

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

Work in Progress Register: October 2020

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
Projects - From the Annual Business Plan									
19/20 FY	O.20.03	Resident Satisfaction Survey	The Resident Satisfaction Survey will measure community perceptions of Council services and in particular track satisfaction with those services provided by Council. It will also help Council to better understand the needs of the community throughout the development of our Strategic Plan to 2024.	Jan/ Feb 2021	2020/2021 Financial Year	Y	2019/ 20 Annual Business Plan	<p>The survey has been scheduled to take place in line with the New Strategic Plan development. Adjustment has been presented in the 3rd Budget Review Report at the April 2020 Council Meeting. The Resident Satisfaction Survey is scheduled to commence in concurrent with the Draft Strategic Plan consultation (October to December 2020).</p> <p>There are 2 type of approaches:-</p> <p>(1) VALIDATE - Quantitative approach: A community survey tracking satisfaction of core Council service provision areas, including a section on the 2025 Strategic Plan. The survey will be undertaken with a statistically valid random selection of 300 households spread across the Council area using a mixed methodology approach of online and CATI (telephone) supplemented by face to face interviewing if required. Results will be tracked against the 2008, 2010, 2015 and 2017 data. A full insights report will be provided including the provision of results in the form of cross tabulations based on respondent's demographics such as gender and age.</p> <p>(2) EXPLORE - Qualitative approach: Designed to unpack the perspectives of the younger cohorts in the community, including youth aged 12-22 and young families. Four focus groups will be conducted to determine the satisfaction of younger residents with the Council (including families with young children) including: The services younger residents use, including but not limited to parks, sporting facilities, library, kinder gym, toy library, community and youth services and events; The level of satisfaction they have with the current services and facilities they use; The current and emerging issues for young people and young families, their needs and the gaps in services that they require; What they would like to see from then Council on issues that are important to them; and How best the Council can communicate and collaborate with young people and young families within the City of Prospect.</p>	Corporate Services
19/20 FY	O.20.34	Heritage DPA Project (Operating)	Undertake a Prospect Local Heritage DPA that focuses on investigating the upgrading of existing Contributory Items to Local Heritage items, reviewing previous Heritage studies and surveys identifying new buildings suitable for Local Heritage listing and new heritage zones in the City of Prospect.	Aug-21		Y	2019/ 20 Annual Business Plan	Heritage Consultant engaged and review of Contributory Items completed with 59 items recommended as meeting the legislated criteria for Local Heritage listing. List presented to SPDPC in July and Council in August. Statement of Intent sent to Minister for Planning seeking endorsement. Consultation materials being prepared in the background in anticipation of endorsement. Once endorsed by Minister, full DPA to occur over next 12 months.	Community and Planning
19/20 FY		Broadview Sports/ Yarnta Tutu Yarta Playspace	Upgrade to playspace at Broadview Oval/ Yarnta Tutu Yarta.	Dec-20		Y	2019/ 20 Annual Business Plan	Report presented to Council in February 2020 outlining a proposed budgeting model, resulting Council direction will be reflected in BR3. Works commenced in August 2020.	Infrastructure and Environment
19/20 FY		Charles Cane/ Parndo Yerta Redevelopment	Upgrade to surrounds of Reserve including a new playspace, pedestrian linkage, vegetation and seating.	Dec-20		Y	2019/ 20 Annual Business Plan	Report presented to Council in February 2020 outlining a proposed budgeting model. As resolved by Council, works to be considered in 2020/21 ABP. Income to be carried forward to 2020/21 ABP. Works to commence September 2020.	Infrastructure and Environment
19/20 FY	O.20.15	Village Heart Marketing Fund	Village Heart Marketing Funded by a Separate Rate (\$10K) to attract shoppers to Prospect Road. Funds will support a major movie premier at Palace Nova Cinema Prospect with a mini business expo, Christmas in Prospect decorations/ marketing and development of a Shop Local program - with digital marketing.	Jun-20		Y	2019/ 20 Annual Business Plan	Rebates being applied. A new Digital Marketing Plan is being developed. Focus on getting businesses open and other recovery activities.	Business and Innovation
19/20 FY	O.20.11	SharePoint Implementation (Stage 1)	Maximise the benefits of the transition to Office 365 with the utilisation of online services, including Teams and the development of a SharePoint based intranet. This will provide a collaboration platform and allow the digitisation and automation of current manual workflows.	Jun-21	2 Year Project across 2019/2020 & 2020/2021	Y	2019/ 20 Annual Business Plan	This is a 2 year project. An Office 365 Solution Architect has been engaged and is currently implementing 'Teams'. During 2019/2020, the project commencement date was delayed due to the focus on the move to Payinithi, and providing remote services to staff through the COVID-19 pandemic, resulting in a carry over to 2020/2021. Teams and SharePoint integration with Content Manager is currently being tested and issues impeding going live have been escalated with the vendor for urgent remediation. A-Z Knowledge Database is in the final stages of testing and expected to be ready for production end of Nov 2020. Release date has been delayed to resolve some minor display issues.	Corporate Services
19/20 FY	O.20.12	Mobile Access for Field Staff	The implementation of LG Hub to securely manage and distribute content (e.g. Council reports, agendas and minutes) to Councillor's mobile devices.	Mar-21		Y	2019/ 20 Annual Business Plan	Funds fully committed. Small amount carry forward from 2019/2020 to finalise the project. The system is now live and some additional mobile devices will be sought by the business for full operation in the field.	Corporate Services

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19/20 FY	O.20.16	Strategic Plan Development	Required to be Developed within 2 years of the Election, the Strategic Plan is Council's Visionary document for its medium term future. This project includes both the Development and Community Consultation of Council's Strategic Plan 2020 - 2024.	Jan/ Feb 2021		Y	2019/ 20 Annual Business Plan	A report will be presented to the October 2020 Council Meeting seeking Council's endorsement of the draft Community Plan towards 2040 for community consultation. A portion of the 2019-2020 budget was carried forward to 2020-2021. Refer to O.21.13.	Chief Executive Officer
19/20 FY	O.20.31	InfoCouncil Implementation	Implementation of InfoCouncil, an electronic agendas and minutes package.	Jan-21		Y	2019/ 20 Annual Business Plan	There is partial carry over to 2020/21. Project commencement was delayed due to the focus on the move to Payinithi, and providing remote services to staff through the COVID-19 pandemic, resulting in a carry over to 2020/2021. Training has been completed. System is expected to be ready for use in January 2021. Some minor issues have been documented during testing and are currently being addressed by the software vendor.	Corporate Services
19/20 FY	O.20.32	Secured Management & Distribution of Content	The implementation of LG Hub to securely manage and distribute content (e.g. Council reports, agendas and minutes) to Councillor's mobile devices.	Nov-20		Y	2019/ 20 Annual Business Plan	Funds carried forward to 2020/21 and fully committed. This project is dependent on the completion of the implementation of InfoCouncil.	Corporate Services
20/21 FY	O.21.06	Events Grants	To make available multiple community grants (from \$5,000) applicable to cultural festival and events in line with 2020/21 guidelines (to a maximum of \$10,000) to attract large organisations to host significant events in our community supported by council. Additionally several smaller community initiatives (maximum of five) that encourage local sharing and neighbourhood engagement.	Apr-21		Y	2020/ 21 Annual Business Plan	Application process concluded 14/9/20 for grant round. Recommendations adopted by Council in October. Funds to be dispersed in line with timing of successful grant application. Savings redirected to support community street party initiative as resolved by Council.	Community and Planning
20/21 FY	O.21.14	Events Season 2020-2021	Event (or series of events) as guided by Public Health Directions on Outdoor Gatherings. Project includes funds from Prospect Spring Fair 2020 from the Recurrent Budget (\$75,000) and project funds of \$120,000. Total event (or events) net cost to be \$194,650.	Jun-21		Y	2020/ 21 Annual Business Plan	Events are currently being planned and rolled out in line with guiding principles and SA Health's latest advice/ restrictions. Council workshop outlined guiding principles and initial ideas in August. Council report for information provided update on progress of planned and delivered events to-date.	Community and Planning
20/21 FY	O.21.15	Your Prospect	To create and distribute the Your Prospect (Magazine) delivered three times a year (December/April/Aug) to 9500 properties in the Council area.	Jun-21		Y	2020/ 21 Annual Business Plan	1st edition was delivered on schedule in the 1st week of August 2020. Christmas edition at printers	Business and Innovation
20/21 FY	O.21.17	Staged Implementation - Reconciliation Action Plan	Implementation of Reconciliation Action Plan inclusive of implementation of NAIDOC Week and National Reconciliation Week activities, Liaison with Kaurra Warra Pintyanthi for Kaura language interpretation.	Jun-21		Y	2020/ 21 Annual Business Plan	NAIDOC Week activities in 2020 (moved to November) include schools day, Tours to AGSA and Botanic Gardens, staff training, designated library programing and social media exposure.	Community and Planning
20/21 FY	O.21.22	40km/h Signage Implementation	For the supply and installation of 40km/h signage throughout the City, except for Galway Ave and all arterial roads.	Dec-20		Y	2020/ 21 Annual Business Plan	Pending approval from DPTI for the formal implementation, following this the signage will be installed along with communication and advertisement of the changes to the community. Nigel to contact DIT CEO to investigate status of application.	Infrastructure and Environment
20/21 FY	C.21.07	Library Collection	This project covers the library's annual stock purchasing budget - a combination of state government grant and council contributed funds.	Jun-21		Y	2020/ 21 Annual Business Plan	Regular library collection budget - staged expenditure of funds to occur over the course of the full financial year.	Community and Planning
20/21 FY	C.21.15	Vine Street Plaza Redevelopment (Stage 1 & 2)	Delivery of Vine Plaza Upgrade Plans.	Mar-21		Y	2020/ 21 Annual Business Plan	Council endorsed the concept plan for Vine Plaza in February 2020 and approved the delivery of the project in stages. Stage 1 initial demolition works commenced 15 June 2020 and continuing ahead of civil works. Town Hall basement has been emptied ready for activation. Prospect Road footpath completed in August 2020. Flag poles installed in September 2020. Civil works to commence in January 2021 and completed in March 2021. Finalising construction drawings.	Infrastructure and Environment
20/21 FY	O.21.01	City Wide Public Art Advisory Roundtable	To deliver a City Wide Public Art Programs of small initiatives, small grants and community incentives that improve the local amenity and provide positive public experiences, in a range of public areas for Prospect residents, businesses and visitors.	Jun-21		Y	2020/ 21 Annual Business Plan	Planning has commenced for a range of small grants and projects for this operational budget as discussed at CWPAP in June 2020. CWPAP will focus on the capital investment, and staff will focus on delivering this operational budget.	Community and Planning
20/21 FY	O.21.07	Green Tunnel Program	The planting of additional street trees to create a 'Green Tunnel'.	Jun-21		Y	2020/ 21 Annual Business Plan	Currently in the process of identifying planting locations. Potentially half of the planting could be completed in 2020, with the other half to be completed by June 2021. Councillor Workshop scheduled for 9 February 2021 to be followed by Council Report in February 2021.	Infrastructure and Environment
20/21 FY	O.21.08	Heritage Incentive Scheme	Program provides heritage grants to eligible home owners (heritage listed properties) for heritage restoration work. Funds available across the year.	Jun-21		Y	2020/ 21 Annual Business Plan	11 applications have been received in this financial year, each of which are presently being assessed against the grant program criteria.	Community and Planning

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20/21 FY	O.21.24	Significant Tree Grant	Council funded Significant Tree Grant Fund to subsidise the ongoing maintenance of these assets on private land (intended to operate similar to Heritage Incentive Scheme).	Jun-21		Y	2020/ 21 Annual Business Plan	Guidelines being developed and promotion to commence to build awareness of the fund through first half of the financial year. Contact to be made with owners of listed Significant Trees advising of this opportunity.	Community and Planning
20/21 FY	O.21.27	Broadview Oval / Yarnta Tutu yarta Community Hub - Concept Plans	Creation of concept designs in relation to the Broadview Oval / Yarnta Tutu yarta Community Hub.	Oct-20		Y	2020/ 21 Annual Business Plan	Request for Tender closed 14 August 2020 and a successful consultant engaged. Councillor Workshop held 13 October 2020 and then report presented to Council 27 October 2020. Further consultation with key stakeholders undertaken in November 2020 and Report being presented to Council 15 December 2020.	Infrastructure and Environment
20/21 FY	C.21.09	Public Art	Deliver a Public Art Program (new capital investments) to improve key public areas for Prospect residents, businesses and visitors across multiple locations within our council.	Jun-21		Y	2020/ 21 Annual Business Plan	Confirmation from CWPAP at July 2020 budget meeting that Devonport Terrace will be the focus of this capital budget, and the August meeting was onsite to discuss options and undertake planning and discuss opportunities. This will be coordinated alongside the landscape upgrade.	Community and Planning
20/21 FY	C.21.21	Nailsworth Hall Upgrade	The objective of this project is to upgrade Nailsworth Hall and expand the Men's Shed to improve the amenity and functionality of the hall and to make it multi-use. Key deliverables include new toilets, floor coverings, operable wall and furniture, and improved access to a larger men's shed.	Mar-21		Y	2020/ 21 Annual Business Plan	Preliminary Engineering completed and now being prepared for tender documentation issue. Development Application to be submitted early October 2020. Construction to commence in March 2021 and completed June 2021.	Infrastructure and Environment
20/21 FY	C.21.28	Local Roads & Community Infrastructure Program (Devonport Terrace Streetscape Upgrade)	Projects to be undertaken upon successful grant applications to stimulate economy post COVID-19.	Jun-21		Y	2020/ 21 Annual Business Plan	Request for Tender to engage design consultant closed 31 July 2020 and a successful consultant engaged. Councillor Workshop held 3 November 2020 and scheduled for 8 December 2020. Draft design to be finalised December 2020 and Report to Council January 2021 seeking to undertake community consultation. Construction mid 2021.	Infrastructure and Environment
20/21 FY	O.21.03	Investment Attraction - Visitors & Prospectus	Investment Attraction - The Investment Attraction project will promote Prospect as an investment destination for new apartments & commercial development to increase the commercial rate base. As per Council resolution 25th June 2019 to increase commercial rate by 1% through growth in urban corridors. Required to provide six monthly report to Council on progress.	Jun-21		Y	2020/ 21 Annual Business Plan	Ongoing efforts focussed on creating relationships between owners. Setting up one on one meetings between property owners, developers, and real estate professionals. Strategic Sites program rolled out in September.	Business and Innovation
20/21 FY	O.21.04	Network Prospect Events Digital Marketing	Network Prospect. Funds are required to run events for small business including Network Prospect and life long learning events in collaboration with the Digital Hub team and provide adequate digital marketing for business but also linking to citizens.	Jun-21		Y	2020/ 21 Annual Business Plan	Due to COVID, events have switched to online webinars, this is allowing us to reach now attendees and grow the audience. Webinars are well attended live, but have a second audience of On-Demand viewers. Events have been held on 8 June, 12 August, 2 September so far. Plan to return to 'in person' events by the end of they year.	Business and Innovation
20/21 FY	O.21.05	Innovation Precinct & Prize/ Prospect Business Leaders	Element of Economic Development Strategy) - Innovation Precinct & Prospect Innovation Award. This bid seeks to implement recommendations from the University of Adelaide - Innovation Precinct study. The Innovation Awards are grants to start ups SME's or students to build the Innovation Ecosystem. Prospect and Business Leaders Group will be a key driver of the Innovation Awards. Funds from this budget line will also part pay for 2 business leader events pa.	Jun-21		Y	2020/ 21 Annual Business Plan	Successful program in 19/ 20. Innovation Prize scheduled for Q4. Prospect Business Leaders consultation and events are ongoing. Prospect Business Leaders meeting was held on 30 September. Larger event scheduled to be held in the Town Hall on 2 December.	Business and Innovation
20/21 FY	O.21.12	Village Heart Marketing Fund	Village Heart Marketing Funded by a Separate Rate (\$112.50 per property) to attract shoppers and visitors to Prospect Road. Funds will support a major movie premier at Palace Nova Cinema Prospect with a mini business expo, Christmas in Prospect decorations/marketing. Major emphasis is digital marketing. The fund normally charges a rate of \$150, however Council is reducing this by 1 quarter in 2020-2021 as part of the financial support package for COVID19.	Jun-21		Y	2020/ 21 Annual Business Plan	Two meetings held in 20/ 21 so far. Group re-writing annual business plan for lower budget. Looking for opportunities to work with COP events team on a number of smaller community events in the village heart.	Business and Innovation
20/21 FY	O.21.26	French Quarter Plan	Support the attraction of French Foreign investment (linked to increased defence spending and partnership with French defence firm) through cultural projects including sponsorship of French cultural events, and establish an international baccalaureate program in a local school.	Jun-21		Y	2020/ 21 Annual Business Plan	French Quarter round table event held in October. Ongoing meetings with French Hospitality businesses to rent Town Hall Foyer and Basement. Joined French-Australian Chamber of Commerce & Industry (FACCI). Had met with La French Tech Australia.	Business and Innovation
20/21 FY	O.21.09	SharePoint Implementation (Stage 2)	Continuation of the implementation of the 2020-2021 SharePoint project.	Jun-21		Y	2020/ 21 Annual Business Plan	This project is earmarked for 'Year 2' of the 2-year project. Additional development will continue after the completion of Stage 1 scope (configuration of SharePoint (completed), development of A-Z Knowledge Database (being tested), implementation of Teams, Planner and integration with Content Manager (currently being tested) and development of 10 workflows.	Corporate Services

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20/21 FY	O.21.11	Financial Reporting	Implementation of reporting system to capture financial reporting. System will source data from Councils existing systems as well as staff input in order to provide management and external reporting. Council's current financial reporting system is Adobe flash player reliant and unable to support the strategic plan. Adobe flash player is to be retired 31 December 2020.	Dec-20		Y	2020/ 21 Annual Business Plan	To be considered following the Civica Upgrade to Version 7.1 in December 2020.	Corporate Services
20/21 FY	O.21.13	Strategic Plan Development	Required to be developed within 2 years of the Election, the Strategic Plan is Council's Visionary document for its medium term future. This project includes both the Development and Community Consultation of Council's Strategic Plan 2020 - 2024.	Jan-21		Y	2020/ 21 Annual Business Plan	The draft Community Plan towards 2040 was endorsed for community consultation in October 2020. Consultation closed at 5pm on Monday 30 November 2020. All feedback received from the consultation will be collated and reported to Council at the December 2020 or January 2021 Council Meeting for consideration.	Chief Executive Officer
20/21 FY	O.21.21	Representation Review	Section 12(4) of the Local Government Act 1999 requires councils to conduct representation reviews at least once in each relevant period prescribed by the regulations. The relevant period is determined by the Minister from time to time by notice published in the Government Gazette.	Oct-21		Y	2020/ 21 Annual Business Plan	This project is expected to run for 42 weeks, across 2 financial years. Expected completion prior to November 2021. There will be carry over costs to 2021/22 financial year. A report has been submitted to the September 2020 Council Meeting for the appointment of a qualified consultant for the Review. At the September 2020 Council Meeting, Council resolved to defer this item to the December 2020 Council Meeting. The delay may put pressure for the project to be delivered by the October 2021 due date.	Corporate Services
20/21 FY	O.21.23	Social Media Reporting & Engagement	We seek to measure our social media activity on our corporate channels to ensure best practice and to measure the success of our activity.	Ongoing			2020/ 21 Annual Business Plan	From 10 September - 10 October, our corporate social media channel audience is at 9,859, with a growth figure of 0.9%. Our impressions for this period are 36,911. Facebook remains our best-performing channel, with an audience of 4,400, and 32,479 impressions during this period.	Business and Innovation
20/21 FY	O.21.23	Website Conversion and Plugins	The dedicated website budget will support the development of features and plug-ins that are available due of our transition to our new Content Management System, Matrix. The budget can will fund software opportunities that ensure the accuracy of content displayed on our website. Eg. broken links and spelling plugins. The aim is to ensure that our website remains the central point of truth for communications initiatives and activities. Funds will also seek to facilitate conversion of Network Prospect and Prospect Gallery websites to current Matrix system and nest them in the current Council website – without loss of identity.	Jan-21			2020/ 21 Annual Business Plan	New software is currently being sought for this project.	Business and Innovation
20/21 FY	C.21.01	Asbestos Removal (Staged)	Removal of asbestos from 1 council building per financial year.	Mar-21		Y	2020/ 21 Annual Business Plan	Works currently being scoped.	Infrastructure and Environment
20/21 FY	C.21.03	Driveway Rectification Program	Complete remediation or reconstruct driveways where vehicle scraping occurs due to outdated invert/crossovers.	Jun-21		Y	2020/ 21 Annual Business Plan	Projects will be identified throughout the year that have vehicle scraping issues, with works undertaken as part of the capital works program.	Infrastructure and Environment
20/21 FY	C.21.04	Fleet Management - Capital Acquisitions	Replace fleet as required and identified in management plan. Fleet replaced to maximise trade-in value, ensure operator safety and purchase fit for purpose fleet.	Mar-21		Y	2020/ 21 Annual Business Plan	Three new cricket rollers purchased and in use.	Infrastructure and Environment
20/21 FY	C.21.06	Kerb and Gutter Constructions	Reconstruct kerb and/or gutter where required at the following locations, though this list is subject to change.	Mar-21		Y	2020/ 21 Annual Business Plan	Works are underway as part of the minor capital works kerb program (kerb patching and partial renewals). This includes Maud St, Meredith St, Thorngate St, Wisteria Lane, Collingrove Ave	Infrastructure and Environment
20/21 FY	C.21.08	Open Space Strategy - Prospect Gardens/Narnu Wirra Playground Upgrade	Open Space Strategy (OSS) identifies that Prospect Gardens/Narnu Wirra Reserve is due for upgrade in 20/21 and actual cost is \$437,000.	Jun-21		Y	2020/ 21 Annual Business Plan	Community consultation closed and a Councillor Workshop held 6 October 2020. Report presented to Council seeking endorsement to undertake further consultation of revised Concept Plan 27 October 2020. Community consultation closed 29 November 2020. Report to be presented to Council in January 2021 seeking endorsement of revised Concept Plan.	Infrastructure and Environment
20/21 FY	C.21.10	Road Design/ Reconstruction	Reconstruct and resurface roads where required at the following locations, though this list is subject to change.	Jun-21		Y	2020/ 21 Annual Business Plan	Reseal and Resurface Program will commence as the weather improves, and includes Meredith St, Maud St, Wisteria Lane, Thorngate St and Le Hunte Avenue.	Infrastructure and Environment

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20/21 FY	C.21.11	Street Lighting Upgrades	Design development to upgrade non-compliant public lighting across local road network.	Dec-20		Y	2020/ 21 Annual Business Plan	Works are currently being scoped.	Infrastructure and Environment
20/21 FY	C.21.12	Pedestrian Kerb Ramp	Continue upgrading kerb ramps across Council to achieve DDA compliance.	May-21		Y	2020/ 21 Annual Business Plan	Upgrades to our footpath network to construct new DDA compliant pedestrian ramps in conjunction with our capital works construction program.	Infrastructure and Environment
20/21 FY	C21.13	Churchill Road Stage 3 Master Plan Upgrade	Continuation of the Churchill Road Master Plan between Gurr Street and Livingstone Avenue. Works to be undertaken to complement completion of new developments within the region.	Mar-21		Y	2020/ 21 Annual Business Plan	Tender closed and contract awarded. Construction commenced 5 November 2020 to March 2021.	Infrastructure and Environment
20/21 FY	C.21.16	Council Buildings & Structures - Capital Works	Identify buildings that are not DDA compliant and commence process to upgrade facilities to meet requirements.	May-21		Y	2020/ 21 Annual Business Plan	Works currently being scoped.	Infrastructure and Environment
20/21 FY	C.21.17	Footpath Construction - Miscellaneous	Reconstruct footpaths where required at the following locations, though this list is subject to change.	Apr-21		Y	2020/ 21 Annual Business Plan	Works program is currently underway as part of the capital works construction program.	Infrastructure and Environment
20/21 FY	C.21.18	Stormwater Management Plan Contribution- PAE, CS	Contribution to develop Stormwater Management Plan for the 'Barker Inlet Catchment' area encompassing Cities of Port Adelaide Enfield, Charles Sturt and northwest section of City of Prospect.	Jun-21		Y	2020/ 21 Annual Business Plan	Draft flood maps have been generated and Council is currently working with the consultant to develop strategies to reduce the flooding risk, which will be the subject of a future Council Workshop.	Infrastructure and Environment
20/21 FY	C.21.19	Charles Cane/ Parndo Yerta Reserve Upgrade	Secured in 2019-2020, \$508,562 (50%) grant funding from state government to deliver new play space, including fitness equipment. Council's matching financial contribution of \$508,563 (50%) in 2020-2021 supports its vision to provide quality open space for existing and future community. Total project cost \$1,017,125.	Feb-21		Y	2020/ 21 Annual Business Plan	Contract for construction awarded and commenced 29 September 2020 through to December 2020.	Infrastructure and Environment
20/21 FY	C.21.20	Farrant & Alexandra St Stormwater Diversion	Creation of a stormwater diversion from Farrant Street will reduce the stormwater flooding impacts in Alexandra Street	Feb-21		Y	2020/ 21 Annual Business Plan	Tender documents for construction released 31 August 2020 and closed 2 October 2020. Currently being evaluated. Construction to commence 27 January 2021 and completed April 2021.	Infrastructure and Environment
20/21 FY	C21.23	Bus Shelter Upgrades (DDA Compliance)	Reinstate program to upgrade locations with bus shelters to achieve compliance with DDA requirements.	May-21		Y	2020/ 21 Annual Business Plan	Works scoped to upgrade access around Bus Stops. Work scheduled to commence in March 2021.	Infrastructure and Environment
20/21 FY	C.21.24	Collinswood Shopping Centre Precinct Upgrade Stage 2 of 2	Footpath and Landscaping upgrades around the Collinswood Shopping Complex at the intersection of North East Road and Cassie Street	May-21		Y	2020/ 21 Annual Business Plan	Scope for Stage 2 discussed at Councillor Workshop 1 December 2020. Report back to Council early 2021.	Infrastructure and Environment

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Council Resolutions - This is a register of resolutions that are passed through Council Meetings									
27/08/2019	194/19	Item 15.2 Broadview Sports and Recreation Precinct / Yarrta Tutu yarta Masterplan		Oct-20		Y	(1) Council having considered Item 15.2 Broadview Sports and Recreation Precinct/ Yarrta Tutu yarta Master Plan receive and note the report. (2) That Council undertake an internal revision, with input of key stakeholders, of the draft Broadview Sports and Recreation Precinct/ Yarrta Tutu yarta Master Plan and present a Draft Master Plan to Council seeking formal endorsement by December 2019. (3) That Council endorse additional budget of \$9,000 to be funded as part of Budget Review 1 Adjustment.	Consultation with all key stakeholders and peak sporting bodies completed. Councillor Workshop held on 21 April 2020 presenting the Draft Master Plan discussion. Draft Master Plan was endorsed by Council in April 2020 for community consultation completed. Report presented to Council on 28 July 2020 seeking endorsement of draft Master Plan. Council resolved to hold a Workshop, specifically in relation to location of proposed new Community Hub. Workshop held 18 August 2020. Further Workshop held 13 October 2020 to be followed by Council Report 27 October 2020. Further consultation with key stakeholders undertaken in November 2020 and Report being presented to Council 15 December 2020.	Infrastructure and Environment
28/04/2020	81/2020	Item 16.1 Community Service Awards 2020		Dec-20		Y	(2) Council having considered Item 16.1 Community Service Awards 2020 receive and note the report. (3) 'This Item is held in Confidence'. (4) That awards be presented in person when it is safe to do so.	Presentation of the Community Service Awards are usually a feature of Council's National Volunteer Week event, held in May of each year. This year, because of the restrictions on public gatherings associated with COVID-19 administration have arranged for Mayor David O'Loughlin to present the awards at Payinthi on 11 December prior to the opening of the Ann Newmarch Survey exhibition in Newmarch Gallery.	Community and Planning
23/06/2020	105/2020	Item 10.10 Local Government Domestic Violence Initiatives		Jan-21			(1) Council having considered Item 10.10 Local Government Domestic Violence Initiatives, receive and note the report. (2) That Council draw upon the availability of family and domestic violence communication material, available from the Commonwealth and State Governments, Local Government Association and organisations including White Ribbon and 1800Respect (and others), for display within Payinthi, Nailsworth Hall and through Council's website, social media channels and administration email footers. (3) That relevant frontline Council staff and volunteers be trained (in line with universal training provided by 1800Respect) to respond to a disclosure of sexual, domestic and family violence in a way that maximises people's safety and minimises further traumatisation. (4) That the Chief Executive Officer (through suitable delegate) correspond with our local sports clubs to express Council's commitment for an effective response to the prevalence of family and domestic violence within our local communities. Linking the clubs with resources available from their peak sports body and encourage the clubs to use those resources for their response to this important community issue.	Council adopted recommendations which included website info, training and local displays. Website information completed June 2020. Displays for Payinthi installed July 2020. Staff training arranged, and Elected Member training invite sent for online delivery in coming months (however face-to-face is being pursued as this was a clear preference of Council Members).	Community and Planning
23/06/2020	113/2020	Item 16.1 Extension of Settlement Period for the Sale of a Portion of 82-90 Johns Road (Tram Barn) and 218 Main North Road, Prospect (Former Milk Depot)		Nov-20			(2) Council having considered Item 16.1 Extension of Settlement Period for the Sale of a Portion of 82-90 Johns Road (Tram Barn) and 218 Main North Road, Prospect (Former Milk Depot) receive and note the report. (3) 'This item is held in confidence'. (4) Order Pursuant to section 91(7) That in accordance with Section 91(7) and Section 91(9) of the Local Government Act 1999 and on the grounds that Item 16.1 for the meeting of Council held on 23 June 2020 was received, discussed and considered in confidence pursuant to Section 90(3)(b) of the Local Government Act 1999, this meeting of the Council, orders that the report titled 'Extension of Settlement Period for the Sale of a Portion of 82-90 Johns Road (Tram Barn) and 218 Main North Road, Prospect (Former Milk Depot)' and the minutes of this meeting and all other business items previously reported to Council in relation to this matter, be retained in confidence and not available for public inspection until the contract of sale has been signed, and for a period of 2 years.	Settlement extended to November 2020. Ongoing discussions occurring with developer to prompt and facilitate settlement. Staff keeping regular contact to support the sale however recently commenced contacting other parties to determine interest levels as contingency plan.	Community and Planning
28/07/2020	136/2020	Item 10.13 Draft Prospect Oval / Payinthi yarta Master Plan		Dec-20		Y	(1) Council having considered Item 10.13 Draft Prospect Oval / Payinthi yarta Master Plan receive and note the report. (2) That Council endorse the Draft Prospect Oval / Payinthi yarta Master Plan (as presented in Attachment 1-17) for community consultation. (3) A further report is provided to Council on the outcomes of community consultation on the Draft Prospect Oval/ Payinthi yarta Master Plan. (4) That council partner with the North Adelaide Football Club and Prospect District Cricket Club to undertake a community and adjacent stakeholder consultation process on the draft Prospect Oval /Payinthi yarta Master Plan.	Community consultation (in association with the NAFC and PDCC) to commence early 2021.	Infrastructure and Environment
28/07/2020	137/2020	Item 10.14 Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan		Sep-20		Y	(1) Council having considered Item 10.14 Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan receive and note the report. (2) That Council endorse the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan (as presented in Attachment 1) for community consultation. (3) A further report is provided to Council on the outcomes of community consultation on the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan.	Community consultation closed and a Councillor Workshop held 6 October 2020. Report presented to Council seeking endorsement to undertake further consultation of revised Concept Plan 27 October 2020. Community consultation closed 29 November 2020. Report to be presented to Council in January 2021 seeking endorsement of revised Concept Plan.	Infrastructure and Environment
28/07/2020	139/2020	Item 10.17 Growth Corridor Report - Number 2		Jun-21		Y	(1) Council having considered Item 10.17 Growth Corridor Report - Number 2 receive and note the report. (2) Council initiate discussions with the Urban Development Institute of Australia (UDIA) and the property sector to promote Stamp Duty reductions as a method to stimulate the construction. (3) Council consider stimulating development along Main North Road through precinct improvements including additional tree planting in the medium in 2021/22.	N/A	Business and Innovation
28/07/2020	144/2020	Item 12.6 Prospect Innovation Awards - Outcomes		Jun-21		Y	(1) Council having considered Item 12.6 Prospect Innovation Awards - Outcomes receive and note the report.	N/A	Business and Innovation
22/09/2020	179/2020	Item 10.5 Elector Representation Review 2020/2021		Dec-20		Y	(1) That Item 10.5 Elector Representation Review 2020/2021 be adjourned to the December 2020 Council Meeting.	This report will be presented to the December 2020 Council Meeting.	Corporate Services

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
22/09/2020	181/2020	Item 10.7 COVID-19 Recovery Package Stage 2		Jun-20		Y	(1) Council having considered Item 10.7 COVID-19 Recovery Package Stage 2 receive and note the report. (2) \$15,000 carried forward (23 June 2020) is applied to COVID-19 Recovery Package Stage 2 in the following areas: a) Prospect Road Discover More Campaign to promote visitation to Prospect Road - \$5000 b) Promote Network Prospect's new webpage, business directory and members beyond the Council boundaries - \$5000 c) Additional project after engagement with business groups, such as the Prospect Business Leaders group - \$5000. (3) Council to engage the State Government to assist with business growth in Prospect via extension of: a) Place-making initiatives such as the continuation of the Village Heart masterplan and footpath improvements to encourage more outdoor dining and vibrancy. b) The State government funded \$10,000 Outdoor Activation grant to the Prospect Council, to support the private sector in activating the public realm.	Funds applied to Network Prospect and Village Heart, \$5,000 each. Prospect Business Leaders Group consulted on further \$5,000 and agreed to develop digital marketing program for Main North Road. Meetings south with State Government to extend place making initiatives.	Business and Innovation
22/09/2020	184/2020	Item 14.1 Verge Development Policy		Nov-20		N	(1) That a report is presented to Council in November 2020 on the development of a Verge Development Policy which will investigate the ban on the use of artificial grass.	Report to be presented to December 2020 meeting of Council	Infrastructure and Environment
22/09/2020	185/2020	Item 14.2 School Playgrounds		Nov-20		N	(1) That Council writes to the Department for Education as well as Nailsworth Primary School, Prospect Primary School and Prospect North Primary School seeking the use of school facilities such as playgrounds and ovals by the wider community after school hours.	Letters to be sent to relevant Primary Schools once further direction provided regarding COVID conditions	Infrastructure and Environment
22/09/2020	186/2020	Item 14.3 Treaty		Feb-21		N	(1) City of Prospect recognises the significant contribution to culture from our ancient history and our important connections to Kaurna people. After recently adopting the Uluru Statement of the Heart and displaying it in our Kaurna-named Payinthe building, Council now calls for a report to be prepared which investigates the options and the process for progressing a Treaty (or similar agreement) with Kaurna people. (2) As an integral part of the City of Prospect undertaking a process of agreement making with the Kaurna peoples, Council make available and promote the use of Payinthe to host 'truth-telling' forums between Kaurna people's, locals and other interested parties.	Investigation commenced for Council report to outline options, timeframes, stakeholders, costs, other examples etc. Promotion for 'truth telling' requires some early discussions with local Kaurna and Aboriginal representatives to explain the opportunity. Council Workshop in November to outline the breadth of the matter and look to move forward (noting this will take time to do it justice)	Community and Planning
27/10/2020	190/2020	Item 10.3 Broadview Oval / Yarnta Tutu yarta Draft Master Plan		Dec-20		Y	(1) Council having considered Item 10.3 Broadview Oval/ Yarnta Tutu yarta Draft Master Plan receive and note the report. (3) That Council undertake targeted consultation on the proposed master plan (as presented in Attachment 1) prior to the matter being considered by Council at the November 2020 Meeting.	Council Report presented 27 October 2020. Further consultation with key stakeholders undertaken in November 2020 and Report being presented to Council 15 December 2020.	Infrastructure and Environment
27/10/2020	191/2020	Item 10.4 Prospect Gardens / Narnu Wirra Playspace – Results of Consultation		Jan-21		Y	(1) Council having considered Item 10.4 Prospect Gardens/ Narnu Wirra Playspace – Results of Consultation receive and note the report. (2) That Council endorse the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan (V2) (as presented in Attachment 38) for further community consultation. (3) A further report is provided to Council on the outcomes of community consultation on the Draft Prospect Gardens / Narnu Wirra Playspace Concept Plan.	Community consultation closed 29 November 2020. Report to Council seeking endorsement of Concept Plan in January 2021. Detailed design early 2021, followed by tender and then construction.	Infrastructure and Environment
27/10/2020	192/2020	Item 10.5 JW Rattley Park Upgrade		Apr-21		N	(1) Council having considered Item 10.5 JW Rattley Park Upgrade, receive and note the report. (2) That Council undertakes community consultation of the revised Concept Plan for JW Rattley Park. (3) That a further report is presented to Council on the outcomes of the community consultation on the revised Concept Plan for JW Rattley Park.	Report to Council 27 October 2020 seeking endorsement to undertake consultation on revised upgrade plan. Community consultation closes 7 December 2020. Report to Council seeking final endorsement of the revised upgrade plan in January 2021. Procurement (February/ March 2021 and construction in April 2021.	Infrastructure and Environment
27/10/2020	193/2020	Item 10.6 Annual Community Grants Program 2020-2021		Jun-21		Y	(1) Council having considered Item 10.6 Annual Community Grants Program 2020-2021, receive and note the report. (2) Funding of \$27,856 is allocated for the 2020-2021 Community Support Fund as tabled in Council Minutes. (3) Funding of \$10,000 is allocated for the 2020-2021 Cultural Festival and Events Grants as follows, and the remaining \$12,000 is allocated to the Community Street Events (branded in 2020 as Festive Streets Explosion) as a catalyst for future community-led events: Ladybandit productions \$10,000.	Successful grant funds to be released in line with acquittals. All successful groups (including those with conditional support) have been notified in early November 2020.	Community and Planning
27/10/2020	194/2020	Item 10.8 Draft Disability Access and Inclusion Plan 2020-2024		Oct-20	Oct-20	N	(1) Council having considered Item 10.8 Draft Disability Access and Inclusion Plan 2020-2024 receive and note the report. (2) That Council endorse the Draft Disability Access and Inclusion Plan 2020-2024 (as presented in Attachment 12-40) for community consultation, subject to minor administrative amendments. (3) That Council submit the Draft Disability Access and Inclusion Plan 2020-2024 to the CEO of the SA Department of Human Services for their record. (4) That a further report is presented to Council on the outcomes of the community consultation on the Draft Disability Access and Inclusion Plan 2020-2024.	Draft DIAP submitted to SA Department of Human Services. Community consultation closed on 27 November 2020. Report to Council seeking final endorsement in January 2021	Infrastructure and Environment
27/10/2020	195/2020	Item 10.9 Prospect District Cricket Club Request for Fee Waiver 2020-2021		Oct-20	Oct-20	N	(1) Council having considered Item 10.9 Prospect District Cricket Club Request for Fee Waiver 2020-2021 receive and note the report. (2) That Council waives the 2020/2021 annual lease payments (\$28,273.60) for the Prospect District Cricket Club.	Letter sent to PDCC	Infrastructure and Environment
27/10/2020	196/2020	Item 10.11 Update to External Grants Policy		Oct-20	Oct-20		(1) Council having considered Item 10.11 Update to External Grants Policy receive and note the report. (2) Council adopt the Draft External Grants Policy (as presented in Attachments 1-5).	Council endorsed the External Grants Policy in the form recommended by the Audit Committee in the October Council Meeting. The endorsed Policy has been published on the website.	Corporate Services

Date	Ref	Action/ Resolution/ Project	Description	Expected Completion Date	Actual Completed Date	Funded/ Not Funded	Council Resolution	Comments	Directorate
27/10/2020	197/2020	Item 10.12 Draft General Purpose Financial Statements for the Year Ended 30 June 2020		Nov-20			(1) Council having considered Item 10.12 Draft General Purpose Financial Statements for the Year Ended 30 June 2020, receive and note the report. (2) Council notes that the Audit Committee is satisfied that City of Prospect's General Purpose Financial Statements for the Year Ended 30 June 2020 as per Attachments 1-52, present fairly the state of affairs of the Council and are in accordance with the Local Government Act 1999, the Local Government (Financial Management) Regulations 2011 and the Australian Accounting Standards. (3) The Mayor and Chief Executive Officer be authorised to sign the Certification of the Financial Statements when complete.	Statements certified and presented to the Auditors. Complete, signed statements with Audit Certificates tabled to the November Council Meeting	Corporate Services
27/10/2020	198/2020	Item 10.13 Draft Asset Management Plans		Mar-21		N	(1) Council having considered Item 10.13 Draft Asset Management Plans receive and note the report. (2) That Council endorse the Draft Asset Management Plans (as presented in Attachments 1-65) for community consultation, subject to minor administrative amendments, plus the attachment of scheduled program of works for each category of Asset Management Plan. (3) That a report is presented to Council in December 2020 on Council's "Green Tunnel Strategy" (i.e. Urban Tree Management Plan) which will treat trees similar to assets and will be managed using an asset management approach.	Community consultation to commence in January 2021, to be followed with a report to Council seeking final endorsement.	Infrastructure and Environment
27/10/2020	199/2020	Item 10.14 Internal Audit Function 2020-2022 – Appointment		Oct-20	Oct-20		(1) The Council having considered Item 10.14 Internal Audit Function 2020-2022 – Appointment, receives and notes the report. (2) The Council recommends that BDO Advisory be appointed to undertake the Internal Audit function for 2 years ending December 2022. (3) The Council notes a new Internal Audit Plan to be developed.	Council endorsement has ensured that BDO Advisory have been engaged as the Internal Audit Function Provider	Corporate Services
27/10/2020	200/2020	Item 10.15 LGA Annual General Meeting 2020 – Voting Preferences		Oct-20	Oct-20		(1) Council having considered Item 10.15 LGA Annual General Meeting 2020 – Voting Preferences receive and note the report. (2) Council endorse the voting preferences as presented in Attachments 1-6 and supports Council's delegate, subject to debate at the meeting, altering such preferences accordingly.	No action required.	Corporate Services
27/10/2020	201/2020	Item 10.16 Release of Draft Community Plan for Community Consultation		Nov-20	Nov-20	Y	(1) Council having considered Item 10.16 Release of Draft Community Plan for Community Consultation, receive and note the report. (2) Council endorse the Draft Community Plan (as presented in Attachments 1-47 as Our Community Plan Towards 2040), for community consultation (subject to minor administrative amendments). (3) Council endorse the Community Engagement Plan as detailed within the discussion section of this Report to ensure the community are able to provide input towards the final version of Our Community Plan Towards 2040.	Consultation commenced in line with endorsed Community Engagement Plan	CEO, Community and Planning, Corporate Services
27/10/2020	202/2020	Item 12.2 Eastern Waste Management Authority Board Meeting Minutes		Oct-20		N	(1) Council having considered Item 12.2 Eastern Waste Management Authority Board Meeting Minutes receive and note the minutes of the Ordinary Board Meeting of the Eastern Waste Management Authority held on Thursday 24 September 2020 as presented in Attachment 1-4.	No action required.	Infrastructure and Environment
27/10/2020	205/2020	Item 12.6 Payinthi Closure – Christmas Period 2020-2021		Oct-20		N	(1) Council having considered Item 12.6 Payinthi Closure – Christmas Period 2020-2021 receive and note the report.	No action required.	Chief Executive Officer
27/10/2020	206/2020	Item 12.1 Mayoral Monthly Activity Report		Oct-20		N	(1) Council having considered Item 12.1 Mayoral Monthly Activity Report receive the report, as amended.	No action required.	Corporate Services
27/10/2020	209/2020	Item 14.2 Inclusive Park Picnic Tables		Oct-20	Oct-20	N	(1) Council resolved that, the Chief Executive Officer ensures that all future installations of fixed park or picnic tables or table and bench settings are designed such that they can be easily accessed by people in wheelchairs or other common mobility devices.	Appropriate staff advised of directive.	Infrastructure and Environment
27/10/2020	210/2020	Item 14.3 Planning Compliance and Enforcement Improvement		Feb-21			(1) To fulfil Council's desire for high quality planning and built form outcomes, Council resolves that: 1.1 the Chief Executive Officer immediately adopts a 'zero tolerance' approach to higher density and commercial developers omitting external structures, materials, finishes, landscaping or other features required as part of their current development approval; 1.2 the Chief Executive Officer exercises powers available to him under legislation to achieve the intent of this resolution prior to, or within 10 business days of, any occupancy of such a building, noting that a certificate of compliance stating such is required from the builder or owner under Development Regulations 2008, Regulation 83AB, Schedule 19A; 1.3 to the extent that this resolution is inconsistent with the terms of the Council's current Development and Associated Public Realm Urban Corridor Enforcement Policy ('the Policy') the Policy is hereby amended to give effect to this resolution; 1.4 the Chief Executive Officer will bring a revised version of the Policy, which reflects the changes of approach implemented by this resolution, to Council for consideration at the earliest opportunity.	First resolution immediately triggered progress of longstanding compliance activities moving to serving of Formal Notices to the responsible parties on 4 sites in Urban Corridor Zone. Section 84 Notices were subsequently served on parties linked to those sites. Draft updated policy to be developed over coming months and presented to Council, noting that any material update to this policy requires a community engagement process (likely early 2021) ahead of adoption.	Community and Planning
27/10/2020	212/2020	Item 16.1 Cyber Security Examination 2020		Feb-21		N	(2) Council having considered Item 16.1 Cyber Security Examination 2020 receive and note the report. (3) 'This Item is held in confidence'. (4) Order Pursuant to section 91(7) Council hereby orders in accordance with section 91(7) and (9) of the Local Government Act 1999 that the minutes, attachments, and report titled 'Cyber Security Examination 2020' be retained in confidence until the results of the examination is tabled in the South Australian Parliament, and that this order may be revoked/ reviewed by Council or the CEO, with a review at least once every year.	This item is held in confidence.	Corporate Services