

Special Council Meeting Agenda & Reports

8 April 2024

Our Vision

*A City which values its heritage, cultural diversity,
sense of place and natural environment.*

*A progressive City which is prosperous, sustainable
and socially cohesive, with a strong community spirit.*

City of Norwood Payneham & St Peters
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City of
Norwood
Payneham
& St Peters

4 April 2024

To all Members of the Council

NOTICE OF SPECIAL MEETING OF COUNCIL

I wish to advise that pursuant to Section 83 of the *Local Government Act 1999*, the next Special Meeting of the Norwood Payneham & St Peters Council, will be held in the Council Chambers, Norwood Town Hall, 175 The Parade, Norwood, on:

Monday 8 April 2024, commencing at 7.00pm.

Please advise Tina Zullo on 8366 4545 or email tzullo@npsp.sa.gov.au, if you are unable to attend this meeting or will be late.

Yours faithfully



Mario Barone
CHIEF EXECUTIVE OFFICER

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175 The Parade, Norwood SA 5067

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City of
**Norwood
Payneham
& St Peters**

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VENUE Council Chambers, Norwood Town Hall

HOUR

PRESENT

Council Members

Staff

APOLOGIES

ABSENT

1. **CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON 2 APRIL 2024**

2. **STAFF REPORTS**

2.1 DRAFT 2024-2025 BUDGET

REPORT AUTHOR: Finance Business Partner
GENERAL MANAGER: Chief Financial Officer
CONTACT NUMBER: 8366 4548
FILE REFERENCE:
ATTACHMENTS: A – E

PURPOSE OF REPORT

The purpose of this report is to present and obtain “in principle” endorsement of the Draft 2024-2025 Budget.

BACKGROUND

Section 123(8) of the *Local Government Act 1999*, requires the Council to adopt an Annual Business Plan and a Budget for the ensuing financial year after 31 May and except in a case involving extraordinary administrative difficulty, before 15 August.

The Draft Budget comprises the Recurrent Budget, which incorporates the revenue and expenditure which is required to provide the “Business as Usual” services. The second component incorporates the Capital and Operating Project Budget. The Operating Projects Budget encompasses services, programs and activities that are outside the “Business as Usual” services and are considered discretionary in nature, (the Council is under no obligation to provide the services, activities or programs or if required to undertake the activity – For example a Representation Review is irregular in nature). Operating Projects generally include one off activities or programs, an expansion of an existing service or program or proposals to introduce a new service or program. Operating Projects are funded from Rate Revenue or a fee for service charge.

The Capital Works Budget encompasses projects which renew, upgrade or create new infrastructure assets. Examples of some projects are the Civil Infrastructure Whole-of-Life Program (referred to as renewals), Playground/Reserve Redevelopment (referred to as upgrades). Renewal Capital Projects are funded through Rate Revenue, via the depreciation charge, with new or upgrade works funded through borrowings or cash reserves.

The Draft 2024-2025 Annual Business Plan, will be considered at the Council Meeting scheduled for 6 May 2024.

The Draft 2024-2025 Annual Business Plan and Budget will be released for public consultation for a period of twenty-one (21) days as required by the *Local Government Act 1999*.

RELEVANT POLICIES & STRATEGIC DIRECTIONS

The Council’s long term strategic direction is outlined in its Strategic Management Plan *City Plan 2030: Shaping our Future*. The Draft 2024-2025 Annual Business Plan and supporting Draft 2024-2025 Budget, set out the proposed services and programs and explains how the Council intends to finance its continuing and new activities which are proposed to be undertaken during the year.

The Council’s Long Term Financial Plan (LTFP), is a key document in the Council’s Planning Framework. It is the primary financial management tool which links the Council’s Strategic Plan, *City Plan 2030: Shaping our Future*, Whole-of-Life Assets Management Plans and the Annual Business Plan and Budget.

Financial sustainability underpins the Council’s Financial Goals and Outcomes, which are set out in the Long-Term Financial Plan. In general terms, financial sustainability is ensuring that the Council has the financial resources to meet the long-term service and infrastructure needs of the community, without any severe increases in rate revenue or cuts in service provision and standards.

From an operational perspective, financial sustainability is being able to manage the conflict between keeping rate revenues increases to a reasonable level, maintaining existing service standards and financing new services and major capital investments.

The Draft 2024-2025 Budget has been developed on the basis of ensuring that it will assist in delivering on the Council's Long Term Strategic direction and financial objectives set out in the LTFP.

FINANCIAL AND BUDGET IMPLICATIONS

For the 2024-2025 Financial Year, the LTFP estimates an Operating Surplus of \$170,953 based on a Rate Revenue increase of 8%.

To ensure that the Council can deliver on its financial objectives as set out in the Council's Long Term Financial Plan, the Draft Recurrent Budget has been prepared with reference to the budget parameters which were adopted by the Council at its meeting held on 22 January 2024.

The Draft 2024-2025 Budget, as presented in this report, is based on the 8% Rate Revenue increase as set out in the Long-Term Financial Plan, which in turn will deliver an estimated Operating surplus of \$170,953.

At the time of writing this report, the Rate increase for the average residential ratepayer is not available (noting that the Rate Revenue increase does not necessarily translate to the same percentage increase in the average rate).

EXTERNAL ECONOMIC IMPLICATIONS

The South Australian economy has continued to perform solidly across a number of economic indicators, as the State ranked highest in four of the key economic indicators compared to other Australian States and Territories i.e. in relative Economic growth, Unemployment, Construction work (the total real value of residential, commercial and engineering work completed) and Dwellings (housing statistics driven in part by population growth). However, the pace of growth appears to be moderating.

Following growth of 5.1% in 2021-2022, Gross State Product (GSP) declined in 2022-2023, growing only by 3.8%. This data is not available on a quarterly basis. Therefore, the State Final Demand (SFD) is another key component of economic growth the Council can consider, which reflects the consumption on goods and services (including imports) and capital investment. The nominal SFD seasonally adjusted for the December 2023 quarter only increased by 1.6% year-on-year. Growth in both GSP and SFD is expected to remain low in 2023-2024 and 2024-2025 as inflation comes down and real incomes start to rise. Consumption growth is expected to come back to pre-pandemic levels over the next couple of years.

The outlook for inflation has been revised downwards, as it is expected to eventually decline to the 2%–3% target range in 2025 and to reach the midpoint in 2026. Goods price inflation has declined but services price inflation remains high, supported by continued excess demand in the economy and strong domestic cost pressures, both for labour and non-labour inputs. The Adelaide Consumer Price Index (CPI) is forecast to grow by 0.7% towards the later stages of 2023-2024 quarters, reflecting the rising prices for automotive fuel, rents, new dwelling purchases by owner-occupiers, electricity, restaurant meals and property rates and charges. However, this is forecasted to fall back within the RBA's target range from 2024-2025.

SOCIAL ISSUES

No Applicable.

CULTURAL ISSUES

Not Applicable.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

The Draft 2024-2025 Budget will be impacted upon by the decisions made by the Federal Government and State Government in their respective budgets. No information regarding these budgets is available at the time of preparation of this report.

As a result, the Draft 2024-2025 Budget presented in this report, has been developed on the following assumptions:

- that the Financial Assistance Grants, comprising of the General Assistance Grant and the Road Funding Grant, will be provided based on the current funding arrangements of four (4) quarterly instalments. The value of these payments has not been indexed;
- State Government Charges, which are set by Legislation, are yet to be indexed; and
- no new fees and charges will be introduced with the exception of the fees associated with the Visitor Parking Permit Booklets and copies of the Assessment Record.

Any adjustments to the Draft Budget arising from the State Budget will be incorporated into the Council's 2024-2025 Budget when this information becomes available.

Notwithstanding this, the preparation of the Draft 2024-2025 Annual Business Plan and Budget has been prepared to ensure the Council meets its legislative responsibility in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

CONSULTATION

- **Elected Members**
An overview of the Draft 2024-2025 Recurrent Budget, Capital Works program and Operating Projects was provided to Elected Members at the Budget Workshop held on 12 March 2024.
- **Audit Committee**
The Audit Committee will consider the report on the 2024-2025 Annual Business Plan and Budget Draft at its Meeting held on 22 April 2024.
- **Community**
Citizens will be provided the opportunity to have input into the Draft 2024-2025 Budget through public consultation on the Draft Annual Business Plan, which is scheduled to be undertaken from 27 May 2024.
- **Staff**
The preparation of the Draft 2024-2025 Budget has been completed with the involvement of the Chief Executive Officer, General Managers and staff responsible for management of the Budget.
- **Other Agencies**
Not Applicable.

DISCUSSION

The Draft 2024-2025 Budget is based on the continuation of existing services and priorities, as determined by the Council, being appropriately resourced and that the Council can maintain the service standards for its existing services to support the delivery of the Strategic Objectives outlined in *CityPlan 2030: Shaping our Future* and that those services receive appropriate funding.

The key objective therefore is to develop a Budget that not only contributes to the Council's broader strategic objectives of achieving *Community Well-being*, but also ensures that the Council is managing its financial resources in a sustainable, prudent and equitable manner and to ensure that future financial impacts can either be avoided or managed in a measured way, so that the funding requirements are balanced with ensuring that the community does not face unreasonable increases in their annual rates contribution.

Budget Parameters/Assumptions

In developing the Draft 2024-2025 Budget, the following principles and assumptions have been applied:

- the Recurrent Budget be prepared based on the provision of existing services, programs and activities;
- the cost escalation for Material, Contracts and Other Expenses has been set at a 3.5% Inflation; and
- Wages and Salaries increases are based on the Council's Enterprise Agreements.

Budget Overview

Table 1 below sets out the Draft Budget, based on the LTFP recommended Rate Revenue increase of 8% which will deliver an Operating Surplus of \$170,953.

The Recurrent Budget and programs, which incorporates the revenues and expenditure required to provide the "Business as Usual" services, provides a surplus of \$3.003 million, which will be used to fund the delivery of the proposed Operating Projects, which are set out in **Attachment A**, and additional interest costs to cover the additional finance costs associated with borrowings required to fund the delivery of the proposed Capital Works Program, which is contained in **Attachment B**.

The total that are Operating Expenditure is \$53.86 million, with \$41.22 million (73%) being influenced by the decisions made as part of the budget process while the remaining \$15.47 million (27%) of expenditure relates to the depreciation of existing and new assets, as well as finance costs.

It should be noted that while the cost to finalise any carry forward Operating Projects from 2023-2024 are not included in the Draft 2024-2025 Operating Surplus, the funding to undertake these projects will be sourced from cash reserves.

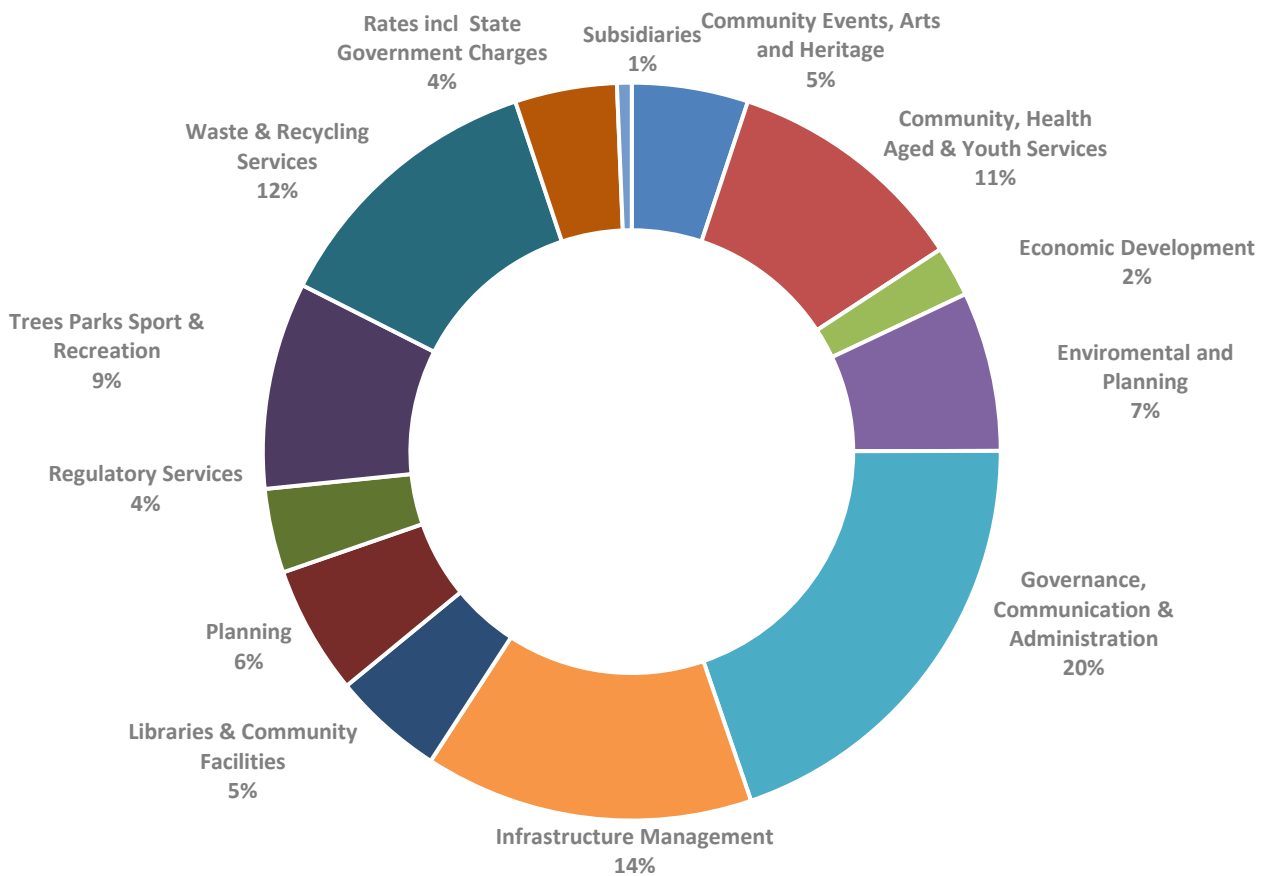
At this stage, only the Draft Budgets of the Regional Subsidiaries have been incorporated into the Council's Draft Operating result for 2024-2025 as the Council is yet to receive the finalised budgets of the Regional Subsidiaries. The Council is required to report the Council's share of the Regional Subsidiaries operating results and while this will have an impact on the Council's reported Operating Result, this is a non-cash transaction that does not have an impact on the Council's cash position.

TABLE 1: 2024-2025 PROPOSED STATEMENT OF COMPREHENSIVE INCOME

	Recurrent Budget 2024-2025	Recurrent Budget - impact of Capital projects 2024-2025	Carry Forwards 2024-2025	Operating Projects 2024-2025	Proposed Budget 2024-2025
	\$	\$	\$	\$	\$
INCOME					
Rates	46,978,253				46,978,253
Statutory Charges	2,180,953				2,180,953
User Charges	4,006,054			500	4,006,554
Grant Subsidies, Contributions	2,676,675				2,676,675
Grants, Subsidies and Contributions - capital	444,393				444,393
Investment Income	77,965				77,965
Other Income	496,163				496,163
Net gain - equity accounted Council businesses	-				-
Total Income	56,860,456	-	-	500	56,860,956
EXPENSES					
Employee Expenses	19,549,303			49,336	19,598,639
Materials, Contracts & Other Expenses	20,796,083			567,336	21,363,419
Depreciation, Amortisation & Impairment	13,078,887			-	13,078,887
Finance Costs	170,775	2,215,617		-	2,386,392
Net Loss - Joint Ventures & Associates	262,666			-	262,666
Total Expenses	53,857,714	2,215,617	-	616,672	56,690,003
OPERATING SURPLUS / (DEFICIT)	3,002,742	(2,215,617)	-	(616,172)	170,953
Net gain (loss) on disposal or revaluation of assets	-	36,000			36,000
Amounts specifically for new or upgraded assets	-	5,924,000			5,924,000
NET SURPLUS (DEFICIT)	3,002,742	3,744,383	-	(616,172)	6,130,953

As set out in Figure 1 below, services, programs and activities that are delivered through the Recurrent Budget (excluding Operating Projects), represent the range of services, programs and infrastructure to meet the needs and expectations of the community. A number of these services are the responsibility of the Council by virtue of the requirements set out in the *Local Government Act 1999* and other relevant legislation. These services, programs and activities are supported by the Council's *Governance, Communication and Administration* structure which represent 20% (\$8.3m) of the draft Recurrent Budget, excluding Depreciation and Finance costs.

**FIGURE 1: COMPONENTS OF THE DRAFT 2024-2025 RECURRENT EXPENDITURE BUDGET \$40.78M
 (Excluding Depreciation and Finance costs from additional borrowings)**



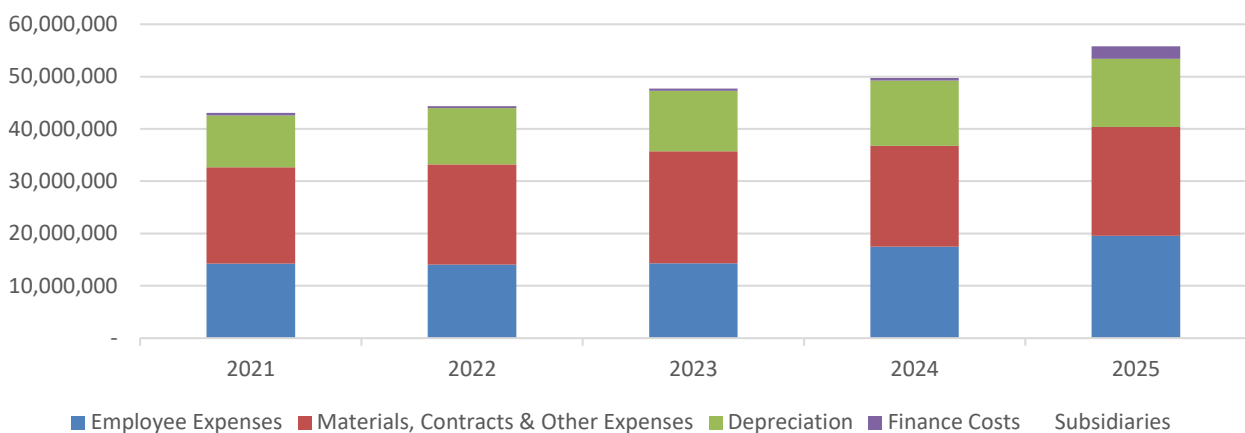
The Recurrent Expenditure Budget (excluding depreciation and finance costs from additional borrowings) by the *CityPlan 2030* outcomes are shown in Table 2 below.

TABLE 2: BREAKDOWN OF DRAFT 2024-2025 RECURRENT EXPENDITURE BUDGET BY OUTCOME

Cultural Vitality	Economic Prosperity	Environmental Sustainability	Social Equity	Operations	Rates, Depreciation and Financing
\$10.063M	\$905K	\$7.922M	\$11.923M	\$8.071M	\$1.821M
Community Events, Arts and Heritage	Economic Development	Environmental and Planning	Community, Health Aged & Youth Services	Governance, Communication & Administration	Rates
Libraries & Community Facilities		Waste Management	Infrastructure Management		
Planning			Regulatory Services		
Trees Parks Sport & Recreation			Subsidiaries		

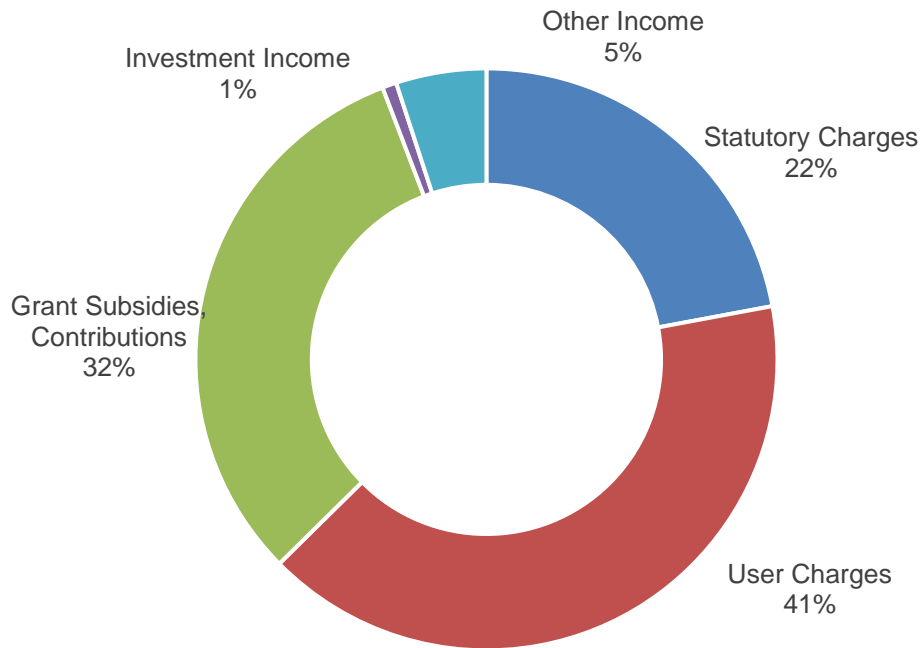
Over the past four (4) years, Materials, Contracts & Other Expenses and Finance costs, have been consistent as a percentage of the Total Recurrent Budget, however, in the Draft 2024-2025 Recurrent Budget Material costs have decreased from an average of 44% in past years to 37% in the Draft 2024-2025 Budget while Finance costs have increased from 1% to 4%. This is a direct result of incorporating efficiencies and savings in the Recurrent Budget to offset the increased Finance costs from borrowings to fund its Capital Projects. The overall increase in the Recurrent Budget from 2023-2024 to 2024-2025 is 9%, with the increase being driven predominately by increasing Finance costs.

FIGURE 2: COST ELEMENTS



Rate revenue is the Council's major source of income and funds in the order of **83%** of the Council's Operating expenditure. The balance is funded from non-rate revenue which is predominately made up of User Charges (41%) which incorporate fees from the St Peters Child Care Centre & Pre-school, Swimming Centre charges, Hire and Lease fees associated with Council facilities, HACC Services; Grants, Subsidies and Contributions that are received by the Council (which represents 32%) and Statutory Charges (22%) which incorporates Dog Registration fees, Parking Infringements, Residential Parking permits, Planning & Development fees, Hoarding Licenses, Outdoor Dining permits. Non-rate revenue represents 17% of the Council's total revenue, with \$9.89 million being factored into the draft Recurrent Budget, an increase of 7% from last year.

FIGURE 3: BREAKDOWN OF NON-RATE REVENUE \$9.88M



The services, programs and activities which make up each element of the draft Recurrent Budget is contained in Table 3 below and **Attachment C**.

TABLE 3: BREAKDOWN OF NON-RATE REVENUE BY OUTCOME

Cultural Vitality	Economic Prosperity	Environmental Sustainability	Social Equity	Operations	Rates, Depreciation and Financing
\$1.092M	\$8K	\$46K	\$6.555M	\$1.197M	\$73K
Community Events, Arts and Heritage	Economic Development	Environmental and Planning	Community, Health Aged & Youth Services	Governance, Communication & Administration	Financing
Libraries & Community Facilities		Waste Management	Infrastructure Management		
Planning			Regulatory Services		
Trees Parks Sport & Recreation					

Revenue derived from the Council's main sources of non-rate revenue (statutory and user charges) has remained stable over the last five (5) years because it must be noted that the static and/or diminishing nature of other revenue sources means that the Council is increasingly dependent on Rate revenue to fund the provision of services and programs. Whilst this is in many respects understandable there also needs to be attention given to user charges.

User Charges includes fees that are payable for the use of the Council's discretionary services and facilities, with 86% of the Council's User Charges income being generated from the St Peters Child Care Centre & Pre-school, the Swimming Centres and the Norwood Concert Hall.

Statutory Charges includes fees and charges that are set by State Government legislation. In some circumstances, such as Parking Infringements, the fees charged are set at a fixed rate as set out in the legislation and as determined by the State Government, whereas other legislation allows the Council to charge a fee with the value of the fee determined by the Council, up to a maximum limit as set out in the legislation (i.e. Dog Registration Fees). Income that is earned from Parking Expiation Notices is the main source (46%) of Statutory Charges Income.

Table 4 below sets out additional information on the Recurrent Operating Budget by functional area.

TABLE 4: DRAFT 2024-2025 RECURRENT BUDGET BY OUTCOME (Excluding Finance Costs)

OUTCOME	Income	Expense	Net Operating Surplus/ (Deficit)
Rates (Excluding Parade Precinct Rates)	46,753,253	1,821,155	45,032,098
Cultural Vitality	1,902,741	10,063,304	(8,160,563)
Libraries & Community Facilities	571,075	1,990,050	(1,418,975)
Community Events, Arts and Heritage	476,400	2,078,655	(1,602,255)
Trees Parks Sport & Recreation	278,716	3,694,968	(3,416,252)
Planning	576,550	2,299,632	(1,723,082)
Economic Prosperity	233,250	904,697	(671,447)
Economic Development	233,250	904,697	(671,447)
Environmental Sustainability	45,603	7,922,939	(7,877,336)
Environmental and Planning	5,603	2,849,133	(2,843,530)
Waste & Recycling Services	40,000	5,073,806	(5,033,806)
Social Equity	6,555,144	11,995,307	(5,440,163)
Regulatory Services	1,478,800	1,505,222	(26,422)
Community, Health Aged & Youth Services	4,071,951	4,348,775	(276,824)
Subsidiaries	-	262,666	(262,666)
Infrastructure Management	1,004,393	5,878,645	(4,874,252)
Operations	1,270,465	21,150,313	(19,879,848)
Governance, Communication & Administration	1,297,500	8,071,426	(6,873,926)
Financing	72,965		72,965
Depreciation	-	13,078,887	(13,078,887)
Total	56,860,456	53,857,714	3,002,742

2024-2025 Proposed Operating Projects

The value of the Funding Submissions which have been received for Operating Projects totals \$1,480,652. The Council's Executive Leadership Team has recommended a number of Projects for inclusion in the Draft 2024-2025 Budget, based upon an assessment of the various Projects and within the context of priority. The total value of the recommended Projects is \$616,172. The remaining Projects to the value of \$864,480 have not been recommended for approval, due to various reasons which includes alignment to the current priorities and strategies and the impact of these proposed Projects on the Recurrent Budget beyond 2024-2025, the LTFP and Cashflow forecast.

The Draft Budget as set out in Table 1, incorporates funding allocation for new Operating Projects to the value of \$616,672.

The proposed Operating Projects for 2024-2025 have been broken down by individual project as detailed in Table 5 below:

TABLE 5: OPERATING PROJECTS 2024-2025

Operating Projects	\$
St Peters Billabong Engineering Review	100,000
Development of an IT Strategy	80,000
Implementation of Year 1 of the Art & Culture Plan	68,874
Participation in 2025 Tour Down Under	60,000
Additional Administrative staff for Regulatory Services	47,336
Purchase and installation of CIVICA Authority ACTUS Mobile App	43,862
Information Systems Project Support Staff (fixed-term contract)	40,000
Eastside Business Awards	40,000
Raising the Bar Adelaide	40,000
Payneham Memorial Swimming Centre Communications	10,000
Glynde Heavy Vehicle Traffic Study	25,000
Implementation of Electronic Permits	20,000
Development of Tree Strategy Contractor	20,000
Urban Greening Program (Tree vouchers)	10,000
Firstval Festival (Library Services)	4,000
Music Month in the Libraries (Library Services)	3,800
Culturally Diverse Early Literacy Project (Library Services)	3,300
Total Operating Projects Expenditure	616,172

In addition to the new Operating Projects, there are a number of Operating Projects that were adopted as part of the 2023-2024 Budget, that are not anticipated to be completed by 30 June 2024. A review of the current year's Operating Projects is in progress and hence, the 2023-2024 Operating Projects to be carried forward into the Draft 2024-2025 Budget, have not been included. However, any Operating Projects carried forward will be funded by existing cash reserves and borrowings in the Draft 2024-2025 Budget.

Operating Projects that were recommended for approval are contained in **Attachment A**, Table 1 and proposed Operating Projects not recommended for approval are contained in **Attachment A**, Table 2. A copy of the Funding Submissions for Capital and Operating Projects are contained in **Attachment D**.

Budgeted Capital Projects

The Draft 2024-2025 Budget, as presented, incorporates Capital Projects to the value of \$52.868 million (which is the net of Grant funding and total expenditure required). It also includes staff costs of \$1.101 million which are to be capitalised (i.e. staff involved in the delivery of the projects involving physical assets).

The proposed Capital Projects for 2024-2025, have been broken down into a number of categories as set out Table 6 below.

TABLE 6: CAPITAL PROJECT CATEGORIES

Capital Expenditure Project	\$
Whole-of-Life Capital Works Program	
* Road Resealing	4,176,766
* Footpath Reconstruction	951,400
* Kerb Reconstruction	1,551,917
* Stormwater Drainage Program (including Trinity Valley Stormwater Upgrade Project)	11,771,866
* Other Infrastructure Asset Renewal	1,972,313
Payneham Memorial Swimming Centre – Year 2	35,000,000
George Street Upgrade (including additional funding)	1,560,000
Quadrennial Art Project	9,000
Traffic Management (various)	620,000
Minor projects (IT Equipment upgrade and Bike Parking at Webbe Strteet facility)	77,500
Capitalisation of Salaries (existing staff)	1,101,342
Total Capital Projects Expenditure	58,792,104
Grant Funding	5,924,000
Net Cost	52,868,104

A review of the Capital Projects for the current year (2023-2024) is still currently being undertaken based on year to date expenditure and project timelines to evaluate if any project will need to be carried forward and included as part of the Budget, and not included in the Draft Budget at this point in time.

Borrowings

Capital expenditure of \$58.792 million, as set out in **Attachment B**, is proposed to be funded as shown in Table 7 below:

TABLE 7: CAPITAL PROJECTS FUNDING

Use of depreciation recovered through Rate Revenue	\$11,342,926
Grant Funding	\$5,924,000
Borrowings	\$41,525,178
TOTAL	\$58,792,104

In determining the timing and the level of borrowings that are required to fund the proposed Capital Program, consideration has been given to the cash flow requirements and to intergenerational equity between current and future users (that is, an asset is funded from loan borrowings which is paid off over the life of the asset rather than raising rate revenue from current rate payers to pay for the asset).

The Council has an option in respect to its borrowing arrangements using financial instruments such as Cash Advance Debenture (CAD) or Traditional Loan (Loan) provided by the Local Government Financing Authority (LGFA). It is important that borrowing decisions are made strategically, considering factors such as cost, risk, and suitability to the Council's financial objectives and for its ongoing financial sustainability.

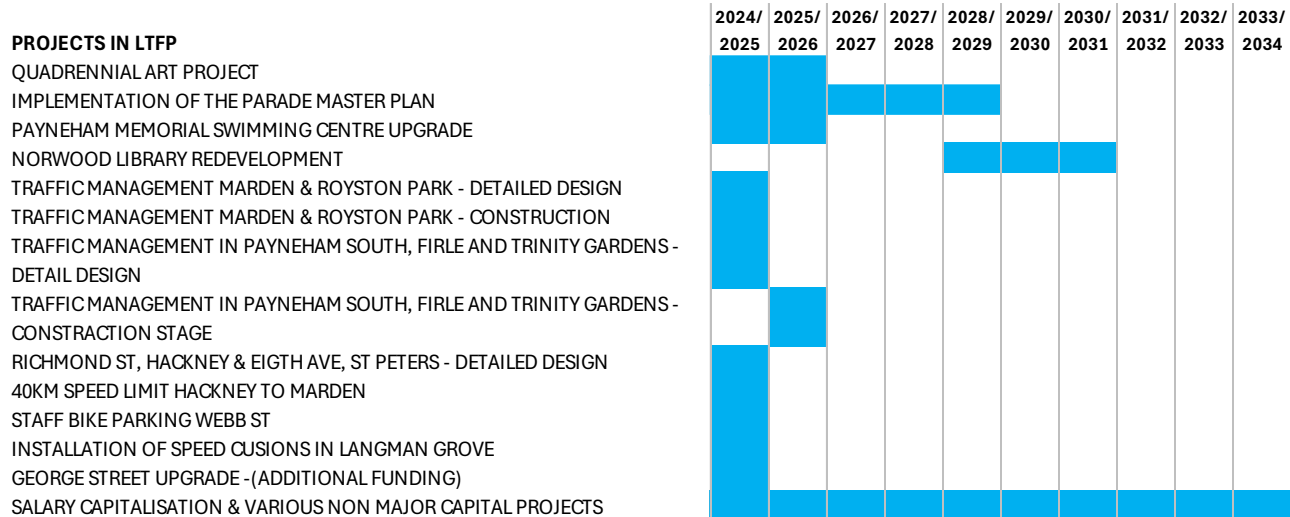
Following consideration of the above mentioned borrowing options, and conducting a thorough assessment of the financial needs as part of the Draft 2024-2025 Budget, in order to minimise the interest costs and debt servicing needs, it is recommended that the Council utilise the CAD Facilities in 2024-2025 to fund the cashflow required for its major capital projects as opposed to the utilisation of the standard fixed period debenture loans. Whilst these considerations have formed part of the budget model, they will be reviewed and reconsidered as required to ensure that the Council's debt levels remain manageable and sustainable over the long term. Therefore, although CAD is a preferred option at this point in time, a debenture loan option will provide lower interest rates and a longer repayment period which may become more viable in the future as the interest rate environment stabilises.

Long Term Financial Plan

Pursuant to Section 122 4 a(1) of the *Local Government Act 1999*, the Council must undertake a review of its Long-Term Financial Plan (LTFP) on an annual basis. To meet this legislative requirement, a review of the LTFP financial targets, which takes into account the Draft 2024-2025 Budget, as presented in this report and its impact on the financial projections set out in the Long-Term Financial Plan, has been undertaken.

Presented in Figure 4 is the forecasted timeline for Capital projects to be undertaken by the Council in the next 10 years, and which are incorporated into the Draft LTFP.

FIGURE 4: CAPITAL PROJECTS TIMELINE

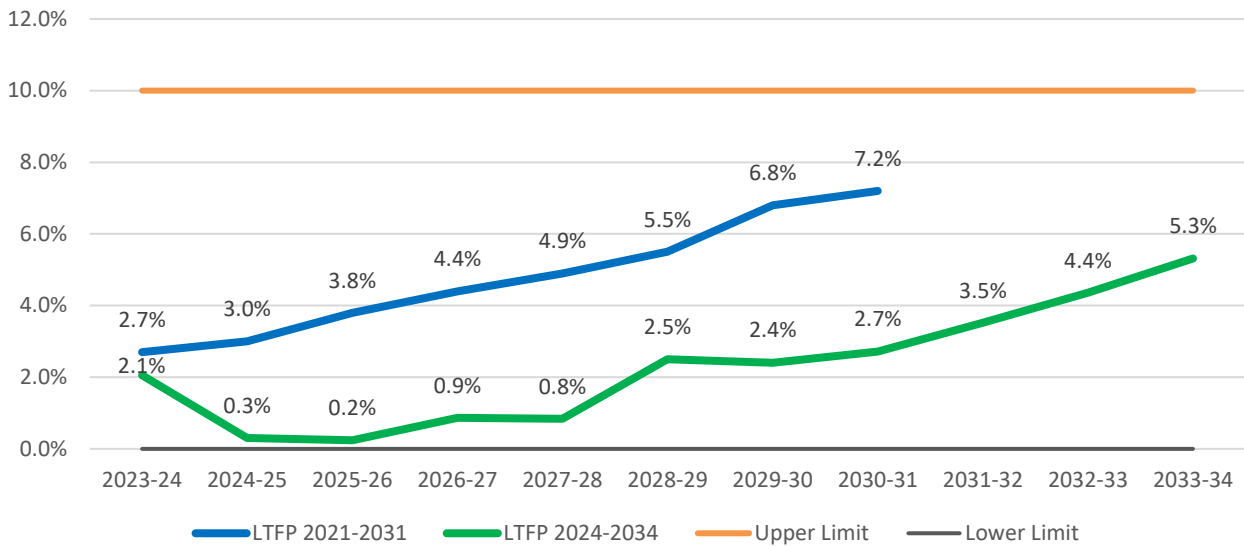


Outcome 1: A Balanced Budget

Council's services and programs, including depreciation of infrastructure and assets, is fully funded and the costs are shared equitably between current and future ratepayers.

The Council's long-term sustainability is dependent upon ensuring that on average overtime, the operating expenses are less than the associated revenues. The Council's performance is measured by the Operating Ratio which measures the Council's Operating result, whether that be a surplus or deficit as a percentage of operating revenues. Ideally, at a minimum, the Operating surplus should be equal to the annual principal loan repayments.

FIGURE 5: OPERATING SURPLUS RATIO



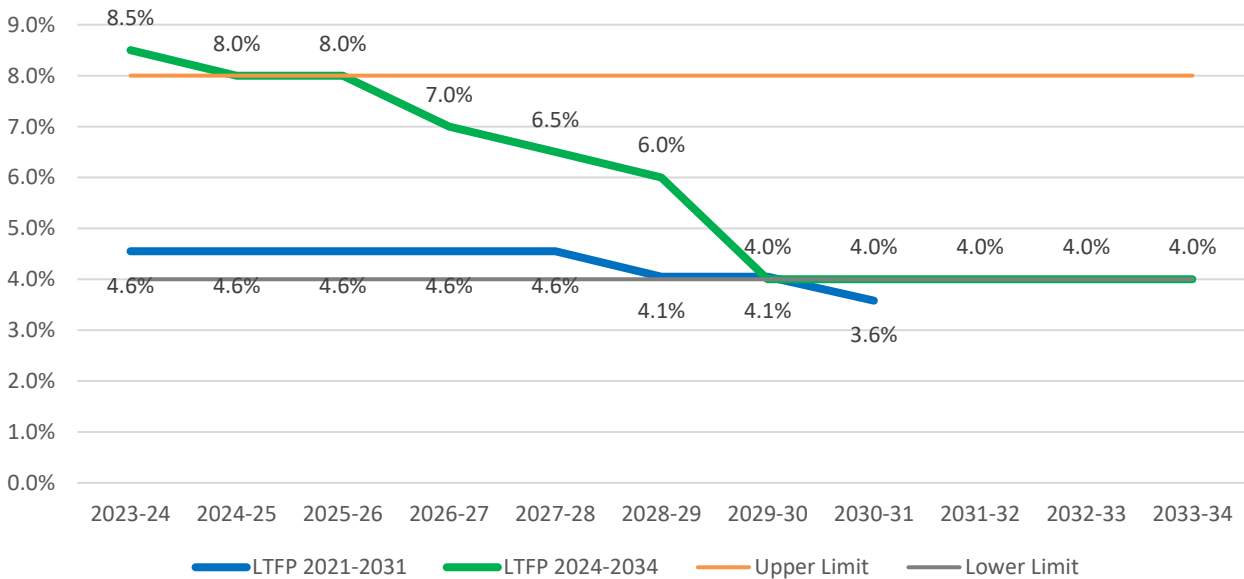
For 2024-2025, the Draft Budget has been prepared on the basis of a Rate Revenue increase of 8%, which is in line with the draft 2024-2034 LTFP and will result in an Operating Surplus ratio of 0.3%.

Outcome 2: Rate Stability

Annual rate collections are fair and equitable for our residents and ratepayers with the aim to keep rate revenue increases stable over the medium term

Rate revenue is a major component of the Council's revenue base. The Council's objective is to have a Long Term Financial Plan based on consistent rate revenue increases which meet the increased cost of the base level services and programs but also reflect new assessment growth and increased service levels. The benchmark target is between 4% and 8%.

FIGURE 6: RATE REVENUE INCREASE



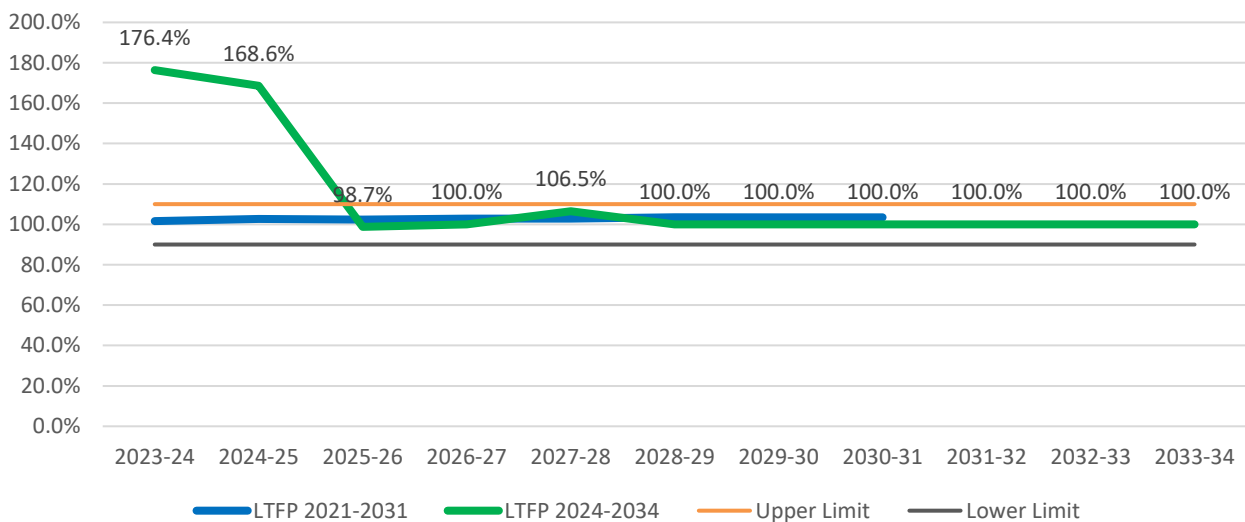
The Draft 2024-2025 Budget is based on a Rate Revenue increase of 8%, which is an increase of Rate revenue from 2023-2024 of \$3,510,395 compared to the increase contained in the 2021-2031 LTFP \$1,115,080. At the time of writing this report, the initial rate modelling of the impact of the rate revenue on the rate increase for the average residential ratepayer was not available.

Outcome 3: Infrastructure and Asset Management

Maintain Infrastructure and Assets in line with the Council’s Whole of Life Infrastructure framework to achieve the outcomes and objectives, as set out in City Plan 2030.

The Council will measure its performance in achieving this outcome through the Asset Renewal Funding Ratio. The Asset Renewal Funding Ratio measures how well the Council is performing in respect to the renewal or replacement of existing physical assets, such as roads, footpaths, kerbing, buildings, council plant etc. The ratio is calculated by measuring capital expenditure on renewal or replacement of assets, relative to the planned spend outlined in the Council’s Asset Management Plans. Ideally, physical assets should be renewed or replaced at the same rate the stock of assets is wearing out, however it is recognised that there may be some instances that require that the Council to either accelerate or decelerate the renewal or replacement of its existing asset base.

FIGURE 7: ASSET RENEWAL FUNDING RATIO



The Asset Renewal Funding Ratio in 2023-2024 and 2024-2025 is reflective of the accelerated renewal expenditure associated with the major projects (such as the Trinity Valley Stormwater Upgrade Project) and to be completed in 2024-2025. It is expected that renewal spend will be at the level of rate collection expectations (in the form of depreciation) until the next Asset Management Plan is developed.

Outcome 4: Debt Management

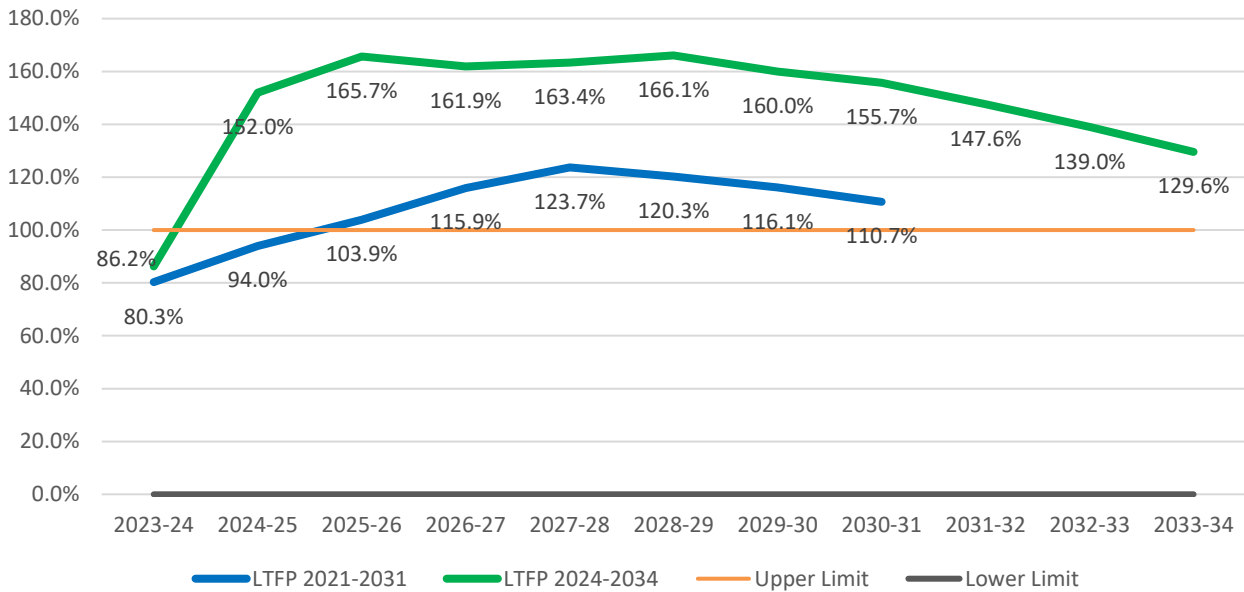
Prudent use of debt to invest in new long-term assets to ensure intergenerational equity between current and future users.

Prudent debt management is the process of establishing and executing a strategy for managing a Council debt in order to raise the required amount of funding to achieve its capital investment objectives. It is important that the use of debt is balanced with other funding sources, such as grants and cash reserves, to ensure that the members of the community that receive the benefits from the investment, share the cost. In addition, the Council must ensure that it has the capacity to service its debt.

Net Financial Liabilities

The Net Financial Liabilities measures the extent of the Council’s indebtedness as a percentage of operating revenue. If the ratio falls over time, this indicates that the Council’s capacity to meet its financial obligations from operating income is strengthening.

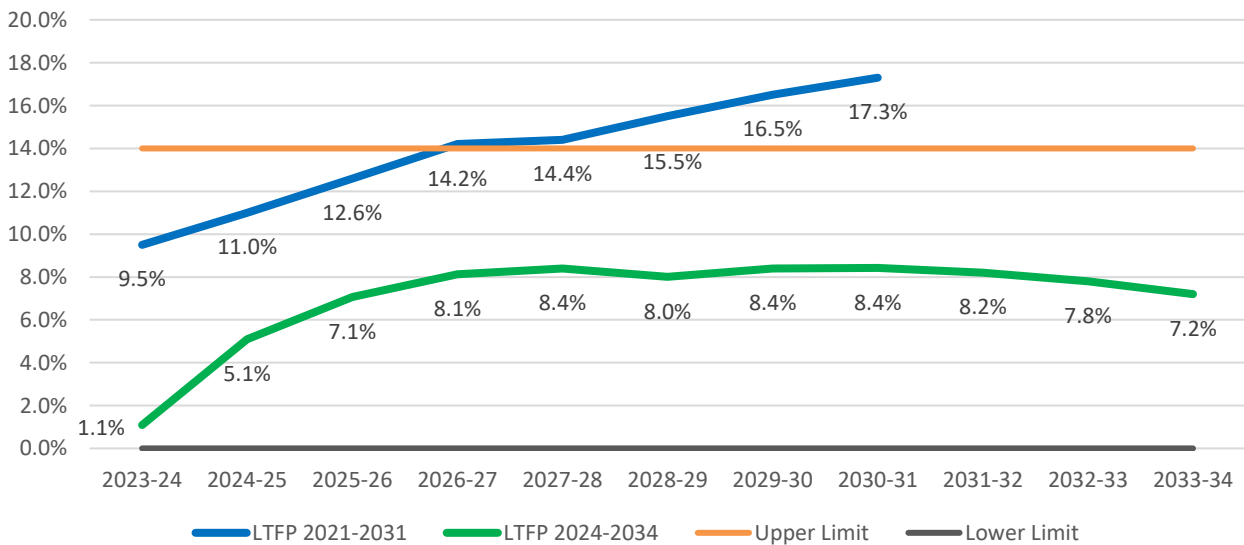
FIGURE 8: NET FINANCIAL LIABILITY RATIO



As a result of the increase in the Long Term Borrowings as projected in the Long Term Financial Plan, the Net Financial Liabilities are projected to increase over 100% in 2024-2025.

FIGURE 9: DEBT SERVICING RATIO

The Debt Servicing Ratio measures the extent of rate revenue that is used to meet interest and principal loan repayments.



OPTIONS

The Council has the following options in respect to this matter:

- endorse '*in principle*' the Draft 2024-2025 Budget, as set out in the Financial Statements contained in **Attachment E**, which incorporates the proposed Operating and Capital Projects that are contained in Attachments A and B; or
- vary the Draft 2024-2025 Budget, as set out in the Financial Statements contained in **Attachment E**, which incorporates the proposed Operating and Capital Projects contained in Attachments A and B by either:
 - reducing Operating and Capital Projects; and/or
 - increasing or decreasing non-rate revenue; or
 - increasing or decreasing the proposed Rate Revenue increase; or
 - increasing or decreasing recurrent expenditure.

CONCLUSION

The Draft 2024-2025 Budget is based on the Council continuing to deliver its existing services, programs and activities at the existing endorsed standard.

To ensure that a responsible budget is set by the Council, a series of Budget Parameters have been adopted by the Council to guide staff in preparing the respective budget estimates and submissions. As detailed in this report, the Draft 2024-2025 Recurrent Budget has been prepared with reference to these guidelines and where the parameters have not been achieved, the reasons for the departure have been provided.

Financial sustainability underpins the Council's Financial Goals and Outcomes, which are set out in the Draft Long-Term Financial Plan. In general terms, financial sustainability is about ensuring that the Council has the financial resources to meet the long-term service and infrastructure needs of the community, without any sharp increases in rate revenue or cuts in service provision and standards.

From an operational perspective, financial sustainability is being able to manage the conflict between keeping rate revenues increases to a reasonable level, maintaining existing service standards and spending on new services and major capital investments that are required to ensure that the objective of Community well-being is achieved.

As previously advised, decisions regarding the Draft 2024-2025, need to take into account the impact on the Council's ability to continue to meet its operational and financial outcomes in the future.

With reference to the financial targets set out in the Draft Long-Term Financial Plan, Table 8 sets out the performance of the Draft 2024-2025 Budget, as set out in this report, against the LTFP Financial Outcomes.

TABLE 8: LONG TERM FINANCIAL PLAN TARGETS

<i>Outcome</i>	<i>Measure</i>	<i>Target</i>	<i>Draft Budget</i>
A Balanced budget	Operating Ratio <i>Measures the Councils Operating result, whether that be a surplus or deficit as a percentage of operating revenues</i>	Between 0% and 10%	0.3%
Rate Stability	Rate Revenue Increase <i>The annual increase in revenue generated from general rates</i>	Between 4% and 8%	8.0%
Infrastructure and Asset Management	Asset Renewal Funding Ratio <i>Measures the rate at which the Councils assets are being renewed or replaced against the Infrastructure & Asset Management Plan</i>	Between 90% and 110% <i>on a rolling three (3) year average</i>	168.6%
Debt Management	Net Financial Liabilities Ratio <i>Measures the percentage operating revenues that would be required to settle the net amount owed by the Council.</i>	Less than 100%	152.0%
	Debt Servicing Ratio <i>Measures the Council's commitment to interest costs and debt repayments are met by general rate revenue</i>	less than 15%	5.1%

COMMENTS

As Elected Members will recall, at its meeting held on Tuesday 2 April 2024, the Council resolved to consider the allocation of \$200,000 to meet the costs of events and activities associated with the 2025 Gather Round, should Norwood Oval be selected as a venue to host matches as part of the 2025 Gather Round.

It should be noted that the Draft 2024-2025 Budget (as included in this report) does not contain the inclusion of \$200,000, for the 2025 AFL Gather Round, at this point in time. This inclusion and any further changes to the 2024-2025 Draft Budget will be incorporated into the Draft Annual Business Plan which will be presented to the Council on 6 May 2024.

If Elected Members have any questions in relation to specific budget items or proposed allocations, please contact the Chief Financial Officer on 8366 4548, prior to the meeting as these discussions may assist in resolving any enquiry.

RECOMMENDATION

1. That the proposed Operating and Capital Projects as set out in Attachments A and B be endorsed “*in principle*”.
2. That the Draft 2024-2025 Budget, set out in the Financial Statements contained in Attachment E, which incorporates the proposed Operating and Capital Projects contained in Attachments A and B, be endorsed “*in principle*”.
3. The Council notes that a report on the adoption of the Draft 2024-2025 Annual Business Plan and Budget, which includes the 2024-2025 Rating Strategy, will be prepared for the Council’s consideration.

Attachment A

Draft 2024-2025 Budget

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2024-2025 DRAFT BUDGET

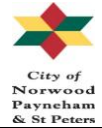


TABLE 1: OPERATING PROJECTS - RECOMMENDED FOR APPROVAL BY THE EXECUTIVE LEADERSHIP TEAM & INCLUDED IN DRAFT 2024-2025 BUDGET

CITY PLAN 2030 OUTCOME	PROJECT NAME	PROJECT DESCRIPTION	TOTAL APPROVED	GRANT FUNDING	RATES FUNDING	BORROWING FUNDING
Economic Prosperity	EASTSIDE BUSINESS AWARDS	These Awards recognise the best small businesses – retailers, restaurants, cafes, venues , professional services and food and beverage manufacturers within the City of Norwood Payneham & St Peters as voted by customers.	\$ 40,000		\$ 40,000	
Economic Prosperity	RAISING THE BAR ADELAIDE	The annual event provides the opportunity to showcase the hotels within the City, raise the awareness of the City's night time offering, whilst creating a one-of-a-kind, knowledge driven event.	\$ 40,000		\$ 40,000	
Cultural Vitality	TOUR DOWN UNDER	The Tour Down Under, a nationally and internationally recognised cycling event that attracts media attention from all over the world, therefore providing an excellent platform for the Council to market the City as a tourism destination and showcase the Norwood Parade Precinct to an international audience. The project is to host a stage of the 2025 Tour Down Under.	\$ 60,000		\$ 60,000	
Cultural Vitality	ART & CULTURE PLAN	Following Council endorsement of the Council's <i>Arts & Culture Plan 2024-2027</i> , the project represents the Year 1 Implementation of the Arts & Culture Plan. The Public Art Masterplan provides a strategic framework for future public artworks in NPSP. This includes guiding location selection for public art procurements, including potential locations for the iconic quadrennial artworks; site specific installation and integration within streetscape designs; First Nations led public art opportunities; interactive and digital installations, art trails and functional artworks.	\$ 68,874		\$ 68,874	
Cultural Vitality	MUSIC MONTH IN THE LIBRARIES	Good Music Month is a new annual, State-wide, open access live music festival held each November, to elevate the profile of live music in South Australia by providing a platform for artists, venues and industry professionals to showcase their talents to local and interstate audiences. The festival encompasses a diverse range of original live music experiences, ranging from intimate blues bands in local pubs to grand scale ticketed music festivals, opera, and orchestral concerts.	\$ 3,800		\$ 3,800	
Cultural Vitality	CULTURALLY DIVERSE EARLY LITERACY PROJECT	The project is aimed at providing bi-lingual early literacy sessions that have diverse content through employing the provider "Chinese School of Music and Arts" to conduct sessions at the library service. These sessions will include bi-lingual stories, songs and crafts, that will build community knowledge of a range of cultures and languages.	\$ 3,300		\$ 3,300	
Cultural Vitality	FIRSTIVAL FESTIVAL	Firstival is a festival of new experiences, introduced by the Public Libraries SA in 2023. The aim of the festival is to increase customer engagement with libraries, and drive visitation and membership among non-library goers. The project will deliver a program of workshops, events and activities for all ages across the Council's three library branches, premised upon the Firstival Festival theme of "For all who seek new experiences".	\$ 4,000		\$ 4,000	
Operations	IT CONTRACT STAFF	Funds to employ staff to backfill the helpdesk role (Information Systems Team are engaged in day-to-day helpdesk responsibilities and therefore have limited time and capacity to progress essential projects i.e. Implementation of Power Bi, WiFi upgrade, Server Hardware upgrade and more).	\$ 40,000		\$ 40,000	

CITY PLAN 2030 OUTCOME	PROJECT NAME	PROJECT DESCRIPTION	TOTAL APPROVED	GRANT FUNDING	RATES FUNDING	BORROWING FUNDING
Operations	AUTHORITY APP	Purchase and the installation of Authority ACTUS App. Authority ACTUS is a suite of Mobile Applications that allows tasks to be viewed, opening new tasks, and completing tasks from the Council Customer Relations Management (CRM) System, Applications and Registers Modules in Authority. It is designed for mobile use on tablets and mobile phones, allowing field workers to update and complete tasks real live time from any location.	\$ 43,862		\$ 43,862	
Operations	IT STRATEGY	The project involves preparation of the organisation's Information Services (IT) Strategy. A number of the organisation's technology systems and software have been in place for some time and are not meeting the needs of the organisation and the community. A strategy is required to ensure that that Council has a roadmap upon which to base future investment decisions.	\$ 80,000		\$ 80,000	
Social Equity	PAYNEHAM MEMORIAL SWIMMING CENTRE COMMUNICATIONS	The Payneham Memorial Swimming Centre Redevelopment Project is a significant project which will be undertaken over 2 years and therefore it is important that the community are kept informed throughout the project. Some of the planned activities as part of this project are: social media campaign, letter box drops to residents and businesses, engagement with Swimming Clubs, engagement with Local Schools and more.	\$ 10,000		\$ 10,000	
Social Equity	ST PETERS BILLABONG ENGINEERING REVIEW	The banks of the St Peters Billabong adjacent to 12 to 16 Eighth Avenue and 1 to 21 River Street, St Peters, are experiencing various degrees of erosion. The assessment includes quantitative (intrusive) geotechnical assessments, such as on-site soil sampling and testing. Subsequently, using the data obtained from these assessments, options study can be undertaken to identify viable and economical solutions.	\$ 100,000		\$ 100,000	
Social Equity	ELECTRONIC PERMITS (e.g. OUTDOOR DINING)	The project involves developing a digital process to enable requests for Residential Parking Permits, Outdoor Dining and Outdoor Trading Permits to be submitted in digital format by citizens rather than using manual forms and for digital permits to be issued. This will increase the convenience for citizens and improve on the quality and accuracy of information provided for permit renewal requests.	\$ 20,000		\$ 20,000	
Social Equity	REGULATORY SERVICE - ADDITIONAL ADMIN STAFF 0.6 FTE	Increase in the amount of administrative support enables the Regulatory Services Team to prompt reply to citizen enquiries, parking reviews, and other enforcement matters, to "follow up" on dog registrations that have not been completed, generating additional revenue and assisting citizens to avoid enforcement actions through penalties for non-compliance with registration.	\$ 47,336		\$ 47,336	
Environmental Sustainability	URBAN GREENING PROGRAM	To encourage the community to plant trees within private land that increases, enhances and adds value to the City green cover including canopy and increases biodiversity and habitat.	\$ 10,000		\$ 10,000	
Environmental Sustainability	DEVELOPMENT OF TREE INVENTORY CONTRACTOR	Cost of inputting data into the Council tree new software. The data will be collated into the Forestree database (software program) which will then be integrated into the Asset Management System.	\$ 20,000		\$ 20,000	
Environmental Sustainability	HEAVY VEHICLE STUDY	Engagement of a Traffic Engineering Consultant to prepare the 'Glynde Heavy Vehicle Traffic Study'. The outcome of the study would be a report that includes : Traffic data analysis, traffic volume, speed and percentage of each classification of heavy vehicle; consultation with all businesses in regards to their needs and requirements.	\$ 25,000		\$ 25,000	
			\$ 616,172	\$ -	\$ 616,172	\$ -

2024-2025 DRAFT BUDGET

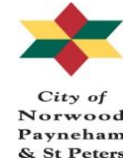


TABLE 2: OPERATING PROJECTS - NOT SUPPORTED BY THE EXECUTIVE LEADERSHIP TEAM

CITY PLAN 2030 OUTCOME	PROJECT NAME	PROJECT DESCRIPTION	TOTAL REQUESTED
Social Equity	RIVER TORRENS LINEAR PARK STRATEGY	The project is for the delivery of a Management Framework for the River Torrens Linear Park which will provide the Council with a strategic direction to inform the long term rejuvenation of this regionally significant open space corridor.	\$ 150,000
Social Equity	BUILDING ASSETS REVIEW / STRATEGY	The purpose of this project is to develop a strategy for the Council's buildings and facilities. Strategy will include an analysis of current facility utilisation and predictions of future needs, together with a condition audit data of the Council's buildings assets, the Whole of Life program and the Council's Asset Management Plans .	\$ 130,000
Social Equity	STREET LIGHTING RENEWAL & UPGRADE	To undertake the design and construction works to ensure that non-compliant and inadequate street lighting within the City's streets are renewed or upgraded.	\$ 40,000
Environmental Sustainability	VERGE UPGRADE	To financially assist residents with the cost of removing dolomite or quartz gravel and growing greenery in its place. This Fund will help meet our Council's CityPlan2030 greening objectives, beautify our city and bring cooling to high surface temperatures hotspots.	\$ 20,000
Environmental Sustainability	BIODIVERSITY OFFICER	Employment of a Biodiversity Officer who would be responsible for the following objectives: <ul style="list-style-type: none"> • Implementation of the Biodiversity Strategy 2006-2016 (or updated version); • Conservation and restoration of damaged areas; • Support and engagement of local Volunteer and Community groups; • Operational advice for Council operations, including Depot staff; and • Providing education to the community promoting better use of private and public land. 	\$ 126,000
Cultural Vitality	LIBRARY DESIGN CONSULTANCY FOR RENEWAL CONCEPTS	Project is to best determine the optimal layout (floorplan) and furnishings based on our current and projected collection use, utilising a professional and experienced consultancy to guide our future planning and help the service to deliver a modern library layout at St Peters and Payneham Libraries.	\$ 7,480
Operations	GEOGRAPHIC INFORMATION SYSTEMS (GIS) IMPLEMENTATION	To engage a consultant to review the existing system, capability and make recommendations regarding future needs, to procure appropriate licencing and develop an implementation & transition plan.	\$ 150,000
Operations	GIS - RUN RATE (Permanent role, Maintenance, Licence etc)	The project is to fund licencing costs, to employ a permanent staff to take over the operational functionality and partner with teams to develop and improve their use of GIS to manage their work and continued engagement with a consultant to ensure system is maintained.	\$ 206,000
Operations	DOG DEVICE LIFT FOR TRANSPORTATION	The project is for the installation of the K9 Kube dog lift in to Regulatory Services van which avoids the need for lifting any dog and the use of ramps. It provides the best opportunity to avoid all risk associated with lifting injuries, bites and dog attacks and represents the safest option for officers and dogs.	\$ 35,000
			\$ 864,480

Attachment B

Draft 2024-2025 Budget

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2024-2025 DRAFT BUDGET

CAPITAL PROJECTS

CITY PLAN 2030 OUTCOME	PROJECT NAME	PROJECT DESCRIPTION	TOTAL APPROVED	GRANT FUNDING	RATES FUNDING	BORROWING FUNDING
Operations	IT - UPGRADE OF IT EQUIPMENT	The purchase of new audio visual equipment for the Don Pyatt Hall and the upgrade of the Audio Visual equipment in the St Peters History Centre Gallery.	\$ 47,500		\$ 47,500	
Social Equity	RENEWAL PROGRAMM incl TRINITY VALLEY STORMWATER DRAINAGE PROJECTS	Delivery of the 2024-2025 Capital I Works Program for the replacement and upgrade of selected civil, drainage, recreation & open space, and building assets, in accordance with the Council's plans.	\$ 16,610,262	-\$ 3,684,000	\$ 13,089,084	\$ 7,205,178
Social Equity	TRUCK	Replacement of plant utilised by City Services Field staff in the delivery of maintenance services associated with Council's assets.	\$ 130,000		\$ 130,000	
Social Equity	PAYNEHAM MEMORIAL SWIMMING CENTRE - Year 2	Redevelopment of the Payneham Memorial Swimming Centre, as per the Council's Swimming Centres Strategy.	\$ 32,760,000	-\$ 2,240,000	\$ 2,240,000	\$ 32,760,000
Social Equity	SALARY CAPITALISATION	Wages and salaries incurred by the Council's employees who involve in the delivery of the projects involving physical assets.	\$ 1,101,342		\$ 1,101,342	
Social Equity	TRAFFIC MANAGEMENT MARDEN & ROYSTON PARK - DETAILED DESIGN	Preparation of detailed design of the Stage 1 Traffic Management Devices in Marden (excluding Battams Road), which was endorsed by the Council at its meeting held on 3 April 2023.	\$ 30,000		\$ 30,000	
Social Equity	TRAFFIC MANAGEMENT MARDEN & ROYSTON PARK - CONSTRUCTION STAGE	Preparation of detailed design and construction works are for slow points and traffic islands in River Street, Broad Street, Beasley Street, Addison Road and Pollock Avenue. Some of these works will be undertaken in conjunction with the Capital Works Program to ensure efficiencies, such as the Beasley Street road renewal.	\$ 250,000		\$ 250,000	
Social Equity	TRAFFIC MANAGEMENT IN PAYNEHAM SOUTH, FIRLE AND TRINITY GARDENS - DETAIL DESIGN	Progress some of the high priority traffic management devices that were identified in the Glynde, Payneham, Firle, Trinity Gardens and St Morris Traffic Study and endorsed by the Council at its meeting held on 3 April, 2023. This funding submission does not include detail design or construction for ALL of the high priority traffic management devices that were identified in the Traffic Study, but only within the suburbs of Payneham South, Firle, Trinity Gardens and St Morris.	\$ 70,000		\$ 70,000	
Social Equity	RICHMOND ST, HACKNEY & EIGHTH AVE, ST PETERS - DETAILED DESIGN	A petition was received by the Council at its meeting on 3 July, 2023 requesting that the Council consider measures to address safety concerns regarding high traffic volumes and speed on Richmond Road, Hackney that endangers children, pedestrians and cyclists. To progress this is it proposed to undertake Detailed Design of road safety improvements for Richmond Street and Eighth Avenue in 2024-2025 so that construction works could be integrated with the Capital Works Program in 2025-2026.	\$ 50,000		\$ 50,000	
Social Equity	40KM SPEED LIMIT HACKNEY TO MARDEN	Implementation of a 40km/h speed limit in residential streets of Hackney to Marden precinct was endorsed by the Council at its meeting held on 4 December 2023. Funding is now requested to manufacture and install the 40km/h signage.	\$ 70,000		\$ 70,000	

Social Equity	STAFF BIKE PARKING WEBB ST	Construct a safe and secure bicycle storage facility for Council staff who work at the Norwood Town Hall. The facility would be installed on the ground floor of the Webbe Street Car Park by removing two (2) car parking bays. Council staff who cycle set a good example for citizens, and the provision of safe storage will encourage more staff to consider cycling as a travel-mode choice.	\$ 30,000		\$ 30,000	
Social Equity	LANGMAN GROVE SPEED CUSIONS	The construction of new road cushions along Langman Grove, Felixstow, are intended to improve road safety by predominantly reducing traffic speed, while also reducing traffic volumes by discouraging non-local through traffic.	\$ 150,000		\$ 150,000	
Social Equity	GEORGE STREET UPGRADE - ADDITIONAL FUNDING	As part of the 2020-2021 Annual Business Plan, the Council endorsed a sum of \$800,000 to redevelop the section of George Street between The Parade and Webbe Street. The 2020-2021 project budget is insufficient to deliver the George Street Upgrade. Additional project funding is required because of: –Exclusions from the original 2019 cost estimate; –Significant price escalation for civil construction works and materials post COVID-19; and –Additional costs to provide good access to businesses and minimise disturbance to residents.	\$ 1,560,000		\$ -	\$ 1,560,000
Cultural Vitality	QUADRENNIAL ART PROJECT	Concept design for the future installation of a significant public artwork within the city as part of the Council's fifth Quadrennial Public Artwork.	\$ 9,000		\$ 9,000	
	TOTALS		\$ 52,868,104	-\$ 5,924,000	\$ 17,266,926	\$ 41,525,178

Attachment C

Draft 2024-2025 Budget

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2024-2025 DRAFT BUDGET
RECURRENT BUDGET BY OUTCOME

		Income	Expense	(Surplus)/Net Cost
Cultural Vitality		(1,902,741)	10,063,304	8,160,563
Community Events, Arts and Heritage	Community Art	(5,000)	656,365	651,365
	Cultural Heritage	0	197,363	197,363
	Events	(1,900)	822,486	820,586
	Concert Hall	(469,500)	402,440	(67,060)
Libraries & Community Facilities	Community Facilities	(429,375)	157,489	(271,886)
	Library Services	(141,700)	1,832,561	1,690,861
Planning	Planning Operations	(576,550)	2,299,632	1,723,082
Trees Parks Sport & Recreation	Parks & Gardens	0	604,722	604,722
	Reserve Maintenance	0	1,764,338	1,764,338
	Sporting & Recreational Facilities	(17,078)	583,386	566,308
	Swimming Centres	(261,638)	742,522	480,884
Economic Prosperity		(233,250)	904,697	671,447
Economic Development	Economic Development	(8,250)	679,697	671,447
	Precinct Management	(225,000)	225,000	0
Environmental Sustainability		(45,603)	7,922,939	7,877,336
Environmental and Planning	Creek Maintenance	0	28,061	28,061
	Environmental Management	(5,603)	1,784,510	1,778,907
	Street Trees	0	1,036,561	1,036,561
Waste Management	Waste Management	(40,000)	5,073,806	5,033,806
Social Equity		(6,555,144)	11,995,307	5,440,163
Subsidiaries	Joint ventures and Associates	0	262,666	262,666
Community, Health Aged & Youth Services	Community Support & Development	(1,352,175)	1,429,692	77,517
	Youth Service	(1,000)	171,661	170,661
	Child Care Centre	(2,718,776)	2,747,421	28,645
Infrastructure Management	Asset Maintenance (Admin)	0	525,339	525,339
	Asset Management	(545,000)	1,145,638	600,638
	Footpath, Kerb & Watertable	0	654,658	654,658
	Infrastructure Management	(444,393)	1,719,946	1,275,553
	Public Lighting	0	651,489	651,489
	Road & Traffic Management	0	894,647	894,647
	Stormwater Network	(15,000)	228,553	213,553
	Streetscape Maintenance	0	58,374	58,374
Regulatory Services	Animal Management	(143,500)	84,216	(59,284)
	Building Inspections	(82,800)	178,468	95,668
	Parking Management	(1,244,500)	200,400	(1,044,100)
	Pest Management	0	197,751	197,751
	Regulatory Services	(8,000)	844,386	836,386
Corporate Management		(1,197,500)	8,071,426	6,873,926
Governance, Communication & Administration	Communications	0	633,871	633,871
	Corporate Expenses	(1,190,000)	1,781,016	591,016
	Corporate Governance	0	1,120,244	1,120,244
	Finance Management	(7,500)	1,356,964	1,349,464
	HR & Employee Services	0	970,099	970,099
	Information Technology	0	1,117,009	1,117,009
	Administration	0	1,092,221	1,092,221
Rates, Depreciation and Financing		(46,926,218)	17,115,659	(29,810,559)
Rates	General Rates	(45,327,643)	305,545	(45,022,098)
	Regional Landscape Levy	(1,525,610)	1,515,610	(10,000)
Depreciation	Depreciation	0	13,078,887	13,078,887
Financing	Financing	(72,965)	2,215,617	2,142,652
(Surplus)/Net Cost		(56,860,456)	56,073,331	(787,125)

Attachment D

Draft 2024-2025 Budget

Supported by Executive Leadership Team

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PROJECT REQUEST OVERVIEW

PROJECT NAME	Arts & Culture Plan - Year 1 Implementation
PROJECT OWNER	Navian Iseut
REQUEST DATE	06/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Mario Barone
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>Following Council endorsement of the Arts & Culture Plan 2024-2027, the Arts & Culture Plan- Year 1 Implementation project scope includes the following key project deliverables, milestones and resources:</p> <p>Deliverable 1: Public Art Masterplan (1 year project, page 27 Arts & Culture Plan 2024-2027)</p> <p>The Public Art Masterplan provides a strategic framework for future public artworks in NPSP. This includes guiding location selection for public art procurements, including potential locations for the iconic quadrennial artworks; site specific installation and integration within streetscape design; First Nations led public art opportunities; interactive and digital installations, art trails and functional artworks. The Masterplan will take into account, proximity and spread of existing artworks, contribution to the visual and general amenity of the neighbourhood, significance of the location and potential place activation. This document will also act as a community resource through identifying locations suitable for community led ephemeral or temporary art installations.</p> <p>Milestones:</p> <p>Stage 1 Discovery – Map current public art locations (Council and privately funded). Stage 2 Foundation – develop place assessment criteria to aid the selection of places of potential. Stage 3 Analysis – precinct specific analysis and prioritise places of potential especially suitable for public art. Stage 4 Development – Draft Public Art Masterplan document. Stage 5 Consultation – Community feedback on draft Masterplan. Stage 6: Final Masterplan and Council endorsement.</p> <p>Out of scope/ delivered in year 2: Public Art GIS online map.</p> <p>Resources:</p> <p>External – Contractor(s) to assist with stage 1 & 2. Internal – Manager, Arts, Culture & Community Connections and Arts Officer Stage 1 to 6.</p> <p>Deliverable 2: Heritage Collection Digitisation Project (multi-year project, page 28 Arts & Culture Plan 2024-2027)</p> <p>The Heritage Collection Digitisation Project will produce a searchable catalogue,</p>

accession register and index of the NPSP collection in digital form to facilitate access to the Collection. In addition, it will digitise a copy of the items in the collection for posterity to ensure that metadata is retained past the useful physical life of the individual collection items, future-proofing the Council's collection. Digitising the collection will also open up the collection to our citizens and researchers and improve efficiencies of the Council's Cultural Heritage research service.

Milestones:

- Stage 1 Discovery- Digital management best practice, platforms and case studies.
- Stage 2 Planning & prioritise – Right-size digital operations – as the collection is vast and it will require years to digitise the complete collection, the Cultural Heritage Coordinator has collected community and research request data during 2023-2024 to deliver the project in incremental stages and prioritise effort in a way that is responsive to stakeholder and citizen needs, and deliver content in ways that is meaningful to them. Additionally, an assessment of the collection will be conducted to prioritise items for digitisation that are volatile or in fragile condition.
- Stage 3 Systems & equipment – setup the Cultural Heritage Centre with the necessary equipment to digitise the collection & identify large and fragile items requiring specialist scanning.
- Stage 4 External Funding (ongoing as opportunities arise)- explore external funding options to support project deliverables over the life of the project.
- Stage 5 Delivery – commence year 1 of digitising the collection.

Resources:

- Equipment – scanner, camera & photographic kit.
- External – Contractors (large format scanners and book scanning).
- Internal – Cultural Heritage Coordinator and Volunteers (stage 1 to 5), Manager Library Services (stage 1 & stage 5).

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

CULTURAL VITALITY - 2.1 An artistic, creative, cultural and visually interesting City

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Heritage Collection Digitisation Project

Risks

1. Resourcing

Currently the demand on the Cultural Heritage Centre research service is consistently high (for instance 49 new research enquiries were received in November 2023 and 32 enquiries were received in December 2023, along with a backlog of 17 enquires from October). As research is currently conducted manually, without easily searchable metadata or electronic databases, each enquiry is labour intensive (52.75 total research hours during November, average research time per enquiry was 49.10 minutes & 40.1 total research hours in December, average research time per enquiry was 99 minutes).

Constraints

- 1. Complexities of digitisation is underestimated

Underpinning digitising each item in the vast collection are time consuming collection management and preservation processes. These include, but are not limited to, identification of materials at risk; cleaning and conservation work for any fragile items; health and safety assessment and measures when handling potential dangerous items; identification of legal requirements; copyright and other constraints; standards that should be followed; retrieving related records; conducting research to fill in record gaps; applying metadata; valuing item for insurance purposes; ensuring appropriate storage and returning item to storage.
 Mitigation: develop annual implementation plans to prioritise and set realistic digitisation objectives for the year.

2. Costs of digitisation can be underestimated

Common costs associated with digitising collections include, digitisation software and hardware upgrades; storage of digital images; trained staff to ensure safe handling and quality processes; control security of sensitive or confidential records; space for digitisation to occur; conservation costs; staff time to retrieve, research, digitise, apply metadata and manage variables such as poor quality originals and outsourcing of larger more complex items that cannot be scanned in-house.
 Mitigation: Annual planning for digitisation process to ensure cost assessments for digitisation targets each year are feasible (eg. select which records to focus on and what digitisation approaches to take and by whom and how the records need to be accessed). Alter digitisation parameters (if required) as the project develops to ensure project is delivered within allocated budget.

Potential benefits for the Council and the Community

- Protect and preserve Council's heritage collection from environmental damage, such as, humidity, fire, theft and accidental damage.
- Improve accessibility and facilitate improved knowledge sharing.
- improve business process efficiency, quality and consistency
- reduce costs (staff research time).
- improve response time and citizen service.
- integrate collection into library catalogues that are easily accessible and searchable by the community

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
G&CA:Information Management	YES	NO

CEO:Library Services & Lifelong Learning	YES	NO
I&MP:GM Infrastructure & Major Projects	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Email-confirmation-Infrastructure-Major-Projects.docx](#)
- [Email-confirmation-Information-Services.docx](#)
- [Confirmation-email-Library-Services.docx](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

Digitisation of Heritage collection
 IS: Digitisation software and hardware upgrades and advice.
 Library Services & Lifelong Learning: Data entry and integration with Library catalogue

Public Art Masterplan
 Infrastructure & Major Projects: collaborative project planning to incorporate public art in capital projects (as identified) & Public Art Asset Management Plan development and implementation.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Contractors & Consultants cost		45,000	25,000	25,000
Plant/Equipment Purchase		23,874	0	0
		68,874	25,000	25,000

ADD DETAILS IF REQUIRED

Contractors & Consultants
 Public Art Masterplan- Year 1: Stage 1 & 2 (\$20,000)
 Heritage Collection Digitisation Project – Year 1 to 3 (anticipate 10 year project) outsource large format scanning, book and bulk scanning. (Year 1: \$25,000, year 2: \$25,000 & year 3: \$25,000).

Plant/ Equipment Purchase
 Heritage Collection Digitisation Project – setup heritage centre with equipment to deliver digitisation project and to digitally record new items of the collection in future years.
 Scanner: Kodak S3060 – \$21,323.50
 Camera: Canon EOS R-10 – \$2,000
 Photographic Kit (black, white & green backdrops; steel framed stand & attachments, soft box lighting) – \$300
 White table – \$250

ATTACH QUOTES IF APPLICABLE

- [Kodak-S3060.xlsx](#)
- [Contex-Large-Format-Scanner.xlsx](#)

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

1 year - Public Art Masterplan and multiple years - Heritage Collection Digitisation Project

PROJECT REQUEST OVERVIEW

PROJECT NAME	Culturally Diverse Early Literacy Project
PROJECT OWNER	Josephine Gaskell
REQUEST DATE	20/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Mario Barone
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>NPSP is an increasingly culturally diverse community, with 29.1% of the community speaking languages other than English in their homes. In this cohort 5.3% use Mandarin, and 5.0% use Italian, 4.2% of people living in our area were born in China. The library service currently offers no early literacy program to our citizens in languages other than the English language.</p> <p>Purpose: To Meet CityPlan 2030 Objective 2.2 - A community embracing and celebrating it's social and cultural diversity and Objective 4. to build a strong, healthy, resilient and inclusive community. Provide bi-lingual early literacy sessions that have diverse content through employing the provider 'Chinese School of Music and Arts" to conduct sessions at the library service. These sessions will include bi-lingual stories, songs and crafts, that will build community knowledge of a range of cultures and languages (not only Chinese).</p> <p>Deliverables: 15 diverse early literacy sessions to be delivered by the 'Chinese School of Music and Arts"</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	CULTURAL VITALITY - 2.2 A City which values and promotes its rich cultural and built heritage

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE	Low Risk.
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CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Contractors & Consultants cost	Chinese School of Music and Arts	3,300		
		3,300	0	0

ADD DETAILS IF REQUIRED

<https://www.chinesemusic.com.au/>

Have performed in many public libraries, increasing attendance to programs and library use.
Additional benefit of promoting and engaging citizens to utilising our LOTE (Languages Other Than English) collection at Payneham Library.

PLEASE ATTACH SUPPORTING FILE IF REQUIRED

- [Chinese-School-Music-Arts-NPSP_Quote.pdf](#)

PROPOSED START DATE

02/09/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

6 months

PROJECT REQUEST OVERVIEW

PROJECT NAME	Firstival Festival
PROJECT OWNER	Josephine Gaskell
REQUEST DATE	19/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Mario Barone
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>Background: Firstival is a festival of new experiences, introduced by the Public Libraries SA in 2023. The aim of the festival is to increase customer engagement with libraries, and drive visitation and membership among non-library goers. In 2023 45 library services participated, hosting 350 events, where 41,276 people attended. Post event data showed that library membership increased by 21% from the same period one year earlier.</p> <p>Purpose: To deliver a program of events as part of Libraries SA Firstival Festival (www.firstival.com.au), held each year in the month of July (1-31 July) across the State's 130 public libraries.</p> <p>Deliverables: The project will deliver a program of workshops, events and activities for all ages across the Council's three library branches, premised upon the Firstival Festival theme of "For all who seek new experiences".</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.3 An engaged and participating community

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE	<ul style="list-style-type: none"> • What are the risks associated with the current situation to the Council and or the Community? <p>Low participation rates.</p>
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COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

• How would you rate these risks? What is the potential cost to Council if the project does not proceed?

Low. The potential cost is financial loss of funds expended in contracting providers to facilitate programs.

• What constraints/other expectations that will impact on the delivery of the Project Outcome?

The availability of authors, program facilitators, contractors.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
Select team	NO	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

• [Email-Mario-Library-stock.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

Comms team may be involved in sharing on social media Will be in Look East.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Contractors & Consultants cost	workshop providers	4,000	4,000	4,000
		4,000	4,000	4,000

PLEASE ATTACH SUPPORTING FILE IF REQUIRED

• [Firstival-Report-Public-Libraries-S.A.-2023-A847866.pdf](#)

PROPOSED START DATE

01/07/2025

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

One month - July

PROJECT REQUEST OVERVIEW

PROJECT NAME

Major Public Art Project

PROJECT OWNER

Navian Iseut

REQUEST DATE

29/02/2024

BUDGET YEAR

2024/2025

RESPONSIBLE GENERAL MANAGER

Mario Barone

TYPE OF FUNDING REQUEST

MAJOR PROJECT - Equal or Over \$100,000 investment required

BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES

The Council's Public Art Policy states that the Council will ensure the adequate and on-going funding of public art through the creation of a Reserve Fund of \$300,000 is set aside for the purpose of funding a commission for a quadrennial public artwork.

This project will result in the installation of a significant public artwork within the public realm in 2026. This project is for the Council's fifth Quadrennial Public Artwork.

To ensure a high quality outcome, planning will commence in the 2024/2025 financial year.

Key deliverables

2024/2025 Stage 1: Concept design

2025/2026 Stage 2: Fabrication and installation

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Reputational risk if the project does not proceed:

At its meeting held on 11 April 2023, the Council reviewed the Public Art Policy. The Council will ensure the adequate and on-going funding of public art through 1. the creation of a reserve fund where \$75,000, is set aside annually for the purpose of funding a commissioned art work during the term of each Council, subject to annual budget deliberations.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development,

improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Concept/Design - Contractors & Consultants costs	3,000 per artist concept proposal fee	9,000		
Construction - Contractors & Consultants costs	Fabrication (95% payment)	0	228,000	
Implementation - Other costs	Installation and interpretive material		51,000	
Other Costs	Defects liability, released to artist 12 months following installation			12,000
		9,000	279,000	12,000

ADD DETAILS IF REQUIRED

Refer to attached budget for budget breakdown

PLEASE ATTACH SUPPORTING FILE IF REQUIRED

- [Quadrennial-Public-Art-Project-Budget-.xlsx](#)

PROPOSED START DATE

20/11/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

7 months (stage 1)

PROJECT REQUEST OVERVIEW

PROJECT NAME	Music Month in the Libraries
PROJECT OWNER	Josephine Gaskell
REQUEST DATE	20/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Mario Barone
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>Good Music Month is a new annual, state-wide, open access live music festival held each November, to elevate the profile of live music in South Australia by providing a platform for artists, venues, and industry professionals to showcase their talents to local and interstate audiences. The festival encompasses a diverse range of original live music experiences, ranging from intimate blues bands in local pubs to grand-scale ticketed music festivals, opera, and orchestral concerts. https://goodmusicmonth.com.au/</p> <p>Purpose: The library service will provide music experiences to the community in celebrating of Good Music Month. Meets our objectives to create a strong, healthy, resilient and inclusive community. In addition, promotes our music score collections and our audio visual collections - hopefully will increase loans and awareness! Music is a wonderful wellbeing tool so these events will build community wellbeing, and enable the citizens to connect with their fellow NPSP neighbours.</p> <p>Deliverables: A diverse and culturally inclusive range of workshops, performances and activities featuring local music providers. (Possible cross connection with 3D radio).</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.3 An engaged and participating community

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED

OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Low Risk.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Contractors & Consultants cost	Performers	4,000		
Implementation - Contractors & Consultants costs	Marketing	300		
User Charges (income: enter as '-' negative amount)	Tickets	-500		
		3,800	0	0

PROPOSED START DATE

01/11/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

One month - November

PROJECT REQUEST OVERVIEW

PROJECT NAME

Raising the Bar

PROJECT OWNER

Claire Betchley

REQUEST DATE

29/01/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Mario Barone

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

Raising the Bar Adelaide is aimed at positioning education as part of the City's popular culture by simply mixing learning and debate into a fun-night out to support the City's hotels.

Since 2018, the Raising the Bar Adelaide events have provided the opportunity to showcase the hotels within the City of Norwood Payneham & St Peters, raise the awareness of the City's night time offering, whilst creating a one-of-a-kind, knowledge driven event.

Through the transformation of ten (10) of the City's pubs into a learning campus for one night, the Council is able to successfully raise the bar on the content people are able to consume in their everyday lives. The format of the event is twenty (20) talks in one night; across ten (10) venues throughout the City of Norwood Payneham & St Peters.

The final number of recorded attendees at the event, across the nineteen (19) talks was over 1,000 people. Talks included the reality of crime, nutrition, fashion, law and religion, durability and resistance, the space industry, STEM careers and more.

The deliverables for this initiative include but are not limited to:

- partnering with venues across the City and liaising with venue managers ahead of, during and after the event to deliver the initiative;
- matching speakers that have complementary topics and allocating them to appropriate venues;
- the development of a comprehensive marketing campaign across the Council and precinct online channels and in print publications;
- liaising with the Raising the Bar staff on the website development, including providing all imagery and content; and
- liaising with Raising the Bar staff on all marketing and communication activity to ensure cohesive and consistent messaging.

**RELATIONSHIP TO
CITYPLAN 2030**

YES

**SELECT THE MOST
RELEVANT CHOICE FOR
THE ONE OF THE**

SOCIAL EQUITY - 1.3 An engaged and participating community

DOMINATING
RELATIONSHIP TO THE
OUTCOMES AND
STRATEGIES OUTLINED IN
CITYPLAN 2030.

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED
OR POTENTIAL RISKS
ASSOCIATED WITH THE
CURRENT SITUATION TO
THE COUNCIL AND OR THE
COMMUNITY. DESCRIBE
CONSTRAINTS THAT MAY
IMPACT ON THE DELIVERY
OF THE PROJECT
OUTCOME (IF ANY)

There is no risk to the Council in the delivery of this initiative. Previous events provided Hotels with a promotional opportunity during quieter months and due to their success. Hoteliers are keen to be involved.

Although there is no risk, if the Council decides not to support this initiative in 2023-2024, there is a likely chance that one of the States three (3) universities will take up the opportunity, alternatively another Council within South Australia will sign the license to deliver the event.

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

IS THERE A REQUIREMENT
FOR ANY EFFORT,
INVOLVEMENT OR
DEPENDANCY ON OTHER
INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

RECURRENT BUDGET -
ONGOING FINANCIAL
IMPACT AS A RESULT OF
THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Contractor & Consultants costs	13,000
Materials/Contracts & Other Expenses	12,000
Licenses/Subscriptions	15,000
	40,000

PROPOSED START DATE

02/06/2025

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

4 months to complete

Workflow Log

**Admin Notification (ID: 65811a1e6955a)***added on 29/01/2024 at 10:40 am*

WordPress successfully passed the notification email to the sending server.

**workflow_step_305_user_50 (ID: workflow_step_305_user_50)***added on 29/01/2024 at 10:40 am*

WordPress successfully passed the notification email to the sending server.

**Mario Barone**

MBarone@npsp.sa.gov.au

added on 29/01/2024 at 4:41 pm

General Manager Consideration for the Funding Submission: Approved.

**workflow_step_305_user_26 (ID: workflow_step_305_user_26)***added on 29/01/2024 at 4:41 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_50 (ID: workflow_step_306_user_50)***added on 29/01/2024 at 4:41 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_50 (ID: workflow_step_306_user_50)***added on 05/02/2024 at 4:49 pm*

WordPress successfully passed the notification email to the sending server.

**Mario Barone**

MBarone@npsp.sa.gov.au

added on 05/02/2024 at 5:27 pm

ELT Decision to present Funding submission to the Council: Approved.

**workflow_step_306_user_26 (ID: workflow_step_306_user_26)***added on 05/02/2024 at 5:27 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_309_user_152 (ID: workflow_step_309_user_152)***added on 05/02/2024 at 5:27 pm*

WordPress successfully passed the notification email to the sending server.



workflow_step_309_user_130 (ID: workflow_step_309_user_130)

added on 05/02/2024 at 5:27 pm

WordPress successfully passed the notification email to the sending server.



workflow_step_309_user_48 (ID: workflow_step_309_user_48)

added on 05/02/2024 at 5:27 pm

WordPress successfully passed the notification email to the sending server.

PROJECT REQUEST OVERVIEW

PROJECT NAME	Eastside Business Awards 2025
PROJECT OWNER	Claire Betchley
REQUEST DATE	06/03/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Mario Barone
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>In 2018, the Council delivered the inaugural Eastside Business Awards in partnership with News Corp Australia, Messenger. This partnership arrangement continued in 2019 and 2020 . As a result of the Messenger print publication ceasing operation in mid-2020, News Corp Australia were unable to fulfil the editorial and marketing activity that was required to deliver the 2021 program.</p> <p>As a result, in 2021, the Council partnered with Solstice Media, which includes brands such as InDaily, SALIFE, CityMag, and InReview. This diverse suite of brands provides the Council and therefore the program, with the flexibility to promote the Awards to different markets across all brands and platforms.</p> <p>The Eastside Business Awards program is specifically for businesses trading within the City of Norwood Payneham & St Peters. The aim of the Awards is to recognise the best small businesses – retailers, restaurants, cafes, venues, professional services and food and beverage manufacturers within the City of Norwood Payneham & St Peters.</p> <p>The Awards encourage businesses and the public to vote for their favourite business in one or all of the relevant categories, which have been designed to reflect the City's mix of businesses. The 2022 Eastside Business Awards Program received a record 10,974 votes across eleven (11) categories, up nearly 15% on the 2021 figures. The deliverables, which will be jointly managed and delivered by Solstice Media and the Council include:</p> <ul style="list-style-type: none"> • the development of a creative concept for the Awards; • a comprehensive marketing campaign across the Solstice Media brands (InDaily, SA Life, CityMag, InReview) in both print and digital format; • digital posters, flyers and any livery, which will be organised by Council Staff; • the website, which will be managed by Solstice Media; • the creative development of awards for the winning businesses; • monitoring and facilitation of the nomination/voting processes; • editorial support for the Awards carrying the City of Norwood Payneham & St Peters logo; • joint City of Norwood Payneham & St Peters and Solstice Media judging process; <p>and</p> <ul style="list-style-type: none"> • 'in partnership with the City of Norwood Payneham & St Peters' in logo format included on all collateral relating to the Awards.

RELATIONSHIP TO
CITYPLAN 2030

YES

SELECT THE MOST
RELEVANT CHOICE FOR
THE ONE OF THE
DOMINATING
RELATIONSHIP TO THE
OUTCOMES AND
STRATEGIES OUTLINED IN
CITYPLAN 2030.

ECONOMIC PROSPERITY - 3.5 A local economy supporting and supported by its community

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED
OR POTENTIAL RISKS
ASSOCIATED WITH THE
CURRENT SITUATION TO
THE COUNCIL AND OR THE
COMMUNITY. DESCRIBE
CONSTRAINTS THAT MAY
IMPACT ON THE DELIVERY
OF THE PROJECT
OUTCOME (IF ANY)

There is no immediate risk to the Council of not undertaking the initiative, however given the current state of the economy and the difficulties that many small businesses have had over the last few years, are currently facing, particularly in the hospitality and retail sectors, any support and recognition that the Council can provide to small business, is important and is well received. Also given that this initiative has been successfully delivered since 2018, there is an expectation from the City's businesses that it will continue to be delivered by the Council. As such, if this initiative is ceased there is likely to be some risk to the Council's reputation. The Eastside Business Awards offer the opportunity to promote and celebrate all businesses within the Council area, not just those who are located within designated precincts. Having committed to the Eastside Business Awards since 2018 and due to the success and positive feedback of the program, there may be a risk that businesses will question the Council if it is decided to not invest in the 2024 program.

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

IS THERE A REQUIREMENT
FOR ANY EFFORT,
INVOLVEMENT OR
DEPENDANCY ON OTHER
INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

RECURRENT BUDGET -
ONGOING FINANCIAL
IMPACT AS A RESULT OF
THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Contractor & Consultants costs	40,000
	40,000

PROPOSED START DATE

06/03/2024

PROJECT TIMELINE (E.G. 3

The Program will be completed when the Awards are presented in April 2025.

PROJECT REQUEST OVERVIEW

PROJECT NAME	Tour Down Under Stage 2025
PROJECT OWNER	Claire Betchley
REQUEST DATE	31/01/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Mario Barone
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The Tour Down Under, a nationally and internationally recognised cycling event, is held in South Australia during January and comprises a series of races with a start and finish being held in different locations across the State. The start and finish components of each stage of the Tour are changed on a regular basis, and the right to host a start or a finish, is required to be contested by Councils through an Expression of Interest process.</p> <p>To this end, at its meeting held on Monday, 22 January 2024, the Council resolved to submit an Expression of Interest to Events SA to host a Stage of the 2025 Tour Down Under and the Challenge Tour.</p> <p>Hosting a Stage of the Tour Down Under provides the Council with an opportunity to be involved with a major international sporting event and promote the City to local, interstate and overseas visitors as well as contributing to the City's economic development.</p> <p>The Tour Down Under attracts media attention from all over the world, therefore providing an excellent platform for the Council to market the City as a tourism destination to an international audience.</p> <p>Additionally, the proposed event will aim to showcase the Norwood Parade Precinct and therefore encouraging expenditure in local retail outlets, cafes and other businesses. It is also an excellent marketing opportunity for business operators.</p> <p>The deliverables for this initiative include but are not limited to:</p> <ul style="list-style-type: none"> - engagement with the SATC; - engagement with local Norwood Parade Precinct Traders; - the development of a comprehensive marketing campaign; and - providing a safe location for the Race to take place.
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR	ECONOMIC PROSPERITY - 3.2 Cosmopolitan business precincts contributing to the

THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

prosperity of the City

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

There are a number of risks associated with events which need to be managed effectively during the set-up, during the event and the pack down of the event. Therefore, an Event Risk Management Plan will be developed to ensure that all risks associated with the event are managed effectively.

The potential cost if this proposal did not proceed is nil. However the Council has previously hosted twelve (12) consecutive start events, with the most recent event held in January 2024 and has also hosted the Challenge Tour as part of the event on seven (7) occasions. If an Expression of Interest is not put forward, the reputational risk of not applying to host this event could have implications on the opportunity to host this Race.

Noting of course, that Events SA makes the final decision in respect to the location of starts and finishes.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Other Costs		60,000		
		60,000	0	0

PROPOSED START DATE

01/01/2025

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

The project will end after the event held in January 2025

Workflow Log



Admin Notification (ID: 65811a1e6955a)

added on 31/01/2024 at 4:36 pm

WordPress successfully passed the notification email to the sending server.



workflow_step_305_user_50 (ID: workflow_step_305_user_50)

added on 31/01/2024 at 4:36 pm

WordPress successfully passed the notification email to the sending server.



Mario Barone

MBarone@npsp.sa.gov.au

added on 31/01/2024 at 5:06 pm

General Manager Consideration for the Funding Submission: Approved.



workflow_step_305_user_26 (ID: workflow_step_305_user_26)

added on 31/01/2024 at 5:06 pm

WordPress successfully passed the notification email to the sending server.



workflow_step_306_user_50 (ID: workflow_step_306_user_50)

added on 31/01/2024 at 5:06 pm

WordPress successfully passed the notification email to the sending server.



Mario Barone

MBarone@npsp.sa.gov.au

added on 05/02/2024 at 7:33 am

ELT Decision to present Funding submission to the Council: Approved.



workflow_step_306_user_26 (ID: workflow_step_306_user_26)

added on 05/02/2024 at 7:33 am

WordPress successfully passed the notification email to the sending server.



workflow_step_309_user_152 (ID: workflow_step_309_user_152)

added on 05/02/2024 at 7:33 am

WordPress successfully passed the notification email to the sending server.



workflow_step_309_user_130 (ID: workflow_step_309_user_130)

added on 05/02/2024 at 7:33 am

WordPress successfully passed the notification email to the sending server.



workflow_step_309_user_48 (ID: workflow_step_309_user_48)

added on 05/02/2024 at 7:33 am

WordPress successfully passed the notification email to the sending server.

PROJECT REQUEST OVERVIEW

PROJECT NAME	Audio Visual Upgrade
PROJECT OWNER	Aerken Kuerban
REQUEST DATE	15/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Lisa Mara
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The purchase of new Audio Visual equipment for the Don Pyatt Hall and the upgrade of the Audio Visual equipment in the St Peters History Centre Gallery.</p> <p>Don Pyatt - Concert Hall AV</p> <ul style="list-style-type: none"> • Ensure equipment is maintained and available for Hirer use • Meet Hirer AV requests and requirements • Attract new Hirers to the venue <p>The Gallery - St Peters History Centre - projector and AV renewal</p> <ul style="list-style-type: none"> • replacement of Projector and AV equipment in the gallery that is beyond the asset's useful life (10 years) • ensure the gallery can accommodate the recent activation and Exhibition Season requirements (15 exhibitions scheduled for 2024 calendar year). <p>Community facilities - projectors and screens</p> <ul style="list-style-type: none"> • Facility Hirers have requested projectors and screens • Build on and improve community facilities to support multi-uses and activations and increase number of community facility users. • provide direct benefit to our community through equipment that caters to community needs.
RELATIONSHIP TO CITYPLAN 2030	NO

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY	<p>Audio Visual equipment failure during events.</p> <p>Extended wait time for ages equipment repair and replacement</p>
--	--

IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Plant/Equipment Purchase	Don Pyhatt Hall AV	15,000		
Plant/Equipment Purchase	The Gallery	17,500		
		32,500	0	0

PROPOSED START DATE

12/08/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

6 Months

PROJECT REQUEST OVERVIEW

PROJECT NAME	CIVICA Authority CRM ACTUS App
PROJECT OWNER	Aerken Kuerban
REQUEST DATE	15/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Lisa Mara
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The purchase and installation of Authority ACTUS App.</p> <p>Authority Actus is a suite of Mobile Applications that allows viewing tasks, opening new tasks, and completing tasks from the CRM, Applications and Registers Modules in Authority.</p> <p>ACTUS is designed for mobile use on tablets and mobile phones, allowing field workers to update and complete tasks anywhere.</p> <p>Since implementing the CRM module, Council field staff have been facing constant issues because the current solution was built to be used on a desktop and not purpose-built for mobile use in the field.</p> <p>Summary of issue:</p> <p>Regulatory Services Authority CRM is not accessible via Samsung Android phones.</p> <p>Development Assessment Need to conduct the inspection, make all relevant notes manually and take photographs. Then, return to the office, type out notes, and upload all photos to the CRM. The process is time-consuming and labour-intensive and involves duplication and various inefficiencies.</p> <p>City Arborist The biggest issue was and always has been the VPN, something we have never quite been able to solve (re dropouts and connection issues). The VPN in some assistances needs to be reconfigured after a location change. If the VPN can be avoided, I believe it would solve many of the issues, such as repeatedly logging in and logging out and losing work.</p> <p>The ACTUS app is a purpose-built mobile solution to solve the above issue and will significantly improve efficiency and reduce rework and loss of data.</p>

Additional benefits:

- For more accessible access to parking and general CRMs, view CRM details clearly and then input result notes into the CRMs quickly.
- The ACTUS app has a map function that can show the officers on a map where CRM jobs are located, so the officers can see if there may be CRMs near each other so they can plan their day more efficiently.
- Less duplication
- Enhanced capacity
- Reduce response times.

RELATIONSHIP TO CITYPLAN 2030

NO

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Current Risks are:

- Data loss due to dropouts
- Inaccurate/Incomplete data
- Require stable 4G mobile service
- VPN dropping out when changing locations

The ACTUS app can work offline and does not require a stable mobile service or VPN for remote access reducing the possible of data loss due to signal dropouts.

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
G&CA:Information Management	YES	YES
UP&E:City Arborist	YES	YES
I&MP:City Services/Depot	YES	YES
UP&E:Regulatory Services	YES	YES

PLEASE ATTACH EMAIL
CONFIRMATION FROM THE
TEAM MANAGER/S

• [Regulatory-Services.docx](#)

INCLUDE BRIEF
DESCRIPTION OF
DEPENDANCIES ON OTHER
TEAM OR TEAMS

Assist with testing of new solution

BUDGET REQUEST DETAILS

PROJECT BUDGET
REQUEST \$\$\$ - ENTER AS
MANY LINES AS REQUIRED
BY CLICKING '+' ON THE
RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Software/System costs	License Fee	32,610		
Contractors & Consultants cost	Implementation	11,252		
		43,862	0	0

PLEASE ATTACH
SUPPORTING FILE IF
REQUIRED

• [ACTUS-Mobile-App_NPSP_88759827.pdf](#)

RECURRENT BUDGET -
ONGOING FINANCIAL
IMPACT AS A RESULT OF
THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Licenses/Subscriptions	7,910
	7,910

PROPOSED START DATE

02/09/2024

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

3 Months

PROJECT REQUEST OVERVIEW

PROJECT NAME	IS Project Support
PROJECT OWNER	Aerken Kuerban
REQUEST DATE	19/01/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Lisa Mara
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>Seek funding assistance for initiatives within our Information Systems (IS) Team. Our System Administrator is heavily engaged in day-to-day helpdesk responsibilities, leaving limited bandwidth to drive essential projects forward. In order to overcome this challenge and ensure the timely delivery of our outstanding projects, we are seeking approval to hire a contracted professional to backfill the helpdesk role. The outstanding projects requiring IS Team support are as follows:</p> <ol style="list-style-type: none"> 1. PowerBI Implementation 2. Ersi GIS Integration 3. Wifi Upgrade 4. Decommissioning of Windows 2012 R2 Server 5. Server Hardware Upgrade <p>Regrettably, these projects have experienced delays due to the overwhelming workload on our existing resources. By allocating additional support through a contracted hire, we aim to free up our System Administrator to focus on project deliverables.</p>
RELATIONSHIP TO CITYPLAN 2030	NO

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)	Current and future project requiring IS Support will be delayed.
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FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

RECURRENT BUDGET - ONGOING FINANCIAL IMPACT AS A RESULT OF THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Contractor & Consultants costs	40,000
	40,000

ADD DETAILS IF REQUIRED

Contractor to backfill helpdesk

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

36

PROJECT REQUEST OVERVIEW

PROJECT NAME	Information Services Strategic Plan
PROJECT OWNER	Lisa Mara
REQUEST DATE	07/03/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Lisa Mara
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The project involves a review of the organisation's Information Services (IT), and the preparation of an Information Services Strategic Plan.</p> <p>A number of the organisation's technology systems and software have been in place for some time and are not meeting the needs of the organisation. A review will highlight any systems/software that is nearing the end of its life and identify deficiencies in terms of current IT solutions moving forward.</p> <p>The objective of the review is to ensure:</p> <ol style="list-style-type: none"> 1. systems are robust and sustainable 2. system architecture is innovative and efficient 3. meets the need of the organisation now and into the future
RELATIONSHIP TO CITYPLAN 2030	NO

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)	<p>There risks to the organisation include:</p> <ol style="list-style-type: none"> 1. IT systems that are no longer supported by the provider due to being superseded by new versions. 2. System failures. 3. A lack of contemporary systems to manage various functions (ie payroll, rates, mapping, customer requests, asset management, etc) results in inefficient processes.
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FUNDING REQUEST

BUDGET TYPE	OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis
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IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Select		80,000		
		80,000	0	0

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

6 months

PROJECT REQUEST OVERVIEW

PROJECT NAME	Payneham Memorial Swimming Centre Community Engagement Strategy
PROJECT OWNER	Simonne Whitlock
REQUEST DATE	29/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Lisa Mara
TYPE OF FUNDING REQUEST	MAJOR PROJECT - Equal or Over \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The Payneham Memorial Swimming Centre is a significant project which will be undertaken over 2 years and therefore it is important that the community are kept informed throughout the project. A Community Engagement Plan has been prepared which includes:</p> <ul style="list-style-type: none"> – social media campaign – letter box drops to residents, businesses – engagement with Swim Clubs – engagement with Local Schools – photography for Look East and the Annual Report – Printed generic postcard for patrons to sign up to receive articles, updates on the project – Information boards at Payneham Library – Creative Hoarding once more information available
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.1 Convenient and accessible services, information and facilities

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE	Not Applicable
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CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
G&CA:Communciations	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Hi-Simonne.pdf](#)
- [Hi-Simonne1.pdf](#)

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Select		10,000		
		10,000	0	0

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

12 months to complete

PROJECT REQUEST OVERVIEW

PROJECT NAME	Annual Plant Replacement Program
PROJECT OWNER	Chris McDermott
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MAJOR PROJECT - Equal or Over \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	This is to replace minor plant and equipment such as blowers, whipper snippers and electric hand tools as they deteriorate with regular use and to ensue the teams have the appropriate tools to deliver all services required of them. We will also be replacing Civil Maintenance truck 222 as it has reached the end of use useful life with increased maintenance costs and down time reported over the previous 12 mths.
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	ENVIRONMENTAL SUSTAINABILITY - 4.1 Sustainable and efficient management of resources

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)	If regular replacement of minor equipment and vehicles does not occur staff will not have the required safe and effective tools and equipment to deliver their works to the community as we work towards maintain various Council assets to high standards for community use and amenity.
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FUNDING REQUEST

BUDGET TYPE	OPERATIONAL PROJECT BUDGET -
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project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Plant/Equipment Purchase		130,000	0	
		130,000	0	0

PROPOSED START DATE

03/09/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

12 mths

PROJECT REQUEST OVERVIEW

PROJECT NAME	Capital Works Program 2024-2025
PROJECT OWNER	Derek Langman
REQUEST DATE	03/04/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MAJOR PROJECT - Equal or Over \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>In accordance with the requirements of the Local Government Act, the Council has adopted various Asset Management Plans. These Plans set out the Council’s strategies and objectives with respect to its management and development of its major assets.</p> <p>The objective of this project is to deliver the Capital Works Program for the replacement and upgrade of selected civil, drainage, recreation & open space, and building assets, in accordance with the Council's Plans.</p> <p>The Plans also set out the “Whole-of-Life” allocations and expenditure which are required annually to upgrade the Council’s major assets. The delivery of the Capital Works Program is therefore essential in meeting the Council’s obligations and commitments.</p> <p>A copy of the Capital Works Program is attached.</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO	The ongoing commitment to the upgrade, replacement and rehabilitation of the City’s infrastructure will ensure that these assets remain fit for purpose. This will also ensure these assets remain at their existing overall good condition level which is vital in protecting and enhancing the wellbeing of our community. Should the works not
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THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

proceed, the Council could be liable for significant damage to vehicles, pedestrians and private property.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

RENEWAL CAPITAL PROJECT (renewal of an existing asset)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Implementation - Contractors & Consultants costs	16610262			
		0	0	0

ADD DETAILS IF REQUIRED

The total above is the combined sub-totals of the civil, drainage, recreation & open space, and buildings works programs.

All renewal project allocations are subject to review and adjustment based on delivery efficiency / opportunities / risks / priorities that are identified through the year.

For example, should it become apparent that an upgrade may be imminent on an asset scheduled for renewal, a decision may be made to pause the renewal to better align with an upgrade or external funding opportunity.

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

12 Months

PROJECT REQUEST OVERVIEW

PROJECT NAME

George Street Upgrade (Construction)

PROJECT OWNER

Stuart Pope

REQUEST DATE

06/02/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Derek Langman

**TYPE OF FUNDING
REQUEST**

MAJOR PROJECT - Equal or Over \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

The Parade Masterplan, which was endorsed by the Council in May 2019, has established a holistic vision for The Parade to direct the progressive enhancement of the streetscape which will support local businesses, encourage new investment and maximise community enjoyment and appeal. It has been designed to build on the unique local characteristics of the Precinct, celebrate its rich cultural history and heritage and deliver infrastructure for the future. The Parade Masterplan encompasses the whole of The Parade, between Fullarton Road and Portrush Road and includes the northern side of George Street, between The Parade and Webbe Street.

The intent of the George Street Upgrade Construction Project is to deliver the upgrade of George Street between The Parade and Webbe Street as the next logical step in the implementation of the Masterplan, which will complement the installation of the Scramble Crossing at the intersection of The Parade and George Street which was completed in 2022.

The George Street Upgrade Construction Project will include the extension of the footpaths and kerbing along George Street and the removal of the indented carparks to improve the safety and amenity of George Street and provide space for additional landscaping and trees, new paving, improved public lighting and street furniture to facilitate greater use of the public spaces as envisioned in The Parade Masterplan. Importantly the George Street Upgrade will be the "template" for the implementation of The Parade Masterplan in terms of materials, finishes and elements along with the Councils approach to managing risk during the design process. Another key component will be establishing an approach to undertaking significant construction works in a busy mainstreet environment where there are a wide range of stakeholders with competing priorities.

As part of the 2020-2021 Annual Business Plan and Budget, the Council endorsed a sum of \$800,000 for the construction works associated with the upgrade of George Street. This budget amount was based on a high level cost estimate which was prepared in 2019 as part of the development of The Parade Masterplan which included a preliminary concept which was prepared for George Street. This budget amount has been carried forward whilst the detail design for George Street has been

undertaken.

In late 2021, the Council endorsed the engagement of a multi disciplinary design team to undertake the design development for The Parade and the detailed design for George Street between The Parade and Webbe Street. Concurrent to these works the Council has undertaken a range of due diligence activities to reduce the Council's exposure to risk during the construction phase of the project. These activities have included:

- stormwater flood modelling;
- geotechnical investigations;
- soil contamination investigations;
- physical location of underground services to prove the design;
- liaison with third party authorities to co-ordinate works;
- undertaking engagement with stakeholders to understand operational requirements; and
- prepare updated cost estimates based on the detail design and items noted above.

During the design development and detail design for George Street it was identified that there would be the requirement to provide additional stormwater infrastructure to realise the George Street design. This was subsequently presented to Council in 2022, where a project was endorsed for the construction works as part of the Councils Long Term Drainage Program. These works are currently being tendered and planned for construction in the first half of 2024.

As part of the design process a cost estimate prepared in August 2022 for the 50% stage of the detail design, which included the due diligence works undertaken by the Council.

The 50% detail design estimate has identified a shortfall in the costs required to deliver the construction works for George Street compared to the original budget of \$800,000 which was allocated by the Council, which can be attributed to several factors including:

- significant price escalation for civil construction works and materials post COVID 19;
- cost exclusions from the original estimate;
- cost impacts associated with works required to address access and operations within the immediate vicinity of the project based on stakeholder engagement activities.

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

ECONOMIC PROSPERITY - 3.2 Cosmopolitan business precincts contributing to the prosperity of the City

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO

PROJECT RISKS IMPACTS AND CONTROLS

Risk Description – Project Budget
Impacts -Financial

THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Risk Controls

- Reporting to the Council.
- Engage Cost Estimator to capture costs associated with the design.
- Establish Hold Points through the design process to review costs.
- Develop sufficient risk contingency.
- Qualify risks through due diligence activities e.g. potholing of services, staging requirements through stakeholder engagement.

Risk Description – Design does not meet expectations

Impacts – Community and stakeholders

Risk Controls

- Undertake engagement activities during the design process to understand the needs of the Precinct.
- Ensure amenity priority is built into detailed Project Specification.
- Seek legal advice in respect to the Councils obligations under The Local Government Act

Risk Description – Business interruption

Impacts – Community and stakeholders

Risk Controls

- Undertake engagement activities during the design process to understand the needs of the Precinct.
- Develop construction approach / standards of access to minimise disruption as part of the design process.

Risk Description – Impacts on traffic movements

Impacts – Vehicles and Pedestrians

Risk Controls

- Undertake investigative and engagement activities during the design process to understand current usage and needs.
- Develop standards of access to minimise disruption.
- Ensure that Project staging is organised to allow access.

Risk Description – Business sales reduction

Impacts – Community and stakeholders

Risk Controls

- Develop construction approach / standards of access to minimise disruption as part of the design process.
- Maintain ongoing communication with businesses to understand needs.

Risk Description – Design integration (design not aligning with “other Projects”)

Impacts – Design

Risk Controls

- Establish Project Working Group.
- Include representative from the Department for Infrastructure and Transport on Project Working Group.

Risk Description – Lack of design integration (conflicts onsite causing delays)

Impacts – Design / Construction

Risk Controls

- Undertake due diligence activities during detailed design stage.
- Undertake potholing during the detailed design stage.

Risk Description – Third Party Utility Upgrades

Impact – Design / Construction

Risk Controls

- Engage with all service authorities during the design stages.

- Develop future proofing options through the design detail process.

Risk Description – Is the design safe (safety in design)

Impacts – Design

Risk Controls

- Undertake independent Road Safety Audits.
- Include Safety in Design audits of the detail design
- Undertake materials testing where required to ensure compliance with standards.

Risk description – Non – compliant design

Impacts – Design

Risk Controls

- Establish Hold Points through the design process to review the design.
- Establish internal review and sign-off process.
- Undertake additional investigations to ensure there is sufficient information to design to the relevant standards.
- Undertake materials testing where required to ensure compliance with standards.

Risk Description – Sudden design changes on site

Impacts – Design / Construction

Risk Controls

- Develop design options in the detailed design stage.
- Undertake potholing of services

Late design delivery

Impacts – Design / Construction

Risk Controls

- Provided completed package of design options so that contractor will not be delayed.

Risk Description – Damage to heritage buildings

Impacts – Construction

Risk Controls

- Develop appropriate construction methodology and use agreed building practices which will be specifically developed. (Construction and Vibration Noise Management Plan)

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
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TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

G&CA:Communications	YES	YES
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PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Council-Correspondence-Communications-Team-input-into-George-Street-Upgrade-Project-7-February-2024.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

Input into Stakeholder Mapping (completed)
 Develop Communication Strategy
 Communications Plan
 Preparation of Graphic design content including :
 Open for Business (branding) hoarding panels, web content
 Construction Staging Plans , Traffic plans for website
 Social media posts and updates
 Council Website updates

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Construction - Contractors & Consultants costs	Cost estimate for George Street Upgrade works prepared in 2022	2,580,000		
Construction - Other costs	Soil contamination contingency. Soil contamination testing that has been undertaken as part of the due diligence activities has identified multiple locations of high levels of soil contamination exceeding current standards for disposal .	100,000		
Construction - Other costs	Construction Contingency of additional 10% has been included based on level of detail of the current cost estimate contingency of 10% (this is an industry standard ie total of 20% contingency) . Full known costs will not be known until the construction works are tendered and a construction contingency will still be required .	250,000		
Construction - Other costs	Modifications (removal and reinstatement) to civil infrastructure in surrounding street network to facilitate traffic operations (large vehicle deliveries) which will be restricted during construction works	60,000		

Implementat ion - Other costs	Hire of VMS boards during construction to provide advanced notice a communications during construction works	10,000		
Other income (income: enter as '-' negative amount)	Original budget allocation for George Street construction	-800,000		
Other income (income: enter as '-' negative amount)	funding for construction items from Asset Renewal Program	-640,000		
		1,560,000	0	0

ADD DETAILS IF REQUIRED

The City Assets and City Projects teams have worked to identify the components (paving , kerbing, road reseal) and costs associated with these that are located within the project area and are due for renewal and have delayed these works so that costs of these items can be incorporated into the project budget request table. This figure is in the Project Budget Request table.

The Council is in the process of submitting a proposal for grant funding for the George Street Upgrade as part of the State Government Open Space Grant Program 2023-2024 for the amount of \$500,000. The Open Space Grant program submissions close 9 February 2024 and there will not be a decision on successful grant applications until April 2024. If the Council submission is successful the grant amount will be able to be incorporated into the Project Budget Request table.

PLEASE ATTACH SUPPORTING FILE IF REQUIRED

- [Rider-Levitt-Bucknall-George-Street-50-Design-Staging-Plans-and-Program-8-August-2022.pdf](#)
- [LBWCo-Preliminary-Soil-Assessment-George-Street-12-July-2022.pdf](#)
- [George-Street-Detail-Design-Drawing-B-2-February-2024.pdf](#)
- [Rider-Levitt-Bucknall-George-Street-50-Design-Estimate-8-August-2022.pdf](#)

PROPOSED START DATE

03/06/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

21 month including procurement, early works and construction works noting that no construction works are allowed in The Parade precinct over the Christmas trading period.

PROJECT REQUEST OVERVIEW

PROJECT NAME	Hackney to Marden Precinct – Implementation of 40km/h speed limit
PROJECT OWNER	Josef Casilla
REQUEST DATE	13/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The implementation of a 40km/h speed limit in residential streets of the Hackney to Marden precinct was endorsed by the Council at its meeting held on 4 December, 2023.</p> <p>Funding is now requested to manufacture and install the 40km/h signage.</p> <p>The area is bound by Hackney Road, North Terrace, Payneham Road, O.G. Road and the River Torrens.</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Traffic data has identified that a number of streets in this precinct have traffic speeds higher than desirable, due to non-local through traffic avoiding the delays on the arterial roads.

The Council receives regular correspondence from frustrated residents with road safety concerns resulting from speeding traffic .

The reduced speed limit aims to improve road safety and reduce associated risks by moderating traffic speed. Community consultation was undertaken and the 40km/h speed limit was supported by the majority of citizens.

The risk of not allocating funds is that:

- traffic concerns are not addressed, creating potential safety issues;
- citizens perceive that their concerns are not taken seriously by the Council;
- traffic and transport issues are addressed in an ad-hoc, rather than area-wide, manner; and
- reputational damage to the Council.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Planning / Development Services	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Implementation-of-40kmh-signs-Marden-to-Hackney-Correspondence-from-Gayle-Buckby.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The Traffic Unit has undertaken the initial investigation and consultation works, and they will liaise with the Project Manager who will be delivering the works with regards to deliverables, objectives, constraints, etc.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Construction - Contractors & Consultants costs		70,000		
		70,000	0	0

PROPOSED START DATE

05/08/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

2 months

PROJECT REQUEST OVERVIEW

PROJECT NAME	Langman Grove Road Cushions – Construction Works
PROJECT OWNER	Josef Casilla
REQUEST DATE	12/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MAJOR PROJECT - Equal or Over \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The construction of new road cushions along Langman Grove, Felixstow, are intended to improve road safety by predominantly reducing traffic speed, while also reducing traffic volumes by discouraging non-local through traffic. There are currently no road cushions located along Langman Grove.</p> <p>This project commenced after a petition was received by the Council in 2021, and subsequently referred to the Traffic Management & Road Safety Committee.</p> <p>Traffic data verified that traffic management measures were warranted along Langman Grove, particularly given the high pedestrian and bicyclist volumes associated with Felixstow Reserve and Linear Park.</p> <p>Various traffic management solutions were presented to residents of Langman Grove and nearby streets, and three rounds of consultation were undertaken between 2021 and 2023.</p> <p>The designs were modified and fine-tuned to meet the residents’ concerns and, ultimately, the majority of residents who engaged with the Council supported the proposed road cushions.</p> <p>Details of the development of this project are provided in the minutes of the Traffic Management & Road Safety Committee meeting dated 20 June 2023. Within the meeting minutes, it was stated that \$48,000 was allocated for the construction of traffic management works along Langman Grove within the 2022-2023 Budget. However, it should be noted that this budget was allocated to the traffic upgrade works at the intersection of Briar Road and Langman Grove. Therefore, to undertake the road cushion works along Langman Grove in 2024-2025, the budget submission requests funding of \$150,000 (exc GST).</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE	SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

The Council has a duty of care to consider how to address road safety and residential amenity, particularly in areas with high pedestrian and cyclist activity. The proposed road safety measures mitigate risk by reducing the ability to speed and therefore reduce the likelihood and severity of a collision. The community has been concerned about road safety for many years and they have been closely involved in the development of this proposal. If the project does not go ahead, there will be a critical risk to the Council's reputation.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Planning / Development Services	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Langman-Grove-Road-Cushions-Correspondence-from-Gayle-Buckby.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The Traffic Unit managed the delivery of the community consultation and design phases of the project. They will continue to provide support and technical expertise as required throughout the construction phase.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$

MANY LINES AS REQUIRED
BY CLICKING '+' ON THE
RIGHT HAND SIDE

Construction - Contractors & Consultants costs		150,000		
		150,000	0	0

PLEASE ATTACH
SUPPORTING FILE IF
REQUIRED

- [Langman-Grove-Road-Cushions-Detailed-design-18-July-2023.pdf](#)

ATTACH QUOTES IF
APPLICABLE

- [Langman-Grove-Road-Cushions-Construction-Works-Quote.doc](#)

PROPOSED START DATE

02/09/2024

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

3 months

PROJECT REQUEST OVERVIEW

PROJECT NAME	Payneham Memorial Swimming Centre Redevelopment
PROJECT OWNER	Jared Barnes
REQUEST DATE	27/02/2024
BUDGET YEAR	2023/2024
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MAJOR PROJECT - Equal or Over \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	The Council has awarded a construction contract for the Payneham Memorial Swimming Centre Redevelopment. This budget submission is for the forecast expenditure for the delivery of the Project over the next 3 years.
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.1 Convenient and accessible services, information and facilities

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)	not applicable
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FUNDING REQUEST

BUDGET TYPE	CAPITAL PROJECT BUDGET - new asset, asset development,
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improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
CEO:Swimming Centres	YES	YES
I&MP:GM Infrastructure & Major Projects	YES	YES

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Approved.pdf](#)
- [Approved1.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

Internal Project Management
Operations Planning

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Construction - Contractors & Consultants costs	Year 1 is 2023/24	14,150,000	35,000,000	11,000,000
Grant Funding (income: enter as '-' negative amount)	Year 1 is 2023/24	-560,000	-2,240,000	-2,800,000
		13,590,000	32,760,000	8,200,000

ADD DETAILS IF REQUIRED

A small amount of money (e.g. \$25,000) should be budgeted for Year 4 (2026/2027) for professional fees during the defects liability period through to final completion.

PLEASE ATTACH SUPPORTING FILE IF REQUIRED

- [240226-Payneham-Swimming-Centre-Cash-Flow.pdf](#)
- [PMSC-Cash-flow.xlsx](#)

PROPOSED START DATE

25/01/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

24 months construction

PROJECT REQUEST OVERVIEW

PROJECT NAME	Richmond Street, Hackney and Eighth Avenue, St Peters - Detailed Design
PROJECT OWNER	Josef Casilla
REQUEST DATE	06/03/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>A petition was received by the Council at its meeting on 3 July 2023 requesting that the Council consider measures to address safety concerns regarding high traffic volumes and speed on Richmond Road, Hackney that endangers children, pedestrians and cyclists. The petition was referred to the Traffic Management & Road Safety Committee, and a staff report was considered by the Committee at its meeting held on 15 August 2023.</p> <p>Traffic data and investigations verified the concerns raised by the Petitioners and identified that Richmond Street has several design deficiencies that warranted traffic management intervention. The key points were the very high levels of pedestrian and cyclist activity, high traffic volumes, three (3) crashes in a 5-year period, narrow footpaths, narrow traffic lanes with no space for cyclists and no pedestrian crossing facilities.</p> <p>In addition to the above, the Council receives regular correspondence from parents and staff at the Hackney Kindergarten with regard to the high traffic volumes and speed of traffic that use Richmond Street and Eighth Avenue as a rat-run, and driving recklessly past the Kindergarten. These concerns have also been verified with traffic data and traffic management measures are warranted.</p> <p>Richmond Street and Eighth Avenue also form part of the State Government's BikeDirect Network and is a well-utilised metropolitan-wide bicycle route (extension of the Ninth Avenue Bikeway). As such, there is a high likelihood that a Grant funding submission for construction of the works, from the DIT State Bike Fund would be successful (noting that the Council has been successful with all applications from this Grant for the last three (3) years).</p> <p>In addition, Richmond Street and Eighth Avenue are both on the Capital Works Program (CWP) for road and kerb renewal in 2025-2026, which would be able to integrate the necessary upgrade if a detailed design was provided.</p> <p>In summary, this funding submission is requesting funding to undertake Detailed Design of road safety improvements for Richmond Street and Eighth Avenue in 2024-2025 so that construction works could be integrated with the CWP in</p>

2025-2026, noting that this would enable leverage from the State Bike Fund to allocate 50% of the construction costs (up to \$200,000) in 2025-2026.

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Traffic data has identified that Richmond Street has design deficiencies (volume, speed & crash), and also has a high volume of vulnerable road users (pedestrians and cyclists). This combination represents an extreme risk rating, and road safety improvements are required to mitigate this risk. There are no constraints relating to the delivery of the detailed design within the 12 month period.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Planning / Development Services	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Correspondence-from-UPE.pdf](#)

INCLUDE BRIEF DESCRIPTION OF

The Traffic Unit is managing the delivery of the community consultation and concept design phases of the project. They will continue to provide support and technical

DEPENDANCIES ON OTHER
TEAM OR TEAMS

expertise as required throughout the detailed design phase.

BUDGET REQUEST DETAILS

PROJECT BUDGET
REQUEST \$\$\$ - ENTER AS
MANY LINES AS REQUIRED
BY CLICKING '+' ON THE
RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Concept/Design - Contractors & Consultants costs	Detailed Design	50,000		
		50,000	0	0

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

6 months

PROJECT REQUEST OVERVIEW

PROJECT NAME	St Peters Billabong Erosion Study – Site Investigations and Options Development
PROJECT OWNER	Josef Casilla
REQUEST DATE	14/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MAJOR PROJECT - Equal or Over \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The areas of the St Peters Billabong adjacent to 12 to 16 Eighth Avenue and 1 to 21 River Street, St Peters, has been experiencing various degrees of cliff erosion. In 2020, a geotechnical engineering consultant was engaged to undertake a qualitative (non-intrusive) assessment of the issue on behalf of Council. Multiple high-level solutions were identified, however, the viability of these solutions was not closely reviewed at that time.</p> <p>While the rate of slope retreat is relatively slow (approximately 0.5m to 1m in the last 20 years), several of the aforementioned properties comprise of significant infrastructure (swimming pools, sheds, etc.) located a few metres away from the cliff edge. Therefore, the resumption of the St Peters Billabong erosion study is recommended.</p> <p>The works proposed for 2024-2025 includes quantitative (intrusive) geotechnical assessments, such as on-site soil sampling and testing. Subsequently, using the data obtained from these assessments, an options development study can be undertaken to identify viable and economical solutions.</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	ENVIRONMENTAL SUSTAINABILITY - 4.1 Sustainable and efficient management of resources

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS	As previously mentioned, several properties adjacent to St Peters Billabong comprise of significant infrastructure (swimming pools, sheds, etc.) located within a few
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ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

metres away from the cliff edge. While erosion and cliff retreat is generally a slow process, the action of “doing nothing” will ultimately result in slope instability of the soil cliff, and the potential impact to the citizens, private property / assets and the community will be significant.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Concept/Design - Contractors & Consultants costs		100,000		
		100,000	0	0

ADD DETAILS IF REQUIRED

The proposed budget of \$100,000 is a nominal amount, and is subject to the extent of site investigations.

PROPOSED START DATE

15/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

12 months

PROJECT REQUEST OVERVIEW

PROJECT NAME	Staff Bicycle Parking Facility
PROJECT OWNER	Josef Casilla
REQUEST DATE	13/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>The budget submission is to construct a safe and secure bicycle storage facility for Council staff who work at the Norwood Town Hall. The facility would be installed on the ground floor of the Webbe Street Car Park by removing two (2) car parking bays.</p> <p>There are currently eight (8) Council staff who regularly ride their bikes to the Town Hall, plus there are two (2) Council bikes that require storage. There are no safe, secure bicycle parking facilities near the Town Hall for that quantity of bikes and, as such, staff park them inside the Council offices. However, there is insufficient space within the Council offices to store the bikes which results in clutter and potential OH&S issues.</p> <p>The Council is actively encouraging cycling as a legitimate form of transport in accordance with the CityPlan 2030 strategic directions for Environmental Sustainability and Social Equity, and to reduce traffic congestion and free up car parking spaces. Bicycle parking is an important component of developing a sustainable transport network. Council staff who cycle set a good example for citizens, and the provision of safe storage will encourage more staff to consider cycling as a travel-mode choice.</p> <p>The facility would comprise a lockable room with approximately 14 bike parks, a bench, power to charge electric bikes, and security measures such as lighting and CCTV.</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

If the bicycle facility is not constructed, the Council offices will continue to be cluttered with bikes, and staff will not be encouraged to cycle. Alternatively, staff might decide to park their bikes in the streets, resulting in the risk of theft, which is a common occurrence with long-term bike parking.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Planning / Development Services	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Staff-Bicycle-Parking-Facility-Correspondence-from-Gayle-Buckby.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The Traffic Unit has undertaken the initial investigation works, and they will liaise with the Project Manager who will be delivering the works with regards to deliverables, objectives, constraints, etc.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Construction - Contractors & Consultants costs		30,000		
		30,000	0	0

PROPOSED START DATE

02/09/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

3 months

PROJECT REQUEST OVERVIEW

PROJECT NAME Traffic management in Payneham South, Firle and Trinity Gardens – Detailed Design

PROJECT OWNER Derek Langman

REQUEST DATE 04/04/2024

BUDGET YEAR 2024/2025

RESPONSIBLE GENERAL MANAGER Derek Langman

TYPE OF FUNDING REQUEST MINOR PROJECT - Less than \$100,000 investment required

BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES

The funding is requested to progress some of the high priority traffic management devices that were identified in the Glynde, Payneham, Firle, Trinity Gardens and St Morris Traffic Study and endorsed by the Council at its meeting held on 3 April 2023.

This funding submission does not include detailed design or construction for ALL of the high priority traffic management devices that were identified in the Traffic Study, but only within the suburbs of Payneham South, Firle, Trinity Gardens and St Morris. The traffic management devices in Glynde and Payneham have been put on hold because it was identified that a study of the heavy vehicle movements associated with the Glynde light industrial precinct was required prior to finalising the concept designs.

The selection of works for this funding submission have also been chosen because they align with the Capital Works Program for road reconstruction and/or reseal works which will ensure efficiency and cost saving in the long-term. As such, these works are high priority from both a traffic management and a road reconstruction/reseal perspective.

The majority of the funding requested is for 'detailed design' in 2024-2025, to align with the 2025-2026 Capital Works Program. The exception is that the funding requested for Aberdare Avenue and Jones Avenue, Trinity Gardens, is for 'construction' in 2024-2025 to align with the 2024-2025 Capital Works program for road re-sealing as well as a 'DIT State Bike Fund 2024-2025' funding opportunity.

Details are set out below. Funding is requested for detailed design of the following (noting that concept design and community consultation will be completed by June 2024).

- Slow points and improved pedestrian crossing locations along Luhrs Road, Coorara Avenue, Shelley Street, Gwynne Street and Gage Street;
- A wombat crossing in Gage Street at the shops just south of Devitt Avenue;
- Landscaped kerb extensions at each intersection along Albermarle Avenue; and
- Intersection improvements at Ashbrook Avenue and Devitt Avenue.

As part of a separate request, funding will requested for construction of the following

(noting that detailed design will be completed by June 2024).

- Traffic calming, footpath widening, improved pedestrian crossings and streetscaping in Aberdare Avenue (Amherst Avenue to Hereford Avenue, including along the frontage of the Trinity Gardens Primary School); and
- Jones Avenue, pedestrian refuge.

Note that Aberdare Avenue and Jones Avenue are on the St Morris Bikeway. The State Government provided 50% funding toward the detail design of this Bikeway in 2023-2024, and as such, DIT has indicated that there is a high probability that additional funding (50% of the cost, up to \$200,000) would be provided for construction in the 2024-2025 financial year.

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

The Glynde, Payneham, Firlie, Trinity Gardens & St Morris Traffic Study identified a number of locations that warranted traffic management intervention as a high priority. This verified the ongoing concerns that are raised by many citizens who reside in these streets.

The risk of not allocating funds to progress with these works is that:

- traffic concerns are not addressed and identified safety issues are not treated;
- citizens perceive that their concerns are not taken seriously by the Council; and
- traffic and transport issues are addressed in an ad-hoc, rather than area-wide manner.

In addition, if funding is not provided for these projects there will be missed opportunities to integrate the traffic management works with the Capital Works Program for road reconstruction and reseal.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Planning / Development Services	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Correspondence-from-UPE1.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The Traffic Unit is managing the delivery of the community consultation and concept design phases of the project. They will continue to provide support and technical expertise as required throughout the detailed design and construction phases.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Construction - Contractors & Consultants costs	Design	70,000		
		70,000	0	0

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

12 Months

PROJECT REQUEST OVERVIEW

PROJECT NAME	Traffic Management Marden and Royston Park – Construction
PROJECT OWNER	Derek Langman
REQUEST DATE	03/04/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MAJOR PROJECT - Equal or Over \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>This 2024-2025 Funding Submission is to undertake construction of the Stage 1 Traffic Management Devices in Marden (excluding Battams Road), which was endorsed by the Council at its meeting held on 3 April 2023. A separate submission has been submitted for design.</p> <p>The Traffic Management Works address ongoing citizen concerns regarding street network deficiencies which were verified by evidence-based traffic data collection. The detailed design and construction works are for slow points and traffic islands in River Street, Broad Street, Beasley Street, Addison Road and Pollock Avenue. Please note that some of these works will be undertaken in conjunction with capital works program to ensure efficiencies, such as the Beasley Street road renewal. Concept designs have been completed and community consultation is open currently (from 16 February to 15 March, 2024).</p> <p>It should be noted that there currently exists a Battams Road detailed design budget line, and those works have commenced this financial year (non-traffic related components, such as road reconstruction) and will continue into 2024-2025 (following the completion of the traffic concept design and community consultation works). The Battams Road construction works are scheduled to be undertaken in 2025-2026. Hence, even though Battams Road is part of Stage 1 of this traffic study, it is excluded from the scope of this particular budget submission.</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

These streets have been identified as having speeds and volumes higher than desirable, due to non-local through traffic avoiding the delays on the arterial roads. Many citizens of Marden and Royston Park have been concerned about road safety for some time.

The proposed traffic management works aim to mitigate or manage the known risks. Given that the works have been endorsed by the Council, if they do not proceed, there is a risk to the Councils reputation.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Planning / Development Services	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Traffic-Managmenet-Marden-and-Royston-Park-Detailed-Design-and-Construction-Correspondence-from-Gayle-Buckby2.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The Traffic Unit managed the delivery of the community consultation and concept design phases of the project. They will continue to provide support and technical expertise as required throughout the detailed design and construction phases.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Construction - Contractors & Consultants costs	Construction	250,000		
		250,000	0	0

ADD DETAILS IF REQUIRED

Detailed design budget submitted separately.

PLEASE ATTACH
SUPPORTING FILE IF
REQUIRED

- [Traffic-Management-Marden-and-Royston-Park-Detailed-Design-and-Construction-Construction-Cost-Estimate4.pdf](#)

ATTACH QUOTES IF
APPLICABLE

- [Traffic-Management-Marden-and-Royston-Park-Detailed-Design-and-Construction-Construction-Cost-Estimate5.pdf](#)

PROPOSED START DATE

07/10/2024

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

3 months

PROJECT REQUEST OVERVIEW

PROJECT NAME Traffic Management Marden and Royston Park – Detailed Design and Construction

PROJECT OWNER Derek Langman

REQUEST DATE 03/04/2024

BUDGET YEAR 2024/2025

RESPONSIBLE GENERAL MANAGER Derek Langman

TYPE OF FUNDING REQUEST MINOR PROJECT - Less than \$100,000 investment required

BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES

This 2024-2025 Funding Submission is to undertake detailed design of the Stage 1 Traffic Management Devices in Marden (excluding Battams Road), which was endorsed by the Council at its meeting held on 3 April 2023. A separate submission will be submitted for Construction phase.

The Traffic Management Works address ongoing citizen concerns regarding street network deficiencies which were verified by evidence-based traffic data collection. The detailed design and construction works are for slow points and traffic islands in River Street, Broad Street, Beasley Street, Addison Road and Pollock Avenue. Please note that some of these works will be undertaken in conjunction with capital works program to ensure efficiencies, such as the Beasley Street road renewal. Concept designs have been completed and community consultation is open currently (from 16 February to 15 March, 2024).

It should be noted that there currently exists a Battams Road detailed design budget line, and those works have commenced this financial year (non-traffic related components, such as road reconstruction) and will continue into 2024-2025 (following the completion of the traffic concept design and community consultation works). The Battams Road construction works are scheduled to be undertaken in 2025-2026. Hence, even though Battams Road is part of Stage 1 of this traffic study, it is excluded from the scope of this particular budget submission.

RELATIONSHIP TO CITYPLAN 2030 YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030. SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

These streets have been identified as having speeds and volumes higher than desirable, due to non-local through traffic avoiding the delays on the arterial roads. Many citizens of Marden and Royston Park have been concerned about road safety for some time.

The proposed traffic management works aim to mitigate or manage the known risks. Given that the works have been endorsed by the Council, if they do not proceed, there is a risk to the Councils reputation.

FUNDING REQUEST

BUDGET TYPE

CAPITAL PROJECT BUDGET - new asset, asset development, improvement, upgrade etc

TYPE OF CAPITAL PROJECT

NEW CAPITAL PROJECT (asset not currently existing)

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Planning / Development Services	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Traffic-Managment-Marden-and-Royston-Park-Detailed-Design-and-Construction-Correspondence-from-Gayle-Buckby.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The Traffic Unit managed the delivery of the community consultation and concept design phases of the project. They will continue to provide support and technical expertise as required throughout the detailed design and construction phases.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Concept/Design - Contractors & Consultants costs	Detailed Design	30,000		
		30,000	0	0

ADD DETAILS IF REQUIRED

Construction budget submitted separately.

PLEASE ATTACH
SUPPORTING FILE IF
REQUIRED

- [Traffic-Managmenet-Marden-and-Royston-Park-Detailed-Design-and-Construction-Construction-Cost-Estimate.pdf](#)
- [Traffic-Managmenet-Marden-and-Royston-Park-Detailed-Design-and-Construction-Correspondence-from-Gayle-Buckby1.pdf](#)

ATTACH QUOTES IF
APPLICABLE

- [Traffic-Managmenet-Marden-and-Royston-Park-Detailed-Design-and-Construction-Construction-Cost-Estimate1.pdf](#)
- [Traffic-Managmenet-Marden-and-Royston-Park-Detailed-Design-and-Construction-Construction-Cost-Estimate2.pdf](#)
- [Traffic-Managmenet-Marden-and-Royston-Park-Detailed-Design-and-Construction-Construction-Cost-Estimate3.pdf](#)

PROPOSED START DATE

07/10/2024

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

3 Months

PROJECT REQUEST OVERVIEW

PROJECT NAME

Development of Tree Inventory

PROJECT OWNER

Matthew Cole

REQUEST DATE

06/03/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Carlos Buzzetti

**TYPE OF FUNDING
REQUEST**

MINOR PROJECT - Less than \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

You can't manage what you can't measure.

The Council places a high priority on managing its tree stock. Information is needed to accurately manage the trees across the City. The foundational element of the Tree Strategy 2022-27 is under the heading of Identify and Manage, with the key task of: Strategy 1.1 Build and manage a comprehensive and accurate street inventory.

Following a rigorous procurement process, Forestree was selected as the chosen software program. The Forestree software program is now procured by the City of Norwood Payneham & St Peters with an annual licence fee of \$11,000 per annum, which the Council commenced subscription for in July 2023.

The Forestree software will only be a useful tool for reporting on, identifying and managing the City's estimated 30,000 trees, once all data about all trees has been populated into the software.

The Risk Management Framework relies on understanding where at risk trees are located across the City and the mapping of vulnerable communities or infrastructure, so that areas of unacceptable exposure or risk based can be determined and a risk mitigation strategy put in place to reduce this risk.

Following the procurement of the software, the next key task 1.1.2 is to: Develop a Council owned Tree Inventory (prioritise high risk areas) with an indicative budget for for 2023/24 of \$30,000, followed by a further \$30,000 for each of the periods 2024/25, 2025/26 and 2026/27 for a total budget of \$120,000.

Due to the need to develop a "roadmap" of the data collection, budget has not been sought to date to populate the Tree Inventory. This project will entail a detailed audit of the City's Urban Forest. That is, an audit of each and every street tree located throughout the City. The audit can continue to include high profile reserves following the collection of street tree data.

Typically, the audit will record various data such as species, height, location, legislative status (Regulated or Significant), general condition and health, etc. The

data will be collated into the Forestree database can then be integrated into the Asset Management System and GIS system, also being proposed as part of the 2024/25 Budget.

The audit data will be interrogated and analysed for the purpose of driving the development of forward programs (maintenance, planting, footpath and streetscape upgrades etc.), regular and ongoing inspections required to address safety and risk management issues and other requirements.

The Tree Inventory will also be critical in addressing climate change adaptation, with the need to understand vulnerable tree species, succession planting strategies and ensuring canopy cover targets can be met and monitored. In terms of the Roadmap for populating Forestree with data for 30,000 trees, to date a number of actions have occurred. Currently there are 7,237 trees already recorded in Forestree. There has been collection and uploading of the following information into Forestree in relation to each tree: Location of tree, images, species, health and age of tree, height, canopy spread, useful life expectancy (based on average), and species relying on pest management treatment.

In 2023 the Council planted 650 street trees, these have been uploaded by depot staff into Forestree. 500 street trees will be planted in 2024. All of the data associated with these tree plantings will also be uploaded into the software by staff during planting time. For the next round of planting, 1,000 planting places have been identified to date based on previous data collection that was outsourced. The 500 trees scheduled for planting in 2024 will be planted in these locations.

Currently the Co-ordinator, Tree Services and Manager City Services have been trained in using the software with minimal other staff having had experience using the software in previous roles at other Council's. Currently we do not have the appropriate hardware to enable more Depot staff to use the software in the field. Parks and Gardens Staff should be provided with the hardware and training that enables them to use the software. The additional hardware to use in the field will allow us to document works completed and tree health and condition at each CRM visit by Council's trained arboricultural staff, and will also allow other staff to document works associated with the cities trees during storm events and out of hours work (callout). The collection of data and proactive management of trees, once complete, can reduce the volume of CRM's received by Council and form a more strategic management of the cities trees.

Relevant information with respect to tree management will be pinned to a specific tree asset rather than a street address, which is the current practice, carrying risks of tree identification regarding insurance issues and similar, as some houses have several street trees along their property boundary and addresses change with division of allotments, making previous tree management detail impossible to locate.

The remaining costs to complete the data collection (predominantly using outsourced specialist consultants) for whole streets at at time, is approximately:
 $22,000 \times \$3.50 = \$77,000$

This budget bid seeks \$20,000 to collect data in the financial year 2024/25. Next years data collection will inform future data collections with the aim of completion over a total four year period (2024/25, 2025/26, 2026/27 and 2027/28).

RELATIONSHIP TO
CITYPLAN 2030

YES

SELECT THE MOST
RELEVANT CHOICE FOR
THE ONE OF THE

SOCIAL EQUITY - 1.1 Convenient and accessible services, information and facilities

DOMINATING
RELATIONSHIP TO THE
OUTCOMES AND
STRATEGIES OUTLINED IN
CITYPLAN 2030.

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED
OR POTENTIAL RISKS
ASSOCIATED WITH THE
CURRENT SITUATION TO
THE COUNCIL AND OR THE
COMMUNITY. DESCRIBE
CONSTRAINTS THAT MAY
IMPACT ON THE DELIVERY
OF THE PROJECT
OUTCOME (IF ANY)

We won't be able to manage the risk associated with trees until the collection of data is completed. Once that information is completed the Council will be in a position establish a risk management plan and apply a specific set of criteria. Currently, the Council only superficially manages risk along The Parade and the Child Care Centre, where these areas have been identified as high risk areas. Other areas and other tree species have not been comprehensively reviewed in terms of their risk to people and property. Once the data is available the Council can establish a clear regime for the inspection and management of risk associated with the age and species of its tree stock.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET -
project is 'one off' and will not be on
recurrent basis

IS THERE A REQUIREMENT
FOR ANY EFFORT,
INVOLVEMENT OR
DEPENDANCY ON OTHER
INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET
REQUEST \$\$\$ - ENTER AS
MANY LINES AS REQUIRED
BY CLICKING '+' ON THE
RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Contractors & Consultants cost		20,000		
		20,000	0	0

ADD DETAILS IF REQUIRED

So far a small amount of data has been collected by depot staff that on light duties, staff without arb expertise have been able to upload trees that are on planting lists with species already noted. Some level of arb expertise is required to record accurate tree species information if the data is to be of high value, for example, *Celtis occidentalis* requires treatment every two years to manage woolly aphid infestation, *Celtis australis*, a very similar looking tree does not require treatment. Data collection should include available planting locations, this will show on a map identified heat islands and the number of trees that can be planted to mitigate associated risks. For example, Glynde is identified as our lowest canopy cover suburb and therefore hottest, however planting locations are few and far between for various reasons, but mostly due council allowing road verge/off street parking. The suburb has many extra wide crossovers that could be reinstated to upright kerb

allowing for more tree planting. The mapping of available planting locations will inform Council staff that a site has been identified as a new tree planting location and will assist in the management of footpath upgrades, driveway applications for the widening or request for second driveways and so on. Several key staff have been provided access to the Forestree program and are currently using the small amount of data available to assist with planning projects.

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

1 year for initial round of data collection. 4 years total pending approval.

PROJECT REQUEST OVERVIEW

PROJECT NAME Digitisation of permit renewal processes for Residential Parking, Outdoor Dining and Outdoor Trading Permits

PROJECT OWNER Carlos Buzzetti

REQUEST DATE 29/01/2024

BUDGET YEAR 2024/2025

RESPONSIBLE GENERAL MANAGER Carlos Buzzetti

TYPE OF FUNDING REQUEST MINOR PROJECT - Less than \$100,000 investment required

BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES

The project involves developing a digital process to enable renewal requests for Residential Parking Permits, Outdoor Dining and Outdoor Trading Permits to be submitted in digital format by citizens rather than using manual forms and for digital permits to be issued. This will increase the convenience for citizens, reduce council's carbon footprint and improve on the quality and accuracy of information provided for permit renewal requests.

The current permit renewal process is time consuming and labour intensive. It requires an annual mail out of hard copy forms to all applicants and a collation and assessment of hard copy requests for permits. Often, the accuracy and or quality of information requested is insufficient to enable permits to be issued and administrative staff spend unnecessary time following up requests for further information and or fees. Transitioning to a digital permit renewal process will minimise the extent of inaccurate or insufficient information being supplied as the digital permit renewal process will not allow a citizen to finalise their request until all required fees and information have been submitted.

An additional deliverable is more efficient business operations because the Council's Parking Compliance Officers will be able to cross-check the permit holder database with vehicle number plate information collected in real-time on-site with mobile devices, and this will allow the officers to instantly know if a vehicle that doesn't have a valid permit is parked in a permit zone. This process will enable Officers to issue expiation tickets more effectively and it will overcome a current issue that arises from time to time whereby a valid permit holder doesn't display their hard copy permit, a parking ticket is issued and the citizen then seeks to review that decision on the basis that they are a valid permit holder but just forget to display the hard copy permit on their vehicle. Administering review of decisions is time and labour intensive and this will project will eliminate this particular issue and also stops reliance on citizens having to remember to display hard copy permits on vehicle dashboards. It also eliminates any potential for fake permits to be displayed on vehicles.

RELATIONSHIP TO YES

CITYPLAN 2030

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

ENVIRONMENTAL SUSTAINABILITY - 4.1 Sustainable and efficient management of resources

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

There are no significant risks with this project. It is relatively commonplace in modern society for permit renewal processes to be available on-line to citizens for their convenience.

There is a minor risk that some citizens will not have access to a mobile device or computer or not be competent with using technology to submit their permit renewal requests online. This risk can be effectively managed by ensuring that the process is user friendly, simple and has guiding notes for the user. In addition, Council staff will be available to assist citizens to submit their permit renewal requests online should the need arise.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Planning / Development Services	YES	NO
UP&E:Regulatory Services	YES	YES

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

• [Confirmation-Emails-GP-PR-29-January-2024.docx](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

I have also discussed this with the Manager, Information Services and he is supportive.

BUDGET REQUEST DETAILS

PROJECT BUDGET
REQUEST \$\$\$ - ENTER AS
MANY LINES AS REQUIRED
BY CLICKING '+' ON THE
RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Contractors & Consultants cost		20,000		
Software/System costs			7,200	7,500
		20,000	7,200	7,500

ADD DETAILS IF REQUIRED

Year 2 and 3 costs are associated with subscription fees for access to the residential permit database.

PROPOSED START DATE

03/02/2025

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

3 months

PROJECT REQUEST OVERVIEW

PROJECT NAME	Glynde Heavy Vehicle Traffic Study
PROJECT OWNER	Gayle Buckby
REQUEST DATE	31/01/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Carlos Buzzetti
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>Numerous businesses in the Glynde Light Industrial Precinct depend on the use of heavy vehicles for their operations, and this volume will increase with planned major developments on Glynburn Road, such as Aldi and Bunnings.</p> <p>There are restrictions for heavy vehicles (signs or traffic control devices) through the precinct and as such, heavy vehicle routes are ad-hoc.</p> <p>The industrial precinct interfaces with the residential streets of Glynde and the Council receives regular correspondence from Glynde residents who are concerned about the heavy vehicle noise, vibrations and compromised road safety in their streets. The Glynde, Payneham, Firlie, Trinity Gardens and St Morris Traffic Study undertaken in 2023 recommended traffic calming devices in Glynde. These devices need to accommodate the largest size vehicle that is 'required' to use the road, however this is currently not known and so the concept design of these devices has stalled. For example, 19m trucks currently use Barnes Road, but is this an absolute requirement, or alternative access be provided using arterial roads and Industrial streets only?</p> <p>This funding submission is to engage a Traffic Engineering Consultant to prepare the 'Glynde Heavy Vehicle Traffic Study'.</p> <p>The outcome of the study would be a report that includes the following:</p> <ul style="list-style-type: none"> • Traffic data analysis, including traffic volume, speed and percentage of each classification of heavy vehicle; • consultation with all businesses in the precinct and their transportation providers to understand; <ul style="list-style-type: none"> o vehicle sizes, frequency and routes to and from each business; and o the reason that the route is selected. • investigate all identified existing routes; • review the proposed heavy vehicle routes identified in the Development Applications for Aldi and Bunnings; and • Provide recommendations to; <ul style="list-style-type: none"> o minimise heavy vehicle traffic through the residential streets of Glynde; and o improve heavy vehicle access to the arterial roads
RELATIONSHIP TO CITYPLAN 2030	YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

The constraints could include:

- businesses who do not willingly provide sufficient information;
- transport providers disagreeing with restrictions to their existing route;
- removal of car parking to increase heavy vehicle accessibility through an industrial street.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Contractors & Consultants cost		20,000		
Other Costs	Consultation materials	5,000		
		25,000	0	0

PROPOSED START DATE

27/01/2025

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

3 months to complete

PROJECT REQUEST OVERVIEW

PROJECT NAME

Regulatory Services Administration Officer - Increase in Resources

PROJECT OWNER

Geoff Parsons

REQUEST DATE

01/02/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Carlos Buzzetti

**TYPE OF FUNDING
REQUEST**

MINOR PROJECT - Less than \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

Context

- Pressure is building on the team. There is a high demand for an efficient and responsive service from the community.

- The legislative environment is continually changing creating complexity.

- The professional resource allocation for the team was reviewed in 2023 and the staffing level has subsequently increased to cater for the demand and to meet community service expectations. Administrative support also requires review to ensure it is at a level which is reasonable to support the professional staff and deliver the level of service to the community that is expected.

Need

- Resourcing has not kept pace with population growth and the increasing density of the area, leading to greater demand for; parking permits and enforcement; parking appeal reviews and enquiries; flammable growth notices; enforcement of By Laws and animal management. In addition no resourcing reviews of administrative support requirements have recently been undertaken which has lead to delays in reasonable service delivery.

- Increasing demand and citizen expectation for a high level of service. Decisions are being challenged more regularly and there is a need to be thorough and clear on decisions and the rationale for such.

- The breadth and depth of tasks in increasing (refer attachment for a list of activities undertaken by administration).

- Addition of Mobile Food Vendor Permits (previously an Events Task).

Rationale

- Additional Revenue - Increasing the amount of administrative support enables the Regulatory Services Team to "follow up" on dog registrations that have not been completed, generating additional revenue and assisting citizens to avoid enforcement actions through penalties for non-compliance with registration

requirements.

- Increased capacity to enable prompt replies and assistance to citizen enquiries, parking reviews, and other enforcement matters.
- Creates an ability to adequately cover leave and prolonged absences without diminishing the level of customer service provided (note a lack of administrative support has caused complaints due to timeframes for responses being exceeded etc.).
- Enables a greater focus for professional staff on tasks and service without needing to be so involved in the associated administration.

Outcomes Sought

- Greater support for professional staff to focus on required tasks and deliver a service that meets community expectations and provide manageable workloads for existing administrative staff.
- An efficient and effective service, providing timely responses and accurate work to the community.
- Greater capacity for administration to assist professional officers by undertaking additional supportive tasks and providing timely responses to the community.

RELATIONSHIP TO CITYPLAN 2030

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

YES

SOCIAL EQUITY - 1.1 Convenient and accessible services, information and facilities

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Risks

- That we don't create or fill the position - leading to a sub-optimal service and inability to met citizen expectations
- That we are unable to recruit successfully - meaning the position remains vacant
- The position is filled by a "poor performer"

These risks can be managed through:

- Appropriate justification for the position
- Utilising the skills of the HR team in the recruitment process
- Interviewing and selecting candidates based on merit through a rigorous process

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

RECURRENT BUDGET - ONGOING FINANCIAL IMPACT AS A RESULT OF THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Employee Expenses (Salary + 20%Oncost)	47,336
	47,336

ADD DETAILS IF REQUIRED

Currently the administrative resource for the Regulatory Services Team is 1.2 FTE (comprising two officers at 0.6 FTE each).

The proposal involves the addition of a further 0.6 FTE. This would involve one current officer position moving from 0.6 FTE to 0.8 FTE.

The other officer position would increase from 0.6 FTE to 1 FTE (following the retirement of the incumbent).

The resulting total will be 1.8 FTE of administrative support (which represents an increase of 0.6 FTE from the current level at 1.2 FTE).

For the situational awareness of ELT - the position is funded at Level 3 of the Municipal Officers Award. In addition, a temporary arrangement is currently in place to provide an additional 0.4 FTE until the end of June 2024 - this has been arranged to cover the immediate shortfall which has proven problematic for the reasons outlined in this submission. The short term temporary coverage would cease if this budget bid is endorsed and be replaced by the resultant increase in FTE.

ATTACH QUOTES IF APPLICABLE

- [Day-to-Day-Requirements.docx](#)

PROPOSED START DATE

04/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

on-going

PROJECT REQUEST OVERVIEW

PROJECT NAME	Urban Greening Program
PROJECT OWNER	Eleanor Walters
REQUEST DATE	13/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Carlos Buzzetti
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>As part of the Council’s 2021/22 budget, the introduction of an Urban Greening Program was endorsed as a trial for residential property owners to have increased support for planting trees and natives on private land to increase, enhance and add value to the overall City’s green cover specifically increase canopy, biodiversity and habitat.</p> <p>In the face of experiencing longer and hotter heatwaves and increased infill development, it will be critical to plan for green cover in backyards, streets and neighbourhoods.</p> <p>The trial Program directly addresses a number of CityPlan 2030 greening objectives. The trial program was separated into two (2) incentives (giveaways):</p> <ol style="list-style-type: none"> 1. Tree Incentive (nursery voucher) 2. Native Plant Giveaway. <p>The Program has been successful, with high demand and positive feedback received from participants for both incentives. The initial response to the program was extremely high and resulted in an amendment to the budget, requested by Council, to double the original allocation.</p> <p>To continue to support the number of trees and native plants being planted on private land and given the popularity and feedback received it is recommended that the Council continue the Urban Greening Program for a third year.</p> <p>The proposed program budget of \$10,000 would fund 100 established trees and 600 native plants to be planted on private property.</p> <p>Planting on private land will increase tree canopy and compared to the cost to the Council of planting and watering one street tree (\$450), represents good value for money. Furthermore, though this program, the Council is not responsible for on-going maintenance costs.</p>
RELATIONSHIP TO CITYPLAN 2030	YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

ENVIRONMENTAL SUSTAINABILITY - 4.4 Mitigating and adapting to the impacts of climate change

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

This Program would assist the Council to meet Target 5 in the State Government's 30 Year Plan for Greater Adelaide, Urban green cover, which seeks an increased canopy cover by 20% in metropolitan Adelaide by 2045. There is a risk that without substantial planting on private land, the 30 Year Plan target for canopy cover will not be able to be achieved in the City of Norwood Payneham & St Peters by 2045.

Delivery of this Program will provide the Council an opportunity to widely promote the importance of greening and canopy cover on private land (as opposed to Councils' traditional role of greening of public land).

- How would you rate these risks? What is the potential cost to Council if the project does not proceed?

Likelihood: Likely

Consequence: Moderate

Risk: Substantial (14)

Having conducted this program in 2021/22 until 2023/24, there is very low risk that the program will not be well received.

The 2021/22, 2022/23 and 2023/24 Tree Incentive program and Native Plant Giveaway demonstrated to the community that the Council is being proactive in responding to data and community desire to increase canopy cover and greening within the City.

There is also a risk that the Council experiences low take up rates in residents registering for the Tree Incentive and Native Plant Giveaway. But given even higher expected participation levels in the initial year and continued participation in the following year, it is reasonable to assume high level of participation. Budget has been adjusted to reflect actual take up from vouchers issued.

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM

THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
CEO:Events	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Events-confirmation-word-doc.docx](#)
- [Events-confirmation-word-doc1.docx](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

There was a handover in 2023 for Events to run the giveaways, this will continue in 2024/25.

BUDGET REQUEST DETAILS

RECURRENT BUDGET - ONGOING FINANCIAL IMPACT AS A RESULT OF THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Materials/Contracts & Other Expenses	10,000
	10,000

PROPOSED START DATE

03/02/2025

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

4 months to complete

Attachment D

Draft 2024-2025 Budget

Not Supported by Executive Leadership Team

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
Norwood
Payneham
& St Peters

PROJECT REQUEST OVERVIEW

PROJECT NAME

Library Design Consultancy for Renewal Concepts

PROJECT OWNER

Josephine Gaskell

REQUEST DATE

15/02/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Mario Barone

**TYPE OF FUNDING
REQUEST**

MINOR PROJECT - Less than \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

Background:

Libraries SA – Tomorrow's Libraries Plan states that Libraries are places for meeting, sharing ideas and learning as well as places of quiet contemplation and study. Libraries not only connect people with knowledge but with each other and their communities.

Ongoing citizen feedback is calling for our libraries to modernise, with a contemporary approach to recreational usage being at the heart of the issue. Citizens are asking us to improve our furnishings to allow for more space and comfort to enable them to fully utilise our services, like reading the paper, considering council documents, studying, and working. Common complaints relate to people not having enough space (too small) and tables are too close to the collection resulting in foot traffic with people moving past, too full of users and in open noisy locations. Citizens are requesting more quiet places in which to work, study and enjoy reading in the libraries, reporting our tables are inadequate in number and size, and that our spaces are not as usable as nearby council libraries, Adelaide, Burnside, and Campbelltown.

Objective: To best determine the optimal layout (floorplan) and furnishings based on our current and projected collection use, utilising a professional and experienced consultancy to guide our future planning and help the service to deliver a modern library layout at St Peters and Payneham Libraries. Placing us in a position to deliver the council objective of 'The Best Library Service' and meeting CityPlan2030 Objective: 1:1, and Libraries SA – Tomorrows Libraries Goal 1 – Provide vibrant flexible spaces that are fit for purpose.

Deliverables: An educated understanding of how to update the library services layout for the benefits of the citizens of NPSP and beyond. Delivered through the consultancy outcomes;

*Circulation plan : The design team will assess and design a circulation plan mapping book collections and flow throughout the space.

*2D Space plan : 2D CAD floor plan to design optimum shelving and loose furniture placement to create a more dynamic, multi-purpose environment for people to

connect, explore, and learn.

*Moodboard and interior design service : Colours, finishes and fabrics will be selected by our in house interior design team.

*3D Renders :3D visualisation of the space.

*Follow-up visit by BDM

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

SOCIAL EQUITY - 1.1 Convenient and accessible services, information and facilities

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

There is a reputational risk in failing to act on citizen feedback, with our citizens ultimately choosing to use alternative library services.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Concept/Design - Contractors & Consultants costs		7,480		
		7,480	0	0

ADD DETAILS IF REQUIRED

As per attached quote from Resource Furniture.

**ATTACH QUOTES IF
APPLICABLE**

- [Resource-Furniture-Quotation-Consultancy-and-Design-A844393.pdf](#)
- [Resource-Furniture-Quotation-Consultancy-and-Design-A8443931.pdf](#)

PROPOSED START DATE

06/01/2025

**PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)**

2 months

Workflow Log



Admin Notification (ID: 65811a1e6955a)

added on 15/02/2024 at 11:01 am

WordPress successfully passed the notification email to the sending server.



workflow_step_305_user_50 (ID: workflow_step_305_user_50)

added on 15/02/2024 at 11:01 am

WordPress successfully passed the notification email to the sending server.

PROJECT REQUEST OVERVIEW

PROJECT NAME

Building Assets Strategy

PROJECT OWNER

Keke Michalos

REQUEST DATE

14/02/2024

BUDGET YEAR

2024/2025

RESPONSIBLE GENERAL
MANAGER

Mario Barone

TYPE OF FUNDING
REQUEST

MAJOR PROJECT - Equal or Over \$100,000 investment required

BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES

The Council's building assets are an important part of the City's physical infrastructure in terms of bringing the community together through active participation in leisure, lifelong learning, arts related activities and generally contributing to the physical, social and cultural wellbeing of the community. These civic and community buildings also promote a sense a community identity and sense of place. Some of the Council owned buildings also generate revenue for the Council through various means, including leasing space to businesses, renting out event spaces or providing facilities for community activities.

The purpose of this project is to develop a strategy for our buildings and facilities which is based on a strategic review of our community. Our community is changing and will continue to change over the coming decades with regard to; sporting participation; types of sports played; need for community spaces; types of community spaces; etc. As a Council, we need to understand as best we can what is happening in our community and adapt both our service offering and our facilities to meet the changing needs of our community. We also need to ensure value for money for our community, with strategic opportunities identified to better utilise our community facilities and, where needed, expand or contract to adjust to the changing environment.

The analysis of current facility utilisation and predictions of future needs, together with condition audit data of the Council's buildings assets, the Whole of Life program and the Council's Asset Management Plans will be used to inform the strategic review and in the development of the final Building Assets Strategy.

The Strategic Review of Building Assets will take into consideration:

- Changing demographics
- trends in sport participation and needs for community spaces
- trends in constructing multipurpose community spaces
- the useful life of all of the assets
- fit for purpose, what the building was originally built for, what it is currently being used for and what it is suitable for?
- what is the catchment of the current users?
- what is the demand for the current use?
- what (if any) other use could the buildings be used for?

It will make recommendations in relation to the possible:

- Retention of buildings and existing uses/users.

- Amalgamation of uses.
- Relocation of uses/users
- Upgrade or Redevelopment of assets (including repurposing).
- Sale of assets that are surplus to requirements.
- Demolition of assets, where appropriate.

Once completed the Strategy will provide the Council with a strategic framework on which to make all future decisions in relation to each of its buildings assets. It is noted that the Norwood Town Hall, Payneham Swimming Centre and St Peters Child Care Centre will not be included in the review but will be referenced in the Strategy as Council owned assets.

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

SOCIAL EQUITY - 1.1 Convenient and accessible services, information and facilities

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Not undertaking a strategic review of building assets and determining what purpose they have or what opportunities they may present is a lost opportunity for the Council. The Council needs to ensure that it is managing its assets responsibly and investing wisely. The Council also needs to ensure that it is providing assets that meet the needs of the needs of the community currently and in the future. Currently the investment in the Council's building assets is undertaken based on the condition audit without any consideration of any long term strategy or gaps in the Council's offerings. Without a strategy there is a risk we do not spend community money wisely.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
I&MP:City Assets	YES	NO

PLEASE ATTACH EMAIL
CONFIRMATION FROM THE
TEAM MANAGER/S

- [Building-Assets-Strategy.docx](#)

INCLUDE BRIEF
DESCRIPTION OF
DEPENDANCIES ON OTHER
TEAM OR TEAMS

Staff from City Assets will be required to provide background material to help inform the Strategy. In addition a number of Staff from across all Departments in the organisation may be required to provide input at some stage to help in the development of the Strategy.

BUDGET REQUEST DETAILS

PROJECT BUDGET
REQUEST \$\$\$ - ENTER AS
MANY LINES AS REQUIRED
BY CLICKING '+' ON THE
RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Contractors & Consultants cost		120,000		
Other Costs	Consultation (including promotional material)	10,000		
		130,000	0	0

ADD DETAILS IF REQUIRED

Given the significance of this project, all stakeholder engagement should be undertaken by an independent third party to ensure that it is neutral and there is no perception of bias in the recommendations. This is particularly important when the amalgamation of facilities and relocation of uses may be considered.

PROPOSED START DATE

15/07/2024

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

12 months

Workflow Log



Admin Notification (ID: 65811a1e6955a)

added on 14/02/2024 at 3:32 pm

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added on 14/02/2024 at 3:32 pm

WordPress successfully passed the notification email to the sending server.

PROJECT REQUEST OVERVIEW

PROJECT NAME

River Torrens Linear Park Management Plan

PROJECT OWNER

Keke Michalos

REQUEST DATE

15/02/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Mario Barone

**TYPE OF FUNDING
REQUEST**

MAJOR PROJECT - Equal or Over \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

There is a long overdue need for a co-ordinated and strategic framework for the Council's role in the care and control of the River Torrens Linear Park. The Council has been involved in a number of significant projects for the RTLP, most recently the construction of a Shared Path which will be completed in March 2024. A number of other management issues lack a cohesive and strategic framework for decision making and investment of the Council funds and resources. One such priority issue relates to biodiversity and the need for a focus on improved flora and fauna outcomes.

In December 2021, a Notice of Motion requested:

"That staff prepare a report on options for restoring original native vegetation in under-storey plantings in selected/strategic locations in the section of Linear Park under our council's control."

Reasons for the Notice of Motion included:

"Council has employed contractors for a number of years to remove non-locally native trees and shrubs in the Linear Park, along with other councils, under the "River Torrens Recovery Project" loosely overseen by the former NRM Board, now Green Adelaide. But we do not appear to have replanted shrubs that have been removed in this way.

Over 95 per cent of the Linear Park is dominated by grass, weeds and trees. It is an attractive environment with the river and the pathway. But it is a large open environment which encourages the proliferation of Noisy Miners, an aggressive native bird, which drives out smaller native birds. Low to medium high shrubs would help counteract this dominance by Noisy Miners.

Some under-storey was originally planted when the Linear Park was established, but most of it has died off. It was probably rarely locally indigenous vegetation (which is why we have been removing it). The absence of native under-storey plants and bushes in most of the Linear Park deprives native wildlife of food and habitat in which to shelter.

Council has supported the work of the Friends of the Billabong in planting native vegetation next to the Linear Park (as well as the Kensington Borthwick Park native plant revegetation project). These are important projects.

However the longer-term re-vegetation of the Linear Park with native vegetation

under-storey plants in selected locations is a pressing need as climate change proceeds and our urban wildlife comes under greater stress both from increasing temperatures and the destruction of private gardens due to urban infill housing densification. The Linear Park is our biggest park and offers the most opportunity to re-vegetate and involve the community in this work.

Small birds in particular will benefit from strategic plantings of under-storey bushes, shrubs and ground cover. Clumps of thick under-storey vegetation provide habitat for small birds, lizards and native mammals to hide from predators such as foxes, cats and bigger birds."

The River Torrens Linear Park is a significant environmental asset that extends along the Council's northern boundary and is recognised as part of a wider continuous 'green' corridor that extends from the foothills through to the coast across metropolitan Adelaide. More specifically the Linear Park through the City of Norwood Payneham & St Peters is recognised for its diversity of natural and ornamental landscapes which define the northern boundary.

Climate change will challenge the long term management of the Linear Park, recognising the likely impacts of rising temperatures, reduced annual rainfall and increased storm events. The Linear Park will have an important role in supporting the long term liveability of its surrounding neighbourhoods and mitigation against climate change."

Currently the State Government through Green Adelaide is finalising the River Torrens Recovery Plan, which is a 5 year plan addressing weed eradication and revegetation options. In addition, Green Adelaide is implementing the Platypus Plan to get platypuses back into the River Torrens, and is undertaking water monitoring and water quality testing on a quarterly basis, along every 2 kilometres of the River Torrens to assist with the reintroduction of platypuses.

There are limited staff resources available within the organisation to undertake this work. Additionally, the biodiversity, conservation and revegetation expertise within the organisation which is necessary to successfully deliver a strategy and subsequent on ground delivery and maintenance is limited. If approved, the Council will need to outsource this project and partner with Green Adelaide, commercial landcare consultants and contractors, and community volunteers and landcare groups (e.g. Conservation Volunteers Australia) to deliver the desired outcome.

River Torrens Linear Park Management Framework

A Management Framework for the River Torrens Linear Park will provide the Council with a strategic direction to inform the long term rejuvenation of this regionally significant open space corridor. Similar to the original 1979 Study, it will establish a co-ordinated management approach to the Linear Park that forecasts the future role of the Linear Park and integrates land use planning, community engagement, active and passive recreation, habitat and biodiversity, hydrology and water quality, transport and accessibility, climate change and wayfinding and interpretation.

For example, as an integral part of the Linear Park, the existing pathways (original width and alignment) have been built into the River landscape, in particular managing local batters and pathway gradients. The expansion of the shared use path from 2.5m to 4.0m has addressed many of the historical issues regarding particular sites along the Linear Park, and has integrated the path alignment with existing landscapes, bank treatments and incorporate future local park upgrades.

The development of a Management Framework will provide the Council with the opportunity to involve the community in its long term management through an appropriate consultation process. Engagement with the community will enable Council to ensure that long term investment reflects the needs and priorities for all users of this Regional open space corridor. It will also provide the Council with the opportunity to better engage with other key stakeholders, including the State Government, through Green Adelaide and adjoining Council.

Previous investigations have examined costing of a overall Management Plan for the River Torrens Linear Park, for which the management and risk issues are diverse and

complex. An allocation in the vicinity of \$150,000 (first order estimate only) would be required to fund the delivery of the Management Plan for the River Torrens Linear Park.

History of the River Torrens Linear Park

The original 1979 River Torrens Study sought to co-ordinate development and conservation of the River Torrens and its environs to ensure the rational use of resources at regional and local level. The Study sought to:

- Give due regard to the riverine eco-system and surrounding environments,
- Preserve, make accessible or apparent, areas of high social value, whether they be of unique historic, scientific or educational value,
- Restore, or rejuvenate degraded areas or those areas which are incompatible with the river and its intended use,
- Identify areas suitable for various forms of development or use,
- Determine appropriate recreational uses for the land suitable for such development,
- Provide a variety of recreation facilities in accordance with the needs and aspirations of the community,
- Capitalise upon the linear quality of the river and provide continuous link between the developable portions of land and, if possible, other community recreation facilities,
- Co-ordinate all planned and imminent development, and
- Provide a planning framework which serves to identify short and long term development proposals and guidelines, but is sufficiently flexible to take into account changing social needs.

The Study recognised the River had 'inherent natural qualities that should be conserved and presents opportunities that should be capitalised upon within an overall balanced approach to the provision of the amenity and utility, to ensure the river is retained for the enjoyment of future generations.'

The study proposed a 'Co-ordinated Development Scheme' which presented detailed proposals for development and / or conservation, supported with technical guidelines, implementation strategy and approximate cost estimates. The Scheme was divided into seven (7) stages and the Linear Park was successfully constructed during the 1980's.

Need for the Management Plan

The River Torrens Linear Park has been the shared responsibility of the local Councils and appropriate State Government Departments. Investment has focused on water quality, or the management and maintenance of the original Linear Park assets and infrastructure.

The Linear Park faces a number of contemporary challenges along its length, including:

- Lack of forward vision for the future investment and enhancement of the Linear Park
- Lack of consistent or co-ordinated leadership to manage the length of the Linear Park
- Development and population growth around the River has exceeded the expectations of the 1979 Study, as well as Changing community needs, lifestyle demand and local demographics
- Pressure of managing commuter versus recreation users, in particular along the shared-use pathways
- Balance competing needs of habitat creation and the importance of biodiversity versus the provision of grassed open spaces for the community,
- Recognition of Climate Change to the Linear park and surrounding neighbourhoods, as well as the increased potential impacts on the river environment from increased event flows,
- Need for great recognition and interpretation of Kaurna heritage, and
- General decline in aging infrastructure (renewal focus).

In addition to changing local conditions, the State Government's 30 Year Plan for Greater Adelaide recognises the River Torrens Linear Park as a 'Greenway', a new generation of open space precincts that can demonstrate the Government's aspirations for a more liveable city, greater walking and cycling, and large-scale efforts to reduce the impacts of climate change. The River Torrens Linear Park is recognised as a critical piece of regional green infrastructure that can have a significant role in improving the liveability and the resilience to climate change of surrounding communities.

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

ENVIRONMENTAL SUSTAINABILITY - 4.3 Thriving and healthy habitats for native flora and fauna

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

The River Torrens Linear Park has not been the subject of a strategic plan since its inception in 1979. A reactive approach to managing its individual asset risks limiting the significance of the Linear Park and its suitability to the changing needs of the community. The volume of people using the Linear Park Trail continues to increase. Its popularity in certain locations now exceeds the original design intent and increases the risk for potential conflict between different users and different functions.

The community and Elected Members expect that the City's greatest environmental asset, the River Torrens Linear Park, be appropriately managed within a strategic management framework that addresses community use, conservation and biodiversity, risk and safety.

FUNDING REQUEST

BUDGET TYPE

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
I&MP:City Projects	YES	NO

I&MP:City Services/Parks & Gardens	YES	NO
I&MP:City Assets	YES	NO
UP&E:Heritage and Sustainability	YES	NO
UP&E:GM Urban Planning & Environment	YES	NO
I&MP:City Services/Depot	YES	NO
UP&E:City Arborist	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Email-to-Project-Team-River-Torrens-Linear-Park.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

Cross Council input is required to deliver this Project.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Concept/Design - Contractors & Consultants costs		140,000		
Other Costs	Consultation	10,000		
		150,000	0	0

ADD DETAILS IF REQUIRED

This submission has been prepared in response to a request from the CEO in a Memorandum dated 14 February 2024. Refer to the following extract:

"In respect to the River Torrens Linear Park, addressing how we restore original nature vegetation in strategic locations, requires in my opinion, the engagement of specialist advice which should, in my opinion, form part of an overall management plan for the River Torrens Linear Park.

Given that this component has been outstanding for some time, I suggest that a Budget Submission is prepared for the 2024-2025 Budget, seeking funds to engage a consultant to undertake this work. In this respect, I note that this approach was in fact suggested in the staff comments."

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

12 months

Workflow Log



Admin Notification (ID: 65811a1e6955a)

added on 15/02/2024 at 3:40 pm

WordPress successfully passed the notification email to the sending server.



workflow_step_305_user_50 (ID: workflow_step_305_user_50)

added on 15/02/2024 at 3:40 pm

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PROJECT REQUEST OVERVIEW

PROJECT NAME

GIS System

PROJECT OWNER

Derek Langman

REQUEST DATE

20/02/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Derek Langman

**TYPE OF FUNDING
REQUEST**

MAJOR PROJECT - Equal or Over \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

GIS (Geographic Information Systems) has been in development and refinement for for decades, with significant advancement and organisational uptake across the last 20 years. Use has exploded, with applications driving significantly improved efficiency and/or decision making in the following general areas of local government: Regulatory functions such as visually identifying enforcement hotspots / cold spots and enabling staff mobile technology

City Operations gain benefit in CRM hot spot / cold spot analysis, efficiency opportunities and project effectiveness analysis. Each team member with a device can receive jobs, visually locate and assets, click into those assets to understand asset life and maintenance requirements and understand any upcoming projects that may impact that asset – all from a device in the field.

City Assets has one of the greatest benefits, allowing for spatially mapping all asset classes, condition ratings, AMP's, depreciation schedules, engineering projects, and public transportation assets and trends. Also spatially map long term asset management plans and strategies to identify opportunities and efficiencies in program and scheduling.

Community services and strategy can map demographic data and level of service for public open space, transport, community services, heat refuges, tree canopy amongst many other applications. This can guide strategy, upgrade decisions and numerous other benefits

Public administration for property records, CRM records, legal and lease agreements, verge upgrade approvals, climate mapping and analysis, heat island mapping, etc

GIS is both a powerful tool for internal information storage, resource allocation, analysis, decision making and strategic planning.

It also serves as a powerful communication tool with the public.

Numerous examples of these uses can be provided.

It should be noted that:

All State government departments use GIS

All major utilities use GIS

The top 10 Councils by population all use GIS (ESRI)

One company alone (ESRI) services 80% of the state via population their service provision to Councils

6 of the top 10 Councils by population have been using GIS through ESRI for over 15 years.

NPSP does not have an up to date and functioning system, nor the resources to realise the benefits of GIS.

This has a detrimental impact on staff who understand the power of this technology to assist in their work and the advancement of the organisation, but who are stuck looking at data in spreadsheets and in some instances writing it down in books, to then transcribe and manually draft maps for printing, only for these to be out of date shortly after and the whole process starts again. Many examples of inefficiency have been identified and can be expanded on if required.

The objective of this project is to:

Establish a GIS system that is Councils agreed system for spatial mapping and will be supported into the future with appropriate resources and expertise to allow NPSP to utilise this technology for its unique context and situation. this will assist in spending residents money wisely, facilitate the attraction and retention of staff, allow for improved strategic decision making, facilitate improved engagement with out community and much more.

Deliverables:

Engage a consultant to review our existing system, data and capability and make recommendations regarding future needs, capability and resourcing

NPSP procure appropriate licencing

NPSP recruit resourcing (in accordance with consultant recommendations)

Consultant (in partnership with IT and other key staff) develops an implementation and transition plan

Consultant (in partnership with IT and other key users) implements the transition

Consultant supports the enhancement of NPSP capability through training

Consultant supports the development of APPS for key users and functions

Eventually the recruited staff and IT team will take over the operational functionality and PARTNER with teams to develop and improve their use of GIS to manage their work.

Continued engagement with a consultant should continue to ensure up to date knowledge and maximisation of the software is maintained.

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

ENVIRONMENTAL SUSTAINABILITY - 4.1 Sustainable and efficient management of resources

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE

NPSP currently wastes an unquafiable amount of time and resources on manual tasks that can be delivered through technology efficiently

NPSP cannot attract staff to certain roles due to a lack of GIS availability and utilisation

Various roles are less efficient and effective through lack of access to GIS (Traffic / Strategy / Citizen Services / Assets / City Services etc

CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

Lack of IT resources could impact on successful delivery of the project
 Lack of internal capability could impact on successful project delivery

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
G&CA:Information Management	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Email-Derek-Langman-Outlook1.pdf](#)
- [Email-Derek-Langman-Outlook2.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

Impacts across the organisation as teams engage with new GIS system and consider improvements to operations and decision making

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Implementation - Contractors & Consultants costs	1-2 years	150,000		
		150,000	0	0

RECURRENT BUDGET - ONGOING FINANCIAL IMPACT AS A RESULT OF THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Contractor & Consultants costs	25,000
Licenses/Subscriptions	56,000
Employee Expenses (Salary + 20%Oncost)	125,000
	206,000

PROPOSED START DATE

01/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

12 Months project development and implementation with ongoing resourcing and utilisation

Workflow Log

**Admin Notification (ID: 65811a1e6955a)***added on 21/02/2024 at 3:30 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_305_user_150 (ID: workflow_step_305_user_150)***added on 21/02/2024 at 3:30 pm*

WordPress successfully passed the notification email to the sending server.

**Derek Langman**

DLangman@nps.sa.gov.au

added on 21/02/2024 at 3:31 pm

General Manager Consideration for the Funding Submission: Approved.

Note: Approved

**workflow_step_305_user_150 (ID: workflow_step_305_user_150)***added on 21/02/2024 at 3:31 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_150 (ID: workflow_step_306_user_150)***added on 21/02/2024 at 3:31 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_150 (ID: workflow_step_306_user_150)***added on 29/02/2024 at 2:47 am*

WordPress successfully passed the notification email to the sending server.

PROJECT REQUEST OVERVIEW

PROJECT NAME	Street Lighting Renewal & Upgrade
PROJECT OWNER	Josef Casilla
REQUEST DATE	12/02/2024
BUDGET YEAR	2024/2025
RESPONSIBLE GENERAL MANAGER	Derek Langman
TYPE OF FUNDING REQUEST	MINOR PROJECT - Less than \$100,000 investment required
BUSINESS CASE: BACKGROUND, OBJECTIVES AND DELIVERABLES	<p>In response to street lighting non-compliances identified through a combination of internal reviews and resident complaints, funding will be allocated to undertake design and construction works to ensure that non-compliant and inadequate street lighting within the City's streets are renewed or upgraded.</p> <p>Additionally, an audit by a street lighting consultant undertaken several years ago identified streets which contain street lighting non-compliances, and advised those which are high-priority, as well as the reasoning behind the high-priority rating (e.g. high-traffic count, exceedance of street lighting spacing, etc).</p> <p>The installation of a compliant level of street lighting will ensure that the street infrastructure is safe and is consistent with the level of service generally provided throughout the City.</p>
RELATIONSHIP TO CITYPLAN 2030	YES
SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.	SOCIAL EQUITY - 1.2 A people-friendly, integrated and sustainable transport network

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE	<p>1. Public lighting can pose a risk to the Council and the community where the lighting infrastructure is:</p> <ul style="list-style-type: none"> a. approaching the end of useful lives; b. not compliant with current standards; and/or c. is out-dated and not considered fit for purpose. <p>These risks may lead to negative impact (damage, injuries, etc) with both property</p>
---	--

CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

and citizens.

2. There are no foreseeable constraints at this time which are expected to impact on the delivery of the project.

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

NO

BUDGET REQUEST DETAILS

RECURRENT BUDGET - ONGOING FINANCIAL IMPACT AS A RESULT OF THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Materials/Contracts & Other Expenses	40,000
	40,000

ADD DETAILS IF REQUIRED

This project has been run for at least the last four financial years. This project will be ongoing for the Council on an annual basis for the foreseeable future. Therefore, it is requested that this budget is moved from "Operational" (where it has been in the past) to "Recurrent".

PROPOSED START DATE

15/07/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

12 months

Workflow Log

**Admin Notification (ID: 65811a1e6955a)***added on 12/02/2024 at 10:06 am*

WordPress successfully passed the notification email to the sending server.

**workflow_step_305_user_150 (ID: workflow_step_305_user_150)***added on 12/02/2024 at 10:06 am*

WordPress successfully passed the notification email to the sending server.

**Derek Langman**

DLangman@nps.sa.gov.au

added on 20/02/2024 at 12:45 pm

General Manager Consideration for the Funding Submission: Approved.

Note: Approved noting the request to make this recurrent will be discussed with finance

**workflow_step_305_user_9 (ID: workflow_step_305_user_9)***added on 20/02/2024 at 12:46 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_150 (ID: workflow_step_306_user_150)***added on 20/02/2024 at 12:46 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_150 (ID: workflow_step_306_user_150)***added on 27/02/2024 at 1:11 pm*

WordPress successfully passed the notification email to the sending server.

PROJECT REQUEST OVERVIEW

PROJECT NAME

Verge Greening Incentive Fund

PROJECT OWNER

Derek Langman

REQUEST DATE

15/02/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Mario Barone

**TYPE OF FUNDING
REQUEST**

MINOR PROJECT - Less than \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

This budget bid is for a Verge Greening Incentive Fund, to financially assist residents with the cost of removing dolomite or quartz gravel and growing greenery in its place. The Council has previously run a Verge Incentive Scheme but it was discontinued for the 2023/2024FY due to insufficient 'in house' resourcing. As the verge is a Council owned asset the Council has a duty to contribute towards its upkeep and a Verge Greening Incentive Fund offers a more feasible approach to doing so, with significantly less in house work required. This Fund will help meet our Council's CityPlan2030 greening objectives, beautify our city and bring cooling to high surface temperatures hotspots. The City of Marion is already successfully delivering a similar incentive fund.

Under the incentive scheme, a total of 50 per cent of the costs of developing a verge, as per the Guidelines for Landscaping Verges, will be covered by the Fund, capped at a rebate of \$500 per property. For example, if a resident spends \$1000 on their verge development, subject to Council approval, they will be eligible for a \$500 rebate (50 per cent of total spend).

The following items would be eligible for funding: Mechanical excavation and removal of dolomite or quartz (by a licensed contractor only), growing medium (e.g. soil, compost, loam), plants, mulch and native lawn.

Preference will be given to:

applicants who seek approval to undertake the landscaping of verges with drought tolerant and sustainable plants;

applicants seeking to plant their own and neighbouring verges; and

applications in areas with high surface temperatures (e.g. hotspots) or identified as socially vulnerable through urban heat mapping.

applicants proposing landscaping with predominantly non-native lawn/grass are not eligible for support or incentives offered by the Council under this Policy.

The allocation of support or incentives for assistance in undertaking verge landscaping works will be entirely at the Council's discretion and subject to the availability of any allocated Council Budget for this purpose.

Individuals or groups who make use of Council support or incentives to landscape a verge will still be required to gain Authorisation from the Council prior to works commencing through the Authorisation of Landscape a Verge Application Form.

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

ENVIRONMENTAL SUSTAINABILITY - 4.2 Sustainable streets and open spaces

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

By not proceeding with a Verge Greening Incentive Fund the Council risks worsening the urban heat island effect, falling short of public expectations to beautify our city, and reputational damage from not contributing to the costs of upkeeping a Council owned asset. Furthermore, the Council increases the risk of falling short of the 30 Year Plan for Greater Adelaide (2017 update), that requires an increase of 8% green cover in the City of Norwood, Payneham & St Peters by 2030.

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
I&MP:City Services/Depot	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Email-Derek-Langman-Outlook.pdf](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The introduction of this program would naturally result in an increase in applications for upgrade. These upgrades require administration, approval and ongoing monitoring and communication. The application process should be digitised by IT, making it easier for residents to

navigate and more efficient for processing.

Spatially recording approved verges will allow the Depot to monitor the maintenance of resident planted verges and follow up with compliance actions as required. This requires a GIS system with devices for on site compliance checks and engagement with Reg services

BUDGET REQUEST DETAILS

RECURRENT BUDGET - ONGOING FINANCIAL IMPACT AS A RESULT OF THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Other Expenses	25,000
	25,000

ADD DETAILS IF REQUIRED

This program will place administrative burden on the organisation, noting that improved digital forms and spatial mapping and functional devices will reduce the impact of this work.

PROPOSED START DATE

02/09/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

Ongoing (subject to review)

Workflow Log



Admin Notification (ID: 65811a1e6955a)

added on 20/02/2024 at 3:44 pm

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workflow_step_305_user_50 (ID: workflow_step_305_user_50)

added on 20/02/2024 at 3:44 pm

WordPress successfully passed the notification email to the sending server.

PROJECT REQUEST OVERVIEW

PROJECT NAME

Additional Human Resource - Biodiversity Officer

PROJECT OWNER

Carlos Buzzetti

REQUEST DATE

16/02/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Carlos Buzzetti

**TYPE OF FUNDING
REQUEST**

MAJOR PROJECT - Equal or Over \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

Business Case Submission from Cr Hugh Holfeld

The Council is home to 180 hectares of open space – no less than 72 parks and reserves, as well as verges, private backyards, creek corridors and more. Native flora and fauna have largely been lost to land clearing and development since colonisation. Given these challenges and complexity in restoring and maintaining biodiversity, there is a fundamental need for specialty knowledge in these areas.

A Biodiversity Officer would be responsible for the following objectives:

- Implementation of the Biodiversity Strategy 2006-2016 (or updated version);
- Conservation and restoration of damaged areas;
- Support and engagement of local Volunteer and Community groups;
- Operational advice for Council operations, including Depot staff; and
- Providing education to the community promoting better use of private and public land.

The Council is behind in its biodiversity and land management in comparison to neighbouring and similar size councils in metropolitan Adelaide. Currently, the Council has a single Sustainability Officer who is responsible for a broad range of sustainability tasks, however this does not include biodiversity functions, as this requires a specific set of skills and knowledge.

The Biodiversity Strategy 2006-2016 recommended two full-time biodiversity field staff positions within the Depot for its implementation. Other comparable Councils have come to the same conclusion. Campbelltown City Council has two full-time positions (officer and field staff), the City of Burnside has three full-time field staff positions for biodiversity and horticulture allocated for next year. Additionally, similar size Adelaide metropolitan councils, such as the City of Holdfast Bay, have similar roles. By implementing a Biodiversity Officer, the Council's 180 hectares of open green space would receive the management that they require to thrive as healthy habitats for native flora and fauna while maintaining open space for recreation.

A Biodiversity Officer can better safeguard the Council from the impact of native

flora and fauna loss. Loss of native vegetation and habitat is highly undesirable, and in urban environments can increase the risk of many detrimental effects. These effects include an increase in urban heating, loss of water purification, soil degradation (including degraded soil structure), poor pollination, and more. These pose a risk to the entire Council area, that will continue to increase over time unless otherwise addressed.

These issues are of great importance to the community as highlighted in CityPlan 2030 through Objective 4.2 Sustainable streets and open space and Objective 4.3 Thriving and healthy habitats for native flora and fauna, and addressing them will greatly influence community wellbeing. Furthermore, there is large community interest to get involved in land management and restoration. The Council has two exceptional groups in Borthwick Park and Friends of the Billabong; however, there is still greater potential for residents to get involved in their local patch. Community groups have large potential for growth and self-sufficiency, but they must be realised by the Council while the initial community support exist; the opportunity must not be lost.

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

ENVIRONMENTAL SUSTAINABILITY - 4.3 Thriving and healthy habitats for native flora and fauna

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

The Council faces increases in weather extremes in the future due to the impacts of climate changes. These weather extremes combined with rising urban heat, pressure on water availability and quality and the on-going need to provide additional opportunities for housing to accommodate population growth, continually places pressure on existing eco systems and flora and fauna within the council area. These predicted conditions create a risk that a broad diversity of flora and fauna will diminish without intervention and in turn the loss of flora and fauna diversity will have a negative impact on local eco-systems, including water, soil and air quality and may increase the prevalence of pest species and vermin.

The employment of a Biodiversity Officer can mitigate this risk better safeguard the Council from the impact of native flora and fauna loss, through increasing resourcing in this space to proactively measure biodiversity across the council area and develop strategies and initiatives to improve biodiversity.

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

IS THERE A REQUIREMENT

YES

FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
UP&E:Heritage and Sustainability	YES	NO

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Biodiversity-Officer-Funding-Submission.docx](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The Council Biodiversity Officer will need to work closely with the Sustainability Officer to ensure alignment of environmental objectives.

BUDGET REQUEST DETAILS

RECURRENT BUDGET - ONGOING FINANCIAL IMPACT AS A RESULT OF THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Employee Expenses (Salary + 20%Oncost)	126,000
	126,000

ADD DETAILS IF REQUIRED

As the Biodiversity Officer requires specialised skill sets, it is likely to be a role that requires tertiary qualifications or equivalent experience. As such, it is suggested that the role be at MOA Level 6 (General Officer Stream).

PROPOSED START DATE

01/10/2024

PROJECT TIMELINE (E.G. 3 MONTH TO COMPLETE)

3 months to implement

Workflow Log

**Admin Notification (ID: 65811a1e6955a)***added on 16/02/2024 at 11:10 am*

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**workflow_step_305_user_24 (ID: workflow_step_305_user_24)***added on 16/02/2024 at 11:10 am*

WordPress successfully passed the notification email to the sending server.

**Carlos Buzzetti**

CBuzzetti@npsa.gov.au

added on 16/02/2024 at 2:20 pm

General Manager Consideration for the Funding Submission: Approved.

**workflow_step_305_user_24 (ID: workflow_step_305_user_24)***added on 16/02/2024 at 2:20 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_24 (ID: workflow_step_306_user_24)***added on 16/02/2024 at 2:20 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_24 (ID: workflow_step_306_user_24)***added on 23/02/2024 at 2:33 pm*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_24 (ID: workflow_step_306_user_24)***added on 01/03/2024 at 2:34 pm*

WordPress successfully passed the notification email to the sending server.

PROJECT REQUEST OVERVIEW

PROJECT NAME

K9 Kube - Animal Management WHS Upgrade

PROJECT OWNER

Geoff Parsons

REQUEST DATE

31/01/2024

BUDGET YEAR

2024/2025

**RESPONSIBLE GENERAL
MANAGER**

Carlos Buzzetti

**TYPE OF FUNDING
REQUEST**

MINOR PROJECT - Less than \$100,000 investment required

**BUSINESS CASE:
BACKGROUND, OBJECTIVES
AND DELIVERABLES**

Context

– The Compliance Officers currently have access to a Renault Van for animal management and general compliance purposes. The van is fitted with cages for dogs, but the fit out involves a poor quality ramp (which dogs are hesitant to use) and no proper divider between the "cab / driver's area" and cages.

– The van is due for changeover in November 2024.

– The lack of suitable fit out (as described above) has led to issues with odour (dog faeces), noise (dog barking), and WHS concerns (having to physically lift dogs into the cages which places the Officers at risk of lifting injuries, as well as greater exposure to dogs that are aggressive, which can lead to an increase of bite related wounds).

Options

In advance of the need to changeover the van, Council staff have commenced investigations into options to address the above-mentioned issues. Two primary options were identified:

1. New van with advanced fitout – A new van could be sourced and fitted out appropriately which would involve properly installed cages with associated ramps, and a solid, odour proof barrier between the driver's area and dog cages. This however does not alleviate the issues with having to lift dogs into the cages (aggressive dogs in particular are reluctant to use the ramps and dependent on their size, cannot be "forced" up a ramp into a cage).

2. Lease of a ute and installation of a K9 Kube – The K9 Kube is essentially a square / rectangular box mounted to the back / tray of a ute. The K9 Kube lifts off the tray of the ute using a mechanical arm and descends to ground level. An officer can then place a dog in the K9 Kube (avoiding the use of ramps or lifting) and then the mechanical arm lifts the K9 Kube back onto the ute tray for transportation.

More information on the K9 Kube is available here: <https://www.k9kubecom.au/>

For the reasons outlined below – Option 2 is proposed

Rationale for Option 2

– WHS – The K9 Kube avoids the need for lifting any dog (including aggressive dogs) and avoids the use of ramps. It provides the best opportunity to avoid all risk associated with lifting injuries, bites and dog attacks and represents the safest option for officers and dogs.

– Installation – The K9 Kube can be purchased and mounted to any type of ute vehicle. It is affixed to the ute using a series of bolts and some suspension and electrical upgrades are required. Officers have enquired with a lease vehicle company (Orix) who have advised that the K9 Kube could be installed on a lease vehicle. The only implication is some relatively minor charges associated with the rectification of the vehicle (i.e. fixing of bolt holes etc.) when the K9 Kube is removed at the point of changeover.

– Ute – As the K9 Kube needs to be installed on a ute, it is possible for the ute (as a larger vehicle) to be used to mount the kerb and access reserves and / or the linear park, which cannot currently occur using the van. This enables the vehicle to get closer to a dog which may be loose in a reserve area for example, and to undertake some vehicular patrols of the linear park where required.

– Operational requirements – In investigating the options, Officers considered the operational requirements of the vehicle (as it is not solely used to collect dogs, but also for parking and other general compliance activities). The ute, while a slightly larger vehicle than the van, would be similar to the vehicles used by the depot. It would still be able to access most streets and laneways and may even enhance accessibility in some cases (via being able to mount a kerb). The implementation of the K9 Kube is unlikely to negatively impact operational requirements.

- Visibility - The Vehicle, which would likely be branded as per the existing van, is a highly visible and recognisable vehicle. The installation of the K9 Kube demonstrates best practice animal handling and management to the community.

Deliverables

- Improvements in WHS for officers
- Improvements in animal management and welfare for stressed or agitated animals
- Demonstrated commitment of the organisation to officer and animal welfare

RELATIONSHIP TO CITYPLAN 2030

YES

SELECT THE MOST RELEVANT CHOICE FOR THE ONE OF THE DOMINATING RELATIONSHIP TO THE OUTCOMES AND STRATEGIES OUTLINED IN CITYPLAN 2030.

SOCIAL EQUITY - 1.1 Convenient and accessible services, information and facilities

RISK MANAGEMENT

DESCRIBE ANY IDENTIFIED OR POTENTIAL RISKS ASSOCIATED WITH THE

Risks of Not Proceeding

- Increased WHS risk to Officers (through lifting of animals, bites and dog attacks, physically handling aggressive animals)

CURRENT SITUATION TO THE COUNCIL AND OR THE COMMUNITY. DESCRIBE CONSTRAINTS THAT MAY IMPACT ON THE DELIVERY OF THE PROJECT OUTCOME (IF ANY)

- Increased risks to animal welfare (physically lifting dogs into the cage can cause stress to the animals and increase the risk of injury)
 - Equipment not fit for purpose - A vehicle not physically able to enter reserves / linear park
- Risks of Proceeding
- Cost increase - The K9 Kube increases in cost
 - Vehicle Costs - Increased costs at changeover due to shifting the K9 Kube to a new vehicle and "fixing" the vehicle
 - Operational Requirements - A Larger vehicle makes it more difficult to access narrow streets etc.

It is considered that there is great risk involved in not proceeding.

FUNDING REQUEST

BUDGET TYPE

RECURRENT BUDGET - project is on-going, i.e. an introduction of a new service

OPERATIONAL PROJECT BUDGET - project is 'one off' and will not be on recurrent basis

IS THERE A REQUIREMENT FOR ANY EFFORT, INVOLVEMENT OR DEPENDANCY ON OTHER INTERNAL UNITS

YES

SELECT ROLE OR TEAM THAT MAY BE REQUIRED TO CONTRIBUTE TO THIS PROJECT (ADD MORE TEAMS BY CLICKING '+' ON RIGHT HAND SIDE IF REQUIRED)

TEAM	Involvement with the projects was discussed with the relevant team Manager	Will there be an additional expenditure expected by this team
CEO:Finance & Administration (incl Procurement)	NO	YES

PLEASE ATTACH EMAIL CONFIRMATION FROM THE TEAM MANAGER/S

- [Note.docx](#)

INCLUDE BRIEF DESCRIPTION OF DEPENDANCIES ON OTHER TEAM OR TEAMS

The procurement of the K9 Kube will involve the purchasing and installation of the equipment. It will also involve the leasing of a suitable vehicle - my understanding is that responsibility for the light vehicle fleet currently rests with Finance, hence I have selected them as a team required to contribute.

BUDGET REQUEST DETAILS

PROJECT BUDGET REQUEST \$\$\$ - ENTER AS MANY LINES AS REQUIRED BY CLICKING '+' ON THE RIGHT HAND SIDE

Nature of Income / Spend	Comment (optional)	Year 1 amount \$	Year 2 amount \$	Year 3 amount \$
Plant/Equipment Purchase	Purchase of K9 Kube and Accessories	34,375		
		34,375	0	0

ADD DETAILS IF REQUIRED

Note - I have not included the lease of the ute - such cost would be appropriately accommodated in the normal light vehicle fleet budget.

PLEASE ATTACH
SUPPORTING FILE IF
REQUIRED

- [Quote-QU0749.pdf](#)
- [Quote-QU0748.pdf](#)

RECURRENT BUDGET -
ONGOING FINANCIAL
IMPACT AS A RESULT OF
THIS PROJECT

Type of Ongoing Income / Spend	Ongoing annual amount \$ (excl GST, CPI)
Other Expenses	3,000
	3,000

ADD DETAILS IF REQUIRED

The above cost is associated with the vehicle changeover (i.e. when a lease term expires and a new vehicle is leased). In such circumstances the K9 Kube is removed from the initial vehicle and installed on the new lease vehicle. The costs for such are expected to be \$3000. This cost would only be incurred when a new vehicle is leased so the regularity of this cost is dependent on the lease term.

Note - This cost is estimated based on previous experience with the product.

PROPOSED START DATE

01/11/2024

PROJECT TIMELINE (E.G. 3
MONTH TO COMPLETE)

Purchase and installation expected within one month of commencement

Workflow Log

**Admin Notification (ID: 65811a1e6955a)***added on 01/02/2024 at 9:07 am*

WordPress successfully passed the notification email to the sending server.

**workflow_step_305_user_24 (ID: workflow_step_305_user_24)***added on 01/02/2024 at 9:07 am*

WordPress successfully passed the notification email to the sending server.

**Carlos Buzzetti**

CBuzzetti@npsa.gov.au

added on 02/02/2024 at 9:20 am

General Manager Consideration for the Funding Submission: Approved.

**workflow_step_305_user_10 (ID: workflow_step_305_user_10)***added on 02/02/2024 at 9:20 am*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_24 (ID: workflow_step_306_user_24)***added on 02/02/2024 at 9:20 am*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_24 (ID: workflow_step_306_user_24)***added on 09/02/2024 at 9:34 am*

WordPress successfully passed the notification email to the sending server.

**workflow_step_306_user_24 (ID: workflow_step_306_user_24)***added on 16/02/2024 at 9:35 am*

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**workflow_step_306_user_24 (ID: workflow_step_306_user_24)***added on 23/02/2024 at 9:49 am*

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Attachment E

Draft 2024-2025 Budget

City of Norwood Payneham & St Peters
175 The Parade, Norwood SA 5067

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au



City of
**Norwood
Payneham
& St Peters**

2024-2025 Financial Statements
Draft



City of
Norwood
Payneham
& St Peters

Statement of Comprehensive Income for the year ended 30 June 2025

	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	3rd budget review 2023-2024	Proposed 2024-2025
	\$'000	\$'000	\$'000	\$'000	\$'000
Income					
Rates	36,288	37,938	39,974	43,421	46,978
Statutory charges	1,751	2,003	2,039	2,100	2,181
User charges	3,506	3,561	3,668	3,837	4,007
Grants, Subsidies and Contributions - operating	2,921	3,433	3,540	2,655	2,677
Grants, Subsidies and Contributions - capital				444	444
Investment income	19	24	171	120	78
Other income	771	848	852	802	496
Net loss joint ventures & associates	217	122	50	-	-
Total Income	45,473	47,930	50,294	53,380	56,861
Expenses					
Employee costs	14,448	14,126	14,531	17,619	19,599
Materials, contracts & other expenses	19,165	19,832	21,984	21,747	21,363
Finance costs	9,968	10,766	11,562	12,462	13,079
Depreciation, amortisation & impairment	454	346	458	456	2,386
Net loss Joint Ventures & Associates	327	214	357	-	263
Total Expenses	44,363	45,284	48,892	52,284	56,690
Operating Surplus (Deficit)	1,110	2,645	1,401	1,096	171
Net gain (loss) on disposal or revaluation of assets	(1,145)	(2,371)	(1,502)	25	36
Amounts specifically for new or upgraded assets	3,303	2,341	640	6,626	5,924
Physical resources received free of charge	-	-	-	-	-
Non Operating Items - Joint Venture and Associates	-	-	-	-	-
Net Surplus (Deficit) transferred to Equity Statement	3,268	2,615	539	7,747	6,131
Other Comprehensive Income					
Changes in revaluation Surplus- infrastructure, property, plant & equipment	12,046	34,462	49,031	7,244	5,508
Share of Other comprehensive Income - joint ventures and associates	5	(5)	(12)	-	-
Total Other Comprehensive Income	12,051	34,457	49,019	7,244	5,508
Total comprehensive Income	15,320	37,072	49,559	14,991	11,639

Pursuant to S123 (10)(b) of the Local Government Act 1999 and Clause 7 of the Local Government (Financial Management) Regulations 2011, as detailed in the Statement of Comprehensive Income, the projected Operating Income of \$56.861m is sufficient to meet the projected Operating Expenditure (\$56.69m) for the 2024-2025 Financial Year.

2024-2025 Financial Statements
Draft



City of
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Statement of Financial Position as at 30 June 2025

	Actual 2020-2021 \$'000	Actual 2021-2022 \$'000	Actual 2022-2023 \$'000	3rd budget review 2023-2024 \$'000	Proposed 2024-2025 \$'000
Assets					
Current Assets					
Cash and cash equivalents	7,071	11,393	4,317	150	500
Trade & other receivables	3,699	2,675	2,193	2,425	2,487
Total Current Assets	10,770	14,068	6,511	2,575	2,987
Non-current Assets					
Financial Assets	104	113	104	121	131
Equity accounted investments in Council businesses	2,207	1,931	1,949	1,949	1,949
Infrastructure, Property, Plant & Equipment	507,904	543,710	594,771	640,807	692,845
Other Non-current Assets	2,509	4,324	5,707	5,706	5,706
Total Non-current Assets	512,725	550,078	602,531	648,583	700,630
Total Assets	523,495	564,146	609,041	651,158	703,617
Liabilities					
Current Liabilities					
Trade & Other Payables	8,006	13,031	8,819	10,418	10,746
Borrowings	972	1,021	1,097	1,034	1,081
Short-term Provisions	3,326	3,004	3,872	3,200	3,200
Other Current Liabilities	-	-	-	-	-
Liabilities relating to Non-current Assets held for Sale	-	-	-	-	-
Total Current Liabilities	12,304	17,056	13,789	14,652	15,027
Non-current Liabilities					
Long-term Borrowings	9,392	8,527	7,522	33,113	73,557
Long-term Provisions	1,328	1,280	288	960	960
Liability - Equity accounted Council Businesses	1,164	904	952	952	952
Total Non-current Liabilities	11,884	10,712	8,763	35,026	75,470
Total Liabilities	24,188	27,767	22,551	49,678	90,497
Net Assets	499,306	536,379	586,490	601,481	613,120
Equity					
Accumulated Surplus	60,099	62,709	63,789	71,536	77,667
Asset Revaluation Reserve	439,208	473,670	522,701	529,945	535,453
Total Equity	499,306	536,379	586,490	601,481	613,120



Statement of Changes in Equity for the year ended 30 June 2025

	Actual 2020-2021 \$'000	Actual 2021-2022 \$'000	Actual 2022-2023 \$'000	3rd budget review 2023-2024 \$'000	Proposed 2024-2025 \$'000
Accumulated Surplus					
Balance at end of previous reporting period	56,825	60,099	62,709	63,789	71,536
Net Surplus/ (Deficit) for year	3,268	2,615	1,092	7,747	6,131
Other comprehensive Income	-	-	-	-	-
Share of other Comprehensive Income- joint venture and associates	5	(5)	(12)	-	-
Balance at end of period	60,099	62,709	63,789	71,536	77,667
Asset Revaluation Reserve					
Balance at end of previous reporting period	427,162	439,208	473,670	522,701	529,945
Gain on revaluation of infrastructure, property, plant & equipment	12,046	34,462	49,031	7,243	5,508
Balance at end of period	439,207	473,670	522,701	529,945	535,453
Total Equity at end of reporting period	499,306	536,379	586,490	601,481	613,120

Statement of Cash Flow for the year ended 30 June 2025

	Actual 2020-2021 \$'000	Actual 2021-2022 \$'000	Actual 2022-2023 \$'000	3rd budget review 2023-2024 \$'000	Proposed 2024-2025 \$'000
Cash Flow from Operating Activities					
<u>Receipts</u>					
Rates - general & other	36,672	37,859	39,979	42,120	47,190
Fees & other charges	1,613	2,010	2,039	2,187	2,176
User Charges	3,113	4,592	3,668	3,990	3,997
Investment receipts	19	24	171	132	79
Grants utilised for operating purposes	2,756	3,440	3,540	2,877	2,676
Other Income	998	913	1,120	864	547
<u>Payments</u>					
Employee Costs	(14,547)	(15,627)	(15,075)	(17,294)	(19,554)
Contractual services & materials	(18,074)	(17,515)	(25,105)	(18,896)	(21,653)
Finance payments	(447)	(156)	(448)	(473)	(2,396)
Net Cash provided by (or used in) Operating Activities	12,102	15,540	9,888	15,507	13,062
Cash flow from Investing Activities					
<u>Receipts</u>					
Amounts specifically for new or upgraded assets	2,626	5,785	753	6,382	5,924
Grants utilised for capital purposes	-	-	-	444	444
Sale of replaced assets	47	50	0	25	36
Repayments of loans by community groups	11	6	-	-	-
Capital Distributions from associated entities	-	-	-	-	-
<u>Payments</u>					
Expenditure on renewal/replacement of assets	(9,652)	(8,937)	(11,193)	(23,224)	(20,240)
Expenditure on new/upgraded assets	(5,508)	(6,941)	(5,168)	(28,029)	(39,368)
Capital contributed to associated entities	(81)	(170)	(289)	(800)	-
Net Cash provided by (or used in) Investing Activities	(12,556)	(10,208)	(15,897)	(45,202)	(53,204)
Cash Flow from Financing Activities					
<u>Receipts</u>					
Proceeds from Borrowings	-	-	-	26,517	41,525
<u>Payments</u>					
Repayments of Borrowings	(1,653)	(1,010)	(1,067)	(989)	(1,034)
Net Cash provided by (or used in) Financing Activities	(1,653)	(1,010)	(1,067)	25,528	40,491
Net Increase (Decrease) in cash held	(2,107)	4,322	(7,076)	(4,167)	350
Cash & cash equivalents at beginning of period	9,177	7,071	11,393	4,317	150
Cash & cash equivalents at end of period	7,071	11,393	4,317	150	500

2024-2025 Financial Statements
Draft



City of
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Payneham
& St Peters

Uniform Presentation of Finances for year ended 30 June 2025

	Actual 2020-2021 \$'000	Actual 2021-2022 \$'000	Actual 2022-2023 \$'000	3rd budget review 2023-2024 \$'000	Proposed 2024-2025 \$'000
Income	45,473	47,930	50,847	53,380	56,861
less Expenses	(44,363)	(45,284)	(48,892)	(52,284)	(56,690)
Operating Surplus (Deficit)	1,110	2,645	1,954	1,096	171
less Net Outlays on Existing Assets					
Capital Expenditure on renewal and replacement of Existing Assets	9,652	8,937	11,193	23,224	20,240
Depreciation, Amortisation and Impairment	(9,968)	(10,766)	(11,562)	(12,462)	(13,079)
Proceeds from Sale of Replaced Assets	(47)	(50)	(0)	(25)	(36)
	(363)	(1,878)	(369)	10,738	7,125
less Net Outlays on New and Upgraded Assets					
Capital Expenditure on New and Upgraded Assets (including investment property & real estate developments)	5,508	6,941	5,168	28,029	39,368
Amounts received specifically for New and Upgraded Assets	(2,626)	(5,785)	(753)	(6,336)	(5,924)
Asset Received Free of Charge	-	-	-	-	-
	2,882	1,156	4,414	21,694	33,444
Net Lending / (Borrowing) for Financial Year	(1,408)	3,368	(2,091)	(31,336)	(40,398)

Financial Indicators

	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	3rd budget review 2023-2024	Proposed 2024-2025	Proposed 2024-2025
Required by Local Government (Financial Management) Regulations 1999 Section 5B(d)						\$
Operating Surplus Ratio						
Operating Surplus/(Deficit)	2.4%	5.5%	3.8%	2.1%	0.3%	170,953
Total Operating Revenue						56,860,956
<i>This ratio expresses the operating surplus as a percentage of total operating revenue.</i>						
Net Financial Liabilities Ratio						
Net Financial Liabilities	26.7%	26.5%	29.5%	86.3%	152.0%	87,389,668
Total Operating Revenue						56,860,956
<i>This ratio expresses the extent of Operating Revenue required to meet all monies owed by the Council Net financial liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses).</i>						
Asset Renewal Funding Ratio						
Expenditure on renewals	79.1%	65.1%	77.1%	145.1%	168.6%	20,240,262
Asset Management Plan Rolling three-year average	116.3%	78.8%	73.6%	98.0%	128.5%	12,004,179
<i>This ratio measure the extent existing assets are being renewed compared to the Infrastructure & Asset Management Plan Net asset renewals is defined as capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.</i>						
Interest Cover Ratio						
Net Interest Expense	1.0%	0.7%	0.6%	0.6%	4.1%	2,308,427
Total Operating Revenue excl Interest income						56,782,991
<i>This ratio expresses the operating surplus as a percentage of total operating revenue.</i>						

3. CONFIDENTIAL REPORTS

3.1 COUNCIL RELATED MATTER

RECOMMENDATION 1

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

- (j) information the disclosure of which—
 - (i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
 - (ii) would, on balance, be contrary to the public interest;

and the Council 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.

RECOMMENDATION 2

Under Section 91(7) and (9) of the *Local Government Act 1999* the Council orders that the report, discussion and minutes be kept confidential for a period not exceeding twelve (12) months, after which time the order will be reviewed.

4. CLOSURE