR data will allow Council to compare and report on progress towards the 2045 target.

Stricter regulations for developers regarding retention/planting of trees

There was concern expressed over trees removed for infill development and the need to retain trees as a priority. There were suggestions from respondents for incentive and offset programs to encourage the retention of trees as well as recommendations for enforcement of development approval conditions to ensure landscaping plans are implemented.

Some of these suggestions will be reviewed as staff progress through actions identified in the Draft Tree Strategy 2021-2026 (Actions G2.5, G5.4, G5.7, G5.8, G5.9, C2.1, C2.2) while others are currently covered by policies and plans including Council's Driveway Crossover Policy and the State Government's Planning and Design Code (Urban Tree Canopy Overlay's minimum tree planting requirements).

The key areas of concern relating to trees in the City of Prospect and the Draft Strategy were:

- Tree removal and replacement
- Urban infill and development
- Costs and timeframes for the Strategy

Tree removal and replacement

Concerns were raised about tree removals on private land, and the lack of succession planning and timeframes for replacement plantings for tree removals on Council land. These comments reflect the issues and challenges described in the draft Tree Strategy and will be addressed as the Strategy's proposed actions are progressed (Actions G2.4, G2.5, G5.1, G5.2, G5.3, G5.4, G5.6, G5.7, G5.8, G5.9, P2.1, P3.1, C2.1).

Urban infill and development

Concerns were raised over the number of trees removed on private land and the accountability of developers to plant replacement trees.

Costs and timeframes for the Strategy

A few respondents indicated they would like more information on the cost of implementing the strategy before they could comment on the proposed actions beyond providing a general level of support. There were concerns that money would be redirected from much needed ongoing maintenance work across the City towards implementing the actions of the draft Tree strategy.

Future Tree Maintenance

The Green Tunnel Program has been developed to include the required expenditure to maintain the trees being planted for the first five years of their lives. This includes watering, formative pruning and any other matters that may come up.

After this initial five year period it has been calculated that each years planting will increase our annual tree maintenance costs by approximately \$3,200. This figure will compound on itself as we go forward with the figures increasing as follows - \$3,200, \$6,400, \$9,600, \$12,800 etc.

Conclusion

With the exception of increasing the canopy target, it is believed that most of the suggestions and concerns provided in the community feedback has been a reflection of the draft Tree Strategy's overview of issues and concerns and proposed actions, with some specific feedback on species types to plant/ avoid and ideas for incentives or maintenance programs.

The majority of the feedback received will be addressed via specific actions identified within the draft Tree Strategy or through other avenues like the State Government's Planning and Design Code. As Council progresses with the actions contained in the draft Tree Strategy, the respondent's comments will be revisited to provide input.

In line with the consultation and outcomes provided within this Report it is recommended that Council now endorse the Draft Tree Strategy 2021-2026 with one amendment, an increase in the canopy target from 22% to 24.5% to reflect new baseline data for tree canopy in metropolitan Adelaide derived from the LiDAR-derived digital canopy model.

Once adopted by Council the final Strategy will be placed online and shared with the community.

Relevance to Core Strategies / Policy

- Our Community Plan – towards 2040
- Annual Business Plan

Community Plan: Towards 2040

► Responsible & Sustainable

FY 20/21 Measures

RS1.1 Plant additional street trees to align with the 'Green Tunnel' strategy

2 to 5 year timeline

- RS2.1 Continue to plant additional street trees to align with the 'Green Tunnel' strategy
- RS2.2 Promote and support projects (public and private) that include water quality and Water Sensitive Urban Design measures
- RS2.5 Continue to provide opportunities for community and business learning focused on environmental issues
- RS3.2 Delivery of Green Tunnel program to improve heat mapping results across the city by delivering 50% of all streets planted to be capable of forming green tunnels
- RS3.4 Council decisions are guided by accurate and accountable environmental considerations

ATTACHMENTS

1. **Community Consultation and Feedback** [↓](#)
2. **Draft Tree Strategy** [↓](#)

Community Consultation - Draft Tree Strategy 2021-2026 Findings and Results

Who responded?

- Respondents were from across all four Council wards, with the north and west wards having the most respondents.
- Respondents ranged in age from 18 – 75 years old, with the majority being aged in the 35-44 year age bracket.
- The most common way that respondents became aware of the consultation was via social media.

How many responses were received?

- 26 online surveys
- 25 online poll votes
- 1 new idea and 2 (thumbs up) votes
- 15 written submissions (12 via Engagement Hub and 3 via email)
- 9 comments via social media

It should be noted that some individuals provided feedback via multiple channels (eg, completed a survey, poll and written submission).

Key Findings:

- There is a very strong level of support for the draft Tree Strategy.
- Trees are loved by our community.
- Trees are most valued for their cooling effect - providing increased shade to homes, streets and parks.

Key suggestions:

Suggestions made to improve the Strategy centred on the following topics:

- Tree species to be planted and/or avoided.
- Increased canopy targets.
- Stricter regulations for developers regarding retention/planting of trees.
- Specific wording/inclusions for various actions.

Key areas of concern:

- Tree removal and replacement
- Urban infill and development
- Costs and timeframes for the Strategy

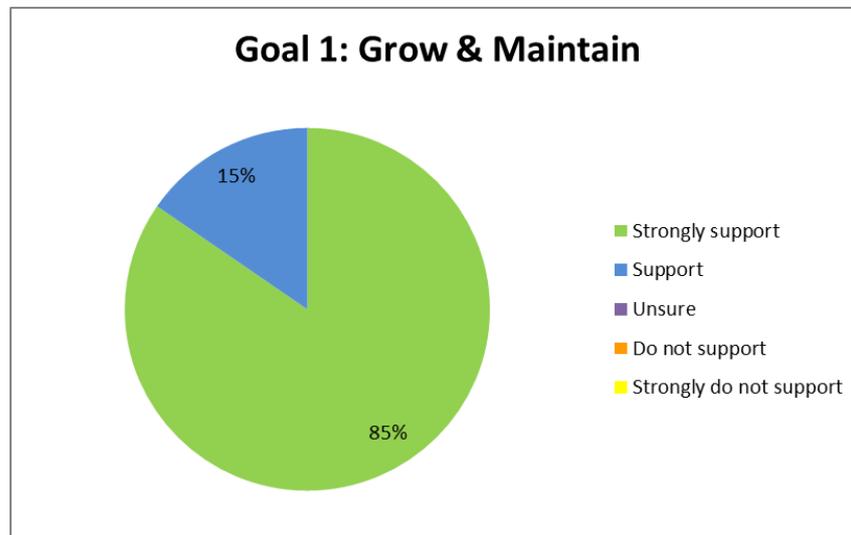
Online Survey

The Engagement Hub website provided the option of an online survey for people to indicate their level of support for each of the Strategy's 3 goals and provide any other feedback they may have on the draft Strategy.

The survey received 26 responses. Below is a summary of the findings.

Q1. Please indicate your level of support for Goal 1: Grow and Maintain

There was 100% support for Goal 1, with 85% of respondents “strongly supporting” the goal and 15% of respondents “supporting” the goal.

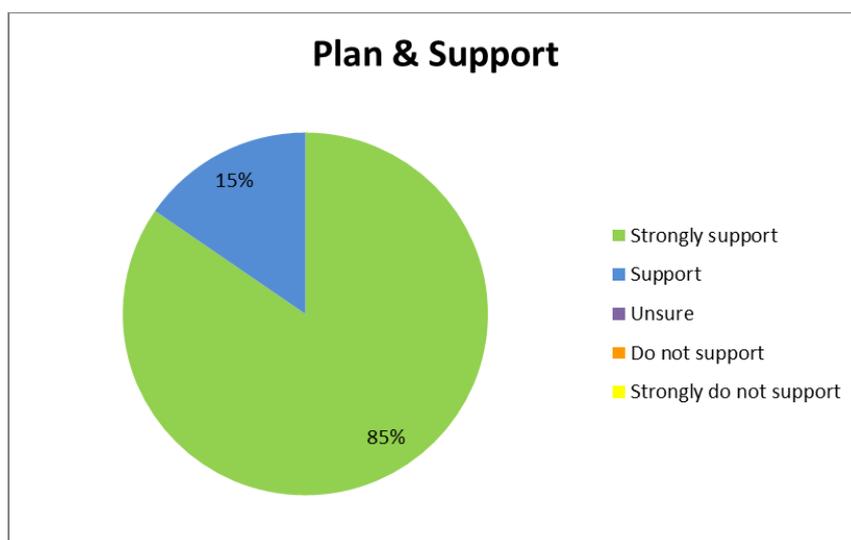
**Comments**

1. I strongly support the continued planting of trees in and around Prospect, including main streets and neighbourhoods
2. Deciduous trees can/should be incorporated for role in supporting passive heating and cooling across the seasons. Similarly, fruiting trees in selected public spaces to create local food
3. Forests and opportunities for multiple benefits from a greater tree population in the area.
4. More trees are needed but replacement of existing white cedars should be considered. Messy, dangerous and waste of council resources.
5. Completely agree with the enhancement of local character by planting more trees. The prettiest streets have a green canopy.
6. I strongly support the protections and establishment of green tunnels.
7. What about an emphasis on endemic species to help provide habitat for our native animals.
8. It would have been good to maintain the trees in Vine St Plaza which used to have a ‘green tunnel’ canopy. It is no longer sun safe, shaded or cool on sunny days. Stricter requirements should be placed on developers to keep existing trees and add to them, particularly in relation to apartments.
9. Enhance the local character!! Trees were removed for some ridiculous reason of possible damage. Looks as rubbish and concrete as Rundle Mall now

- 10. I am very supportive of the goal to grow and maintain trees. I understand the current 22% canopy goal is set to align with State Government plans, but I think the City of Prospect should consider leading the way with a higher goal as we have a relatively lower tree canopy percentage when compared with other Adelaide LGAs and other cities in Australia.
- 11. Careful thought must be given to the species planted. Trees which will grow into large gums along roadways will cause a safety hazard in future years
- 12. Diversity - but Australian natives from Adelaide plain area
- 13. You also need to replace the trees that currently aren't healthy
- 14. More trees in the median strips along Prospect Road
- 15. Urgently needed

Q2. Please indicate your level of support for Goal 2: Plan and Support

There was 100% support for Goal 2, with 85% of respondents “strongly supporting” the goal and 15% of respondents “supporting” the goal.



Comments

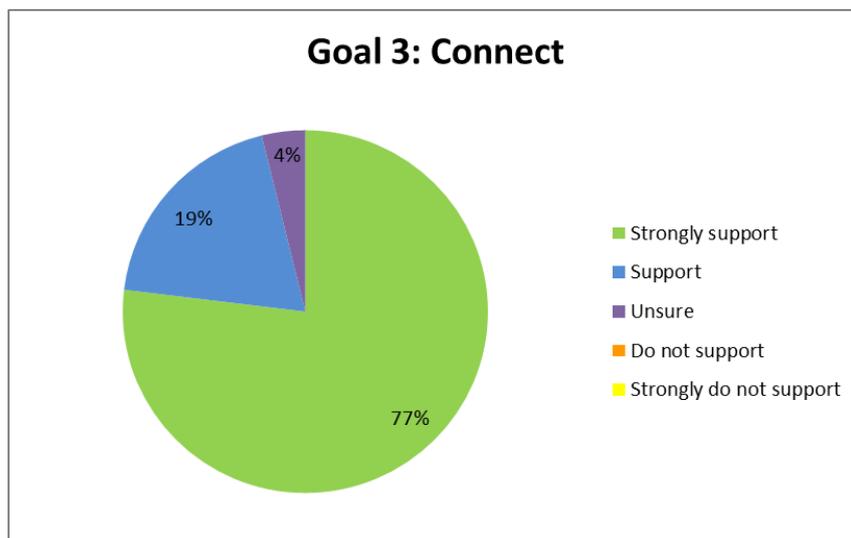
- 1. Community participation in decisions on public assets e.g. trees is important to generate buy-in and value of assets. This includes house owner input in the selection of verge trees outside their property to fulfil community objectives and homeowner support for the asset outside their home.
- 2. There are some current trees that need to be reconsidered. The trees outside my home drop berries which leave the paving in my property black and dirty. They also leave a mess on the

pavement and cars parked on the street. Other trees drop yellow berries which are round and roll underfoot. I have fallen and/ or stumbled in them several times.

3. Is there any plan to remove any pest trees - such as the White Cedars with more appropriate trees? I acknowledge that the Rainbow Lorikeets do seem to like these trees, and cutting down multiple mature trees will impact them.
4. Unless you want to cut them down for new developments under the excuse of someone above their control ordered it.
5. It is important that tree management is informed and conducted by qualified arborists and trained and knowledgeable tree asset managers. It may not be necessary for every tree in the council's assets to be audited every 4 years, for example, instead they could be audited at intervals based on arborist recommendations and risk assessments. This may well save money.
6. Management of trees should include provision for instances when tree limbs fall and damage property,
7. Maintenance also needs to be considered in framework

Q3. Please indicate your level of support for Goal 3: Connect

Goal 3 also had strong support, with 77% of respondents “strongly supporting” the goal, 19% of respondents “supporting” the goal and 4% of respondents being unsure.



Comments

1. Development of a Prospect Tree database/expert advice function to encourage people to consider tree planting when purchasing/developing in the area. Regular activities to demonstrate the benefits of trees (e.g temporary or where appropriate permanent signage

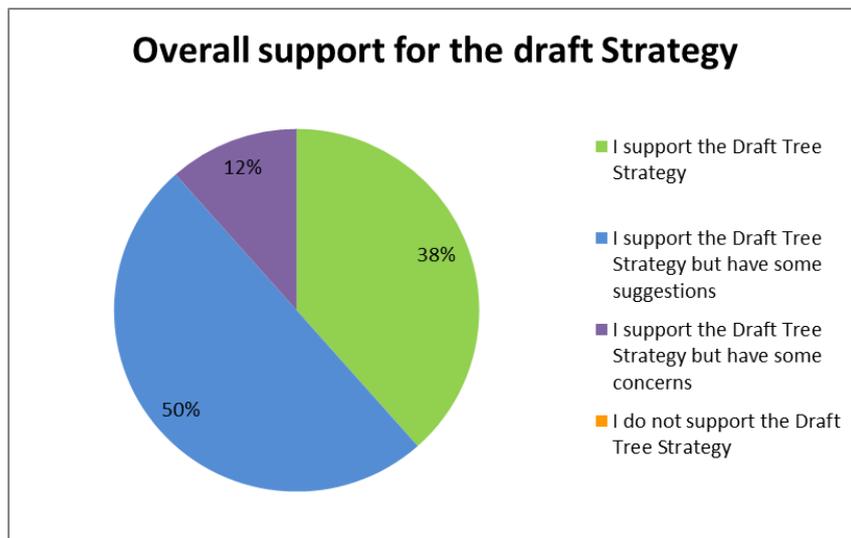
for trees communicating quantitative benefits of trees and their role in overall environment and community planning).

2. We all play a vital role in ensuring trees are planted and maintained (even on Council land).
3. Nature strip planting should be encouraged to create an understorey for trees to improve water retention. The current strategy is too difficult to navigate. See City of Unley’s community guidelines and plans for a better example.
4. Support this, but doubt the development department or mayor do if it stands in the way to developers.
5. Given the high proportion of trees on private land and non-council owned land, this goal is absolutely critical.
6. The statement is very unclear and means nothing. It needs to be more specific.
7. You could also impose conditions on new development that any trees planted as part of them must be retained and replaced if sick/dying.
8. Maybe some incentives to encourage tree planting?

Q4. Overall level of support for the Draft Tree Strategy

All respondents support the draft Strategy, however many have some suggestions or concerns also.

- 38% support the Draft Tree Strategy
- 50% support the Draft Tree Strategy but have some suggestions
- 12% support the Draft Tree Strategy but have some concerns



Comments

1. Replace trees that damage and/ or spoil our property.
2. I am concerned that this will not be applied or enforced for multi-dwelling developments.
3. Feels like a ticking the box by council past behaviour is an indication of future behaviour. Good for the Mayor to use the announcement as another self-promotion activity though.
4. Overall I support the Tree Strategy and will provide a separate submission with some additional suggestions. I think we can do more and need to do more given future climate change predictions (IPCC 2021). I see the City of Prospect as an innovative council that is a leader and I would like to see the council be a leader in this space as the City of Mitcham and City of Burnside have been in doing in recent years.
5. Adelaide plains natives.
6. Would like to see less white cedar trees and more native trees. Berries from white cedar toxic to dogs and create slipping hazards.
7. G2.3 Appropriate species - 1. habitat for native fauna = native flora; 2. not weed species like huckleberries which seed everywhere. G3.3 what are you expecting of residents re maintaining verges vis a vis trees? G2.5 encourage canopy in private realm = decreasing density so there is land to plant trees on. G5.9 what is driveway crossover policy?
8. Why is it taking so long? this has been talked about for years already and it doesn't seem like we will see anything planted for at least a few more.

Q5. Is there any other feedback you would like to provide on the Strategy that has not been captured in the survey questions above?

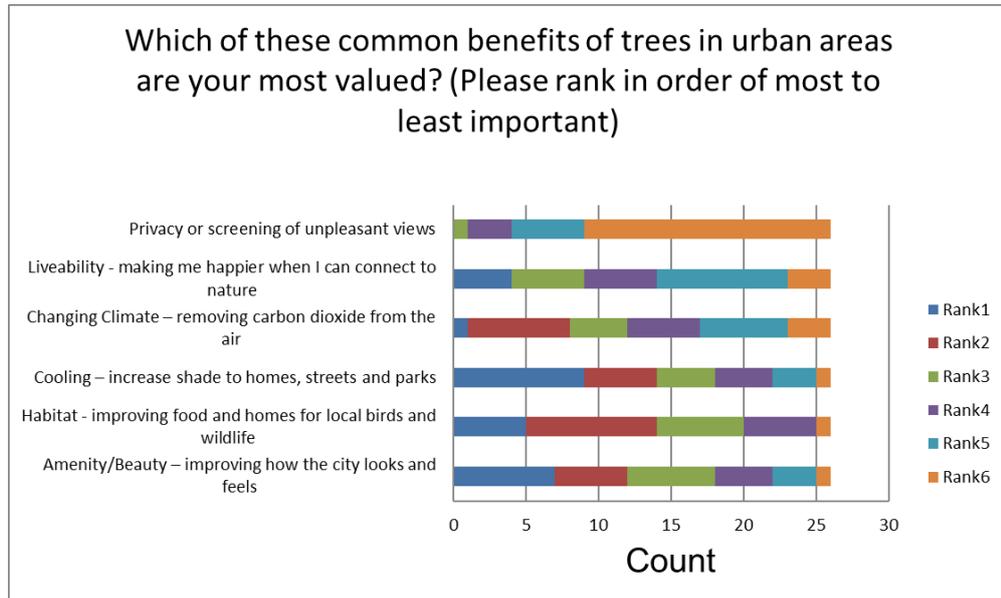
1. I would like to see more rigour when it comes to protecting trees on blocks that have been cleared for development so that they cannot be removed without consultation from neighbours.
2. Ensuring the appropriate maintenance of green planting in council fixtures (speed control etc - see Percy Street).
3. I feel strongly about the use of endemic tree species. Currently there are majority introduced species on our streets which provides better habitat to introduced species rather than our native bird life. Planting some native trees will save our native animals.
4. I've come to the survey before reading the plan so can't comment as yet.
5. Street trees are fabulous and vital but please ensure the selected trees don't damage vehicles or property. The trees in our street drop sticky sap in autumn which damages paint and is hard to remove.
6. Don't cut the trees down in the first place. They were in the way though.
7. Could nesting boxes be included and water stations
8. Yes, I will provide this in a separate written submission.
9. I support this initiative but please ensure the diversity of street trees. The trees most recently planted in Hepburn and Jellicoe Sts are in my view not very attractive and being deciduous quite unappealing in winter. The box gums planted everywhere in our area are

notorious for dropping their seed pods which make the footpaths quite dangerous. I have slipped a couple of times.

10. Urban infill must include a requirement that significant shade trees must be planted as part of any development.
11. The survey contains too many non-specific statements like 'Establishing a framework' 'Developing systems and plans'. I hope that there will be some specific actions taken to support the plan.
12. Trees like footpaths and roads need ongoing maintenance and the plan must factor this in.
13. reduce foreign species
14. As a resident, I have had no other consultation around tree strategy specific to either my street or private residence -though there are many trees on both. It would be (perhaps I've missed it) more advantageous to engage residents in the drafting of strategy prior to seeking endorsement.
15. Ensure appropriate trees are planted -for both the desired local environment and for people- to best ensure that there will be plenty (lots!) of trees and people won't want to remove them
16. Main north road needs to become green tunnel. Currently very hot and bare street.
17. Love tree lined streets, but this means street lighting needs to be addressed, because some streets are dangerously dark when trees are in full leaf
18. There are a lot of motherhood statements in the plan but it must address weed species (I am pointing at huckleberries but they are not only ones), native species for native fauna, and the shrinking private planting space due to urban infill. If you are going to keep increasing densities (to get more rates) you will have to sacrifice rates by buying some blocks to be cleared and maintained as public parks.
19. I encourage biodiversity, but species selection must prioritise the impact they will have on the adjoining residents. If the species consistency drops nuts or blossoms onto footpaths or leaves sticky sap over cars it is unlikely to be taken care of by residents.
20. Please don't plant more trees like the ones in Kintore Avenue - the berries are sticky and make a huge mess this time of year.
21. More verge planting, So much space in front of residential and commercial spaces unused
22. Under-planting needs to be considered. Maintenance critical as sometimes areas are planted, but then not looked after / neglected. Definitely prioritise making the entire length of Prospect Road a long strip of green beautiful trees!
23. No more plain trees. Plant indigenous.

Q6. Benefits of trees most valued by respondents (ranked in order of most important to least important)

1. Cooling – increase shade to homes, streets and parks
2. Amenity/Beauty – improving how the city looks and feels
3. Habitat – improving food and homes for local birds and wildlife
4. Liveability – making me happier when I can connect to nature
5. Changing Climate – removing carbon dioxide from the air
6. Privacy or screening of unpleasant views



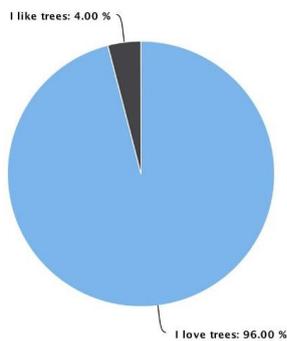
Online Poll

The Engagement Hub website provided the option of an online poll to gauge how people feel about trees, posing the question:

How much do you like trees?

- I love trees
- I like trees
- I tolerate trees
- I loathe trees

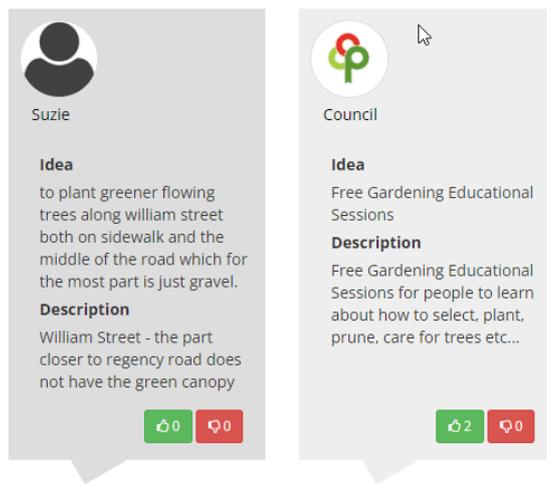
The Poll received 25 responses, with 96% of respondents stating they love trees and 4% stating they like trees.



Interactive Ideas Wall

An interactive “Ideas Wall” was established on Councils Engagement Hub website that allowed people to vote (thumbs up or thumbs down) on suggested projects and to suggest projects themselves.

- 1 new idea was suggested: “to plant greener flowing trees along William Street both on sidewalk and the middle of the road which for the most part is just gravel” - William Street - the part closer to Regency Road does not have the green canopy tunnel feel at all. It looks barren and dry with gum but being a tripping hazard. First idea is to replant willowing trees such as wisteria. 2nd idea is to plant trees in the medium strip or to have large concrete pots that could be decorated by schools, aboriginal artists or Cab 101?? And plant lots of greenery. We were made to be the bike riding thoroughfare road- would be nice for cyclists to look at.
- 2 thumbs up votes were received for the idea “Free Gardening Educational Sessions” for people to learn about how to select, plant, prune, care for trees etc...



Written Submissions

A total of 15 written submissions were received.

Submissions were made by local residents, community groups and state government organisations, who were supportive of Council developing the draft Strategy.

The submissions included suggestions for:

- tree species to be planted and/or avoided
- increased canopy targets

- specific wording/inclusions for various actions

As well as concerns regarding:

- tree removal and replacement
- costs and timeframes for the Strategy

A complete list of all written submissions received can be found in Attachment 1.

Social Media

The consultation was promoted via Council's Facebook page with posts on 5/10/2021, 23/10/2021 and 31/10/2021.

9 people made comments on these posts.

1. As many trees as possible please!!
2. Stop planting Queensland Box trees! Love the green corridor idea and William Street could look amazing as a green corridor if you plant the right varieties. The greenery on our street is woeful and given houses face East and West needs appropriate trees to cool the street.
3. For the love of everything good, please don't plant any more of the types of trees in Kintore. The sticky berries they drop make the most horrible mess 😞
4. Please put the trees back in the median strip on William Street !! I miss the dozens of New Holland Honeyeaters that called them home.
5.gravel is no substitute for the healthy callistemon and melaleuca hedge we had before on William.
6. The corner of Main North Road and Regency Road
7. ... It's our time to shine!
8. ... get rid of all these stupid gumnut things! May be an image of tree and nature
9. The Have Your Say page is very annoying to register to with passwords. Can I just email something in? *(Council response: while the survey and the ideas wall on Engagement Hub requires logging in, you can also email us at admin@prospect.sa.gov.au with your thoughts and feedback).*



One on One Discussions

Council's Environment and Sustainability Officer held individual discussions with 2 community members to discuss the draft Strategy and gather feedback.

Onsite discussion with resident - 1 November 2021

- Does not agree with the process that has been taken in regards to the consultation. The process for consultation does not give residents enough opportunities for providing feedback. Has previously raised her concerns via email.
- Need to protect as many trees a possible. Not just remove whenever and hope to replant later as may not have space.
- Concerned there is no removal/replacement/succession plan for trees in place. How are we proactively managing for this? Will it be in tree strategy? Imperative.
- Better consideration should be given to trees during major infrastructure project, e.g. when Charles Cane was redeveloped there are a couple of trees in the park that should have been removed and replaced while works were happening as they are in decline.
- More proactive planting, less reactive
- Urban infill corridor is in conflict with tree strategy targets. If private developers are removing all trees then filling up their site with buildings. Where does the greening happen? Are there ways people can be encouraged to keep trees on private land? How can public land in the infill corridors be enough to keep the neighbourhoods green and cool? How many trees can actually be planted? There verges and streets must be planted up as much as possible.
- Devonport Terrace railway corridor is a perfect opportunity to 'rewild' and create biodiversity corridor to connect with the Adelaide parklands.
- Use streets as biodiversity corridor.
- Black cockatoos are feeding from the Sheaks along Devonport Terrace and at Charles Cane. Need to plant more to support their habitat.

Discussion over phone with resident - 28 October 2021

- We need to use locally native trees and verges to restore the Adelaide Plains' habitats that are disappearing.
- It is completely outdated to have these invasive trees (in the case of the golden rain) all over our streets when we are desperate to hold on to natural biodiversity.
- I would be very happy to have a native tree in the empty spot in front of my house. I know there are issues with roots...
- Surely some are appropriate and the water pipes can be mapped.
- Let me know if it is possible.

Written Submissions**Submission 1 – Local resident**

I think it would be a good idea to have some consistency along the street. Vine Street has all things, number 7 is terrible and all rubbish outside the flats in 4 Vine Street. Need tree surgeon help on every verge tree to eliminate mistletoe pests on trees.

Submission 2 – Local resident

I love the trees, white cedars, in my street. I have lived in Barker Road 26 years now and don't want my trees removed. Not very happy with the replacement trees that are already in the street. Bad choice. Streets need trees that provide a canopy. It not only looks beautiful but it cools the street, provides homes for birds. Unfortunately, over the years, I've watched ETSA come through & mutilate the canopies of our beautiful trees, putting stress on the remaining limbs. They have never been maintained properly. I would distress me immensely if the trees in front of my home were removed.

Submission 3 – Local resident

I'd love to see the red flowering native acacia trees on Buller Street be replaced. They're reaching the end of their lifespan. While they are big they don't provide much shade, they look scruffy and they leave sticky residue on vehicles parked under them which is a nuisance for residents. They're more of a detractor than enhancer for people living in this street. If you're a passer-by they probably look OK ish but when you need to live with them they're a pain.

Submission 4 – Local resident

I would love to see Jacaranda's planted. They do really well here in SA & if the ground is broken down about 1mt they grow quickly. I'm not a big native fan, not leafy & green enough for me.

Submission 5 – Local resident

I think this is a great initiative, but would implore Councillors to consider Prospect being a biodiversity tree city - having all council trees being native and indigenous to the Adelaide plains area would produce much more shelter and food source for insects and birdlife. Our street trees are an exotic variety which are ugly, invasive, have no bird life in them and only attract bees for the short time they flower. Compare this to eucalypts at Broadview Oval - they are full of lorikeets, rosellas, magpies and insects..... Australian natives are beautiful trees and biodiversity is of huge importance in the push for conservation.

Submission 6 – Local resident

Although it is generally desirable to increase tree cover for shading & beautification etc, trees of the wrong type/ in wrong place can do damaged to buildings & buried services etc. I suggest that

Council seek advice from Engineers Australia -SA Footings Group re the recommended planting distances from buildings - & the species to avoid.

Submission 7– Local resident

Dear Council, This is a very brief submission. My biggest disappointment with my 12 years as a Prospect home owner and resident is that the "green tunnel" that my street (Le Hunte Avenue) had when I first moved here is now largely gone - a consequence of poor street tree succession planning and risk aversion. It is very frustrating to see large street trees removed and replaced with slow growing species that do not attain the same size, or not replaced at all. Both have occurred on my street. I see nothing in the Strategy that will ensure this is rectified and/or doesn't happen elsewhere. Specifically, Objective P3 needs more detailed actions or commitments, e.g. "if a tree needs to be replaced this will occur within 1 year or less". What is the cost of replacement as a percentage of the cost of removal of a large old tree? It must be minuscule, yet you readily find the money for removal but apparently can't find the money for replacement. The Strategy has plenty of good ideas but, based on past performance, won't be implemented in any meaningful timeframe. Regards, [REDACTED]

Submission 8 – Local resident

While I support maintaining Prospect's tree canopy and increasing it (where appropriate) - I recommend that Council be aware of the potential damage which can be caused by certain species - with intrusive root systems. For guidance, I suggest the following: CSIRO, Guide to Home Owners on Foundation Maintenance and Footing Performance (This one – from the Victorian Gov't – acknowledges the problem, but avoids putting any numbers on it – & it may only be used after a problem has already emerged.

http://www.vba.vic.gov.au/__data/assets/pdf_file/0020/33536/Minimising-foundation-movement-and-damage-to-your-house-info-sheet_FINAL.pdf) This article warns against certain species –

including jacaranda, philodendron, Weeping Figs, rubber trees, African Tulip Tree (*Spathodia* sp.) *Murraya*, Crepe Myrtle and Callistemon. <http://www.abc.net.au/gardening/stories/s213613.htm> I believe that the Aussie native species (eucalypts) are some of the worst – as these trees are naturally 'thirsty' in summer. I think that the time has come to warn against planting the worst species close to houses etc across SA. This (American) article warns against 'willows, silver maples etc - that spread deep and insidious roots, and go for oak or sugar maple trees that grow more slowly.'

<https://edensstructural.com/when-trees-attack-how-tree-roots-damage-your-foundation/>

Submission 9 – Local resident

I recently submitted my feedback (*Submission 8*) with some links which may no longer work. For a list of tree species to be avoided near underground pipes, see the attached pdf (From Vic SE Water) Attachment saved to CR21/61154: Fact Sheet South East Water (Victoria) - *Tree Roots: A Growing Problem. Preventing pipe damage from tree roots*

Submission 10 – Local resident

I have completed the survey associated with this consultation, however I wish to provide some additional comments that could be considered in the draft:

- Page 8 – I recognise the SA Government's goal in the 30 year plan for greater Adelaide is an increase of 20% canopy cover by 2045, however is this sufficient for the City of Prospect which has a relatively low existing canopy cover when compared to some other Adelaide LGAs and other cities interstate? I address this further below in response to Action G2.1.
- It would be beneficial to provide some context in the Strategy to explain how Prospect's existing tree canopy compares to other LGAs within Adelaide and interstate cities (e.g

Shown in 'Where are all the trees' report). This could be framed as an opportunity – to strive for better than the average. I recognise that the City of Prospect is a built-up inner council area with increasing development infill. However, without this comparative context, how do we know whether the 22% goal is actually good or could be improved?

- Are the numbers on page 8 current (2021) numbers?
- Is the 300 per annum tree replacement rate quoted on page 8 the current proposed rate for future years, or is that rate something that will be determined as an output of action(s) within this Draft Tree Strategy? Is there any current indication about whether or not this rate of 300 trees per annum sufficient to meet the 22% canopy goal at current tree senescence rates – or again is this something that will be determined as an output of actions(s) within this Draft Tree Strategy? It may be useful to provide some explicit indication in this Strategy of whether or not the current tree replacement rate is sufficient or whether we know that it needs to be increased.
- I would be willing to pay increased council rates to bring forward the tree planting program as it is better to plant trees earlier rather than later. However, I recognise that forward planning, including placing advanced orders, is required.
- On page 10, an additional and significant benefit that is not explicitly captured is amenity.
- I am very supportive of water sensitive urban design being implemented within the City of Prospect. This is something that has had minimal roll-out within our council area to date, so there is potential here for opportunities that benefit trees. I support this being considered when upgrading infrastructure, e.g. installation of Treenet kerb inlets when upgrading kerb and gutters or as a specific targeted project when planting new street trees.
- An option that the council offers residents in relation to paving verges goes against supporting street trees. In Vine Street when the footpath was being repaved in recent years, residents were offered the choice of the verge between the footpath and the kerb being paved with impermeable paving. Any paving (whether permeable or impermeable) in this area is largely unnecessary, except perhaps in the instance of access for someone that may have mobility issues. Not only does this paving increase the urban heat island effect, but it also reduces the amount of rainfall that can penetrate to the street tree roots. It would be good if council could consider not allowing this to continue, as it has done with fake lawns in verges.
- As has been recognised in the draft Strategy, there is opportunity to increase tree plantings with specific road infrastructure modifications. This may not just be associated with traffic management outcomes, but could be more an amenity improvement. For example, Harrington Street is a narrow road that has minimal street tree plantings but if made one way could better accommodate 'in-road' tree plantings like have been implemented in Rose Street. This will overcome the issue where the verges of Harrington Street are too narrow to plant significant sized trees that would have a large enough canopy to provide reasonably cooling effect.
- The City of Burnside has offered incentives/vouchers to residents for the purchase of trees to be planted on private land within the city. This is a good initiative that could be applied in the City of Prospect, and expanded to incentivise verge plantings (I am aware that verge preparation for planting has been supported by Prospect Council in the past).
- Regarding increased biodiversity, there may be an opportunity to have a policy on providing nest boxes in street trees, particularly in areas where street trees are younger and haven't yet developed hollows.
- Some people on my street have requested that street tree canopies are cut back to the boundary so trees aren't overhanging their properties. While I know there is a legal ability

for this to happen, it would be good if council could explain the cooling benefits of trees to those residents prior to this occurring. A couple of the street trees in my street have been cut back quite severely, reducing their canopy significantly. This would fit into the 'Connect' goals of this Strategy.

Comments on some specific actions:

- G2.1 – Why is the council only sticking to the 22% canopy goal as set out in SA Government plans. There is an opportunity to strive for best practice and for the City of Prospect to be a leader in this area. I would like to see the council aim higher than the 22% canopy goal. When comparing the City of Prospect's existing tree canopy with other LGAs in Adelaide and other cities interstate, we actually have a relatively low percentage of cover. We are also a city that is arguably at higher risk of warming under a changing climate as we already experience extreme summer heat.
- G5.4 – There is an opportunity for this goal to also consider offsetting removed trees. For example, if a developer or resident decides they want to apply for an existing council-owned street tree to be removed as they want to widen a driveway or put in an additional access point, there could be a tree replacement scheme that they must contribute to. This offset payment should capture the true cost of replacing that tree, and could incorporate some environmental valuation e.g. tree canopy/cooling/amenity, and could be a financial discouragement to the removal.
- G5.8 – This should include supporting residents to maintain both Significant and Regulated trees, not just Significant trees.
- P2.1 – Not all trees may require auditing (inspecting) every 4 years. Instead, it may be more appropriate to base the period between inspections on arborist recommendations based on a risk assessment approach, noting that the audit is not solely based on risk to public safety but would also be based on amenity etc. Higher risk trees would be audited more frequently than lower risk trees and this may result in cost savings and will be a more targeted approach.
- P2.3 – Suggest this also includes training users, rather than solely developing procedures.

Thank you for the opportunity to contribute and best wishes for finalising the strategy. It's great to see the council placing importance on this issue.

Submission 11– Local resident

My submission at last. Thank you Diane for meeting me and providing me with so much comprehensive background and relevant information. I am impressed with your professionalism and commitment and trust that you will appreciate that my comments are directed at the Council entity!

SOME THOUGHTS ON PROSPECT COUNCIL DRAFT TREE STRATEGY 2021 - 2026

* How interesting that the release of this Tree Strategy coincides with the timing of the COP 26 Glasgow conference which is widely acknowledged to be the world's last chance to control climate change. It appears to me that the plan represents Prospect Council's last chance to act to ameliorate the local effects of climate change.

* The introduction to this strategy constructs an ambitious City of Prospect "vision" to cover all bases - protecting, enhancing our "leafy" character, planting more trees, maintaining and protecting existing trees and "engaging " with the Community to protect and plant trees on private land. It appears that this is the first time that all the comprehensive serious homework/data/gaps/opportunities/difficulties/limitations/costs for such actions have been requested by Council. Very late. Too late?

*A Council serious about such a vision might reasonably be expected to fund extra staff including a full-time staff environment and/or tree advocacy officer position to progress the plan. And provide more ambitious funding for achieving all aspects of its new-found major focus on prioritising trees?

* A Council serious about protecting trees would not be enthusiastically promoting a tree-hating major development plan (DAP) such as the Churchill Road Boulevard policy that demands the destruction of six kilometres (both sides of Churchill Road plus Devonport Terrace) of "private land"/suburban backyard vegetation. These trees/bushes etc have formed an important shady informal wildlife corridor and cooling mechanism connecting to the Adelaide Parklands for the past 100 years. The DAP contravenes all three Visions of the Draft Strategy.

* A Council serious about tree enhancement might have paid meaningful tribute to its inheritance (?) of the 60,000 year-old original landscape of this part of Kurna land. How about establishing an area of the original woodland tree species as a permanent, tangible acknowledgment of Kurna Country? And incorporating more of the original species into our open spaces?

* Back in 1838 Prospect was named for its beautiful "prospect" of "waving gums and shady trees". This Draft Tree Strategy presents as a belated political acknowledgment by Prospect Council decision-makers of the urgent need to address 183 years of loss of shade and tree cover i.e.the "paving of paradise".

* For me THE BOTTOM LINE identified in the Draft Strategy is the conclusion that at this late hour there is now finite scope or space in this small local government area for large-scale tree increases and retrofitting trees.

*All the above points bring to mind the lyrics of Joni Mitchell's Big Yellow Taxi written in 1970:

"They paved paradise...

They took all the trees put 'em in a tree museum And they charged the people a dollar 'an a half just to see 'em".

Submission 12 – SA Power Networks

It would be great to include a section in Issues and Challenges highlighting the importance of Right Tree Right Place and planting near infrastructure. Happy to work with you to develop some suitable wording. Have attached a preliminary summary (*See below*).

City of Prospect Tree Strategy

Issues and challenges

Managing trees near infrastructure

Managing conflicts between trees and overhead powerlines can create tension between Councils, the community and SA Power Networks. There is ongoing dialog between all relevant parties in order to meet expectations and competing priorities.

The *Electricity (Principles of Vegetation Clearance) Regulations 2021*¹ sets out the legal requirements for maintaining vegetation under or near powerlines. It includes prescribed clearance distances between vegetation and powerlines. In 2010, a 'risk-based' approach was introduced in the City of Prospect, that allows trees to grow through low voltage powerlines in certain circumstances.

The Regulations also refer to an 'approved list' of trees that the Office of the Technical Regulator (OTR) considers appropriate for planting under powerlines. The City of Prospect can still select trees species not included on the approved list, however an exemption must be applied for and approved by the OTR before planting.

SAPN is required by legislation to inspect all trees around powerlines every three years to identify the pruning needs for the area.

¹ The *Electricity (Principles of Vegetation Clearance) Regulations 2021* came into effect on 1 September 2021, replacing the 2010 Regulations

The following 3 written submission are provided on the following pages:

Submission 13 – Prospect Residents Association

Submission 14 – Green Adelaide

Submission 15 – Resilient East



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29 October 2021

Submission on the City of Prospect Draft tree Strategy 2021-2026

Concerns about information provided by Council in The Green Tunnel Strategy Document

It is very difficult to comment on a plan that has no costing and financial information attached to it. This strategy looks expensive and with no costings we are not informed enough to know how realistic the objectives and actions and timelines are. There is no information about the age maturity and cost of the trees that will be planted. More mature trees at planting will do better but at greater cost. If this is an increase in cost on council's previous tree strategy then we would ask where is the money coming from and what will be cut back to fund the proposal. It is difficult to say whether the timelines are realistic with no costing for the project

The area which the council seems to have cut back on in recent years is maintenance of council's assets such as roads and kerbs, line markings, tree management, storm water management and verge/leaf /weed management. This general maintenance of the council area needs to improve so we would not want this to be cut back further to fund this project.

The community has a right to know what a project is going to cost and where the money is coming from to be able to comment in a knowledgeable way on a strategy such as this especially when the council already has considerable debt. From a costing point of view is this an over ambitious plan and/or what can be realistically managed over the time period?

General support

Whilst taking into account the above comments we generally support a focus on the greening of our streets and parks and encouragement to green private land though with the significant increase in infill development this will be a difficult goal to achieve

Again we generally support the green tunnel strategy but again with caveats.

This general support includes for

- increasing larger canopy cover and species diversity in the City's open spaces ie planting canopy trees in the City's parks and gardens provided this does not have a negative effect on lawns.G4.1
- planting trees and associated understorey plantings that support the City's native animal populations (provided this does not include encouraging snakes)G4.2
- Refining tree removal criteria and developing clear process for tree removal requests with delegated approvals and reportingG5.4



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- Using Driveway Crossover Policy to protect and retain street trees as urban infill increases G5.9
- Selecting streets identified as hot spots in the heat mapping report (2018) for prioritised planting.P1.2
- Identify and apply for grants that support the tree strategy actions P6.1
- Succession planning for trees at the end of their life.

Some actions are unclear in how they will be achieved so therefore difficult to support eg

- G5.8 Support residents to maintain Significant trees on private property. How will this be done?
- G2.1 Identify number of trees that need to be planted to increase canopy cover to 22% by 2045 (needs information about costing impact)
- G2.5 Encourage increased canopy cover in the private realm through incentives. What would they be and for whom. (We would not want to see incentives for developers who are required to plant agreed landscaping and then just don't do it. We would rather see these people fined for breach of approval conditions.)

Concerns

- We would like to see the council stop planting Common Hackberry (*Celtis*) such as is planted in Olive Street and haphazardly in other streets. This tree is problematic due to it being a weedy, messy tree. This tree is home to many insects and diseases. They can also cause a significant weed problem in home gardens as the bird's drop the seeds from the street trees and the new plants have a strong tap root from a young age that is difficult to remove from home gardens. This problem can be prolific in home gardens. The tree also drops a sticky substance on footpaths and cars which damages the duco on cars. These trees attract aphids that suck sap from leaves and secrete sticky liquid called honeydew.
- We would also like to see the council stop planting the Golden Rain Tree, *Koelreuteria paniculata*. It creates a huge number of seedlings in home gardens from the prolific seed pods opening and the seeds falling into gardens. This creates significant problems for home gardeners having to continually remove the seedlings.
- We would like to see damaged trees or fallen trees replaced more quickly. At present trees that have been damaged, removed or fallen are often left for years before they are replaced. This program needs to maintain the streets with good green tunnel effect by replacing these trees soon after they have been removed.
- We would like to see much better maintenance of mature street trees and better coordination with SA power networks regarding tree pruning to keep trees away from power lines and causing problems in storms.



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<https://www.prospectresidentsassoc.org/>
29 October 2021

- We would like to see consistent replacement of tree variety. In some streets the replacement trees are different to the main tree variety in the street. Some streets seem to have a number of different species replacement trees and this does not add to the green tunnel affect.
- We would like to see the pruning back of private property vegetation and trees overhanging the footpath and blocking pedestrian foot traffic managed more efficiently so it does not take weeks for this to happen.
- The council needs to manage the verges outside rental properties as renters do not do this and the result can be that lack of maintenance of weeds on the verge then results in weed spread such as grass seed weeds that is detrimental to neighbourhoods and animals.
- Traffic management plantings need to be equitable across the council area. Past practice has been that the quality of plantings has varied in that some streets are given good quality plantings and other streets poor quality and more limited plantings.
- The council needs to make sure that the street trees alongside the Aldi supermarket development in Milner St are retained and **not** removed at the convenience of the Aldi store.
- We understand that the council in their sustainable watering strategy have adopted inlets in streets where the kerbing and gutters have been upgraded so that street trees receive some watering by stormwater. This benefits the trees with rainfall reduction coming due to climate change and also in the long run helps with storm water runoff. **We applaud this strategy and ask that this type of strategy continues.** These should continue to be added as the kerb and guttering program is rolled out and /or the green tunnel strategy plantings occur. The only issue with this is that we have noticed that leaf matter and dirt accumulates around the opening to the inlets which can then if not managed block the opening to the inlet. **For this program to be successful it will be vital that there is regular cleaning of gutters to remove the leaf matter falling from trees.**

A handwritten signature in blue ink that reads 'Elizabeth Crisp'.

Elizabeth Crisp
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Government of South Australia
Department for Environment
and Water

Document Reference Number: 21_034

Ms Diane Salvi
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City of Prospect

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Dear Ms Salvi

RE: City of Prospect – draft Tree Strategy 2021-2026

Green Adelaide staff would like to commend the City of Prospect (Council) for its active management and expansion of the urban tree canopy, and welcomes the opportunity to provide comment on Council's draft Tree Strategy 2021-2026 (draft Strategy) and provide the following for consideration by Council.

Green Adelaide is supportive of the draft Strategy including Council's adoption of the target of a 20% increase in green cover by 2045. Council's \$9.4 million funding over 30 years to support the implementation 'Green Tunnel' initiative is commended as an outstanding commitment to future climate resilience and liveability of metropolitan Adelaide.

Overall, the Actions in the draft Strategy are supported at a broad level. Many of the Actions will benefit from City of Prospect's participation in cross-council partnerships, such as Resilient East, whereby learnings can be shared with or adopted from other councils to maximise sustainable long-term greening to increase tree canopy, enhance biodiversity and stormwater management, and provide community health and wellbeing benefits. It is recommended that future greening effort be aimed at achieving multiple outcomes wherever possible and in working with local characteristics and priorities.

It is recommended that the decision to use the 2013 measure of 18% tree canopy as a baseline for future progress be reviewed and the potential to use the more recent 2018 measurement of 20.4% tree canopy be considered instead. This would see a more ambitious target of 24.48% tree canopy adopted (rather than 22% included as Action G2.1 in the draft Strategy), which would further demonstrate the commitment of council in this area. This change would also allow for detailed tree canopy change detection in future years (from Council boundary down to individual tree level), as the methodology used in future tree canopy measurements (including the upcoming 2022 measurement) will be comparable with the 2018 data rather than the 2013 data.

Minor amendments are also suggested such that the predicted impacts of climate change (Page 11) be aligned to the State Government's *Guide to climate change projections for risk assessment and planning in South Australia* (Department for Environment and Water, 2020).

Partnerships across Government, industry and the community will underpin the success of achieving increased urban tree canopy across the City of Prospect and the rest of metropolitan Adelaide. As you may be aware, Green Adelaide is working on a number of projects to increase tree canopy cover and green spaces to create cooler urban areas that encourage biodiversity and improve community health and wellbeing, including:

- development of a metropolitan-wide Urban Greening Strategy,
- preparation of advisory material to support the Planning and Design Code's new tree planting and landscaping policies for infill development (and identification of supporting incentives), and
- co-ordinating the updating of urban tree canopy and heat data to understand trends and help identify priority strategic greening investment decisions.

Green Adelaide looks forward to continuing collaboration with City of Prospect on these projects and future actions identified through in the draft Strategy.

For further information regarding this matter, please contact James Peters, Senior Policy Officer, on james.peters@sa.gov.au or (08) 8226 8580.

Yours sincerely



LOUISA HALLIDAY

Manager Strategy and Performance, Green Adelaide

1 / 11 / 2021

RESILIENT EAST

*Climate Ready
Eastern Adelaide*

1 November 2021

Diane Salvi
Environmental Officer
City of Prospect
admin@prospect.sa.gov.au

Submission to the Draft Tree Strategy 2021-26

Dear Di,

I am writing to support City of Prospect's Draft Tree Strategy 2021-26. The objectives and actions are the appropriate steps that will support the ongoing greening, cooling and beautifying of City of Prospect, making it a more liveable city.

Supporting Context and strength of partnerships

Recommendation: Adding the word 'partnerships' into Objective P7 - "Identify **partnerships** and apply for grants that support the tree strategy actions"

Recommendation: Adding 'actively participate in Resilient East and other Local Government working groups' into Action P7.1 (or creation of a new action) – "Seek **partnerships and actively participate in Resilient East, Local Government, State Government** and other agencies to collaborate on education, managing risks and increasing new plantings and / or projects"

In early 2018 the Resilient East Steering Group endorsed the *Canopy and Green Cover Mission and Strategy* (see **Appendix 1**) which takes into account the 30 Year Plan for Greater Adelaide's canopy cover targets and climate change. This document is due for a review in light of new data and information (as indicated throughout this submission), however the strategies are relevant to Prospect's Draft Tree Strategy:

- **Targeting investment:** Heat mapping and visible imaging multispectral imaging will inform where to prioritise action
- **Council planting:** Tree planting and vegetation enhancement in streets and open space will maximise canopy and green cover Integrating Water Sensitive Urban Design (WSUD) will increase soil moisture for healthier plants
- **Collaboration:** Councils will work collectively with the LGA and State Government on better ways for protecting and enhancing canopy and green cover
- **Selecting the right species:** A new guide will help in planning climate resilient species and landscapes
- **Community & Developers:** Councils will collaborate with community to support more trees and canopy and collaborate with developers to include WSUD and create more green space in housing and larger projects
- **Monitoring and reporting:** Changes to canopy and green cover across the region will be quantified and reported every 5 years

City of Prospect are active members of the Resilient East Canopy and Heat Working Group for. We meet regularly to share strategies and projects, to develop regional projects and research, and work towards meeting the above strategies for each council. These partnerships and groups are valuable and enable regular connection and networking to support the development of each council's plans, policies and strategies by learning from those who have gone before, and for collaborating on advocacy position papers, for example into the State Planning Reforms throughout 2017-2021. The same can be said of the relevant LGA Arborist groups. I suggest you more strongly highlight this partnership in your tree strategy.



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Targets

Recommendation: Reconsider the decision to use the i-tree 2013 measure of 18% tree canopy as the baseline, and consider the baseline in line with latest 2018/19 LiDAR data collection, which would be in line with updated State Government monitoring, and demonstrate commitment to greening Prospect.

- **2018/19 baseline:** 20.4% (canopy >3m)
- **2045 target:** 24.5%

Recommendation: The targets and different data captures are referenced appropriately in the document.

The [30-Year Plan for Greater Adelaide \(2017 Update\)](#) has a target for green cover to increase by 20% by 2045. For council areas with less than 30% tree canopy cover currently, cover should be increased by 20% by 2045. For council areas with more than 30% tree canopy cover currently, this canopy should be maintained to ensure no net loss by 2045.

Tree canopy data for metropolitan Adelaide has been produced using different methodologies. The primary methodology to measure targets thus far has been the computer software tool “i-Tree Canopy” statistical analysis using satellite imagery. The baseline for the 30-Year Plan was developed through a national benchmarking report by the Institute of Sustainable Futures of the UTS (2014) using i-Tree Canopy. According to this baseline study used in 2013, Prospect’s baseline was 18% tree canopy cover, and the target was therefore 22% by 2045.

It is important to note that this assessment is statistically representative rather than directly representing a map or on-ground survey of all trees. At the time of the 2017 update, it was indicated that there would be further work undertaken to develop a finer grained baseline.¹

LIDAR data was collected from a plane flying back and forth across a study area in April 2018 and October 2019. In 2020, through the Regional Climate Partnerships, 16 metropolitan Councils and the Government of South Australia collaborated with Aerometrex to analyse LIDAR-derived digital tree canopy model. This has provided a metropolitan Adelaide wide baseline reference of canopy cover, and individual breakdowns for LGAs, including canopy cover boundaries (over 3m), breakdown of height comparisons, building footprint, land ownership and land use. It is accessible via the online [Urban Heat and Tree Mapping viewer](#)², and summarised in this publicly accessible [Metropolitan Adelaide Tree Canopy Report](#)³

The i-Tree method and LIDAR are two different data sets and therefore cannot be compared directly (they use different methods and measure different vegetation types). The recent data capture presents an opportunity for future years to capture of LIDAR data that allows for easy comparison and reporting of progress towards the 2045 target.

This new tree canopy map should inform all new Council tree planting strategies and investment, as well as State policies like the Planning and Design Code.

In September 2021, PlanSA released the **2017 Report Card 2020-21 for the 30-Year Plan for Greater Adelaide**⁴.

“Target 5 (a green liveable city) has seen significant improvements to the data capture and monitoring method since the baseline was established. These improvements have resulted from a partnership between the Government of South Australia (DEW and DPTI) and 18 local governments to measure tree canopy cover across metropolitan Adelaide using Light Detection and Ranging (LiDAR) data. LiDAR data is now

¹ [The 30-Year Plan for Greater Adelaide \(livingadelaide.sa.gov.au\)](#), p150

² [Urban Heat and Tree Mapping Viewer](#) (LiDAR data added September 2020)

³ [LiDAR derived tree canopy coverage metrics across Adelaide, South Australia, Report 2: Metropolitan Adelaide](#) (Aerometrex Ltd, September 2020)

⁴ [30-Year Plan for Greater Adelaide – 2017 Update Report Card - 2020-21](#) (Plan SA, September 2021)



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recognised as a more accurate and robust method for measuring tree canopy extent and change over time. As a result of this change in method, it is not possible to currently measure progress against the baseline in the Plan.”

The Target will remain the same, but the baseline has shifted. So far the Report Card only has updated the overall baseline for 2020 – at 23.4%, using the LIDAR capture report for Metropolitan Adelaide³. LIDAR and heat mapping are expected to be recaptured in February 2022, and in June 2022, updated LiDAR data will be available to provide the first like for-like comparison of tree canopy change. This will coincide with a review of the target by PlanSA. It is expected this will suggest that Councils update their baseline to the latest data collected, as this will be the method used in future recaptures for monitoring purposes.

Prospect will be the first council to release a tree canopy target since the release of PlanSA's released Report Card⁵. It is recommended that Council adopt a target using the LIDAR data as the new baseline from which to set a target to reach the 2045 canopy cover targets.

It would be useful to have the data in the graphs, infographics and canopy referenced, so that whoever is using the document or referring to it understands where the information has come from. For example:

- 'land ownership' pie graph and tree snapshot statistics (page 6-7) are taken from the LIDAR Report (S.J Holt, Aerometrex Ltd 2020),
- the 30 Year Plan for Greater Adelaide (2017) canopy targets baseline for each council came from Ironbank Study

Strategic Context – p9

Recommendation: Addition to the list of 'Influencing Strategies / Plans' the Metropolitan Canopy Report (2020) to the list

[LIDAR derived tree canopy coverage metrics across Adelaide, South Australia, Report 2: Metropolitan Adelaide](#) (Aerometrex Ltd, September 2020)

Alternative

Recommendation: Create a separate box on the page "Supporting external documents" and add / transfer the following:

- Metropolitan Canopy Report (2020)
- Collaborative Heat Mapping for Eastern and Northern Adelaide Project report (2018)
- Resilient East Street Tree Species Guideline (2021)
- Water Sensitive Urban Design for a Resilient East (2020)
- Creating More Spaces for Trees Report (2021)
- Guide to climate projections for risk assessment and planning in South Australia (2020)
- Water Sensitive Urban Design

Climate Change projections – p11

Recommendation: To double check the climate change projections and current impacts on page 11 in line with the State Government's latest updates and IPCC reports.

[Guide to climate projections for risk assessment and planning in South Australia](#) (Department for Environment and Water, November 2020).
[Intergovernmental Panel on Climate Change Sixth Assessment Report](#) (IPCC 2020)

Objective G5 / Action G5.4 – include valuation in removal of tree

Recommendation: To add a new action or additional wording to this action regarding developing a monetary value on the cost of tree removal.

Current wording states: "Refine tree removal criteria and develop clear process for tree removal requests with delegated approvals and reporting". This is supported, this will enable transparent

⁵ NB: City of Charles Sturt went to consultation for their [Growing Green Tree Canopy Improvement Strategy](#) in September 2021, but they are going above and beyond the 20% targets, and have done their own canopy data analysis; City of NPSP are currently preparing a strategy.



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processes and delegation of tree removal. Going further than this, and is recommended, to be in line with other Resilient East councils (i.e. Town of Walkerville and City of Burnside), is to create a differentiation with removal of trees that meet the criteria, and removal of trees for development benefit. An appropriate monetary value can be placed using a formula, such as an Urban Tree Amenity Valuation Formula⁶. This will further incentivise retention of mature trees.

This could ultimately sit within the Tree Management Policy.

Resilient East documents that support your Objectives

These documents created collaboratively among our partnership are supporting documents that support development of your actions.

- [Resilient East Street Tree Species Guideline](#) (January 2021, support G1)
This working Guideline has been developed to assist councils in choosing a diversity of tree species, suitable to our changing climate. It lists over 100 species and considers attributes like; useful life expectancy, watering needs and resilience to droughts, pests and severe weather events.
- [Water Sensitive Urban Design for a Resilient East](#) (June 2020, support G7)
This is a report that summarises the extent and performance of WSUD in the Resilient East Region, including case studies and monetised benefits of WSUD assets. [Detailed Monetised Benefits report is here](#). We investigated some of our WSUD and green infrastructure initiatives to understand the value they have on water quality, neighbourhood character, health benefits and more.
- [Creating More Spaces for Trees](#) (support G8)
This report is the outcome of a University of Adelaide Industry Engaged PhD Internship Project, supported by the City of Adelaide and Resilient East. It looks at underground space available to plant urban trees and influencing factors, such as utility services and planning regulations. The information is applicable across Adelaide, though, it focuses on examples in the City of Adelaide.

Thank you for the opportunity to provide feedback. Improving City of Prospect's ability to manage trees and canopy are a crucial part of greening in the Resilient East region, and I look forward to continually working with you to develop your implementation plan. For further clarification please contact me.

Kind regards,

Bec Taylor
Resilient East Coordinator
 Hosted at City of Unley
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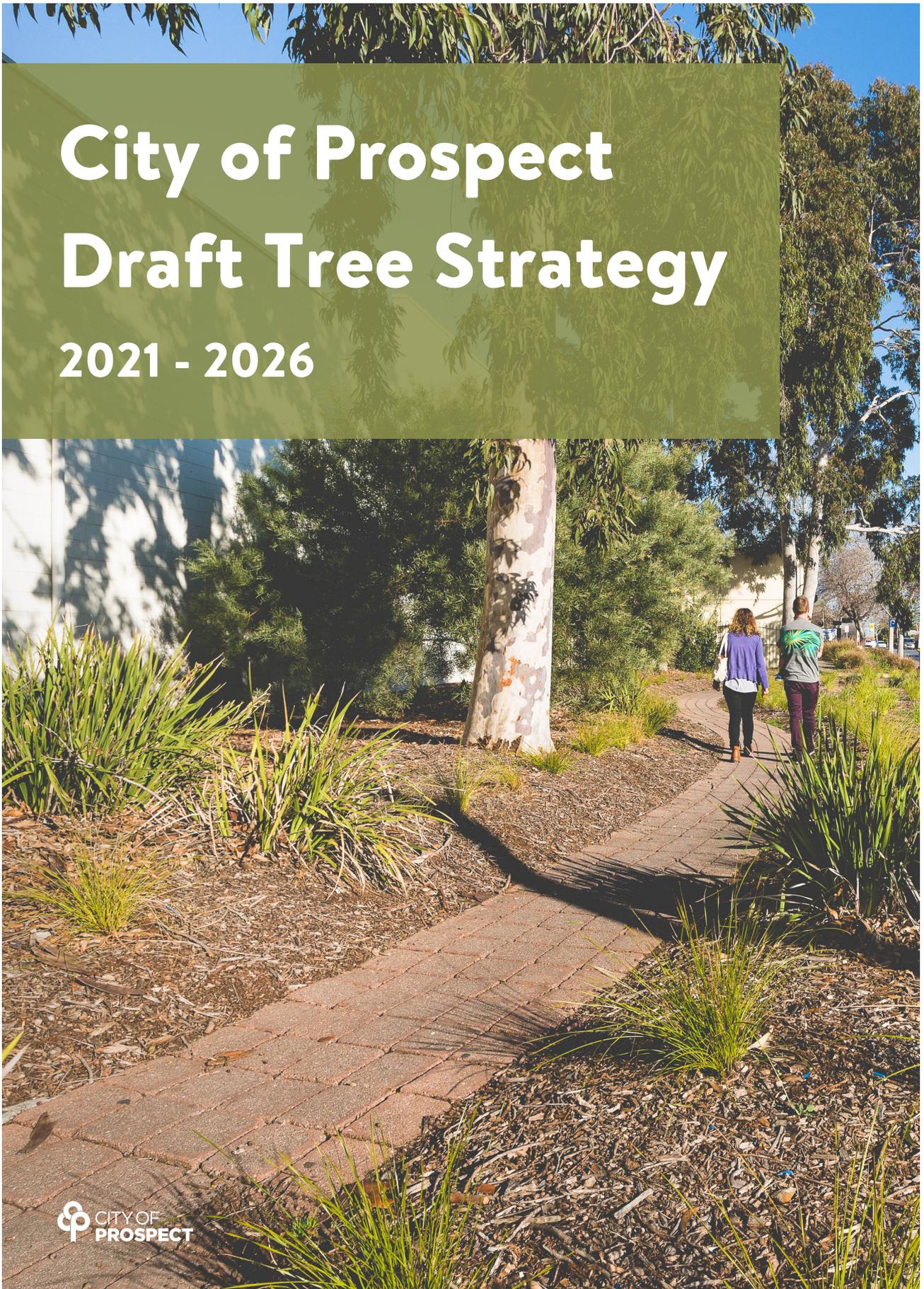
⁶ [City of Burnside: Tree management Policy \(updated 2020\)](#)



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City of Prospect Draft Tree Strategy

2021 - 2026



Acknowledgement of Country

City of Prospect acknowledges that we are on the traditional country of the Kurna people of the Adelaide Plains region and we pay our respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationships with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

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Introduction

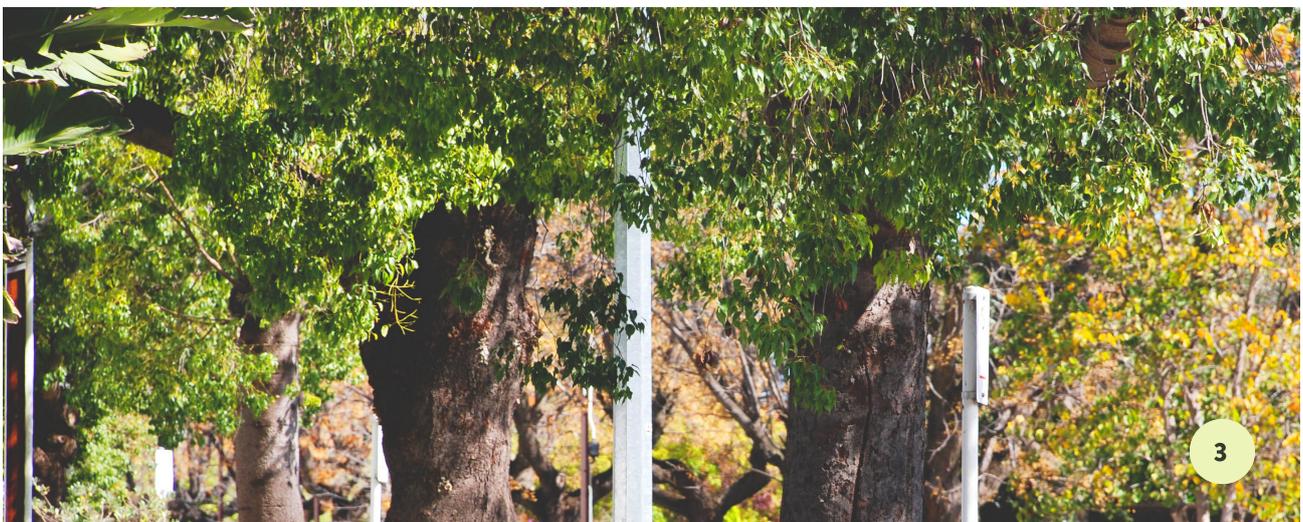
The Tree Strategy sets out a vision for protecting and enhancing City of Prospect's leafy character for future generations. The Strategy provides the framework for Council's roles and responsibilities to plant more trees while maintaining and protecting our existing trees, and engaging with our Community to protect and plant trees on private land.

The draft Tree Strategy is intended to be a foundational five year plan to set up an asset management framework for managing the City's trees as assets, to incorporate and prioritise the Green Tunnel Planting Program and to capture current issues, challenges and opportunities. The intention is for the Strategy to be reviewed every five years to meet changing priorities and incorporate new technologies and innovation.

Council recognises the important contribution trees and vegetation make to the City and our Community. These assets provide multiple benefits such as supporting flora and fauna, addressing the consequences of climate change while creating a living environment that adds character to the streetscape and economic value to properties.

City of Prospect commits significant resources to the planting, protection and management of local trees. Trees are important community assets that are becoming increasingly more challenging and complex to manage as competing interests from urban infill, population growth, the impacts of climate change and community expectations continually rise.

Actions listed in the Strategy capture Council's work in managing and maintaining trees on the ground and provide recommendations for engaging with and facilitating the local community and other stakeholders while fulfilling the initiatives of Council's *Our Community Plan*.





Context:

City of Prospect's Trees - Past and Present

“Prospect’s name was chosen for the beautiful prospect the locality presented, well-timbered, with waving gums and shady trees.”

Trees have always played a significant role in the City of Prospect’s identity. Prior to European settlement the area now known as Prospect was inhabited by the local Kurna people, the traditional owners of the area. For thousands of year the landscape consisted of mallee box woodland featuring drooping sheaoks, golden wattle and southern cypress pine, leading into grassland in the north western corner of Prospect.



Mallee Box Woodland showing dominant species (L to R): Mallee Box, Drooping Sheoak, Golden Wattle, Southern Cyprus Pine

European settlement led to a rapid change of landscape. The City of Prospect is located on the edge of a plateau of limestone and dolomite and early settlers made good use of it. When Prospect Village was first established between 1840-50 the main land uses were agricultural wheat, dairy, lime industry and timber mills. Today there is no remnant vegetation from pre European times.

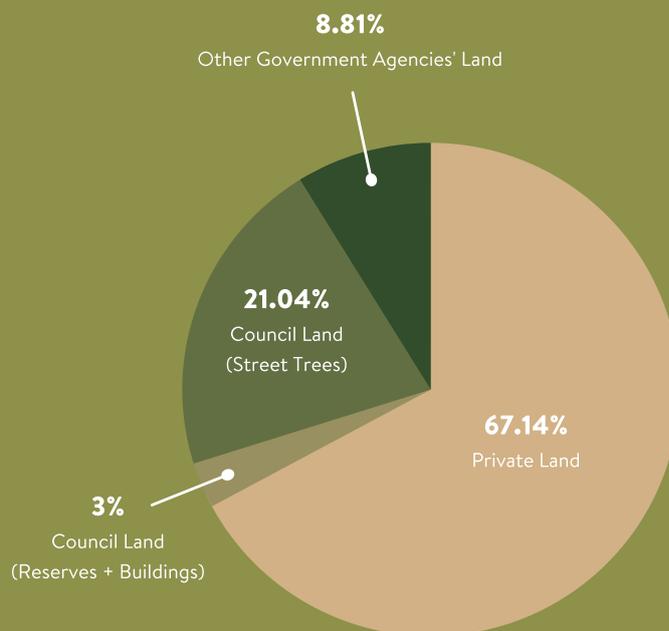
Over time the City of Prospect landscape changed from agricultural to residential as development increased and the land was subdivided for a housing boom. Today the City is dominated by residential development and is highly urbanised with less than 3% open space in public reserves. Our City's trees are mostly found on private land, in our parks and along our street verges.



A Snapshot of Trees in Prospect

The tree population in our City encompasses trees on private land and on land managed by the City of Prospect and is a shared responsibility.

Land Ownership in the City of Prospect



City of Prospect manages 24.04% of the total land area, 75.96% is managed privately or by other government agencies.

With over 75% of the City of Prospect’s land owned by private landholders and other agencies, the City of Prospect cannot meet the State Government’s target to increase canopy cover by focussing on Council land alone.

Tree canopy cover is an important way of measuring the extent the tree population in the City of Prospect. A single large tree can shade a larger area than several smaller ones, so percentage cover is a greater indication of tree cover than counting individual trees.



20.4%

total canopy cover
on all land



79.6%

of City of Prospect
is without natural shade



35%

canopy coverage
of streets and verges



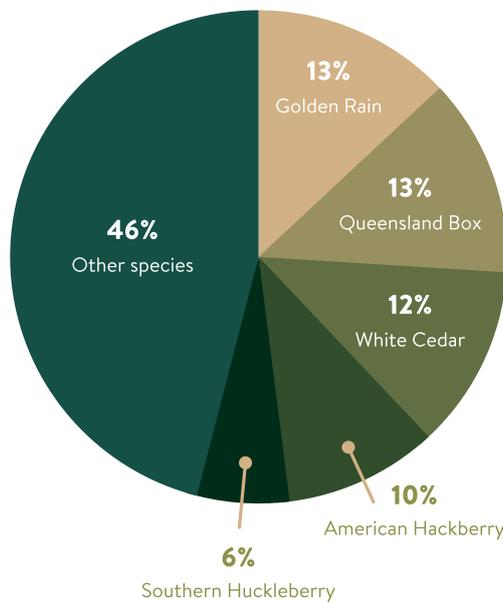
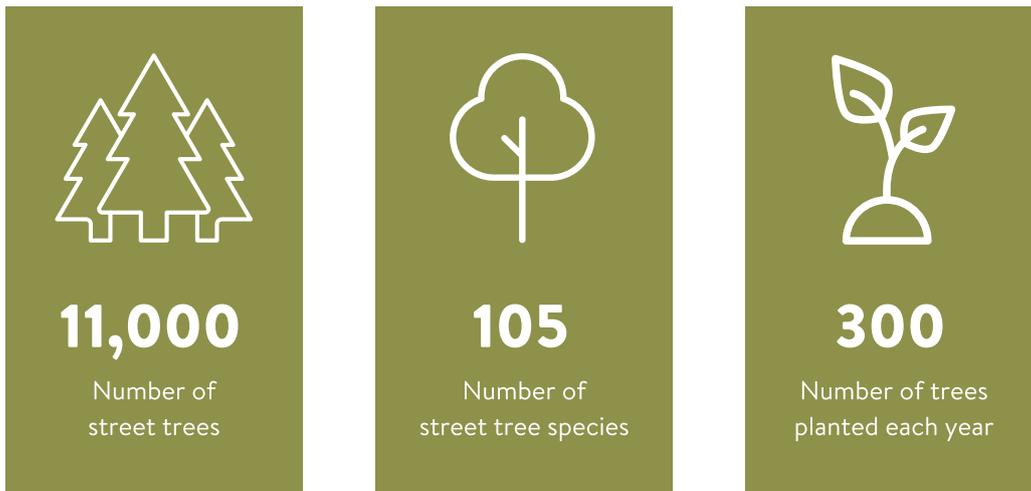
16%

canopy coverage
of private land

7

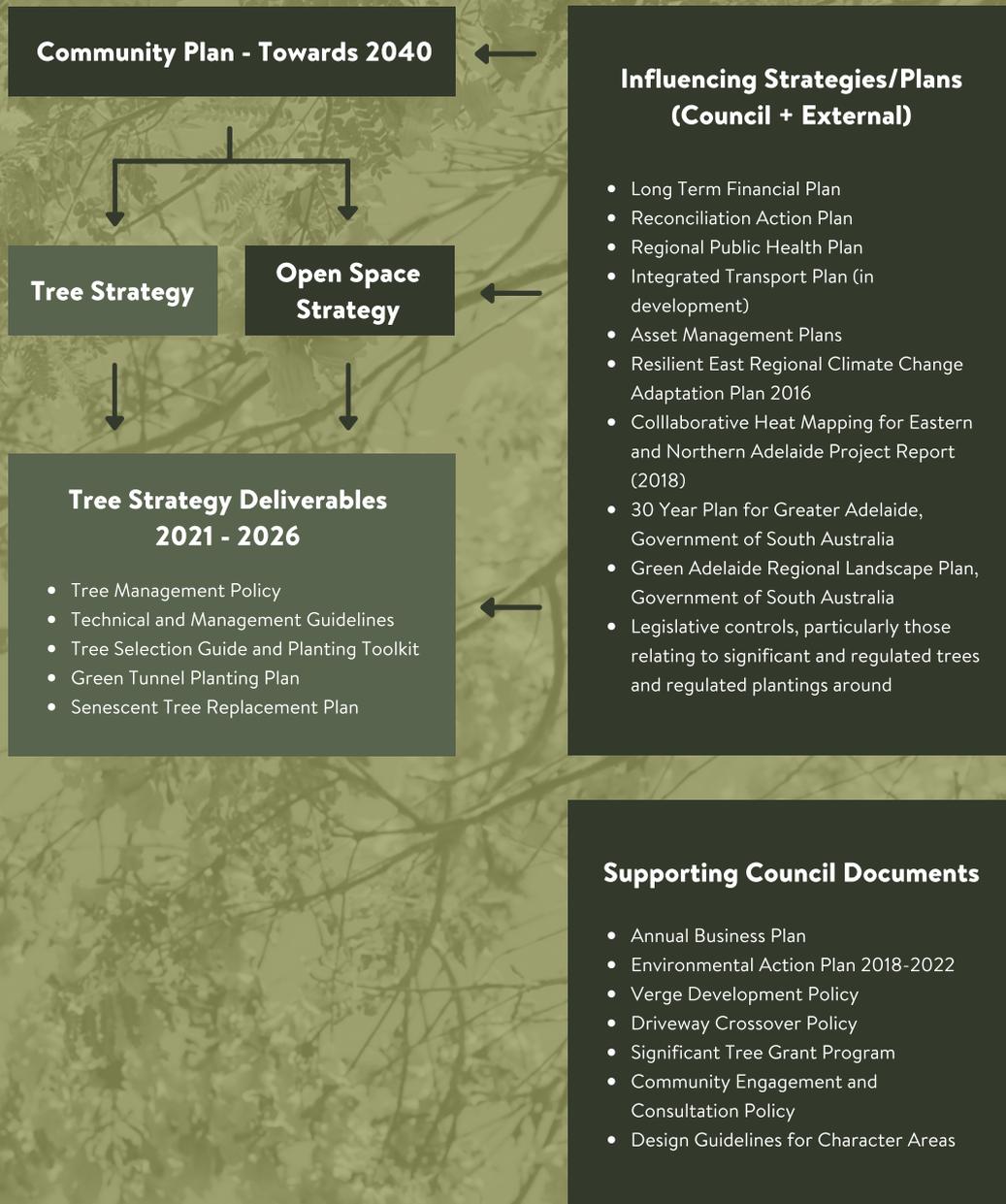
The State Government’s 30 Year Plan for Greater Adelaide (2017) outlines key directions to create a greener city through an increase in green cover by 20% across metropolitan Adelaide by 2045. For City of Prospect an increase of 20% on the 2013 baseline measure of 18% will provide a City-wide canopy target of 22% by 2045.

Our street trees



54% of our tree population is represented by five species. 2012.

Strategic Context



Benefits of Trees in an Urban Environment



Issues and Challenges

The trees on our streets and parks managed by Council and on private property contribute significantly to the character, liveability and identity of the City of Prospect. Managing and maintaining healthy trees on public land is becoming increasingly more challenging and complex. If left unaddressed the challenges will negatively impact our tree population and increase environmental issues like the urban heat island. By addressing these challenges we will identify opportunities to minimise harm to our environment, maintain and improve our tree canopy.

Climate Change

Climate change impacts are already being felt across eastern Adelaide. Globally we are at 1°C of warming already, with the average for South Australia being higher at 1.3°C. By 2050, it is predicted that the City of Prospect will experience:



Average temperatures are expected to increase across all seasons by between 1.5° and 2.0°.



The number of days over 40° is projected to double. The frequency and duration of heatwaves is projected to increase.



Average annual rainfall is projected to decrease by 7%. The greatest decline is predicted for Spring rainfall.



The intensity of heavy rainfall events is projected to increase by at least 10%.

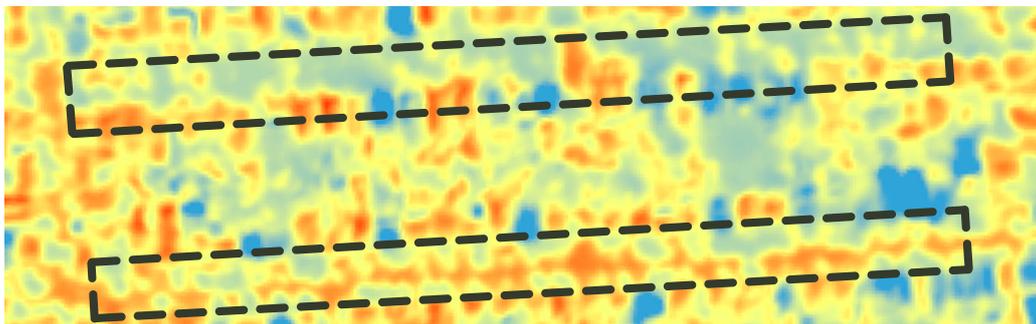
Related impacts of these climatic changes on trees include: increased stress on water resources and reduced water availability throughout the year, increasing demand for irrigation, loss of biodiversity, potential changes to growing season and plant growth, and increased range and migration of pest plants and animals.

Trees directly help by mitigating the causes of climate change by absorbing carbon dioxide from the air and adapting to changes in the climate by helping cool our City. Integrating water sensitive urban design into infrastructure upgrades will support healthy tree populations.

Urban Heat Island

Urban Heat Islands are areas that retain more heat than the surrounding landscape. They have three main causes: impervious hard surfaces, human activity and low vegetation coverage. These areas absorb the sun’s heat, causing the surface and ambient temperatures to rise and they retain the heat longer, meaning the areas don’t cool down at night. This phenomenon occurs all year around, but is more acute during hot weather and of more concern as extreme heat leads to greater mortality than any other natural hazard. The 2018 Heat Mapping project identified hot spot areas for priority tree planting. As urban infill increases actions must be taken to reduce the impact of the urban heat island. Increasing canopy cover and supporting green infrastructure is the most effective way of cooling our neighbourhoods.

Urban cooling effects of street trees



An aerial map (top) and a heat map (bottom) comparing two parallel streets in Prospect - Victoria Street (tree-lined) and Beatrice Street (bare). The cooler surfaces are blue and the hotter areas are red.

Urban infill and competition for space

The State Government's 30 Year Plan for Greater Adelaide commits to managing housing growth within the existing urban footprint. Currently, 82% of new housing growth in Adelaide is in within established suburbs. As the population increases and new housing is built, the demand for quality green space increases.

Available space on private property, in parks and along streets is shrinking, and as a result finding space to plant trees becomes increasingly challenging. Trees need space above and below ground to grow to maturity for us to enjoy the benefits they provide and Council has to balance competing land use priorities of development, residents, and public infrastructure including gas, electricity, communications, sewerage and stormwater.



Allan Street, Prospect - 2013 (L) and 2021 (R)

Planning for resilient urban trees

Healthy tree populations in urban environments are those that have a diversity of species and a diversity of ages. Public trees are important community assets and require ongoing and proactive management to ensure they are maintained and thrive, and need a programmed succession plan to manage the potential impact to the streetscape as they reach the end of their lifespan. These actions will ensure our leafy, tree lined streetscapes continue into the future.

Best practice dictates that no one species should be more than 5 - 10% the population. Increasing diversity of trees and other plants – both native and exotic – will provide food sources and shelter for our native wildlife to enable safe movement through our neighbourhoods and will improve the long term resilience to pests, diseases and a changing climate.



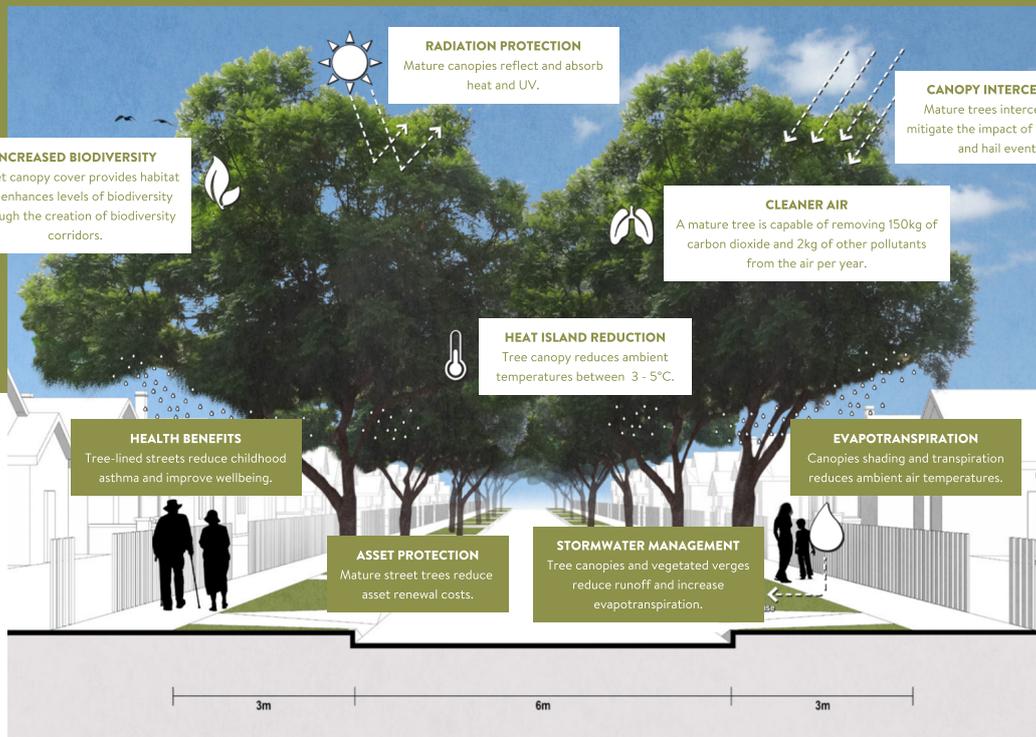
Our Green Tunnels

Attractive tree-lined streets with beautiful leafy canopies are a well-known feature of the City of Prospect. Our iconic Green Tunnels, streets lined with trees where their canopies grow to touch across the street, are fundamental to creating a sense of place and increasing health and wellbeing across the City of Prospect.

City of Prospect's Green Tunnel Planting Program is a commitment of \$9.4 million over 30 years to ensure our Green Tunnel streets remain a strong part of the City's future. The program is a key priority of the Strategy and will prioritise the protection and expansion of green tunnel streets across Prospect as new street trees are planted.

Increasing tree canopy cover through planting Green Tunnels will address the impacts of the challenges presented in this strategy through: increasing biodiversity, cleaning the air and capturing carbon dioxide, reducing the heat island effect, protecting infrastructure assets, managing stormwater, providing shade, improving health and wellbeing, and cooling our City.

Proposed - Athol Avenue, Prospect



Existing



6.2m wide road with verges of approx. 3m
 Current green tunnel - 50% achieved
 Dominant species 1 - Jacaranda mimosifolia
 Dominant species 2 - Melia azedarach
 Additional planting opportunities in verge area

- Existing tree canopy increase after 30 years
- Proposed tree canopy increase after 30 years

Green Tunnel 2050



Vision

The City of Prospect’s Tree Strategy captures Council’s vision for trees on public and private land. Three goals will help deliver this vision: Grow and Maintain, Plan and Support, and Connect. Our Action Plan includes immediate activities that will contribute to better planning and management as well as longer term actions that will fulfil the aims of each of the goals.



Action Plan

Goal 1: Grow and maintain

We will enhance the local character and amenity in City of Prospect by:

- Planting more trees
- Creating space for more trees
- Ensuring there is a diversity of tree species
- Maintaining our trees for future generations

OBJECTIVE	ACTION	TIMEFRAME
G1 Green Tunnels are an iconic component of the City's streets	G1.1 Identify existing and proposed Green Tunnel streets and corridors that link places and provide opportunity for habitat and biodiversity.	12 months
	G1.2 Update the Urban Street Tree Guide with criteria and preferred species for achieving Green Tunnel streets.	12 months
	G1.3 Grow a network of Green Tunnels through implementing Green Tunnel Planting Plan.	2 - 3 years
G2 Increase tree canopy cover across the City	G2.1 Identify number of trees that need to be planted to increase canopy cover to 22% by 2045.	2 - 3 years
	G2.2 Identify number of plantable spaces available and number of opportunities to increase plantable space with engineering applications.	12 months
	G2.3 Determine appropriate species list for maximum canopy growth for each street given spatial, legislative and climatic conditions.	2 - 3 years
	G2.4 Implement senescent tree replacement program to ensure canopy loss is minimised through planned removal and replacement.	4 - 5 years
	G2.5 Encourage increased canopy cover in the private realm through incentives.	4 - 5 years

OBJECTIVE		ACTION		TIMEFRAME
G3	Increase species diversity and improve the age spread of street tree plantings	G3.1	Ensure the Urban Street Tree Guide and tree planting program aligns to best practice for species and age diversity.	12 months
		G3.2	Update the Urban Street Tree Guide using a toolkit approach to include a diverse choice of species that considers Green Tunnel criteria, varying infrastructure conditions, service and footpath requirements, climate change resilience and opportunities to support the City's native wildlife.	12 months
		G3.3	Encourage residents to support species diversity by planting and caring for verges and street tree plantings as described in our Verge Management Policy.	2 - 3 years
G4	Increase canopy cover and species diversity in the City's open spaces	G4.1	Plant larger canopy trees in the City's parks and gardens.	Ongoing
		G4.2	Plant trees and associated understorey plantings that support the City's native animal populations.	2 - 3 years
G5	Increase canopy cover and species diversity in the City's open spaces	G5.1	Develop Tree Management Policy.	12 months
		G5.2	Develop Tree Management, Maintenance and Watering Guidelines.	12 months
		G5.3	Manage a proactive maintenance schedule for longevity of Council's trees addressing potential nuisance issues before they arise.	2 - 3 years
		G5.4	Refine tree removal criteria and develop clear process for tree removal requests with delegated approvals and reporting.	12 months
		G5.5	Develop clear links to Council documents that direct and influence the Tree Strategy.	12 months
		G5.6	Link tree planting and replacement program to development approvals and infrastructure program.	2 - 3 years
		G5.7	Maintain a register of Significant and Regulated trees in the City.	Ongoing
		G5.8	Support residents to maintain Significant trees on private property.	Ongoing
		G5.9	Use Driveway Crossover Policy to protect and retain street trees as urban infill increases.	Ongoing

OBJECTIVE		ACTION		TIMEFRAME
G6	Integrate green infrastructure with infrastructure renewals and upgrades	G6.1	Identify where tree plantings and other greening approaches can influence traffic management outcomes through introducing new plantable space (i.e. central medians, slow points, protuberances).	2 - 3 years
		G6.2	Align Green Tunnel planting program with integration of design and construct phases of infrastructure renewal/upgrade programs	2 - 3 years
G7	Use innovative Water Sensitive Urban Design (WSUD) techniques for flourishing trees	G7.1	Integrate infrastructure projects with WSUD features and approaches where viable and beneficial to existing or new trees.	2 - 3 years
G8	Minimise conflict between street trees and above and below ground infrastructure	G8.1	Use Urban Street Tree Guide to select the appropriate species for a site to reduce future conflicts.	2 - 3 years
		G8.2	Work with service providers to explore opportunities to use innovative practices to reduce conflicts.	2 - 3 years
		G8.3	Increase plantable space using engineering solutions to avoid conflicts.	4 - 5 years



Goal 2: Plan and support

We will manage our trees to ensure they continue to thrive for future generations by:

- Establishing a framework for managing trees as assets
- Developing systems and plans
- Funding the Tree Strategy
- Building ongoing relationships

OBJECTIVE		ACTION		TIMEFRAME
P1	Prepare a Green Tunnel Planting program	P1.1	Develop a 5 year planting plan with a focus on growing the network of Green Tunnel streets, and includes site validations and is regularly reviewed and adapted as conditions change.	12 months
		P1.2	Select streets identified as hotspots in the Heat Mapping Report (2018) for prioritised planting.	12 months
		P1.3	Use spatial analysis to identify areas of low canopy cover and include selected areas in the Green Tunnel planting program.	12 months
		P1.4	Improve heat mapping results across the city by delivering 50% of all streets planted to be capable of forming green tunnels.	4 - 5 years
P2	Develop an active data management system for the City's trees using an asset management approach	P2.1	Conduct Tree Condition Assessment Audits on all Council trees in a rolling 4 year program. The rolling program will divide the City into zones and audit trees in each zone on a rolling basis to capture health and maintenance actions to be implemented before the next zone is audited.	12 months
		P2.2	Integrate Tree Condition Assessment Audit data with Forestree database for a single source of tree data.	2 - 3 years
		P2.3	Develop procedures for Forestree users to ensure consistency in data collection.	12 months
		P2.4	Integrate field operating systems (Forestree) with CRM and other Council systems.	2 - 3 years



OBJECTIVE		ACTION		TIMEFRAME
P3	Street trees are replaced with minimal impact on streetscape and amenity	P3.1	Use Tree Condition Assessment Audit to develop a senescent tree replacement program.	2 - 3 years
P4	Secure nursery stock for ongoing and uninterrupted planting	P4.1	Use 5 year planting plan to order stock up to 3 years in advance.	2 - 3 years
		P4.2	Integrate field operating systems (Forestree) with CRM and other Council systems.	2 - 3 years
P5	Review outcomes of Tree Strategy and performance of tree planting after 5 years	P5.1	Establish reporting framework for objectives and actions.	2 - 3 years
		P5.2	Use street tree condition audit and spatial data to determine whether canopy targets are being met.	4 - 5 years
		P5.3	Plan to adapt to changing conditions to ensure targets are on track.	4 - 5 years
		P5.4	Commit to ongoing canopy cover and thermal imagery surveys.	4 - 5 years
		P5.5	Use outcome of review to provide strategic planning guidance and reporting on tree investment.	4 - 5 years
P6	Council supports the financial requirements of the Tree Strategy	P6.1	Identify future resourcing requirements, including staffing and training, for tree strategy actions.	2 - 3 years
		P6.2	The Tree Strategy informs the annual business plan and budget process towards Capital, Operating and Recurrent budgets for tree planting and maintenance.	Ongoing
P7	Identify and apply for grants that support the tree strategy actions	P7.1	Seek partnerships with State Government and other agencies to collaborate on education, managing risks and increasing new plantings and/or projects.	Ongoing
P8	Encourage and support research into urban trees	P8.1	Partner with local research institutions to investigate and trial activities that will encourage the City's trees to thrive.	Ongoing

Goal 3: Connect

Our community shares stewardship of the City’s trees by:

- Supporting our vision
- Advocating for trees
- Protecting and planting trees on private land

OBJECTIVE		ACTION		TIMEFRAME
C1	Our Community is informed and involved	C1.1	Notify residents of upcoming tree planting projects in their streets and encourage them to help care for our trees.	Ongoing
		C1.2	Promote the City’s trees through the City’s communication channels.	Ongoing
		C1.3	Update the trees information on Council’s website to reflect the updated knowledge and practices adopted within this strategy.	Ongoing
C2	Promote the benefits and advocate for trees in our City	C2.1	Provide activities that promote the protection and planting of trees and other greening on private land.	2 - 3 years
		C2.2	Provide activities for community to celebrate and value trees.	2 - 3 years
		C2.3	Inform residents of the number of trees planted annually.	12 months
C3	Gain recognition as a Tree City of the World	C3.1	Apply for recognition.	4 - 5 years



10.3 LOCAL COMMUNITY ROADS AND INFRASTRUCTURE - PHASE 3 FUNDING**File Number:** IC21/220**Author:** Vincent Cammell, Director Infrastructure & Environment**Responsible Executive:** Vincent Cammell, Director Infrastructure & Environment**EXECUTIVE SUMMARY**

In late May 2021, and following the 2021-22 Federal Budget, Council received confirmation of additional funding through Phase 3 of the Local Roads and Community Infrastructure (LRCI) Program. Phases 1 and 2 were confirmed throughout 2020 and have already been applied to projects. The LRCI Program continues to assist local governments in delivering priority projects and supporting jobs within the community. Through providing a longer delivery timeframe, Phase 3 will provide local governments the time to consider broader scopes and potentially take up larger, more complex builds. Phase 3 will continue to assist local governments to deliver local road and community infrastructure projects, as well as create local job opportunities particularly where employment in other sectors have been negatively impacted.

Under Phase 3 of the LRCI Program, City of Prospect will receive an additional funding allocation of \$572,360. This funding will be available from 1 January 2022, with construction due to be completed by 30 June 2023.

Council has been encouraged to identify priority projects that maximise the opportunity for a range of workers to be retained, redeployed and employed to deliver shovel ready projects that provide economic stimulus and benefits to communities.

Program Guidelines and Grant Agreements will be drafted by the Department over the coming months.

Elected Members were notified via memo on the 20 October 2021 of this new funding stream and the intended use and direction for the funds.

Two projects have been defined and recommended for the use of these funds, which are in the form of extension to existing approved works. These are:

1. Extension of the Devonport Terrace upgrade to complete the final 400 metre section from Devonport Terrace through to the Regency Road overpass - \$350,000.00.
2. Extension to the renewal works currently planned for this financial year on Braund Road - \$222,360.00.

The purpose of this Report is for Council to formally adopt and confirm how the allocation of these funds will occur. This Report should be read in tandem with the Budget Review 1 Report on this Council Agenda, which collectively account for the grant and expenditure to occur. Assuming support from Council, the Administration will arrange for the necessary project nomination forms to be lodged.

RECOMMENDATION**That Council:**

1. **Having considered Item 10.3 Local Community Roads and Infrastructure - Phase 3 Funding receives and notes the report.**
2. **Endorses the allocation of LRCI Phase 3 funding to the Extension of the Devonport Terrace upgrade (\$350,000) and extension to the renewal works currently planned for Braund Road (\$222,360), and as further defined within the report to the total value of \$572,360.**
3. **Allocate the \$572,360 of additional Phase 3 LRCI funds received through Budget Review 1 as proposed in that Report.**

DISCUSSION

The eligible construction time period to undertake construction activity on Eligible Projects is between 1 January 2022 and 30 June 2023. In general, requests to extend the construction time period beyond 30 June 2023 will not be granted.

While it is considered the Braund Road works will be deliverable this financial year, the Devonport Terrace extension is subject to works in conjunction with both Renewal SA and Department of Infrastructure and Transport (in relation to the rail corridor and existing shared use paths).

Council is also still working through the final constructible alignment of the Churchill Road Drainage Project which may in turn affect timeframes, especially if it is required to be installed under the existing shared use path and Council's easement located over Renewal SA land. This aspect is still some time off being finalised as staff work through service locations and preliminary designs.

The works proposed are as follows:

- Extension of the Devonport Terrace upgrade to complete the final 400 metre section from Devonport Terrace through to the Regency Road overpass - \$350,000.00. These works would be in conjunction with Renewal SA and their adjoining development, and the Department of Infrastructure and Transport (DIT) in relation to the rail corridor. As these works are around the existing shared use path, there may be opportunities to extend these funds through DIT to permit a higher standard of upgrade.
- Extension to the renewal works currently planned for this financial year on Braund Road - \$222,360.00. Council has previously applied for additional Special Road Funding to extend these works (without success). The additional funding allows Council to extend its work area and bring the extended area up to standard.

These projects and extra funding will be formally recognised through inclusion in the first budget review of 2021/22.

Funding

This is Phase Three of the LRCI funding scheme and does not require a matching contribution of funds from Council.

Implications, Related Questions and Further Information

Phase 3 guidelines governing the use of this funding have been released and provided to the author of this Report to ensure compliance.

Relevance to Core Strategies / Policy

Existing Annual Business Plans and Budget and Long Term Financial Plan

Community Plan: Towards 2040

► Connected & Caring

FY 20/21 Measures

- CC1.2 Undertake Local Roads & Community Infrastructure Program projects upon successful grant applications for better transport connections and to stimulate economy post COVID-19

ATTACHMENTS

Nil

10.4 FIRST BUDGET REVIEW 2021 - 2022**File Number:** IC21/207**Author:** Chris Birch, Manager Financial Services**Responsible Executive:** Ginny Moon, Director Corporate Services**EXECUTIVE SUMMARY**

The original Annual Business Plan and Budget for 2021-2022 was adopted by Council at the meeting held 29 June 2021. The original budget forecast an Operating Deficit (before capital amounts) of \$733,785.

The First Budget Review, now presented in this report projects an unfavourable net budget adjustment of \$91,331 and hence, results in a forecast Operating Deficit (before capital amounts) position of \$826,116.

The revised Net Surplus position has improved by \$2.45m, resulting in a revised Net Surplus of \$5.07m.

The adjustments predominately relate to inclusion of carry forwards from 2020-2021, retiming of capital grant income from 2022-2023, and new capital grants.

Council's Asset Management Plans (AMP) are currently being reviewed and updated. Funding for the identified asset renewal has been included in the 2021-2022 Budget and the Long Term Financial Plan (LTFP). The increase in depreciation resulting from the recent Infrastructure Asset revaluation is yet to be revised for 2021-2022. Once the AMP has been finalised, the revised depreciation, asset maintenance forecast and their impact on the Asset Renewal Funding Ratio will be included and updated in future budget reviews for 2021-2022 as well as the LTFP.

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

Financial Indicator	One Year Target Range	Original Budget	Proposed Revised Budget (BR1)	Target Achieved in Proposed Budget Review
Operating Surplus Ratio	(1.0%) - 5.0%	(2.8%)	(3.2%)	
Net Financial Liabilities Ratio	≤90%	78%	89%	
Interest Ratio	0% - 3%	2.6%	2.6%	
Asset Renewal Funding Ratio	90% - 120%	188%	253%	

RECOMMENDATION**That Council:**

1. **Having considered Item 10.4 First Budget Review 2021 - 2022 receive and note the report and endorses the First Budget Review 2021-2022 (as presented in Attachments 1-3).**
2. **Adopts the revised projected Operating Deficit (before capital amounts) of \$826,116, a projected net surplus (total comprehensive income amounts) of \$5,071,193, and a projected Net Borrowing position of \$3,327,452.**
3. **Acknowledges the transposition of the list of Capital Project works the “Kerb & Gutter Construction” and “Footpath Construction – Miscellaneous” on pages 20 and 21 of the adopted Annual Business Plan 2021-2022, and that this be corrected as part of the First Budget Review 2021-2022.**

DISCUSSION

The original budget adopted in June 2021 forecast an Operating Deficit (before capital amounts) of \$733,785.

The First Budget Review, as presented in this report, projects an unfavourable net budget adjustment of \$91,331, and hence, resulted in a revised forecast *Operating Deficit (before capital amounts)* position of \$826,116.

The First Budget Review also forecasts Council's Net Surplus position to improve by \$2,452,478, from a Net Surplus of \$2,619,715 (Original Budget), to a revised Net Surplus of \$5,071,193 (First Budget Review).

The adjustments predominately relate to inclusion of carry forwards from 2020-2021, retiming of capital grant income from 2022-2023, and new capital grants received.

Favourable Items (Recurrent, Operating & Capital Projects) include:

- Retiming of receipt of scheduled and new capital grants (\$2.5m)
 - Carry forward from 2020-2021 (\$450k Devonport Terrace)
 - Brought forward from 2022-23 (\$1.125m Broadview Oval Community & Sports Hub)
 - New Capital Grant from LRCI (Phase 3) - \$572k
 - New Grant for Open Space - \$325k
- Cancellation of Prospect Spring Fair - \$50k (net of income)
- Additional Payinthe Hire Income - \$38k
- Additional Rates Income - \$20k (net of rebates)

Unfavourable Items (Recurrent, Operating & Capital Projects) include:

- Car Parking Study - \$25k
- Additional Workers Compensation payable - \$19k
- Additional General Insurance - \$10k
- Cyber Audit - \$14k (funded from unspent fund/carry forward)
- Series of Events – COVID Support (funding from Spring Fair) - \$12.5k

Carry Forward Projects from 2020-2021 (Operating & Capital Projects) include:

Capital Projects - \$1,898,928

- Prospect Gardens / Narnu Wirra - \$286,208
- JW Rattley Reserve Playground - \$25,000
- Public Art (Devonport Terrace) - \$25,000
- Footpath Construction - \$99,156

- Devonport Terrace Upgrade - \$1,127,598
- Nailsworth Hall Upgrade - \$291,157
- Bus Shelter Upgrades - \$17,358
- Churchill Road (Gurr to Livingstone) - \$27,451

Operating Projects - \$109,824

- Makarrata - \$6,738
- City Wide Public Art Advisory Board - \$4,400
- Financial Reporting - \$50,000
- InfoCouncil - \$1,817
- Secured Management & Distribution of Content - \$5,101
- SharePoint - \$26,768
- Representation Review - \$15,000

Details of all budget adjustments and project status is included in **Attachments 2-3**.

Key Financial Performance Indicators

Adjustments to the First Budget Review have unfavourably impacted Council's key financial indicators for 2021-2022.

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

Financial Indicator	One Year Target Range	Original Budget	Proposed Revised Budget (BR1)	Target Achieved in Proposed Budget Review
Operating Surplus Ratio	(1.0%) - 5.0%	(2.8%)	(3.2%)	
Net Financial Liabilities Ratio	≤ 90%	78%	89%	
Interest Ratio	0% - 3%	2.6%	2.6%	
Asset Renewal Funding Ratio	90% - 120%	188%	253%*	

* Council's Asset Management Plans (AMP) are currently being reviewed and updated. Funding for the asset renewal has been included in the 2021-2022 Budget and the Long Term Financial Plan (LTFP). The Increase in depreciation resulting from recent Infrastructure Asset revaluation is yet to be revised for 2021-2022. Once the AMP has been finalised, the revised depreciation, asset maintenance forecast and their impact on the Asset Renewal Funding Ratio will be included and updated in future budget review for 2021-2022 as well as the LTFP.

Recurrent Budget

The First Budget Review updates the 2021-2022 budget with the latest information and estimates known to-date and an updated forecast position.

Since adoption of the original budget, Council has received a small amount of additional Rate Income (\$20k) and needed to cancel the Prospect Spring Fair due to COVID restrictions. Both items have provided favourable adjustments to the budget. As resolved by Council (28/9/2021), \$12,500 of savings from not hosting the Prospect Spring Fair is to be retained in the series of events (Operating Project) for supporting additional COVID management and support costs.

Not included in the original budget were funds for a car parking study. This work will be undertaken by a consultant at a cost of approximately \$25k, and has been allowed for as an adjustment item.

The Infrastructure team have reallocated some budget items within the recurrent budget to ensure appropriate budget is available for required maintenance areas. Overall the reallocations are self-funded with no additional expenditure.

A summary of all Operating Budget adjustments are included in **Attachments 7 - 17**.

Operating Projects

The First Budget Review contains forecast costings for completion of approved projects.

Primarily, the first budget review brings forward unspent budget for carry forward projects from 2020-2021. Details of the carried forward projects (and applicable amounts) are provided above.

Additional funds have been sourced (transferred) from the recurrent budget (\$7k) to support the Makarratta project.

A list of Operating Projects and applicable adjustments is included in **Attachments 2-3**. The comments on the status presented in the attachments were made at a point in time. The list should be read in conjunction with the [Work In Progress](#) report on Council's website to obtain a complete and updated status of the projects.

Capital Projects

The First Budget Review contains forecast costings for completion of approved projects and contains adjustments to the capital projects. Primarily, the first budget review brings forward unspent budget for carry forward projects from 2020-2021. Details of the carried forward projects (and applicable amounts) are provided above.

In addition, the First Budget Review updates the revised projection on the timing of grants and expenditure for the Broadview Oval Community & Sports Hub (Cap.35). This multiyear project had initially had budgeted grant receipts to be received 2021-2022 (25%) and 2022-2023 (75%). The State Government has made full payment of the grant. The following table provides a breakdown of the adjustment to the timing of the grant and projected expenditure:-

Broadview Oval Community & Sports Hub	Original Budget	Revised Budget (BR1)
Grant Income 2021-2022	\$375,000	\$1,499,964
Capital Expenditure 2021-2022	\$1,000,000	\$500,000
Grant Income 2022-2023	\$1,125,000	\$0
Capital Expenditure 2022-2023	\$3,000,000	\$3,500,000
Net Cost to Council	\$2,500,000	\$2,500,036

The timing across the financial years for capital expenditure will be updated at each budget review as recommendations are made by the Project Control Group to reflect the most updated timing of expenditure.

A list of Capital Projects and applicable adjustments is included in **Attachment 3**. The comments on the status presented in the attachments were made at a point in time. The list should be read in conjunction with the [Work In Progress](#) report on Council's website to obtain a complete and updated status of the projects.

Nature of Budget Review Changes

The nature of the budget review changes is itemised in schedules of **Attachments 2-3**. These are summarised as follows:

Identifier	Nature	Total Value
a	Policy Change	\$0
b	Revised Budget Estimates Approved by Council	\$50,500
c	Budget Savings / (Overruns)*	\$2,075,861
d	Internal Adjustments	\$10,649
e	Operational Efficiency or Productivity Gains	\$0
f	COVID-19 Impact	\$0
g	Carry forwards from 2020-2021	(\$2,022,466)
	Total (net favourable adjustments)	\$93,246

* *Predominantly made up of retiming of capital grants.*

Impacts on the Long Term Financial Plan (LTFP)

The predominant movements within the First Budget Review relate to the 2021-2022 financial year only.

As highlighted in the 'Capital Projects' area above, retiming across two financial years has been made within the budget for timing of grants and capital expenditure for the Broadview Oval Community & Sports Hub. No overall project costing or funding adjustments have been made. The delay in capital expenditure may lead to a minor reduction in interest payable over the LTFP.

Annual Business Plan 2021-2022 Adjustment

As noted in an email to Elected Members on 24 August 2021, an administrative error has been identified in the Annual Business Plan 2021-2022 (ABP). As adoption, pages 20 & 21 of the ABP included a transposition in the listed works between Kerb and Gutter and Footpath construction.

As part of the First Budget Review, it is proposed that this be corrected as follows:

- Page 20 of the ABP, the heading should say "Footpath Construction – Miscellaneous" instead of "Kerb & Gutter Construction. \$460k has been allocated to Footpath Construction and this is correctly reflected in the LTFP.

- Page 21 of the ABP, the heading should say “Kerb & Gutter Construction” instead of “Footpath Construction – Miscellaneous”. \$823,250 has been allocated to the Kerb & Gutter Construction accordingly and is correctly reflected in the LTFP.

The Capital Project lists in the **Attachment 3** has been corrected.

Other Potential Adjustments

The First Budget Review brings to account information and activities that have occurred since the preparation and subsequent adoption of the Original Budget.

Council Administration continues to monitor the following items but currently has insufficient information to recommend a budget revision.

- Council’s Asset Management Plans (AMP) are currently being reviewed and updated. Funding for the asset renewal has been included in the 2021-2022 Budget and the Long Term Financial Plan (LTFP). The Increase in depreciation resulting from recent Infrastructure Asset revaluation is yet to be revised for 2021-2022. Once the AMP has been finalised, the revised depreciation, asset maintenance forecast and their impact on the Asset Renewal Funding Ratio will be included and updated in future budget review for 2021-2022 as well as the LTFP.
- Council received 50% of its 2021-2022 Financial Assistance Grants in June 2021. As a result, this advance payment has been reported in the 2020-2021 financial statements. In line with the Council resolution, no adjustment for the advanced payment has been made to reflect the early payment. Should no advance payment be received for 2022-2023 in June 2022, Council will experience a shortfall of approximately \$371k to budgeted grant income for 2021-2022.

Implications, Related Questions and Further Information

The First Budget Review projects a Net *Borrowing* position of \$2,952,452. This is a favourable adjustment of \$28,977 from the Original Budget Net *Borrowing* position of \$3,327,452.

A Net Borrowing position means that Council does have sufficient funds within the individual year to fund its budget. Council will utilise its Cash Advance Debenture Facilities with the Local Government Finance Authority (LGFA) to meet the budget shortfall.

Relevance to Core Strategies / Policy

<Optional Sub Heading - Delete if not required>

- *Local Government Act 1999 S.123 (13)*
- Local Government (Financial Management) Regulations 2011 Regulation 9
- Budget Framework Policy

The Annual Budget and Budget Reviews underpin the Community Plan by providing the financial resource for all Community Plan activities relevant to that year.

ATTACHMENTS

1. **Financial Statements** [↓](#)
2. **Operating Statement Adjustments** [↓](#)
3. **Operating and Capital Projects** [↓](#)

City of Prospect

Financial Indicators

for the period ended 30 September 2021

	Target 2021-2022	Original Budget 2021-2022	Proposed Revised BR1 2021-2022	Target Achieved by Proposed Budget
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These Financial Indicators have been calculated in accordance with Information paper 9 - Local Government Financial Indicators prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

Operating Surplus Ratio

By what percentage does the operating income vary from operating expenses.
This ratio expresses the operating surplus as a percentage of total operating revenue.

Operating Surplus / (Deficit)	(1%) - 5%	(2.8%)	(3.2%)	
Total Operating Revenue				

Net Financial Liabilities Ratio

How significant is the net amount owned to others, compared to operating income?
Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses).
These are expressed as a percentage of total operating revenue.

Net Financial Liabilities	≤ 90%	78%	89%	
Total Operating Revenue				

Asset Renewal Funding Ratio

Are assets being renewed and replaced in an optimal way?
Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

Asset Renewal Expenditure				
Infrastructure & Asset Management Plan required expenditure	90% - 120%	188%	253%	

Interest Ratio

Can Council service net interest expense incurred?
Net interest is defined as Finance Cost Expenditure less Investment Income.
Usage of net interest removes the reimbursement of interest repayment received from community loans and prevents overstatement of expenditure and Council's exposure.

Net Interest	0.0% - 3.0%	2.6%	2.6%	
Total Operating Income				

Target Achieved Key

Above Target Range (Favourable)	
Within Target Range	
Below Target Range (Unfavourable)	

City of Prospect

Uniform Presentation of Finances

for the period ended 30 September 2021

	Original Budget 2021-2022	Proposed Adjustments	Proposed Revised BR1 2021-2022
	\$ '000	\$ '000	\$ '000
Income	25,975	38	26,012
<i>less Expenses</i>	26,709	129	26,838
Operating Surplus / (Deficit)	(734)	(91)	(826)
<i>less Net Outlays on Existing Assets</i>			
Capital Expenditure on Renewal and Replacement of Existing Assets	9,509	3,213	12,722
<i>less Depreciation, Amortisation and Impairment</i>	5,070	-	5,070
<i>less Proceeds from Sale of Replaced Assets</i>	251	-	251
Net Outlays on Existing Assets	4,188	3,213	7,401
<i>less Net Outlays on New and Upgraded Assets</i>			
Capital Expenditure on New and Upgraded Assets	1,535	(789)	746
<i>less Amounts Received Specifically for New and Upgraded Assets</i>	3,103	2,544	5,646
<i>less Proceeds from Sale of Surplus Assets</i>	-	-	-
Net Outlays on New and Upgraded Assets	(1,568)	(3,333)	(4,900)
Net Outlays on Existing, New and Upgraded Assets	2,621	(120)	2,500
Net Lending / (Borrowing) for Financial Year	(3,354)	29	(3,327)

City of Prospect

Statement of Comprehensive Income

for the period ended 30 September 2021

	Original Budget 2021-2022	Proposed Adjustments	Proposed Revised BR1 2021-2022
	\$ '000	\$ '000	\$ '000
Income			
Rates Revenues	23,131	20	23,151
Statutory Charges	512	-	512
User Charges	220	27	247
Grants, Subsidies and Contributions	1,784	(2)	1,782
Investment Income	118	-	118
Reimbursements	11	-	11
Other Income	198	(7)	191
Net Gain - Equity Accounted Council Businesses	-	-	-
Total Income	25,975	38	26,012
Expenses			
Employee Costs	9,491	19	9,511
Materials, Contracts & Other Expenses	11,353	110	11,463
Depreciation, Amortisation & Impairment	5,070	-	5,070
Finance Costs	794	-	794
Net loss - Equity Accounted Council Businesses	-	-	-
Total Expenses	26,709	129	26,838
Operating Surplus / (Deficit)	(734)	(91)	(826)
Asset Disposal & Fair Value Adjustments	251	-	251
Amounts Received Specifically for New or Upgraded Assets	3,103	2,544	5,646
Physical Resources Received Free of Charge	-	-	-
Net Surplus / (Deficit)	2,620	2,452	5,071
Total Comprehensive Income	2,620	2,452	5,071

City of Prospect

Statement of Financial Position

for the period ended 30 September 2021

	Original Budget 2021-2022	Proposed Adjustments	Proposed Revised BR1 2021-2022
	\$ '000	\$ '000	\$ '000
ASSETS			
Current Assets			
Cash and Cash Equivalents	500	1,445	1,945
Trade & Other Receivables	1,775	(775)	1,000
Other Financial Assets	-	-	-
Inventories	2	-	2
Total Current Assets	2,277	670	2,947
Non-Current Assets			
Financial Assets	811	-	811
Equity Accounted Investments in Council Businesses	139	-	139
Infrastructure, Property, Plant & Equipment	204,051	33,876	237,927
Other Non-Current Assets	460	(460)	-
Total Non-Current Assets	205,461	33,416	238,877
TOTAL ASSETS	207,738	34,085	241,823
LIABILITIES			
Current Liabilities			
Trade & Other Payables	3,767	(558)	3,209
Borrowings	1,498	-	1,498
Provisions	1,973	66	2,039
Total Current Liabilities	7,238	(492)	6,746
Non-Current Liabilities			
Borrowings	16,075	4,000	20,075
Provisions	96	29	125
Total Non-Current Liabilities	16,171	4,029	20,200
TOTAL LIABILITIES	23,409	3,537	26,946
Net Assets	184,329	30,548	214,877
EQUITY			
Accumulated Surplus	86,222	(3,389)	82,833
Asset Revaluation Reserves	95,343	33,789	129,132
Other Reserves	2,764	148	2,912
Total Council Equity	184,329	30,548	214,877

City of Prospect

Statement of Changes in Equity
for the period ended 30 September 2021

	Original Budget 2021-2022	Proposed Adjustments	Proposed Revised BR1 2021-2022
	\$ '000	\$ '000	\$ '000
Accumulated Surplus	86,222	(3,389)	82,833
Asset Revaluation Reserve	95,343	33,789	129,132
Other Reserves	2,764	148	2,912
Transfers between Reserves	-		
Balance at the end of period	184,329	30,548	214,877

City of Prospect

Statement of Cash Flows

for the period ended 30 September 2021

	Original Budget 2021-2022	Proposed Adjustments	Proposed Revised BR1 2021-2022
	\$ '000	\$ '000	\$ '000
Cash Flows from Operating Activities			
<u>Receipts</u>			
Operating Receipts	25,834	60	25,894
Investment Receipts	118	(0)	118
<u>Payments</u>			
Operating Payments to Suppliers and Employees	(20,622)	(352)	(20,974)
Finance Payments	(796)	2	(794)
Net Cash provided by (or used in) Operating Activities	4,534	(290)	4,244
Cash Flows from Investing Activities			
<u>Receipts</u>			
Amounts Received Specifically for New/Upgraded Assets	3103	2,544	5,646
Sale of Replaced Assets	251	-	251
Repayments of Loans by Community Groups	191	-	191
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets	(9,509)	(3,213)	(12,722)
Expenditure on New/Upgraded Assets	(1,535)	789	(746)
Net Cash provided by (or used in) Investing Activities	(7,499)	120	(7,379)
Cash Flows from Financing Activities			
<u>Receipts</u>			
Proceeds from Borrowings	-	4,000	4,000
<u>Payments</u>			
Repayments of Borrowings	(1,354)	-	(1,354)
Repayment of Lease Liabilities	(68)	-	(68)
Net Cash provided by (or used in) Financing Activities	(1,422)	4,000	2,578
Net Increase (Decrease) in Cash Held	(4,387)	3,830	(557)
plus: Cash & Cash Equivalents at beginning of period	917	1,585	2,502
Cash & Cash Equivalents at end of period	(3,470)	5,415	1,945

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2021-2022	Revised BR1 Budget	Proposed BR1 Adjustments			Proposed Revised BR1 2021-2022 Budget	Comments	Fav / Unfav	Budget Adjustment Nature
			Recurrent	Projects	Total				
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000			
Income									
Rates Revenues									
<i>Recurrent Income</i>									
Rates Income - General Income			27		27		To reflect actual rates general income in FY21/22	✓	c
Rates Income - General Mandatory Rebate			(7)		(7)		To reflect actual rates general mandatory rebate in FY21/22	✗	c
Total Rates Revenues	23,131	23,131	20	-	20	23,151			
Statutory Charges									
<i>Recurrent Income</i>									
Development Assessment - Advertising Fee Reimb Income			(10)		(10)		Internal reallocation of income types within Development Assessment. Net variation is nil.	✗	d
Development Assessment - Compliance Income			10		10		Internal reallocation of income types within Development Assessment. Net variation is nil.	✓	d
Development Assessment - Lodgement Income			5		5		Internal reallocation of income types within Development Assessment. Net variation is nil.	✓	d
Development Assessment - Planning Fees Income			(5)		(5)		Internal reallocation of income types within Development Assessment. Net variation is nil.	✗	d
Total Statutory Charges	512	512	-	-	-	512			
User Charges									
<i>Recurrent Income</i>									
Payinithi - User Charges Income			38		38		To reflect increased income target for facility hire in Payinithi as per Council resolution 2021/182, Council 28/9/21	✓	b
Prospect Spring Fair - User Charges Income			(11)		(11)		Cancellation of Prospect Spring Fair - Council resolution 2021/181, Council 28/9/21 - sponsorship income will not be realised	✗	b
<i>Project Income</i>									
Total User Charges	220	220	27	-	27	247			
Grants, Subsidies and Contributions									
<i>Recurrent Income</i>									
Library - Operating Grant Income			2		2		To reflect library materials & adult literacy program allocation per State Library agreement	✓	d
Library - Materials Grant Income			(13)		(13)		To reflect library materials & adult literacy program allocation per State Library agreement	✗	d
Library - Adult Literacy Grant Income			9		9		To reflect library materials & adult literacy program allocation per State Library agreement	✓	d
<i>Project Income</i>									
Total Grants, Subsidies and Contributions	1,784	1,784	(2)	-	(2)	1,782			

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2021-2022	Revised BR1 Budget	Proposed BR1 Adjustments			Proposed Revised BR1 2021-2022 Budget	Comments	Fav / Unfav	Budget Adjustment Nature
			Recurrent	Projects	Total				
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000			
Investment Income									
						-			
Total Investment Income	118	118	-	-	-	118			
Reimbursements									
<i>Recurrent Income</i>									
<i>Project Income</i>									
Total Reimbursements	11	11	-	-	-	11			
Other Income									
<i>Recurrent Income</i>									
Prospect Spring Fair - Sponsorship Income			(7)		(7)		Cancellation of Prospect Spring Fair - Council resolution 2021/181, Council 28/9/21 - sponsorship income will not be realised	x	b
<i>Project Income</i>									
Total Other Income	198	198	(7)	-	(7)	191			
Net Gain - Equity Accounted Council Businesses									
	-	-	-	-	-	-			
Total Income	25,974	25,974	38	-	38	26,012			

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2021-2022	Revised BR1 Budget	Proposed BR1 Adjustments			Proposed Revised BR1 2021-2022 Budget	Comments	Fav / Unfav	Budget Adjustment Nature
			Recurrent	Projects	Total				
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000			
Expenses									
Employee Costs									
<i>Recurrent Expenditure</i>									
Workers Compensation Premium			(19)		(19)		To reflect actual costs incurred in FY21/22 for Workers Compensation premium	✗	c
Total Employee Costs	<u>9,491</u>	<u>9,491</u>	<u>(19)</u>	<u>-</u>	<u>(19)</u>	<u>9,511</u>			
Materials, Contracts & Other Expenses									
<i>Recurrent Expenditure</i>									
General Insurance			(5)		(5)		To reflect actual costs incurred in FY21/22 for general insurance	✗	c
Public Risk Insurance			(5)		(5)		To reflect actual costs incurred in FY21/22 for public risk insurance	✗	c
Emergency Services Levy			2		2		To reflect actual costs incurred in FY21/22 for the Emergency Services Levy	✓	c
Prospect Road Precinct Services - Contractors			7		7		Budget Re Allocations to meet operational requirements	✓	d
Churchill Road Precinct Service - Contractors			15		15		Budget Re Allocations to meet operational requirements	✓	d
Open Spaces – Contractors			45		45		Budget Re Allocations to meet operational requirements	✓	d
Weed Spraying – Contractors			(40)		(40)		Budget Re Allocations to meet operational requirements	✗	d
Street Cleaning – Contractors			(15)		(15)		Budget Re Allocations to meet operational requirements	✗	d
Traffic Control Devices Maintenance – Contractors			(12)		(12)		Budget Re Allocations to meet operational requirements	✗	d
Infrastructure & Environment Operations - Professional Services			(25)		(25)		\$25k Car parking study on the Prospect Village Heart and its immediate surrounds	✗	b
Cyberaudit			(14)		(14)		Carry Forward from 20/21	✗	g
Community Development Program			5		5		Transfer of budget to Makarrata project	✓	d
Library - Digital Literacy			(9)		(9)		To reflect library materials & adult literacy program allocation per State Library agreement	✗	d

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2021-2022	Revised BR1 Budget	Proposed BR1 Adjustments			Proposed Revised BR1 2021-2022 Budget	Comments	Fav / Unfav	Budget Adjustment Nature
			Recurrent	Projects	Total				
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000			
Governance - Mayor Football Expenses			2		2		To reflect reduced catering requirement for Mayoral Football expenses	✓	c
Heritage Street Signs			(3)		(3)		Additional blade identification requirement on Heritage Street Signs	✗	c
Prospect Spring Fair			68		68		To reflect variations to Spring Fair budget after cancellation of event as per Council resolution 2021/181, Council 28/09/2021	✓	b
<i>Project Expenditure</i>									
Representation Review				(15)	(15)		Carry Forward from 20/21 - due to extension of project into 21/22 financial year	✗	g
City Wide Public Art Advisory Boards				(4)	(4)		Carry Forward from 20/21	✗	g
Makarrata - A Local Agreement - Professional Fees				(7)	(7)		Carry Forward from 20/21 - per Council Resolution 2021/165, meeting 24/08/2021	✗	g
Makarrata - A Local Agreement - Professional Fees				(7)	(7)		\$5K transfer of budget from Community Development Program plus \$2K internal budget reallocation within Makarrata project	✗	d
Makarrata - A Local Agreement - Solicitor Fees				2	2		Internal budget reallocation within project	✓	d
Financial Reporting				(50)	(50)		Carry Forward from 20/21 - delay of project to enable a full organisational assessment of software system requirements and ensuring a full enterprise planning approach is taken	✗	g
InfoCouncil Implementation				(2)	(2)		Carry Forward from 20/21 - licensing costs run over 2 financial years	✗	g
Secured Management & Distribution				(5)	(5)		Carry Forward from 20/21 - cloud package costs run over 2 financial years	✗	g
Sharepoint				(27)	(27)		Carry Forward from 20/21 - 20% of budget required to be carried forward due to timing of costs in August 2021	✗	g
Flexible Major & Community Events - Contractors				(13)	(13)		To reflect variations to Spring Fair budget after cancellation of event as per Council resolution 2021/181, Council 28/09/2021	✗	b
Total Materials, Contracts & Other Expenses	11,353	11,353	17	(127)	(110)	11,463			
Depreciation, Amortisation & Impairment									
Total Depreciation, Amortisation & Impairment	5,070	5,070	-	-	-	5,070			
Finance Costs									
Total Finance Costs	794	794	-	-	-	794			

Operating Recurrent and Projects - Budget Review 1 - Proposed Adjustments

	Original Budget 2021-2022	Revised BR1 Budget	Proposed BR1 Adjustments			Proposed Revised BR1 2021-2022 Budget	Comments	Fav / Unfav	Budget Adjustment Nature
			Recurrent	Projects	Total				
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000			
Net loss - Equity Accounted Council Businesses									
Total Net loss - Equity Accounted Council Businesses	-	-	-	-	-	-			
Total Expenses	26,709	26,709	(2)	(127)	(129)	26,838			
Operating Surplus / (Deficit)	(736)	(735)			(91)	(826)			
Asset Disposal & Fair Value Adjustments									
Total Asset Disposal & Fair Value Adjustments	251	251	-	-	-	251			
Amounts Received Specifically for New or Upgraded Assets									
Broadview Oval Community & Sports Hub			1,125		1,125		Grassroots Facilities Program Grant/Regional & Districts Facilities Program	✓ c	
Local Roads & Community Infrastructure Program-Inc			325		325		\$325k Open Space Grant Program	✓ c	
Local Roads & Community Infrastructure Program-Inc			1,094		1,094		\$572,360 LRCI Program Phase 3 Grant, \$143,090 50% LCR1 Round 1, \$378,395 50% LCR1 Round 2	✓ c	
Total Amounts Received Specifically for New or Upgraded Assets	3,103	3,103	2,544	-	2,544	5,646			
Physical Resources Received Free of Charge									
Total Physical Resources Received Free of Charge	-	-	-	-	-	-			
Net Surplus / (Deficit)	2,619	2,619			2,452	5,071			
Other Comprehensive Income									
Total Other Comprehensive Income	-	-	-	-	-	-			
Total Comprehensive Income	2,619	2,619			2,452	5,071			

<u>Legend: Budget Adjustment Nature</u>	
a	Policy Change
b	Revised Budget Estimates Approved by Council
c	Budget Overruns/Savings
d	Internal Adjustment Excluding Budget Overruns (inc Grants, Reallocation)
e	Operational Efficiency Gain / Productivity Saving
f	Covid-19
g	Carry Forward (Non Capital)

Connected & Caring

2021-2022 Operating & Capital Projects

Project Ref. No.	Operating Project	Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Op.12	Flexible Major & Community Events	165,000	-	12,500	177,500	20	-	Not Started	Detailed Events Program developed in line with Council Report to July 2021 Meeting which outlined initial plans for the year ahead. October 2021 update - Some changes and additions being pursued in light of Spring Fair cancellation and in line with report to September Council. Further report to October Council meeting to consider additional Trader Support event proximate to Sunnys/ Rosemont Hall
		165,000	-	12,500	177,500	20	-		

Project Ref. No.	Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Cap.27	Prospect Mens Shed Expansion	N	65,000	-	-	65,000	-	-	Not Started	The Men's shed component is still subject to final approval by the external funding partner. What can be provided for the defined contribution has been finalised but as we are seeking the payment of the donation prior to works going forward this element will now likely not be constructed until January/ February 2022. 27/09/2021 External donation has now been made with extent of works being finalised. 29/10/2021
			65,000	-	-	65,000	-	-		

Active & Engaged

2021-2022 Operating & Capital Projects

Project Ref. No.	Operating Project		Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Op.03	French Quarter Strategy		35,000	-	-	35,000	940	-	Not Started	With travel to Australia restricted and the City of Unley establishing 'Maison de France' to host French business and cultural institutions, this project will be reimagined through the new Economic Development Strategy. 27/09/2021
Op.07	Prospect Youth have the Advantage		10,000	-	-	10,000	708	-	Commenced	October 2021 update - Have commenced releasing this program in September (1:1 Career Consultations), and a broad range of skills based programming has been finalised with suppliers, with some still TBC for Jan-Jun 2022 delivery.
Op.13	Your Prospect		66,500	-	-	66,500	11,790	-	Commenced	Article submissions for the December edition have now closed with editing and production to be begin shortly. The magazine will be reviewed in 2022 with Council Member input and following the survey conducted by McGregor Tan. 27/09/2021
Op.14	Bi-Annual Prospect Portrait Prize		6,000	-	-	6,000	-	-	Commenced	Prospect Portrait Prize locked in the Newmarch Gallery Calendar to open on 10 December 2021 and remain open over Christmas/ New Year period. October 2021 update - Over 100 applications received. Assessment occurring through PAAN panel in October.
Op.22	Regional Public Health and Wellbeing Plan		12,000	-	-	12,000	-	-	Commenced	Have analysed recommendations and developing implementation plans. October 2021 update - Considering tasks against available budget and regional meeting scheduled to discuss individual and collective projects November 2021
Op.38	Communications Audit - Findings Implementation		20,000	-	-	20,000	-	-	Not Started	Refer earlier comments re social media. Meeting held with KWP and A/CEO late August to receive independent report from consultation on social media gaps and observations. A/CEO requested reallocation of remaining time on project to formalise pathway forward. 30/09/2021 - A/CEO to follow up with KWP based on recent email correspondence.
			149,500	-	-	149,500	13,439	-		

Project Ref. No.	Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Cap.06	Library Collection	R	117,000	-	(12,527)	104,473	5,849	-	Commenced	Annual Collection purchasing has commenced and as per recent years, the team aims to expend most funds by end of Q3 of the FY. October 2021 update - Monthly procurement occurring to manage stock levels.
Cap.11	Open Space Strategy - Prospect Garden/Narnu Wirra	R	325,000	286,208	(325,000)	286,208	143,137	(208,805)	Ongoing	Carry forward from 2020-2021.
Cap.11	Open Space Strategy - Irish Harp Reserve	R	-	-	650,000	650,000	-	-	Not Started	Grant funding applications being submitted as per Council Resolution. Outcome of grant to be announced in Dec 2021 or Jan 2022 at the latest. This outcome will determine final concept design for endorsement to proceed with community consultation process. As a result, community consultation timeframes and detailed design documentation is likely to be completed in May 2022. Tender for construction to follow with construction likely to commence in late June 2022. 27/09/2021 Comment same as above with addition that project scope is to be expanded now that \$325 thousand dollar grant has been approved. 28/10/2021
Cap.12	Open Space Strategy : Renewal Design/Consultation	R	30,000	-	-	30,000	-	1,470	Not Started	Future report to go to a Council Meeting outlying upcoming consultation rounds for both reserve upgrades. 27/09/2021 Peppermint Gum Reserve and Percy Street Reserve upgrades will be out to first round of consultation throughout November to obtain data from survey and help inform conceptual design development. 28/10/2021
Cap.36	JW Rattley Reserve Playground Upgrade	R	33,575	25,000	-	58,575	-	58,571	Commenced	16 week lead time on equipment. Install scheduled to occur in February following school holidays. 28/10/2021
			505,575	311,208	312,473	1,129,256	148,986	(148,765)		

Proud of our past, Excited by our future

2021-2022 Operating & Capital Projects

Project Ref. No.	Operating Project		Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Op.10	Heritage Incentive Scheme		18,000	-	-	18,000	-	-	Commenced	October 2021 update - Promotional article written for Your Prospect.
Op.16	Makarrata - A Local Agreement		8,000	6,738	5,000	19,738	4,780	-	Commenced	Refer Council Report from August 2021 agenda. New Steering Group formalised with Council Member representation. October 2021 event planned. 2/9/21 Acting CEO met with Anthony Wanganeen to progress RAP Actions. 30/09/2021 - inaugural community event being held 1 October 2021 in form of community forum. Regular Payinthe Kumangka meetings have occurred. First meeting of new workshop group (as resolved by Council in August 2021) to be scheduled with new community members.
Op.17	Staged Implementation - Reconciliation Action Plan		8,000	-	-	8,000	495	-	Commenced	Budget allocation to be primarily allocated to NAIDOC Week activities (as per previous years for this specific budget line). Progression of related matters (Payinthe Kumangka) being delivered in line with Community Plan measures and Council resolutions (refer other Tabs of WIP Document) with remainder of funds from this Budget line transferred to Payinthe Kumangka October 2021 update - Payinthe Kumangka Community Forum delivered in Payinthe on 1 October. Working on responses from KYAC to commence Payinthe Kumangka Steering Group. Report being prepared on outstanding RAP items for November Council Meeting
			34,000	6,738	5,000	45,738	5,275	-		

Inclusive & Diverse

2021-2022 Operating & Capital Projects

Project Ref No.	Operating Project		Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Op.04	Network Prospect Events Digital Marketing		14,500	-	-	14,500	560	(500)	Commenced	Network Prospect Event held on the first of September. Subject - Video Production. It completely sold out of tickets and had the highest in person attendance since 2019. 27/09/2021
Op.25	2022 Citizen of the Year Award Ceremony		7,000	-	-	7,000	-	-	Not Started	Communications material being developed for Annual Program. October 2021 update - Promotion occurring in line with previous years. Assessment and recommendations to be prepared for December Council meeting
			21,500	-	-	21,500	560	(500)		

Creative & Innovative

2021-2022 Operating & Capital Projects

Project Ref No.	Operating Project		Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Op.01	City Wide Public Art Advisory Board		25,000	4,400	-	29,400	135	-	Commenced	October 2021 update - Meeting of CWPAP occurred late August, with the meeting discussing quick response Grants demand and other operational ideas. Currently considering marketing grants, plaque installs, some repairs to existing installs.
Op.02	Investment Attraction - Visitors & Prospectus		30,000	-	-	30,000	-	-	Commenced	Ongoing efforts focussed on creating relationships between owners including setting up one-on-one meetings between property owners, developers and real estate professionals. Council's new 'Investment Attraction Officer' started in August 2021 to take carriage of these efforts. Investment Attraction Officer has met with a number of property owners and developers, the Mayor, CEO and Councillors. Met with Maras regarding leasing opportunities and One and Aaron regarding Sunnys/ Rosemont Hall. 27/09/2021
Op.11	Village Heart Marketing Fund		19,500	-	-	19,500	583	-	Commenced	VHMF Committee were highly involved in the Vine Plaza opening. With local traders providing all the catering and a number of the market stalls. Additionally they will continue to produce a significant social media program. 27/09/2021
			74,500	4,400	-	78,900	718	-		

Project Ref No.	Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Cap.13	Public Art	N	25,000	25,000	50,000	100,000	-	-	Not Started	Noting last FY project was carried forward to align with timing of Infrastructure Project at Devonport Terrace, the CWPAP will consider the opportunities for this FY at its next meeting. October 2021 update - General discussion for 2021/22 project has confirmed this will be a singular project and most likely Irish Harp Reserve, combining with the upgrade at the park now that Grant funding success is confirmed.
			25,000	25,000	50,000	100,000	-	-		

Responsible & Sustainable

2021-2022 Operating & Capital Projects

Project Ref No.	Operating Project		Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Op.08	Green Tunnel Program		249,533	-	-	249,533	-	-	Commenced	The Green Tunnel Planting Program forms part of the new 'Tree Strategy'. Council Members endorsed approval to start community engagement on the draft Tree Strategy at the September Meeting on 28/09/2021. Community consultation commences 5 October 2021 and ends 2 November 2021. 27/09/2021 Consultation ending 2 November, so far.. •20 people have completed the survey •20 people have completed the quick poll •63 people have completed written submissions 28/10/2021
Op.15	PLEC - Hampstead Road		229,088	-	-	229,088	229,088	-	Completed	Invoice has been approved and is awaiting payment. 27/09/2021 Payment completed. 28/10/2021
Op.21	Significant Tree Grant		5,000	-	-	5,000	850	-	Commenced	Promotion to occur through website, social media and Your Prospect Magazine in Q1 of FY (as per previous years). October 2021 update - Article written for Your Prospect.
Op.23	Asset Systems and Data Management		120,000	-	-	120,000	-	-	Not Started	This project is pending the outcomes of the ICT review, which aims to give direction on how Council will progress with the GIS upgrades. This is fundamental to implementing Council's Asset System rollout. 27/09/2021
Op.24	Integrated Transport Strategy Development		75,000	-	-	75,000	-	-	Not Started	Draft ITP objectives and focus areas to be prepared and circulated to Council Members in the form of an information memorandum. 27/08/2021 Draft memo being approved for distribution in early November 2021. 28/10/2021
Op.26	Jacaranda Tree Planting - Prospect Road		33,000	-	-	33,000	-	-	Commenced	Planting locations have been identified on Prospect Road between Fitzroy Terrace and Methuen Street (east and west sides) and quotations received. Staff are currently working with contractors to ensure works are complete by the end of October 2021. 27/09/2021
			711,621	-	-	711,621	229,938	-		

Project Ref No.	Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Cap.02	Kerb and Gutter Constructions	R	823,250	0	0	823,250	0	45,103	Commenced	Devonport Terrace kerbing works 95% completed in conjunction with streetscape upgrade. Currie Street kerbing works are completed on western side with works commencing on the eastern. relocation of additional resources to Le Hunte Avenue has generated a delay in the commencement of Fitzroy Tce Service Rd works. Resources will return to Fitzroy Terrace Service Rd in mid Oct. Scoping and designs in development for particular upgrades on this program. 27/09/2021 Currie Street kerbing works have been completed. Contractors have raised resource concerns with sub-contractor concreter availability. This has had an impact on project timelines and delayed commencement of upcoming projects due to the uncertainty of not being able to complete kerbing works once excavated. Administration is working through options on how to address this issue. 28/10/2021
Cap.03	Road Design/Reconstruction	R	2,178,594	0	247,831	2,426,425	219,029	0	Not Started	Tentative time blocks booked with contractor for reseals to occur in October 2021, January 2022 and April 2022. Kerbing works required to be completed prior to reseals and pavement works. 27/09/2021
it	Council Buildings & Structures - Capital Works	R	0	0	0	0	2,057	0	Not Started	
Cap.05	Footpath Construction - Miscellaneous	R	460,000	99,156	0	559,156	0	4,582	Commenced	Scoping of program 70% complete. Works to commence in January 2021, with focus on kerbing constructions first to meet reseal deadlines. 27/09/2021 Scoping of program 80% complete 28/10/2021

Cap.07	Fleet Management - Capital Acquisitions	R	674,000	0	0	674,000	0	0	Commenced	The proposed fleet renewal schedule has been confirmed. Pre-purchase consultation has been undertaken with City Maintenance staff regarding Depot fleet vehicles. Vehicle requirements and options are being investigated. 27/09/2021
Cap.09	Driveway Rectification Program	R	30,000	0	0	30,000	4,620	0	Commenced	Scoping of program 20% complete. 27/09/2021 Scoping of program 60% complete. Portion of works programmed for January 2021. 28/10/2021
Cap.10	Install Flow Sensors (Stage 2 of 2)	N	24,000	0	0	24,000	0	0	Not Started	Flow sensors are planned for installation in Pash Reserve, Braund Road Reserve and Matthews Reserve. Due to current works at Nailsworth Hall, Pash Reserve will be prioritised and quotes are currently being sought. 27/09/2021
Cap.25	Street Lighting Upgrades	R	10,000	0	0	10,000	0	3,000	Commenced	Detailed designs for Michel Street, Wilson Street and Gloucester Street being prepared. 27/09/2021 Designs are progressing in preparation for budget bids for 2022/23. 28/10/2021
Cap.26	Pedestrian Kerb Ramp	R	25,850	0	0	25,850	0	0	Commenced	Kerb ramps of Collingrove Avenue and Galway Avenue roundabout to be upgraded to align with upgrades made to bus stop pads on Galway Avenue. 27/08/2021 Work has been scoped and will be conducted with upgrade of footpath adjacent to roundabout along Collingrove Avenue. 28/10/2021
Cap.24	Road Design/Construction - Design of Future Projec	R	75,000	0	0	75,000	0	0	Commenced	Scoping projects and prioritising list in preparation for 2022/23 program. 27/09/2021 Comment same as above. 28/10/2021
Cap.32	Ride On Footpath Scrubber	N	57,000	0	0	57,000	0	0	Commenced	Options are currently being investigated to deliver a footpath cleaning and sanitation program focussing on entertainment, shopping and commercial locations throughout Prospect. 15/09/2021
Cap.36	Broadview Oval Toilet Replacement	R	350,000	0	0	350,000	0	0	Not Started	This project is being reviewed against future opportunities for Tennis Club renewal. 27/09/2021
Cap.37	Broadview Oval Bowling Club Roof Replacement	R	100,000	0	0	100,000	0	0	Commenced	Engagement has occurred with the Club regarding preferred timing for replacement, with a requested date of April 2022 to fit around their playing schedules. 27/09/2021
Cap.038	Prospect Petanque Club Pergola Renewal	R	25,000	0	0	25,000	0	0	Commenced	Consultation with the Petanque Club has been conducted. Quotations for replacement of the pergola are currently being sought. Planning approval may be required. 27/09/2021.
Cap.39	Prospect Tennis Club Courts Renewal	R	425,000	0	0	425,000	0	0	Not Started	Funding application for Community Recreation and Sport Facilities Program has been lodged to the Office of Recreation, Sport and Racing. Awaiting confirmation of grant submission in December - January 2022. 27/08/2021
Cap.35	Broadview Oval Community & Sports Hub	N	1,000,000	0	-500,000	500,000	0	12,000	Commenced	Administration are presenting a workshop on grant history, operational models, prudential reporting and risk management in early November. Delivery models to also be discussed and development of program. Engagement with Broadview Football Club has commenced and upon support of a operational model, community reference group promotion will commence. A report will be presented to Council in November to endorse community engagement plan, proposed procurement model and risk assessment. 28/10/2021
Cap.40	Churchill Rd : Rd Recon/Drainage Upgrade	R	3,600,000	0	0	3,600,000	1,280	0	Commenced	Work has been occurring on finalising the different funding arrangements that are required to bring this project forward. This has included scoping and market testing design and service location elements, to enable early funding to be sourced from the Storm Water Management Authority for design elements. A project manager has now been sourced for this project which will allow the formalisation of a structured work plan and a step up in the practical aspects of finalising drain alignment and design. As preliminary designs allow definition of a constructible route for the required drainage infrastructure, further detail will be provided through a Councillor Information Workshop Session on this item. 27/09/2021 Grant agreement for Design component of \$100,000 has been provided to Council by Stormwater Management Authority for execution. This amount is part of the contribution from SMA as per the original application of the Churchill Road Drainage Upgrade for the overall contribution of \$1.5M which is yet to be formalised. This design contribution will help allow for this process to progress. 28/10/2021

Cap.41	Livingstone Ave : Rd Recon/Drainage Upgrade	R	575,000	0	0	575,000	0	0	Not Started	Staffing and resources within the department have greatly impacted progression of this project. Design refinement and further engagement with service authorities has had little progression which has impacted the timeline of the project. With staff numbers expected to return to the team in October 2021, this project will be progressed as initially planned. There has been low productivity towards this project over a two month period, due to not having the technical resources to undertake the work associated with this project. 27/09/2021 Project plan is being developed with further review on design documentation and preparation for design of stormwater component. Survey will be undertaken in November on additional areas and confirmation of current services. 28/10/2021
it	Islington Station Share Path	R	0	0	350,000	350,000	0	0	Not Started	LRCI Program Phase 3 Grant
it	Devonport Tce Upgrde - Local Road & Com Infra Prog	R	0	1,127,598	0	1,127,598	257,199	-253,886	Carry Forward	Carry Forward from 2020/2021
it	Nailsworth Hall Upgrade	R	0	291,157	0	291,157	321,347	6,600	Carry Forward	Carry Forward from 2020/2021
it	Bus Shelter Upgrades (DDA Compliance)	R	0	17,358	0	17,358	0	0	Carry Forward	Carry Forward from 2020/2021
it	Churchill Road (Gurr to Livingstone)	R	0	27,451	0	27,451	0	0	Carry Forward	Carry Forward from 2020/2021
			10,432,694	1,562,720	97,831	12,093,245	805,532	(182,602)		

Supporting Activities

2021-2022 Operating & Capital Projects

Project Ref No.	Operating Project		Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Op.09	By-Law Review		10,000	-	-	10,000	-	-	Not Started	Will be reviewed in February 2022 for process development and update.
Op.18	GIS Upgrade		92,435	-	-	92,435	-	-	Not Started	3X ICT Project schedule for completion in the fourth quarter, due to limited resource capacity and other key priorities in addition to general operations. Other projects in progress include: - Ongoing Cyber Security Remediation Activities - SharePoint - Renewal of IT Service Provider including adoption of infrastructure as a service - Renewal of ICT contracts (various) - Application Upgrades 28/10/2021
Op.19	Assisted Document Registration		57,000	-	-	57,000	-	-	Not Started	3X ICT Project schedule for completion in the fourth quarter, due to limited resource capacity and other key priorities in addition to general operations. Other projects in progress include: - Ongoing Cyber Security Remediation Activities - SharePoint - Renewal of IT Service Provider including adoption of infrastructure as a service - Renewal of ICT contracts (various) - Application Upgrades 28/10/2021
Op.36	Project Management		50,000	-	-	50,000	-	-	On Track	Framework developed with implementation commenced. It will be rolled out as projects are commenced throughout the year. 27/09/2021 Focus on top 5 infrastructure projects and two others from other departments to test the current framework over a 3 month period. Reviewing PM software and systems that could support this roll out. 28/10/2021
	Financial Reporting		-	50,000	-	50,000	-	-	Carry Forward	Carry Forward from 20/21 - delay of project to enable a full organisational assessment of software system requirements and ensuring a full enterprise planning approach is taken
	InfoCouncil Implementation		-	1,817	-	1,817	1,817	-	Completed	Minor Carry Forward from 20/21 - licensing costs run over 2 financial years
	Secured Management & Distribution of Content		-	5,101	-	5,101	5,101	-	Completed	Carry Forward from 20/21 - cloud package costs run over 2 financial years
	Sharepoint Implementation (Stage 1)		-	26,768	-	26,768	-	-	Completed	Carry Forward from 20/21 - 20% of budget required to be carried forward due to timing of costs in August 2021
fficer	Representation Review		-	15,000	-	15,000	1,767	-	Carry Forward	Carry Forward from 20/21 - due to extension of project into 21/22 financial year
			209,435	98,686	-	308,121	8,685	-		

2021-2022 Operating & Capital Projects

Project Ref No.	Capital Project	New/Upgrade (N) Renewal (R)	Original Budget 2021-22	Carry Forwards From 2020-21	BR1 Adjustments	Revised Budget 2021-22	Actual to 30 September 2021	Commitments	Project Status	Project Comment
Cap.34	Telephone System	R	60,000	-	-	60,000	-	-	Not Started	3X ICT Project scheduled for completion in the fourth quarter, due to limited resource capacity and other key priorities in addition to general operations. Other projects in progress include: - Ongoing Cyber Security Remediation Activities - SharePoint - Renewal of IT Service Provider including adoption of infrastructure as a service - Renewal of ICT contracts (various) - Application Upgrades 28/10/2021
Cap.08	Asbestos Removal (Staged)	R	20,000	-	-	20,000	10,339	-	Commenced	Asbestos works have been programmed throughout the year for removal. 27/08/2021
			80,000	-	-	80,000	10,339	-		
TOTAL OPERATING PROJECT EXPENDITURE			1,365,556	109,824	17,500	1,492,880	258,635	(500)		
Total New / Upgrade Asset			1,171,000	25,000	(450,000)	746,000	-	12,000		
Total Renewal Asset			9,937,269	1,873,928	910,304	12,721,501	964,857	(343,366)		
TOTAL CAPITAL PROJECT EXPENDITURE			11,108,269	1,898,928	460,304	13,467,501	964,857	(331,366)		

10.5 ESTABLISHMENT OF SELECTION PANEL TO APPOINT AN INDEPENDENT MEMBER TO THE CITY OF PROSPECT AUDIT COMMITTEE**File Number: IC21/208****Author: Rob Dabrowski, Manager Governance, HR and Elected Member Support****Responsible Executive: Chris White, Chief Executive Officer****EXECUTIVE SUMMARY**

As required by legislation (Sections 41 and 126 of the *Local Government Act 1999* (the Act), and in compliance with regulation 17 of the *Local Government (Financial Management) Regulations 2011*), Council has established an Audit Committee (Committee) which has responsibility for providing independent assurance and advice to the Council on accounting, financial management, internal controls, risk management and governance matters.

The Committee's modus operandi are formalised through an adopted Terms of Reference which covers, inter alia, membership and terms of office.

While the Elected Member appointments are resolved until the end of this Council term, the current term of one of the appointed Independent Members, Ms Corinne Garrett, (who also currently holds the role of Chair) concludes in March 2022 and therefore is now due for review in terms of planning for any recruitment or similar process. All Independent Member terms are on a rotating basis which provides for cyclic appointments and appropriate review, whilst maintaining a level of business continuity.

Whilst there are options (discussed in the body of this report) around how this appointment may be progressed, the usual approach involves the establishment of a selection process and appointment Elected Members to an 'Audit Committee Independent Member Selection Panel'. This (and subsequent expression of interest style process) is the expectation of the current Terms of Reference, given that Ms Garrett would have completed six years in office at the time of her term expiring.

RECOMMENDATION**That Council:**

- 1. Having considered Item 10.5 Establishment of Selection Panel to Appoint an Independent Member to the City of Prospect Audit Committee receives and notes the report.**
- 2. Appoint the following Elected Members to the 'Audit Committee Independent Member Selection Panel'.**
Cr / Mayor.....
Cr.....
Cr.....
- 3. Note that the Selection Panel will also consist of either the Chief Executive Officer or delegate.**
- 4. Note that the 'Audit Committee Independent Member Selection Panel' will present a Report to Council as soon as practicable following the interviews, with recommendations for the position of Independent Member.**

DISCUSSION

The Audit Committee will need to continue to meet throughout 2022 (needing to be re-established formally as a Committee post the election period) to meet its obligations as stipulated by various legislation and in accordance with the adopted Terms of Reference (ToR).

In regards to membership, the ToR stipulate relevantly as follows (emphasis added):

3 Membership

- 3.1 *The Committee will comprise five (5) appointments by the Council as follows:*
 - 3.1.1 *The Mayor of Council, and*
 - 3.1.2 *One (1) Council Member, and*
 - 3.1.3 *Three (3) Independent Members.*
- 3.2 *Of the independent members, at least one must be a man and at least one must be a woman.*
- 3.3 *One of the independent appointments shall be appointed by the Audit Committee as Chairperson of the Committee, for one year.*
- 3.4 *If the Chairperson is unavailable to chair the meeting, then a vote is to be held to appoint an independent member, by the attending members, to chair that particular meeting.*
- 3.5 *The Mayor shall be appointed for the term of Council.*
- 3.6 *A Council Member shall be appointed for a term of two years.*
- 3.7 ***Independent Members of the Committee shall be appointed for a term of up to three years. Members are eligible for re-appointment at the expiration of their term of office to a maximum of six years, without the need to call for Expressions of Interest.***
- 3.8 *Council will determine the sitting fees for Independent Members. Sitting fees are payable based on attendance at meetings.*
- 3.9 ***In considering appointments to the Committee it is highly desirable that Committee members possess the following qualities between them:***
 - ***financial reporting/auditing background***
 - ***inquisitiveness***
 - ***knowledge of Council business and/or public sector administration.***
- 3.10 *All members of the committee in attendance must vote on a question being put to the committee meeting.*

Current Committee Membership

The adopted (resolved) terms of office for present committee members are as follows:

Elected Members

- Mayor O'Loughlin holds appointment for this Term of Council.
- Cr Rypp's current term expires on 31 October 2022.

Independent Members

- Corrine Garrett is appointed until 31 March 2022. (This is the subject of this Report)
- Peter Scargill is appointed until 31 March 2023.
- Peter Fairlie-Jones is appointed until 31 March 2024

At the Council Meeting held 26 March 2019 it was resolved:

The Council having considered Item 13.5 Appointment of Independent Member – Audit Committee receive the report and reappoint Corrine Garrett as independent member of the audit committee for a three year term expiring 31 March 2022.

As noted above, the adopted Terms of Reference (ToR) outline that Independent Members of the Committee shall be appointed for a term of up to three years. Members are eligible for re-appointment at the expiration of their term of office to a maximum of six years, without the need to call for Expressions of Interest. (Author emphasis).

As Ms Garrett will have held office for a six-year period come March 2022 Council must consider potentially facilitating an expression of interest process for Ms Garrett's position on the committee (for which she is eligible to apply).

A separate matter for consideration is that relating to appointment of a Chairperson. Again, the current Terms of Reference state that one of the independent appointments shall be appointed by the Audit Committee as Chairperson of the Committee, for one year. This is managed through a separate process and is not the subject of this report.

The process of appointing one Independent Member to the Audit Committee preferably needs to be completed prior to the cessation date of Ms Garrett's term.

The Terms of Reference allow for previous Independent Members to be reappointed. However, due to the 'six year rule', there is an expressed requirement in the ToR to call for expressions of interest which would occur through a recruitment style process, e.g. LinkedIn post, web and merit style section approach.

The successful appointee would be appointed for a period of three years, to expire in March 2025 (consistent with the rotational model of these appointments).

The establishment of the Panel referenced in this Report commences the process, with advertising suggested to occur in early January 2022 in order to inform a final recommendation by March (at the latest).

It should be noted that although the resolution provides for up to three Elected Members to be on the Panel, there is no minimum requirement and Council may resolve for only one or two to partake. Consideration may be given to either the Mayor or Councillor Rypp being on the Panel, given their existing roles on the Committee.

Alternative Option for consideration

Although not the prescribed 'orthodox' process, it is potentially open to Council to consider directly appointing Ms Garrett for an additional term. It may choose to do so taking into account Clause 3.9 of the ToR, as emphasised earlier in this Report.

This decision could be made on the basis of her background and expertise, knowledge of specific Council matters which may have various implications (budgetary and financial), and to ensure an adequate degree of business continuity and oversight of this critical function and role at a time when there is a reasonable degree of change (both internally and externally). This could be considered by Council as a pathway to determine based upon relevant tertiary qualifications; professional work experience; and knowledge of the Local Government industry. The author of this Report is not aware of any matters or issues which would impede on this appointment. Committee self-evaluations would also attest to this decision, should Council be minded to pursue the same.

Should Council wish to resolve accordingly, it is highly recommended to include its rationale and reasoning for such in any resolution.

Implications, Related Questions and Further Information

The Audit Committee must meet (with a quorum in place) in order to transact its requirements under legislation and report through to Council. Not dissimilar to any selection process, there is a chance that an expression of interest process may not produce a different outcome to any direct appointment. Council needs to weigh and take into account all factors when making such decisions.

The ToR do not currently have an overall strict number of consecutive terms, which is another relevant consideration.

Relevance to Core Strategies / Policy

- Local Government Act 1999 and Local Government (Financial Management) Regulations 2011

ATTACHMENTS

Nil

10.6 ADVERTISING SIGNAGE LIGHTBOX - INSTALL APPROVAL**File Number:** IC21/209**Author:** Renae Savle, Coordinator Property & Facilities Management**Responsible Executive:** Vincent Cammell, Director Infrastructure & Environment**EXECUTIVE SUMMARY**

City of Prospect currently lease the Town Hall foyer to The Creperie Cart business on a three year lease with a 3+3 year extension option.

The Creperie Cart is now seeking approval to install a wall mounted Advertising Signage Lightbox on the exterior of the Town Hall (Payinthe) building. The proposed sign is within the criteria outlined in the lease and is referred to Council for approval in line with the conditions of the lease agreement.

RECOMMENDATION**That Council:**

- 1. Having considered Item 10.6 Advertising Signage Lightbox - Install Approval receives and notes the report.**
- 2. Approves the installation of the Creperie & Co sign as outlined in Attachment 2: Design Proof and Sign Placement, noting the sign falls within the lease criteria.**

DISCUSSION

Section 7.7 of the executive lease with the business states the lessee must not place any sign or advertisement on the outside of the premises, except a sign or advertisement promoting the name and nature of the business conducted on the premises by the lessee and which is approved (in writing) by the council and complies with any relevant statutory requirements.

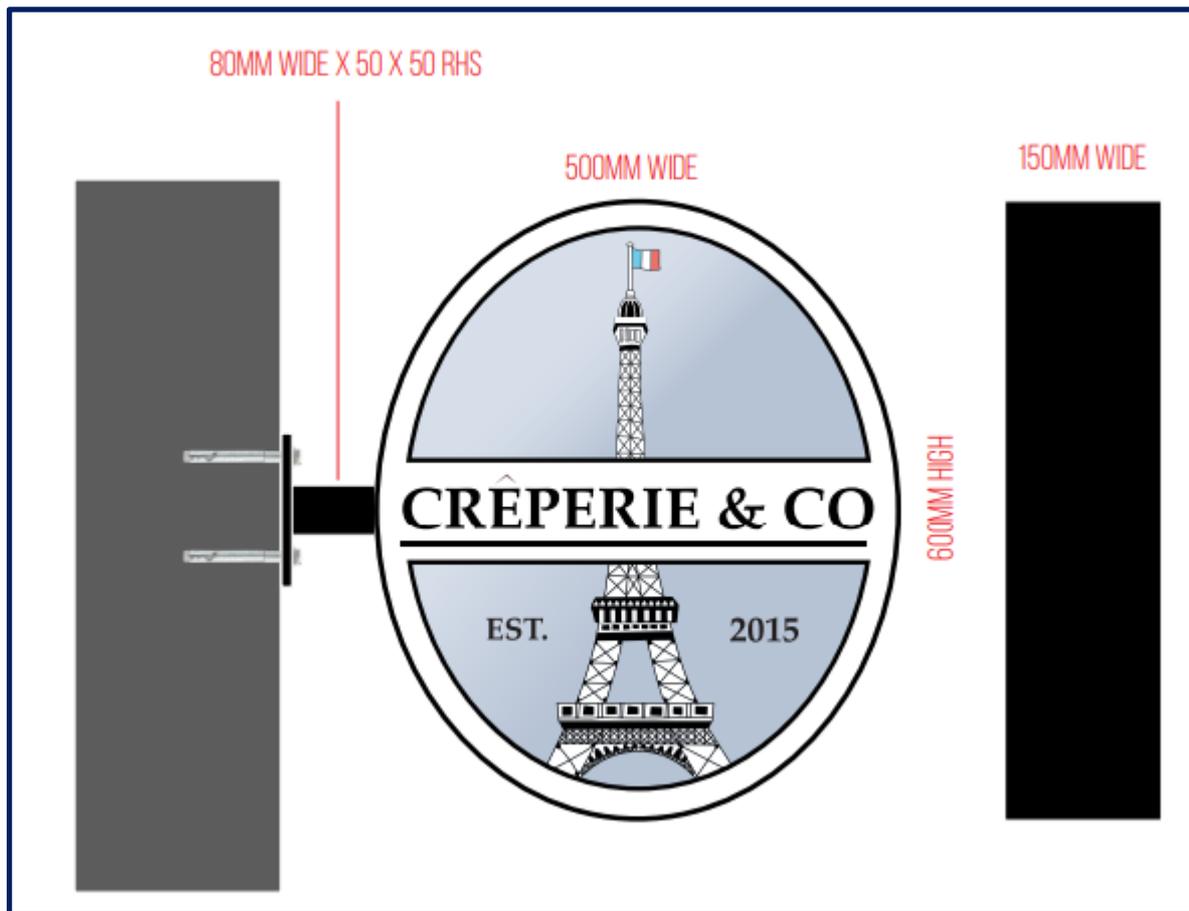
The Creperie Cart lodged a development application on the 10 August 2021, through PlanSA for the installation of the Advertising Signage Lightbox, with the following outcomes:

- Planning Consent – Granted 20 August 2021, with conditions
- Building Consent – Granted 25 October 2021, no conditions
- Development Approval – Granted 25 October 2021

Refer **Attachment 1** – Decision Notification Form.

The proposed sign will be mounted with a base plate (150mm X 150mm) to the rendered eastern corner of the Town Hall with the bottom of the sign proposed to be 2700mm from the ground.

The below picture provides details of the look and size of the proposed sign.



Attachment 2 illustrates the Design Proof and Sign Placement (Sign Tech).

As the Town Hall is listed a Local Heritage place, BB Architects provided a Heritage Impact Report, stating a non-illuminated sign would be a preference. However, the proposed new sign is considered appropriate in the location and context, as the impact is relatively minor and reversible in the future. Refer to **Attachment 3** – BB Architect Heritage Advice.

No community or other consultation is required for the installation of the sign as it is foreshadowed in the lease agreement, subject to Council ratification (the subject of this Report).

Community Plan: Towards 2040

► Connected & Caring

FY 20/21 Measures

CC1.3 Encourage appropriate outdoor/alfresco dining, including precincts outside the Prospect Village Heart

2 to 5 year timeline

CC2.2 Facilitate new bars, cafes, restaurants and other businesses which diversify our local offerings

ATTACHMENTS

1. **Decision Notification Form** [↓](#)
2. **BB Architects Heritage Advice** [↓](#)
3. **Design Proof** [↓](#)



DECISION NOTIFICATION FORM

Section 126(1) of the Planning, Development and Infrastructure Act 2016

TO THE APPLICANT(S):

Name: Lazar Karisik
Postal address: 21 MEDIKA BOULEVARD MANSFIELD PARK SA 5012
Email: creperieco@gmail.com

IN REGARD TO:

Development application no.: 21010399	Lodged on: 10 Aug 2021
Nature of proposed development: Advertising Signage (Lightbox)	

LOCATION OF PROPOSED DEVELOPMENT:

Location reference: 126-130 PROSPECT RD PROSPECT SA 5082		
Title ref.: CT 6246/260	Plan Parcel: D121813 AL2	Council: CITY OF PROSPECT

DECISION:

Decision type	Decision (granted/refused)	Decision date	No. of conditions	No. of reserved matters	Entity responsible for decision (relevant authority)
Planning Consent	Granted	20 Aug 2021	5	0	Assessment Manager at City of Prospect
Building Consent	Granted	25 Oct 2021	0	0	City of Prospect
Development Approval - Planning Consent; Building Consent	Granted	25 Oct 2021	5	0	City of Prospect

FROM THE RELEVANT AUTHORITY: City of Prospect
Date: 25 Oct 2021

CONDITIONS

Planning Consent

Condition 1

Conditions provided by the Commissioner of Highways:

Condition 1

The illuminated signage shall be permitted to use LED lighting for internal illuminated of a lightbox only.

Condition 2

The illuminated signage shall be limited to a low level of illumination so as to minimise the distraction to motorists (less than or equal to 150cd/m²)

Condition 3

The signage shall not contain any element that flashes, scrolls, moves or changes, or imitates a traffic control device.

Condition 2

The development granted *Planning Consent* shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below (if any).

Conditions imposed by Commissioner of Highways under Section 122 of the Act**Condition 3**

The illuminated signage shall be permitted to use LED lighting for internal illumination of a light box only.

Condition 4

The illuminated signage shall be limited to a low level of illumination so as to minimise distraction to motorists ($\leq 1.50\text{cd/m}^2$).

Condition 5

The signage shall not contain any element that flashes, scrolls, moves or changes, or imitates a traffic control device.

Building Consent

None

ADVISORY NOTES**General Notes**

1. No work can commence on this development unless a Development Approval has been obtained. If one or more consents have been granted on this Decision Notification Form, you must not start any site works or building work or change of use of the land until you have received notification that Development Approval has been granted.
2. Appeal rights – General rights of review and appeal exist in relation to any assessment, request, direction or act of a relevant authority in relation to the determination of this application, including conditions.
3. A decision of the Commission in respect of a development classified as restricted development in respect of which representations have been made under section 110 of the Act does not operate—
 - a. until the time within which any person who made any such representation may appeal against a decision to grant the development authorisation has expired; or
 - b. if an appeal is commenced—
 - i. until the appeal is dismissed, struck out or withdrawn; or
 - ii. until the questions raised by the appeal have been finally determined (other than any question as to costs).

Planning Consent**Advisory Note 1**

Operative Period of This Consent: The development plan consent granted herein is effective for a period of 24 months from the date of the decision. Unless Council extends this period, building rules consent is required within this time or the consent will lapse.

Any request for an extension of the operative period of the consent must be submitted to Council in writing, accompanied by the applicable fee.

Advisory Note 2

The applicant has a right of appeal against the conditions which have been imposed on this Planning Consent. Such an appeal must be lodged at the Environment, Resources and Development Court within two months from the day of receiving this notice or such longer time as the Court may allow. The applicant is asked to contact the Court if wishing to appeal. The Court is located in the Sir Samuel Way Building, Victoria Square, Adelaide, (telephone number 8204 0289).

Building Consent

Timeframe for Commencement and Completion of Works: Upon granting of development approval, the development must be:

- a) Substantially commenced within 24 months from the date of the decision of this Approval, otherwise this Approval will lapse at the expiration of 24 months from this date (unless Council extends this period); and
 b) Fully completed within 3 years from the date of the decision of this Approval, otherwise this Approval will lapse at the expiration of 3 years from this date (unless Council extends this period) and a new development application shall be required.

Any request for an extension of the operative period of this approval must be submitted to Council in writing, accompanied by the applicable fee.

CONTACT DETAILS OF CONSENT AUTHORITIES

Name: City of Prospect	Type of consent: Planning; Building
Telephone: 0882695355	Email: admin@prospect.sa.gov.au
Postal address: PO Box 171, Prospect SA 5082	

BUILDING CLASSIFICATION/S

Essential safety provisions apply: No

Building work Advertising Signage

Building Classification	Approved number of occupants
10B - Fence, mast, Antenna, swimming pool	N/A

REQUIRED NOTIFICATIONS

You are advised that notice and/or documentation must be provided to council when the following stages of building work are reached (regulation 93):

Building work Advertising Signage

(None)

Note regulation 57(7) allows the relevant authority issuing the notice to specify any additional stage of building work for which notice must be given to the council under regulation 93.

Where a building certifier is issuing the building consent the use of this regulation is to inform the council of stages of work when a notification should be provided and an inspection may occur at the council's discretion. If applicable, notifications specified under 57(7) are therefore intended to be in addition to mandatory notifications and any notifications specified by council under 93(1)(b) or (c) when issuing the final Development Approval.

*To submit the requested notifications, log in to the SA planning portal and select **Submit mandatory building notifications**.*

STATEMENT OF COMPLIANCE

A Statement of Compliance is required at the completion of all building work, except in respect of a Class 10 building other than a swimming pool or private bushfire shelter.

Building Work Advertising Signage

(Not required)

A blank copy of the Statement of Compliance is available on the SA planning portal. The Statement of Compliance and other required documents may be uploaded to the SA planning portal on completion.

BUILDING OCCUPATION/COMPLETION**Building work Advertising Signage**

Building classification 10B - Fence, mast, Antenna, swimming pool

A Certificate of Occupancy issued under section 152 is required for this building before it can be occupied: No

Note section 152 of the Act and regulation 103, requires a Certificate of Occupancy to be issued before a building can be occupied, except in respect of a Class 10 building under the Building Code (regulation 103(1)).

Section 152(2) of the Act states that 'A certificate of occupancy will be issued by council', noting that section 154 allows a building certifier to exercise this power should they elect to, where either: the building is owned occupied by the Crown or an agency or instrumentality of the Crown; or if they issued the building rules consent for that building.

The authority above – either building certifier or council – will therefore be responsible for issuing this Certificate following receipt of the Statement of Compliance and other documentation as required to provide assurance that the building is suitable for occupation.

Note the default authority for issuing this Certificate remains the council, should there be no building certifier or if the certifier elects not to issue this Certificate, noting that a council may still elect not to issue a certificate, if the council is not satisfied the building is suitable for occupation under section 152(6) of the Act.

HERITAGE IMPACT REPORT

bbarchitects

PROPERTY ADDRESS: **126 Prospect Road Prospect**
 APPLICATION NUMBER: **21010399**
 DATE: 17 August 2021
 PROPOSAL: Signage
 HERITAGE STATUS: LOCAL HERITAGE PLACE
 HERITAGE ADVISOR: David Brown, BB Architects
 PLANNER: Harry Keramidas

ADVICE SOUGHT

No pre Planning Consent advice has been sought from Council's Heritage Advisor by the applicant.

DESCRIPTION

The building is a Local Heritage Place in the Urban Corridor (Main Street) Zone. The Town Hall building was completed in 1895, with a later southern addition. It is a Classical Revival building with Italianate render details on a bluestone façade.



PROPOSAL

The proposal is for a wall mounted internally illuminated sign. The sign is of modest proportions, and is proposed to be mounted on the rendered quoin on the south eastern corner of the building.

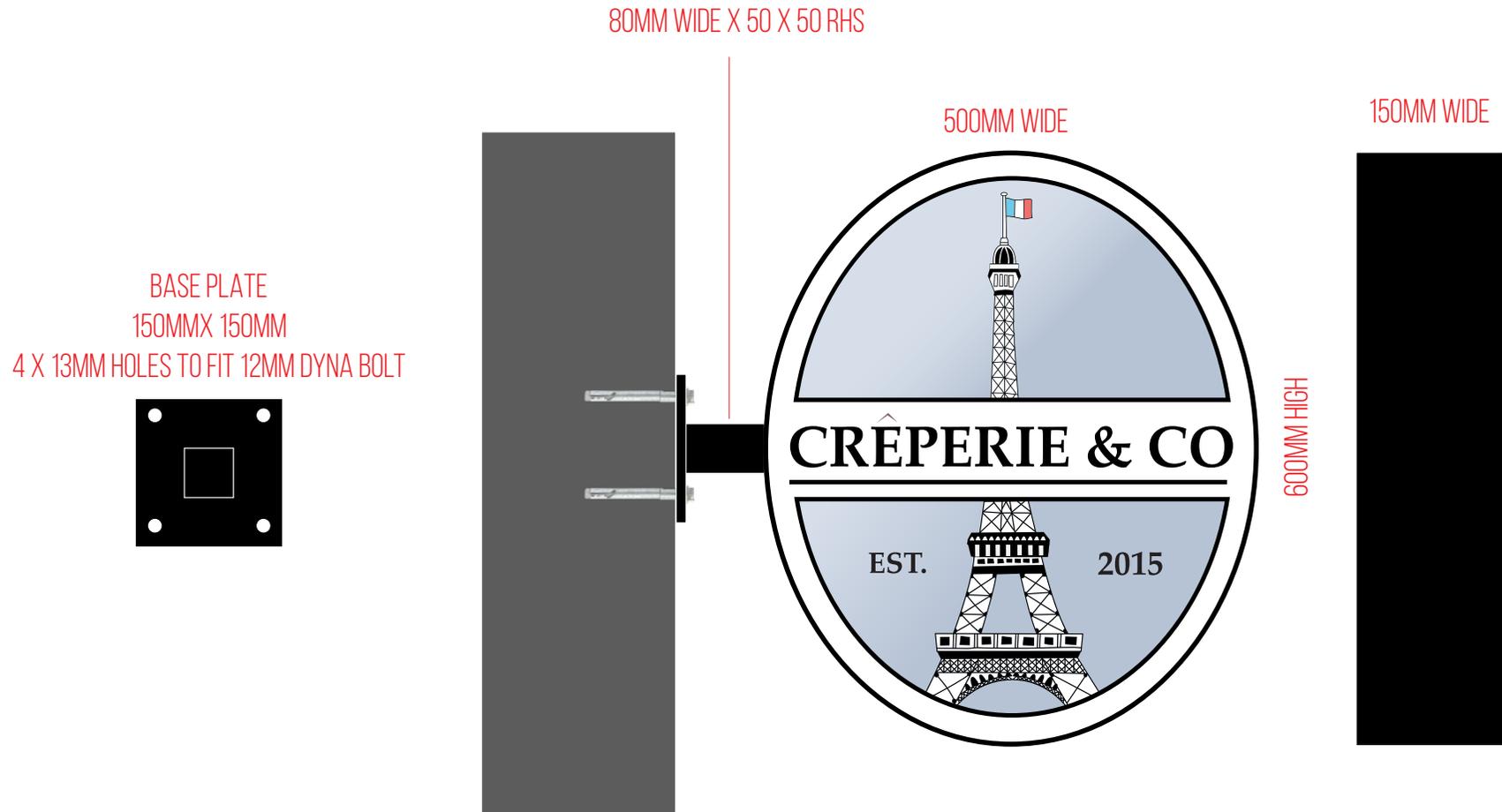
COMMENTS

The sign appears to be well thought through with a simple form, modest size and fixed in a location that can easily be repaired once the sign is removed. There are no notes on how the power supply to the light will be dealt with, but as long as that is internal to the building, there are no heritage implications. A non illuminated sign would be a preference, however this area of Prospect Road is well lit, so the sign will not have an impact on the presentation of the building at night to a large degree.

Generally signage on old buildings like this was limited to the windows, as the building was not designed as a commercial building with signage opportunities on the parapet, verandah or walls. Hence the application has merit, as it will clearly be a contemporary sign, is removable, is not going to visually dominate the Local Heritage Place, and appears to be of a high quality.

Overall the proposed new sign is considered appropriate in this location and context, as the impact on the Local Heritage Place is relatively minor, and reversible in the future.

CLIENT: Creperie & Co D: 02/03/21 D: prospect store



WWW.SIGN-TECH.COM.AU



CLIENT: Creperie & Co D: 02/03/21 D: prospect store



WWW.SIGN-TECH.COM.AU

10.7 REAPPOINTMENT OF INDEPENDENT CHAIRPERSON TO EAST WASTE BOARD**File Number:** IC21/219**Author:** Rob Dabrowski, Manager Governance, HR and Elected Member Support**Responsible Executive:** Chris White, Chief Executive Officer**EXECUTIVE SUMMARY**

The purpose of this Report is to consider the recommendation of the Eastern Waste Management Authority Board (the Board) to extend the appointment of Mr Fraser Bell as the Independent Chair of East Waste for a period of two years, given the expiry of his term and tenure at the end of 2021, in accordance with the Eastern Waste Management Authority Charter (the Charter).

The East Waste Chair is an independent role and is appointed for a period of two years as per the requirements of the Charter. In addition consideration has been given by the Board to the remuneration of the role noting it has not been increased in six years and considering benchmarking against the payments provided to like Subsidiary Chairs. Consequently the Board has proposed to increase the remuneration by \$2,000 per annum. This remains below CPI inflation over this time and pending approval, will come into effect in 2022 for the incumbent occupying the office of Chair.

Mr Bell was originally appointed in February 2020 following consideration of the appointment by all member councils.

RECOMMENDATION**That Council:**

- 1. Having considered Item 10.7 Reappointment of Independent Chairperson to East Waste Board receives and notes the report.**
- 2. Endorse the appointment of Mr Fraser Bell as the Eastern Waste Management Authority Independent Chair for a further two year term commencing in January 2022.**
- 3. Notes the decision of the Board to review the remuneration of the position and increase accordingly by \$2,000 per annum for the office holder.**

DISCUSSION

East Waste is the trading name of the Eastern Waste Management Authority (the Authority).

The Authority is a regional subsidiary of the Adelaide Hills Council, City of Burnside, Campbelltown City Council, City of Norwood Payneham and St Peters, City of Mitcham, the Corporation of the Town of Walkerville and the City of Prospect, established pursuant to Section 43 of the *Local Government Act 1999*. These seven Councils are referred to as Member or Constituent Councils of the Authority.

The Authority is administered by a Board in accordance with the requirement of the Local Government Act, the Charter, and various policies and codes. The membership of the Board comprises seven directors – one director appointed by each of the Member Councils, and one independent person who acts as Chair (the latter being the subject of this Report). The Board appoints a General Manager who is responsible for implementing the decisions made by the Board, and running the day-to-day operations of the Authority; also overseeing their performance and remuneration.

The Authority's primary purpose is to provide effective waste collection services for its Member Councils. The exact nature of the waste collection services are determined independently by each Council to meet the needs of their respective communities.

The East Waste Chair is an independent role and is appointed for a period of two years as per the requirements of the East Waste Charter (specifically Clause 21) which outlines as follows:

- 21.1.2 *one independent person(who shall be the Chair) appointed jointly by Absolute Majority of the Constituent Councils for a two year term (and at the expiration of the term is eligible for re-appointment) who is not an officer, employee or elected member of a Constituent Council, but who has expertise in:*
- (a) corporate financial management and/or*
 - (b) general management and/or*
 - (c) waste management and/or*
 - (d) transport fleet management and/or*
 - (e) public sector governance*
 - (f) marketing and/or*
 - (g) economics and/or*
 - (h) environmental management.*

Mr Fraser Bell was first appointed to the role through the charter process (following a competitive external recruitment and selection process) in February 2020, with his tenure expiring on 31 December 2021. Correspondence has been received from the General Manager East Waste (**Attachment 1**) to seek the endorsement of Council for Mr Bell to be appointed for a further two years, following consideration of this matter by their Board in November 2021 where it was resolved:

That the Board:

- 1. Supports the re-appointment of Mr Fraser Bell as Independent Chair of the East Waste Board for a further two year term, effective from January 2022.*
- 2. Instructs the General Manager to formally write to each Member Council seeking their endorsement of Mr Fraser Bell as Independent Chair of the East Waste Board for a further two year period.*
- 3. Confirms the remuneration of the role be set at \$24,000 per annum.*

The correspondence received from East Waste affirms that Mr Bell has been a highly engaged Chair representing East Waste, with strong waste industry knowledge; seeking to consistently ensure the financial and long-term strength of the organisation.

It is understood that Mr Bell has continued to perform well in providing strategic leadership to the Board of East Waste and contributed to a sound collaborative relationship with the City of Prospect; ensuring the effective delivery of waste services to the community, particularly during a challenging time over the last almost two years, taking into account waste management matters being faced by the sector and the wider industry and other implications.

In addition the Board has also reviewed the remuneration of the Chair role and provided its decision to Council for notation as outlined in the letter to Council's Chief Executive Officer.

It is recommended that Council resolve in accordance with the recommendation in this Report.

Similar correspondence has also been sent to each member council for consideration and it is anticipated that they will shortly be considering the matter. An absolute majority is required for appointment be formalised.

Alternatively Council could resolve to not support the appointment (extension of term) for Mr Bell. However, this would potentially necessitate a resultant new selection process, additional costs and time and require the Deputy Chair to exercise the Chair's functions. This would also potentially impact maintaining quorum on occasion. To the best of the Administration's knowledge and noting also that Mr Bell has only served one term, there is no reason to pursue this option.

Implications, Related Questions and Further Information

Nil

Relevance to Core Strategies / Policy

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

ATTACHMENTS

1. **Letter from East Waste General Manager regarding Chair Appointment** [↓](#)



2 December 2021

Mr Chris White
Chief Executive Officer
City of Prospect
PO Box 171
PROSPECT SA 5082
[\[sent via email: cwhite@prospect.sa.gov.au\]](mailto:cwhite@prospect.sa.gov.au)

Dear Chris,

RE: Re-appointment of Independent Chairperson, Mr Fraser Bell

The East Waste Chair is an independent role and is appointed for a period of two years as per the requirements of the East Waste Charter.

21.1.2 one independent person(who shall be the Chair) appointed jointly by Absolute Majority of the Constituent Councils for a two year term (and at the expiration of the term is eligible for re-appointment) who is not an officer, employee or elected member of a Constituent Council, but who has expertise in:

- (a) corporate financial management and/or*
- (b) general management and/or*
- (c) waste management and/or*
- (d) transport fleet management and/or*
- (e) public sector governance*
- (f) marketing and/or*
- (g) economics and/or*
- (h) environmental management.*

Mr Fraser Bell was appointed to the role in February 2020, with his tenure expiring on 31 December 2021 and I am now writing to seek the endorsement of Council for Mr Bell to be appointed for a further two years.

Throughout his initial term, Mr Bell has been a highly engaged Chair representing East Waste and seeking to ensure the financial and long-term strength of the Organisation. As a practicing lawyer, coupled with his strong waste industry knowledge, he has greatly assisted East Waste and undoubtedly this will continue.

In considering the reappointment of Mr Fraser Bell as Independent Chair, the East Waste Board at the November 25 meeting resolved:

Moved Cr Ashby that the Board:

- 1. Supports the re-appointment of Mr Fraser Bell as Independent Chair of the East Waste Board for a further two year term, effective from January 2022.*
- 2. Instructs the General Manager to formally write to each Member Council seeking their endorsement of Mr Fraser Bell as Independent Chair of the East Waste Board for a further two year period.*
- 3. Confirms the remuneration of the role be set at \$24,000 per annum.*

Seconded Cr Carbone

Carried

1 Temple Court, Ottoway 5013
PO Box 26, Mansfield Park SA 5012

T. 8347 5111
E. east@eastwaste.com

EastWaste

With respect to the remuneration for the role, as it has not been increased in six years and in consideration of the payment provided to like Subsidiary Chairs, the Board saw fit to increase the remuneration by \$2,000 per annum. This remains below CPI inflation over this time and will come into effect in 2022.

In order for Mr Bell to commence duties at the February Audit & Risk Committee meeting, it would be appreciated if the Council passed a motion at either the December (if possible) or January 2022 meeting, consistent with the following:

The Council endorses Mr Fraser Bell is reappointed as the Eastern Waste Management Authority Independent Chair for a two year term commencing in January 2022.

I appreciate your assistance with this and should you need any further information or assistance, please do not hesitate to contact me on mobile, 0417 466 929, or email robq@eastwaste.com if you have any questions.

Yours sincerely,



ROB GREGORY
GENERAL MANAGER

11 GENERAL BUSINESS – URGENT ITEMS

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

12 REPORTS FOR INFORMATION

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

12.1 MAYORAL MONTHLY ACTIVITY REPORT

File Number: IC21/215

Author: Sadie Lovering, Executive Assistant - Mayor & Director Corporate Services

Responsible Executive: Mayor David O'Loughlin

EXECUTIVE SUMMARY

This report covers the period from 24 November 2021 – 14 December 2021.

In brief, the Mayoral activities have included the following:

1. Activities

- Attended the Reconciliation SA Annual General Meeting & Supporters Event at Eliza Hall, Payinthe.
- Attended the Prospect RSL 100th Year of Charter Celebration at Memorial Hall, Prospect.
- Attended the Night in Vietnam Wine Dinner, Hosted by Francis Wong and the South Australian Vietnam Business Council at Co and Nay, Prospect.
- Radio Interview with ABC Radio – re Public Consultation on Planning Matters.
- Attended the Council Member Ovingham Overpass Site Tour.
- Attended the Council Member Asset Management Plan Bus Tour.
- Attended the KESAB Waste Boardroom Luncheon.
- Guest Speaker at the Physio Clinic Prospect Art Exhibition and Fundraiser and 10 Year Anniversary.
- Attended the Axios New Office Launch Celebrations at Peel Street, Adelaide.
- Officially Opened the South Australian Bangladeshi Community Association Bijoy Mela 2021 Multicultural Festival at Memorial Gardens, Prospect.
- Guest Speaker at the UKETORIUM Event at the Salvation Army Hall, Adelaide.
- Hosted the City of Prospect Volunteer Thank you Christmas Breakfast in Vine Plaza, Prospect.
- Attended the Kaurna Wangayarta Repatriation and Reburials at Smithfield Memorial Park.
- Attended the ERA Mayor's Christmas Dinner at the Sussex Hotel.
- Attended the Green Adelaide Thank you and End of Year Celebration at Schomburgk Pavilion in the Adelaide Botanic Gardens.
- Attended the Basetec Services Christmas Event at Kilkenny.
- Officially Opened the 11th Prospect Portrait Prize at the Newmarch Gallery, Payinthe.
- Attended the City of Prospect Festive Streets Explosion Event.

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

- Held regular meetings with the CEO, Manager Governance, HR and Elected Member Support and Executive Assistant.
- Attended the Council Agenda Review Meeting and, Council Meeting.
- Attended Councillor Information and Workshop Sessions.
- Meeting with CEO, Chris White – re On-board Debrief.
- Meeting with Shanti Ditter – re Churchill Road and SA Planning Institute of Australia Awards.
- Meetings with Prospect Road Traders Affected by the Sunny's Fire.
- Attended the Quarterly Meeting with Hon Rachel Sanderson MP and CEO, Chris White – re Council and State Issues.
- Meeting with CEO, Chris White and Staff regarding Footpath & Traffic Impacts from Sunny's Fire.
- Attended a Pre-briefing Meeting with CEO, Chris White regarding Main North Road Upgrade.
- Attended the LGA COVID-19 Sector Briefing with SA Health and SAPOL.
- Attended the Payinthe Kumangka Meeting with Kurna Representatives, CEO, Chris White & Staff.
- Attended the Special Council Assessment Panel Meeting.
- Attended City of Prospect Audit Committee Meeting.
- Attended the ERA Mayor's & CEO's Group Shadow Minister's Briefing.
- Meeting with Marcus Bal regarding Commercial Office Opportunities.
- Attended the Quarterly Meeting with Ms Andrea Michaels MP and CEO, Chris White regarding Council and State Issues.

3. Other

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

I would be grateful if a Council Member would move this report.

Mayor O'Loughlin

ATTACHMENTS

Nil

12.2 AUDIT COMMITTEE MINUTES 06/12/2021**File Number: IC21/216****Author: Sadie Lovering, Executive Assistant - Mayor & Director
Corporate Services****Responsible Executive: Ginny Moon, Director Corporate Services**

Please note: the full agenda of this audit committee meeting is available on the website via the link below.

[Audit Committee Meeting Agenda 06/12/2021](#)

RECOMMENDATION**That Council:**

- 1. Having considered Item 12.2 Audit Committee Minutes 06/12/2021 receives and notes the Minutes of the Audit Committee Meeting held on Monday 6 December 2021 (as presented in Attachment 1).**

ATTACHMENTS

- 1. Audit Committee Minutes 06/12/2021**

Subject to confirmation

Page 1

Minutes of the meeting of the Audit Committee held in the Irish Harp Room, Town Hall at Payinthe, 128 Prospect Road, Prospect on Monday 6 December 2021 at 6.03pm**Present:**

Chairperson: C Garrett
Committee: Mayor D O'Loughlin, Cr S Rypp, P Fairlie-Jones, P Scargill

Staff in attendance:

Director Corporate Services	G Moon
Acting Director Infrastructure & Environment	V Cammell
Manager Financial Services	C Birch
Manager Risk & WHS	V DiMaria
Manager Infrastructure & Assets	J Zunis
Minute Secretary	S Lovering

Item 1: Kurna Acknowledgement

The Chair delivered the Kurna acknowledgment as below.

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

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

Item 2: On Leave

Nil.

Item 3: Apologies

Nil.

Item 4: Confirmation of Minutes

P Scargill moved P Fairlie-Jones seconded

- (1) That the Minutes of the Audit Committee Meeting held on 10 November 2021 be taken as read and confirmed as a true record.

AC45/2021**Item 5: Chairpersons Report**

Nil.

Item 6: Questions with Notice

Nil.

Subject to confirmation

Minutes of the Audit Committee Meeting held on 6 December 2021

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Item 7: Reports for Decision

*Declaration by Members of Conflict of Interest
(Item 7.3 – a conflict of interest was declared by C Garrett)*

Item 7.1: Stormwater Asset Management Plan

The Chair sought leave of the meeting to suspend meeting procedures until 6:45pm to discuss Item 7.1 on the Agenda.

Leave was granted through a show of hands indicating at least a majority (2/3) support.

Meeting procedures were suspended at 6.07pm.

The Chair sought leave to extend meeting procedures to 7pm.

Leave was granted through a show of hands indicating at least a majority (2/3) support at 6.43pm.

Meeting procedures were extended to 7pm.

Meeting procedures resumed at 7.06pm.

P Fairlie-Jones moved Mayor D O'Loughlin seconded

- (1) That the Audit Committee having considered Item 7.1 Stormwater Asset Management receive and note the report.
- (2) That the Audit Committee recommends to Council that the Draft Stormwater Asset Management Plan (as provided under separate cover) be incorporated into the overall Asset Management Plan for public consultation.
- (3) That the Administration prepare a risk analysis report related to stormwater issues, with reference to specialist consultancy reports, and the proposed timeframe for rectification assumed in the Stormwater Asset Management Plan.

AC46/2021

Item 7.2: Periodic Review of Key Financial Indicators

Cr S Rypp moved P Fairlie-Jones seconded

- (1) That Audit Committee having considered Item 7.2, Periodic Review of Key Financial indicators, recommends for Council's adoption in preparation of the Long Term Financial Plan and 2022-2023 Budget deliberations Key Financial Indicator target ranges of:
 - 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%;
 - Net Financial Liabilities Ratio for a 5 year average period < 90% unless Special Consideration is resolved by Council;

Subject to confirmation

Minutes of the Audit Committee Meeting held on 6 December 2021

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- Interest Ratio for an individual year 0% - 3%;
- Asset Renewal Funding Ratio 90% - 120%

AC47/2021**Item 7.3: Audit Committee Meeting Dates 2022 and Membership Update**

Mayor D O'Loughlin moved Cr S Rypp seconded

C Garrett left the meeting at 7.25pm due to her declared conflict of interest.

Peter Fairlie –Jones nominated to be appointed as temporary Audit Committee Chair. This was accepted by the Committee through a vote by show of hands.

P Scargill moved D O'Loughlin seconded

That Council:

- (1) Having considered Item 7.3 Audit Committee Meeting Dates 2022 and Membership Update, receives and notes the report.
- (2) Supports the meeting dates and schedule as outlined in this Report, as amended, noting April meeting date is to be confirmed and the December meeting has been removed from the schedule.
- (3) Endorses Ms Corinne Garrett continuing as Chair of the Audit Committee until the end of March 2022 in line with her current independent member appointment.

AC48/2021

C Garrett entered the room and resumed her seat at 7:35pm and was not present for the debate or vote on this item.

Item 8: Reports for Information

Declaration by Members of Conflict of Interest

(Item 8.4 – a perceived conflict of interest was declared by Mayor D O'Loughlin)

Item 8.1: Risk/WHS & Audit Work Plan & Resolution Register

Cr S Rypp moved P Scargill seconded

- (1) That the Audit Committee having considered Item 8.1 Risk/WHS and Audit Work Plan & Resolution Register Report receives and notes the report.

AC49/2021**Item 8.2: Internal Audit Plan - Progress**

P Fairlie-Jones moved P Scargill seconded

- (1) That the Audit Committee having considered Item 8.2 Internal Audit - Progress, receives and notes the report.

AC50/2021

Subject to confirmation

Minutes of the Audit Committee Meeting held on 6 December 2021

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Item 8.3: Audit Completion Report 2020-2021

P Scargill moved Cr S Rypp seconded

- (1) That the Audit Committee having considered Item 8.3 Interim Audit 2020- 2021, receives and notes both the letter and management response comments.

AC51/2021**Item 8.4: Procurement Policy & Protocol Synergy**

This Item was withdrawn and not considered by the Audit Committee.

Item 9: Confidential Items**Item 9.1 External Auditor Tender**

Mayor D O'Loughlin moved P Fairlie-Jones seconded

Order to exclude the public

It is recommended to Council that:

Pursuant to section 90(2) of the Local Government Act 1999, the Committee orders that all members of the public, except the Members of the Council Audit Committee, the Director Corporate Services, the Manager Risk and Work Health & Safety, the Manager – Financial Services and the Minute Secretary be excluded from attendance at the meeting for Item 9.1 'External Auditor Tender'.

The Committee is satisfied that pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to this Agenda is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information or confer a commercial advantage on a third party and furthermore the Committee is satisfied that pursuant to section 90(3)(k) of the Act the information relates to tenders for the provision of services to the Council.

The public interest in disclosing to the public the full details of the evaluation at this stage would on balance be outweighed by the public interest, in section 90(3)(d) of the Local Government Act 1999, in the Committee being able to discuss sensitive information for consideration in confidence without fear of prejudicing the commercial position of the tenderers who supplied the information or conferring a commercial advantage to market competitors of the tenderers supplying the information. The principle that the meeting be conducted in a place open to the public has been outweighed in these circumstances because the disclosure of this information could reasonably be expected to be used by market competitors to achieve an advantage over the tenderers supplying the information.

AC52/2021

P Scargill moved P Fairlie-Jones seconded

- (1) That the Audit Committee having considered Item 9.1 Confidential - External Auditor Tender receive and note the report.

AC53/2021

Subject to confirmation

Minutes of the Audit Committee Meeting held on 6 December 2021

Page 5

Confidential Recommendations

P Scargill moved P Fairlie-Jones seconded

(2) 'This Item is held in confidence'.

AC54/2021**Motion to Retain In Confidence**

Mayor D O'Loughlin moved Cr S Rypp seconded

(3) That having considered Agenda Item 9.1 'Confidential External Auditor Tender' in confidence under section 90(3)(d) and section 90(3)(k) of the Local Government Act 1999, the Committee, pursuant to section 91(7) of that Act orders that:

- a) The report, minutes and attachments relating to Agenda Item 9.1 'Confidential - External Auditor Tender' remain confidential pursuant to section 90(3)(d) of the Local Government Act 1999 as the information is commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information or confer a commercial advantage on a third party, and section 90(3)(k) as the information relates to tenders for the provision of services to the Council.
 - b) The public interest in disclosing to the public the full details of the evaluation at this stage would on balance be outweighed by the public interest, in section 90(3)(d) of the Local Government Act 1999, in the Committee being able to discuss sensitive information for consideration in confidence without fear of prejudicing the commercial position of the tenderers who supplied the information or conferring a commercial advantage to market competitors of the tenderers supplying the information.
 - c) The principle that the meeting be conducted in a place open to the public has been outweighed in these circumstances because the disclosure of this information could reasonably be expected be used by market competitors to achieve an advantage over the tenderers supplying the information and because it relates to a tender for services to the Council, which tender has not yet been awarded.
 - d) The report, minutes and attachments will not be available for public inspection for a period of three years at which time this order will be revoked / reviewed by the Chief Executive Officer (CEO); and
 - e) The order will be reviewed at least once every 12 months by the Council.
- (4) **That for the item named in recommendation (3) and associated sub clauses, unless:**
- a) The period in respect of any order made under section 91(7) of the Local Government Act 1999 lapses; or
 - b) Council resolves to revoke an order made under section 91(7) of the Local Government Act 1999; or
 - c) The CEO determines, pursuant to the delegated authority which this resolution provides, that the order be revoked; any discussion of the Audit Committee on the matter is to be treated as confidential.

Subject to confirmation

Minutes of the Audit Committee Meeting held on 6 December 2021

Page 6

- d) This order is subject to section 91(8)(b) of the Act which provides that details of the identity of the successful tenderer must be released once Council has made a selection. In addition, section 91(8)(ba) of the Act requires details of the amount(s) payable by the Council under a contract for the provision of external audit services must be released once the contract has been entered into by all concerned parties.

AC55/2021

Item 10: Meeting Closure

The meeting closed at 8.30pm

.....
Corinne Garrett

Chairperson

06 December 2021

12.3 EASTERN WASTE MANAGEMENT AUTHORITY BOARD MEETING MINUTES**File Number:** IC21/217**Author:** Jasmyn Page, Executive Assistant - Chief Executive Officer**Responsible Executive:** Vincent Cammell, Director Infrastructure & Environment**EXECUTIVE SUMMARY**

The purpose of this report is to present the minutes of the Ordinary Eastern Waste Management Authority Board Meeting held on Thursday 30 September 2021 and Thursday 25 November 2021. As part of good governance Council should receive formally the meeting minutes of its subsidiaries. Questions on any non confidential item can be directed to Council's nominated Board Representative.

RECOMMENDATION**That Council:**

1. **Having considered Item 12.3 Eastern Waste Management Authority Board Meeting Minutes, receives and notes the minutes of the following meetings:**
 - 1.1 **The Ordinary Board Meeting of the Eastern Waste Management Authority held on Thursday 30 September 2021 (as presented in Attachment 1); and**
 - 1.2 **The Ordinary Board Meeting of the Eastern Waste Management Authority held on Thursday 25 November 2021 (as presented in Attachment 2).**

DISCUSSION

The Eastern Waste Management Authority held an Ordinary board meeting on Thursday 30 September 2021. The key foci of the meeting included the following matters:

- Audited Financial Statements for the Year Ended 30 June 2021
- Regulation 10 Financial Report 2021
- Annual Report 2021/2021
- Draft Sexual Harassment Policy
- Charter Review
- Annual Plan Progress Report
- Confidential Item: Tender Evaluation
- Confidential Item: Contract Update
- Confidential Item: Review of Confidential Orders
- Confidential Item: Legal Matter

The Eastern Waste Management Authority held an Ordinary board meeting on Thursday 25 November 2021. The key foci of the meeting included the following matters:

- Financial Statements Budget Review One
- Treasury Management Performance Report
- Business Continuity Framework Review
- Policy Review Schedule
- Draft Policy Development Policy

- Audit and Risk Management Committee Terms of Reference Review
- General Manager Performance Review Committee Terms of Reference Review
- Re-Appointment of Audit & Risk Management Committee Independent Member
- Re-Appointment of Independent Chairperson
- Board Sub-Committee Appointments
- Annual Plan Progress Report
- 2022 Proposed Meeting Schedule
- Response to Container Deposit Legislation Consultation
- Confidential Item: Tender Assessment
- Confidential Item: General Manager Contract Review
- Confidential Item: Verbal Update: Organics Contract Matter

Implications, Related Questions and Further Information

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

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

Relevance to Core Strategies / Policy

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

Community Plan: Towards 2040

► Responsible & Sustainable

FY 20/21 Measures

RS1.4 Continue a zero waste to landfill outcome at events

2 to 5 year timeline

RS2.4 Understand and increase levels of annual tonnes of recycled materials used in our civil infrastructure projects

RS2.5 Continue to provide opportunities for community and business learning focused on environmental issues

RS2.6 Significantly reduce food waste contamination of general waste streams

ATTACHMENTS

1. **Eastern Waste Management Authority Meeting Minutes 30/09/2021** [↓](#)
2. **Eastern Waste Management Authority Meeting Minutes 25/11/2021** [↓](#)

EastWaste

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

held on Thursday 30 September 2021, commencing at 5:30pm, at the Mayor's Parlour, City of
Norwood, Payneham & St Peters

Meeting opened 5:30pm.

1. ACKNOWLEDGEMENT OF COUNTRY

2. PRESENT

Directors:

Mr F Bell	Independent Chairperson
Mayor H Holmes-Ross	City of Mitcham
Cr M Stock	City of Norwood, Payneham & St Peters
Mr P Di Iulio	Campbelltown City Council
Cr L Green	Adelaide Hills Council
Ms H Robins	City of Prospect
Cr R Ashby	Corporation of the Town of Walkerville
Cr J Carbone	City of Burnside

In Attendance:

Mr R Gregory	General Manager
Mr D Maywald	Manager, Business Services
Mr B Krombholz	Manager, Operational Services
Ms K Vandermoer	Finance & Executive Administration Officer
Mr S Williams	Norman Waterhouse
Mr D Papa	Bentleys

3. APOLOGIES

Mr V Cammell City of Prospect – Proxy: Ms H Robins

Mr Gregory left the meeting at 5:31pm.

4. CONFLICTS OF INTEREST

Mr Bell declared a perceived conflict of interest in item 9.4, due to Mr Bell being a Board member of the Jeffries Group for a period of 4 years, some 15 years ago.

Mr Di Iulio declared a material conflict of interest in item 9.4, due to his position as Chief Executive Officer at Campbelltown City Council, given that Jeffries has lodged a pre-action notice against Campbelltown City Council, and the interests of East Waste and Campbelltown City Council may not be the same, and requested to be excluded from any discussion of the matter.

Minutes of the Eastern Waste Management Authority Board Meeting held on 30 September 2021

Cr Carbone declared a material conflict of interest in item 9.4, on the basis that Jeffries has lodged a pre-action notice against City of Burnside, of which he is an Elected Member, and the interests of East Waste and City of Burnside may not be similar, and requested to be excluded from any discussion of the matter.

Cr Ashby declared a material conflict of interest in item 9.4, on the basis that Jeffries has lodged a pre-action notice against Walkerville Council, of which he is an Elected Member, and the interests of East Waste and Walkerville Council may not be similar, and requested to be excluded from any discussion of the matter.

Cr Stock declared a perceived conflict of interest in item 9.4, due to his membership at Norwood Football Club where Integrated Waste Services is a major Sponsor.

Mr Gregory returned to the meeting at 5:33pm.

Mr Williams entered the meeting at 5:33pm.

5. CONFIRMATION OF THE MINUTES

Moved Mayor Holmes-Ross that the Minutes of the Eastern Waste Management Authority Special Board Meeting held on Thursday 22 July 2021, be received confirmed, and adopted.
Seconded Cr Ashby **Carried**

Moved Mayor Holmes-Ross that the Minutes of the Eastern Waste Management Authority Audit & Risk Management Committee Meeting held on Tuesday 21 September 2021, be further reviewed by the Audit & Risk Management Committee to ensure they are true and correct.
Seconded Cr Ashby **Carried**

6. MATTERS ARISING FROM THE MINUTES

Nil

7. QUESTIONS WITHOUT NOTICE

Nil

Cr Stock moved that the order of business be amended, allowing for item 9.4 to be brought forward for discussion.

Seconded Mayor Holmes-Ross

Carried

Item 9.4 was brought forward for discussion.

9.4 LEGAL MATTER

Mr Di Iulio left the meeting at 5:35pm.

Cr Carbone left the meeting at 5:35pm.

Cr Ashby left the meeting at 5:35pm.

Cr Green entered the meeting at 5:41pm.

Minutes of the Eastern Waste Management Authority Board Meeting held on 30 September 2021

RECOMMENDATION 1

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

(h) legal advice

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

Seconded Mayor Holmes-Ross

Carried

Cr Stock left the meeting at 6:18pm.

Cr Stock returned to the meeting at 6:19pm.

Mr Maywald left the meeting at 6:22pm.

Mr Maywald returned to the meeting at 6:22pm.

RECOMMENDATION 3

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

Seconded Mayor Holmes-Ross

Carried

Mr Williams left the meeting at 6:29pm.

Cr Stock left the meeting at 6:29pm.

Mr Di Iulio returned to the meeting at 6:30pm.

Cr Carbone returned to the meeting at 6:30pm.

Cr Ashby returned to the meeting at 6:30pm.

Mr Papa entered the meeting at 6:30pm.

8. REPORTS**8.1 AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021****RECOMMENDATION**

Moved Mr Di Iulio that the Board:

1. Receives and notes Bentley's Audit Findings Report.
2. Authorises the Chairman and General Manager to sign the Financial Statements as presented in Attachment A and provide to Member Councils.

Minutes of the Eastern Waste Management Authority Board Meeting held on 30 September 2021

3. Resolves that the rebate of \$470,000 is returned to Member Councils prior to 30 June 2022.

Seconded Mayor Holmes-Ross

Carried

Mr Papa left the meeting at 6:40pm.

8.2 REGULATION 10 FINANCIAL REPORT 2021

RECOMMENDATION

Moved Cr Green that the Board endorse the Regulation 10 Financial Report as presented in Attachment A.

Seconded Cr Carbone

Carried

8.3 ANNUAL REPORT 2020/2021

RECOMMENDATION

Moved Mayor Holmes-Ross that the Board endorses the 2020/2021 East Waste Annual Report, with the inclusion of signed Financial Statements, and authorises East Waste's General Manager to present to Member Councils.

Seconded Cr Ashby

Carried

8.4 DRAFT SEXUAL HARRASSMENT POLICY

RECOMMENDATION

Moved Mayor Holmes-Ross that the Board endorse the *Sexual Harassment Policy* as presented in Attachment A.

Seconded Cr Green

Carried

8.5 CHARTER REVIEW

RECOMMENDATION

Moved Cr Carbone that the Board notes and receives the report and presentation.

Seconded Mayor Holmes-Ross

Carried

8.6 ANNUAL PLAN PROGRESS REPORT

RECOMMENDATION

Moved Cr Ashby that the report be received and noted by the Board.

Seconded Cr Green

Carried

9. CONFIDENTIAL REPORTS**9.1 TENDER EVALUATION****RECOMMENDATION 1**

Moved Cr Green that pursuant to Section 90(2) and (3) of the Local Government Act, 1999 the East Waste Board orders that the public, with the exception of the East Waste staff present, be

excluded from the meeting on the basis that the East Waste Board will receive, discuss and consider:

- (k) tenders for the supply of goods, the provision of services or the carrying out of works;

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

Seconded Cr Ashby

Carried

RECOMMENDATION 3

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

Seconded Cr Carbone

Carried

9.2 CONTRACT UPDATE**RECOMMENDATION 1**

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

- (k) tenders for the supply of goods, the provision of services or the carrying out of works;

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

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 3

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

Seconded Mayor Holmes-Ross

Carried

Minutes of the Eastern Waste Management Authority Board Meeting held on 30 September 2021

9.3 REVIEW OF CONFIDENTIAL ORDERS**RECOMMENDATION 1**

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

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

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

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 2

Moved Cr Green that the Board having read and considered the remaining Confidential Orders as presented in Attachment A are satisfied and endorse the retention of these items in confidence for a period not exceeding 12 twelve months.

Seconded Cr Carbone

Carried

RECOMMENDATION 3

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

Seconded Cr Carbone

Carried

10. OTHER BUSINESS

Nil

11. NEXT MEETING OF THE BOARD

The next Ordinary Board Meeting is scheduled to be held on Thursday 25 November 2021, commencing at 5:30pm, at the City of Norwood, Paynhem & St Peters, 175, The Parade, Norwood.

12. CLOSURE OF MEETING

There being no further business the meeting closed at 7:47pm

DATE: _____ **CHAIRPERSON:** _____

Minutes of the Eastern Waste Management Authority Board Meeting held on 30 September 2021

EastWaste

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

held on Thursday 25 November 2021, commencing at 5:30pm, at the Mayor's Parlour, City of
Norwood, Payneham & St Peters

Meeting opened 5:30pm.

1. **ACKNOWLEDGEMENT OF COUNTRY**

2. **PRESENT**

Directors:

Mr F Bell	Independent Chairperson
Mayor H Holmes-Ross	City of Mitcham
Cr M Stock	City of Norwood, Payneham & St Peters
Mr P Di Iulio	Campbelltown City Council
Cr L Green	Adelaide Hills Council
Mr V Cammell	City of Prospect
Cr R Ashby	Corporation of the Town of Walkerville
Cr J Carbone	City of Burnside

In Attendance:

Mr R Gregory	General Manager
Mr D Maywald	Manager, Business Services
Ms K Vandermoer	Finance & Executive Administration Officer
Mr J Jovicevic	Dean Newbery & Partners

3. **APOLOGIES**

NIL

4. **CONFLICTS OF INTEREST**

Mr Bell declared a perceived conflict of interest in item 8.9 due to his position as Independent Chair at East Waste.

Cr Carbone declared a material conflict of interest in item 9.2, due to his position as Elected Member at City of Burnside, given that Jeffries has lodged a pre-action notice against City of Burnside, and the interests of East Waste and City of Burnside may not be the same, and therefore he will not participate in any discussion on the matter and will leave the meeting.

Minutes of the Eastern Waste Management Authority Board Meeting held on 25 November 2021



Mr Di Iulio declared a material conflict of interest in item 9.2, due to his position as CEO of Campbelltown Council, given that Jeffries has lodged a pre-action notice against Campbelltown Council, and the interests of East Waste and Campbelltown Council may not be the same, and therefore he will not participate in any discussion on the matter and will leave the meeting.

Cr Ashby declared a material conflict of interest in item 9.2, due to his position as Elected Member at Corporation of the Town of Walkerville, given that Jeffries has lodged a pre-action notice against Corporation of the Town of Walkerville, and the interests of East Waste and Corporation of the Town of Walkerville may not be the same, and therefore he will not participate in any discussion on the matter and will leave the meeting.

Cr Stock declared a perceived conflict of interest in item 8.13 due to the fact that his family is involved in wine production and distribution which may be affected by a wine bottle deposit, and requested not to participate in any discussion or voting on the matter.

Cr Stock declared a perceived conflict of interest in item 9.2 due to him being a member of the Norwood Football Club of which Integrated Waste Services is a major sponsor.

Mr Gregory declared a perceived conflict of interest in item 8.7 due to his position as General Manager at East Waste and advised he will leave the room for the duration of the item.

5. CONFIRMATION OF THE MINUTES

Moved Mayor Holmes-Ross that:

1. The Minutes of the Eastern Waste Management Authority Ordinary Board Meeting held on Thursday 30 September 2021, be received confirmed, and adopted.
2. The Minutes of the Eastern Waste Management Authority Audit and Risk Management Committee Meeting held on Tuesday 16 November 2021, be received, confirmed and adopted.
3. The Minutes of the Eastern Waste Management Authority Audit and Risk Management Committee Meeting held on Tuesday 21 September 2021, be received, confirmed and adopted.

Seconded Cr Carbone

Carried

6. MATTERS ARISING FROM THE MINUTES

Nil

7. QUESTIONS WITHOUT NOTICE

Nil

8. REPORTS

Minutes of the Eastern Waste Management Authority Board Meeting held on 25 November 2021



8.1 FINANCIAL STATEMENTS BUDGET REVIEW ONE

RECOMMENDATION

Moved Mr Di Iulio that the Board:

1. Notes and accepts the forecasted end of year FY2022 result associated with the 2021/22 Budget Review One.
2. Supports not amending Common Fleet Collection Costs at this point in time and to reconsider at Budget Review Two.

Seconded Cr Stock

Carried

8.2 TREASURY MANAGEMENT PERFORMANCE REPORT

RECOMMENDATION

Moved Cr Ashby that the Board endorses the 2021 Treasury Management Performance Report as presented in Attachment A.

Seconded Mr Cammell

Carried

8.3 BUSINESS CONTINUITY FRAMEWORK REVIEW

RECOMMENDATION

Moved Mayor Holmes-Ross that the Board adopts the Business Continuity Framework as per attachment A, including the tracked changes.

Seconded Cr Carbone

Carried

Mr Jovicevic left the meeting at 5:43pm.

8.4 POLICY REVIEW SCHEDULE

RECOMMENDATION

Moved Cr Ashby that the Board notes and receives the Report and the Policy Review Schedule, as presented in Attachment A.

Seconded Mr Cammell

Carried

8.5 DRAFT POLICY DEVELOPMENT POLICY

RECOMMENDATION

Moved Cr Stock the Board recommend that the draft *Policy Development Policy* is endorsed and adopted.

Seconded Cr Ashby

Carried

8.6 AUDIT & RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE REVIEW

RECOMMENDATION

Moved Mr Cammell that the Board endorses the draft Terms of Reference as shown in Attachment A, with agreed amendments.

Seconded Mr Di Iulio

Carried

Minutes of the Eastern Waste Management Authority Board Meeting held on 25 November 2021



Mr Gregory left the meeting at 6:01pm.

8.7 GENERAL MANAGER PERFORMANCE REVIEW COMMITTEE TERMS OF REFERENCE REVIEW

RECOMMENDATION

Moved Mayor Holmes-Ross that the Board endorses the Terms of Reference as presented in Attachment A, with the additional wording relating to the mandating of a suitably qualified independent person, chosen by the Board, to be engaged annually to provide advice.

Seconded Cr Ashby

Carried

Mr Gregory returned to the meeting at 6:06pm.

8.8 RE-APPOINTMENT OF AUDIT & RISK MANAGEMENT COMMITTEE INDEPENDENT MEMBER

RECOMMENDATION

Moved Cr Stock that the Board endorses the re-appointment of Ms Sandra Di Blasio as an Audit & Risk Management Committee Member for a further two year term, effective from January 2022.

Seconded Cr Carbone

Carried

Mr Bell left the meeting at 6:07pm.

8.9 RE-APPOINTMENT OF INDEPENDENT CHAIRPERSON

RECOMMENDATION 1

Moved Mayor Holmes-Ross that the Board:

1. Supports the re-appointment of Mr Fraser Bell as Independent Chair of the East Waste Board for a further two year term, effective from January 2022.
2. Instructs the General Manager to formally write to each Member Council seeking their endorsement of Mr Fraser Bell as Independent Chair of the East Waste Board for a further two year period.
3. Confirms the remuneration of the role to be increased by 3%. **Motion Failed**

RECOMMENDATION 2

Moved Cr Ashby that the Board:

1. Supports the re-appointment of Mr Fraser Bell as Independent Chair of the East Waste Board for a further two year term, effective from January 2022.
2. Instructs the General Manager to formally write to each Member Council seeking their endorsement of Mr Fraser Bell as Independent Chair of the East Waste Board for a further two year period.
3. Confirms the remuneration of the role be set at \$24,000 per annum.

Seconded Cr Carbone

Carried

Mr Bell returned to the meeting at 6:16pm.

Minutes of the Eastern Waste Management Authority Board Meeting held on 25 November 2021



8.10 BOARD SUB-COMMITTEE APPOINTMENTS

Cr Stock left the meeting at 6:19pm.

RECOMMENDATION 1

Moved Mr Cammell that the Board endorses that the Chair be one of the appointees to the East Waste Audit & Risk Management Committee for a period of 2 (two) years in accordance with the Audit & Risk Management Committee Terms of Reference.

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 2

Moved Mayor Holmes-Ross that Cr Green be appointed to the East Waste Audit & Risk Management Committee for a period of 2 (two) years in accordance with the Audit & Risk Management Committee Terms of Reference.

Seconded Cr Ashby

Carried

Cr Stock returned to the meeting at 6:25pm.

Cr Green entered the meeting at 6:25pm.

8.11 ANNUAL PLAN PROGRESS REPORT

RECOMMENDATION

Moved Cr Green that the report be received and noted.

Seconded Mr Cammell

Carried

8.12 2022 PROPOSED MEETING SCHEDULE

RECOMMENDATION

Moved Cr Green that the report, be received and noting that a change to the November 2022 meeting will be required due to Local Government elections.

Seconded Cr Carbone

Carried

Cr Stock left the meeting at 6:32pm.

8.13 RESPONSE TO CONTAINER DEPOSIT LEGISLATION CONSULTATION

RECOMMENDATION

Moved Mr Cammell that the Board endorse the response, as presented in Attachment A, to the State Government *Improving South Australia's Recycling Makes Cents* Consultation with agreed amendments.

Seconded Mayor Holmes-Ross

Carried

Cr Stock returned to the meeting at 6:36pm.



8.14 EAST WASTE CHARTER REVIEW

Mr Gregory provided a verbal update on the progress of the Charter review.

Item 10 was brought forward for discussion to accommodate the schedules of members.

10. OTHER BUSINESS

Nil

9. CONFIDENTIAL REPORTS

9.1 TENDER ASSESSMENT

RECOMMENDATION 1

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

- (k) tenders for the supply of goods, the provision of services or the carrying out of works;

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

Seconded Mayor Holmes-Ross

Carried

RECOMMENDATION 3

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

Seconded Cr Green

Carried

9.2 GENERAL MANAGER CONTRACT REVIEW

Mr Gregory left the meeting at 6:45pm.

RECOMMENDATION 1

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

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

Minutes of the Eastern Waste Management Authority Board Meeting held on 25 November 2021



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

Seconded Cr Ashby

Carried

Mr Bell provided a verbal update on the upcoming expiration of the General Manager's contract and proposed review process.

RECOMMENDATION 2

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

Seconded Cr Ashby

Carried

Mr Gregory returned to the meeting at 6:50pm.

Cr Ashby left the meeting at 6:50pm.

Mr Di Iulio left the meeting at 6:50pm.

Cr Carbone left the meeting at 6:50pm.

9.3 VERBAL UPDATE: ORGANICS CONTRACT MATTER

RECOMMENDATION 1

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

- (k) tenders for the supply of goods, the provision of services or the carrying out of works;

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

Seconded Cr Stock

Carried

RECOMMENDATION 3

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

Seconded Mr Cammell

Carried

**11. NEXT MEETING OF THE BOARD**

The next Ordinary Board Meeting is scheduled to be held on Thursday 24 February 2022, commencing at 5:30pm, at the City of Norwood, Paynhem & St Peters, 175, The Parade, Norwood.

12. CLOSURE OF MEETING

There being no further business the meeting closed at 7:17pm

DATE: _____

CHAIRPERSON: _____

12.4 ANNUAL BUSINESS PLAN 2022 - 2023 AND BUDGET PROCESS SCHEDULE**File Number:** IC21/210**Author:** Chris Birch, Manager Financial Services**Responsible Executive:** Ginny Moon, Director Corporate Services**EXECUTIVE SUMMARY**

The Annual Business Plan and Budget process is an extensive annual project requiring input from various stakeholders. This includes staff, Elected Members, ratepayers and the community at large. It is an approximate eight-month process from start to finish.

As per previous occasions, and in order to assist with the planning of this process, a timeline (schedule) of the process has been developed.

The proposed Budget for 2022-2023 is contained within the Annual Business Plan and is a one-year plan for Council to deliver on its commitments, goals and strategies contained within other Strategic Management Plans such as:

- The new Community Plan (Towards 2040);
- Asset Management Plans (currently under review and scheduled for adoption in early 2022);
- The Long Term Financial Plan.

In line with the requirements of s123 of the *Local Government Act 1999*, the *Draft Annual Business Plan 2022-2023* will be presented to the community for feedback. Although a consultation timeline is included within the Schedule, the specific consultation activities will be discussed further and considered throughout the March 2022 workshops leading up to this period, with the aim to have the *2022-2023 Draft Annual Business Plan* (and Budget) consultation plan endorsed at the 26 April 2022 Council Meeting, for the purposes of community engagement on the Budget document.

The Budget is required to be adopted by Council no later than 31 August each year. The Schedule provided with this report enables Council to draft, consult and adopt its Annual Business Plan prior to 30 June 2022 as per usual protocols. An adoption prior to the end of June provides efficiencies not only for Council as an organisation, but the community at large and allows for an approved Budget to be in place at the commencement of the new financial year.

RECOMMENDATION**That Council:**

- 1. Having considered Item 12.4 Annual Business Plan 2022 - 2023 and Budget Process Schedule receives and notes the report and timeline proposed.**

DISCUSSION

This report seeks to inform Council of the proposed timetable for the 2022-2023 budget process, which is summarised in **Attachment 1**.

It is proposed that Councillors participate in a series of Workshops from March 2022 through to June 2022, to discuss and inform the following matters:

- Review Council's current Financial Sustainability Status, Long Term Financial Plan parameters and assumptions, recurrent Budget trends, Operating Project and Capital Project Programs over the ten year period;
- Review Council's long-term financial key performance indicators and associated targets;
- Review items to be included/excluded from a schedule of Operating Projects; and
- Review rates modelling and analysis.

The *Local Government Act 1999* requires councils to develop, consult and publish a Long Term Financial Plan (LTFP) and Asset Management Plan (AMP) as part of its Strategic Management Plans, both covering a ten year period as a minimum. In addition, Council is required to consult the community on its Annual Business Plan, which includes its Budget and Rating Strategies.

City of Prospect *Community Plan to 2040* identifies Council's proposed core strategies, outcomes and targets. The LTFP and AMP identify various projects and capital expenditure items that will assist with achieving strategic plan outcomes.

Council's AMP have been updated and expected to be adopted in time to inform the Budget process. Estimates provided during the review have been included in updates to the LTFP over the past twelve months.

Similarly, Council's LTFP has evolved since it was first introduced over ten years ago and is based on a number of assumptions. The assumptions of the LTFP were reviewed by the Audit Committee and Council as part of this process. These assumptions include increases in revenue (including rating revenue), increases in expenditure and other funding options, as well as projections for Consumer Price Index/Local Government Price Index.

The Audit Committee has undertaken a review of the LTFP Key Performance Indicators and their associated target ranges at their December 2021 meeting. No major changes were made to the previous financial year. This review will make a recommendation for Council to endorse at the meeting in January 2022.

The capital and operating projects of the Draft ABP will be discussed during the Council Workshops in March 2022. The Workshops will provide Council with an opportunity to consider its budget and rating practices prior to commencing community consultation. The Budget implications associated with preferred rating options will be incorporated into the Draft ABP 2022-2023.

By the time this agenda is published, it is expected Elected Members will have been requested to provide their submissions for projects in order to allow staff to review the requests, provide the appropriate Budget submissions and allow time for assessment of all projects to occur at the same time prior to the March 2022 workshops. This will require submissions to be received by 3 January 2022. Member submissions will be considered and earmarked for the four-year term of Council and presented to the March workshops, with details on options to deliver the projects. This could, for example, be through an existing endorsed strategy or a new stand-alone Budget consideration.

In line with recent years, the Audit Committee will be provided with the opportunity to review the Draft Annual Business Plan 2022-2023 prior to community consultation. This meeting is scheduled for 20 April 2022.

The community consultation plan is to be finalised through Council Workshops. . It is anticipated that community consultation will be in line with activities undertaken in 2021 pending an assessment of the prevailing COVID-19 regulations and safe practices, noting that the previous mandated obligations in this space have largely been 'paused' due to COVID-19 emergency declarations and respective Minister's Notices. .

The Annual Business Plan and Budget is scheduled to be formally adopted by Council in June 2022, following consideration of any community feedback obtained through the public consultation process.

Implications, Related Questions and Further Information

The development of the Annual Business Plan and Budget, its consultation and finalisation are activities of the recurrent Budget. As such, no additional financial or resource implications exist.

Relevance to Core Strategies / Policy

- *Local Government Act 1999 Section 123*

The Annual Business Plan 2022-2023 will include the actions and supporting budget for activities for the Community Plan towards 2040 to be completed within the financial year.

ATTACHMENTS

1. **Annual Business Plan and Budget 2022 - 2023 Process Timeline** [↓](#)

2022-2023 DRAFT ANNUAL BUSINESS PLAN (BUDGET) SCHEDULE / TIMELINE

The following is the proposed timetable for developing the 2022-2023 Budget Schedule.

White = Council Workshops, Meetings and Activities

Orange = Community Consultation

Green = Staff Preparation

Blue = Audit Committee

Actions	Dates
Submit Budget Schedule & Process to Council <u>for information</u>	21 Dec 2021 Meeting
Executive Leadership Team & Management Team to determine end of year projections and any material variations of the 2020-2021 Budget. Variations to be considered in the Second Quarter Budget Review (Presented to February 2021 Council Meeting).	6 Dec 2021 – 10 Jan 2022
Prepare 2021-2022 Salaries/Loan/Depreciation/Update Annual Business Plan.	6 Dec 2021 – 10 Jan 2022
Executive Leadership Team & Management Team to prepare 2022-2023 Draft Budget, reconciling to year one of the LTFP presented to 23 December 2020 Audit Committee.	6 Dec 2021 – 4 Feb 2022
Elected Members Budget Bid Submissions / Proposals Due (those that are not a resolution of Council)	6 Dec 2021 – 2 Jan 2022
Audit Committee Review of LTFP Key Performance Indicators	6 Dec 2021
Audit Committee Workshop – Review of LTFP Assumptions	12 Jan 2022
Current Long Term Financial Plan (LTFP) and Assumptions Presentation to Council Workshop	8 Feb 2022
<u>Council Workshop 1</u> <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 	1 Mar 2022
<u>Council Workshop 2</u> <ul style="list-style-type: none"> • Capital Budget and Projects Finalisation • Rate Scenarios / Modelling • Surpluses • Fees & Charges 	8 Mar 2022

Actions	Dates
<u>Council Workshop 3</u> Tentative – only if Required	15 Mar 2022
Audit Committee Review of Draft Annual Business Plan (Prior to Community Consultation)	20 April 2022 Meeting
Council to endorse the Draft Annual Business Plan for Community Consultation	26 April 2022 Meeting
Rates Modelling updated with 2022-2023 valuations progressively for revisits and "growth"	May 2022
<u>Commencement of Community Consultation</u> 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 <u>Community Consultation (from 2 May to 23 May 2022) – min. 21 days</u>	First Paper Advert 2 May 2022 Public Meeting 23 May 2022
<u>Council Workshop 3 –</u> <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 	7 June 2022
2022-2023 Fees and Charges presented to Council for Adoption	29 June 2022 Meeting
Council adopts/declares Annual Business Plan 2022-2023	29 June 2022 Meeting
Summary brochure of adopted 2022-2023 Annual Business Plan & Budget distributed with 1 st Quarter Rates notice	Mid July 2022

13 COUNCIL MEMBER REPORTS AND BRIEFINGS

14 MOTIONS ON NOTICE

Nil

15 QUESTIONS WITH NOTICE

Nil

16 CONFIDENTIAL ITEMS**16.1 PROSPECT CITIZEN OF THE YEAR AWARDS 2022****Order to exclude the public**

Pursuant to section 90(2) of the *Local Government Act 1999*, the Council orders that all members of the public, except the Elected Members of the City of Prospect; the Chief Executive Officer; the Director Infrastructure and Environment; the Director Corporate Services; the Director Community and Planning; the Manager – Governance, Human Resources and EM Support, and the Executive Assistant to the CEO (minutes), be excluded from attendance at the meeting for Agenda Item 16.1 "Prospect Citizen of the Year Awards 2022".

The Council is satisfied, pursuant to section 90(3)(o) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is information relating to a proposed reward recipient/s prior to the presentation of the award. The information concerns the proposed award nominees for Council's annual Citizen of the Year Award (the nominees not being aware of their nomination or potential award and presentation) and the release of such information is unreasonable at present.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied, that 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.

16.2 EXTERNAL AUDITOR TENDER**Order to exclude the public**

Pursuant to section 90(2) of the *Local Government Act 1999*, the Council orders that all members of the public, except the Elected Members of the City of Prospect; the Chief Executive Officer; the Director Infrastructure and Environment; the Director Corporate Services; the Director Community and Planning; the Manager – Governance, Human Resources and EM Support, and the Executive Assistant to the CEO (minutes), be excluded from attendance at the meeting for Agenda Item 16.1 "External Auditor Tender".

The Council is satisfied, pursuant to section 90(3)(k) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item are tenders for the supply of goods, the provision of services, or the carrying out of works. The information relates to tenders received for the provision of services through a procurement process to appoint Council's external auditor and the release of such information is unreasonable at present. In addition, the Council is satisfied that, pursuant to section 90(3)(b) of the Act, the information to be received, discussed or 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 proposing to conduct business and would prejudice the commercial position of the Council.

The disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied, that 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.

16.3 COMMITMENT OF ORGANIC TONNES - PROPOSED FINALISATION OF EXISTING CONTRACT MATTER

Order to exclude the public

Pursuant to section 90(2) of the Local Government Act 1999, the Council orders that all members of the public, except the Elected Members of the City of Prospect; the Chief Executive Officer; the Director Infrastructure and Environment; the Manager – Governance, Human Resources and EM Support, and the Executive Assistant to the CEO (minutes), be excluded from attendance at the meeting for Agenda Item 16.2 "Commitment of Organic Tonnes – Proposed Finalisation of Existing Contract Matter".

The Council is satisfied, pursuant to section 90(h) of the Act, that the information to be received, discussed or considered in relation to this Agenda contains legal advice on the matter of waste management and contracts. The information includes privileged legal advice obtained by Council's subsidiary and both Council and the subsidiary need to maintain privilege in such advice. In addition, pursuant to section 90(3)(i) of the Act, the information to be received, discussed or considered in relation to this Agenda Item is information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place involving the Council due to notice of a claim.

The disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied, that 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.

17 MEETING CLOSURE