

# Councillor Information & Workshop Session

**Tuesday 2 April 2019 commencing at 6.15pm**

Prospect Petanque Club, 14-32 Buchanan St, Nailsworth

Chair: Cate Hart, Chief Executive Officer

## Agenda

### 1. Workshop Opening

- Apologies
- On Leave

### 2. Confirmation of Notes from previous Councillor Information & Workshop Session

### 3. Items for Discussion

- 3.1 Council Member Communication Protocol..... 3
- 3.2 2019-2020 Draft Budget – Finalisation of Capital and Operating Projects ..... 3

## Guidelines

The following details provide an overview of the procedures to be observed:

1. Councillor Information & Workshop Sessions will be held on the first and second Tuesday of each month, other than January of each year, between the hours of 6.15pm and 9.30pm (commencing with a light meal for council members and staff from 6pm).
2. Additional Councillor Information & Workshop Sessions may be held subject to the determination of the CEO.
3. The Councillor Information & Workshop Sessions for 2019 will be held at the Prospect Petanque Club, 14-32 Buchanan Street, Nailsworth, although the location may vary subject to availability of other Council venues.
4. The Councillor Information & Workshop Session will be open to the public and media with notice of the session being given on the Council's website.
5. The Agenda and any associated information will be provided to Councillors by the Friday preceding the Councillor Information & Workshop Session so that Councillors are able to brief themselves on the items thereby allowing the session to focus beyond the basic information.
6. The purpose of the Sessions is to provide an opportunity for discussion in respect to a wide range of strategic issues across the Council area, as well as those of State and National significance. They are designed to provide an opportunity for staff and presenter to provide information and updates only; no decisions will be made. A confidentiality declaration may be determined by the CEO if necessary in accordance with Council's Informal Gatherings Policy.
7. The format for the Councillor Information & Workshop Session may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
8. External parties may make Presentations/ deputations to the Councillor Information & Workshop Session, subject to prior agreement by the CEO.
9. The CEO or proxy will convene and chair the Sessions to ensure the smooth running of the meeting. A proxy will be determined by the CEO on a needs basis.
10. Notes will be made of the general issues and items covered by the Councillor Information & Workshop Session. No decisions can be made, meaning the notes will be quite general in nature. Notes will be distributed to Council Members following the meeting.
11. Council Members, employees and consultants will be required to disclose any financial and/or conflicts of interest in matters to be discussed. The disclosure of such interest and participation in the Councillor Information & Workshop Session will need to be made as if the matter was considered in accordance with the Local Government Act 1999. A record of the disclosures of interest will be made and maintained by the CEO.

## Protocol

The following protocols provide a set of guiding principles that aim to achieve enhanced, meaningful engagement of members and to facilitate an equal and equitable participation of all members.

1. The Chair ensures that every members' input is heard and not overlooked or lost, and will enforce a limit on speakers' time if it is required.
2. Discussion must be focussed on the issues and matters being the subject of discussion. Councillors make a commitment to active listening and disciplined talking, whilst displaying both courtesy and respect to one another.
3. Council Members and staff are to be addressed by their first name and not by their title of office they hold.
4. Problems and solutions expressed by members are a healthy part of the discussion and may lead to positive outcomes, and should not be frowned upon but rather encouraged.
5. The imperatives for a successful conduct of these workshops are that all members need to work together, displaying courtesy and respect to each other.

## Councillor Information & Workshop Session Items

### 3.1 Council Member Communication Protocol

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Anticipated duration: 90 Mins

**Responsible Director:** Cate Hart, Chief Executive Officer  
Ginny Moon, Director Corporate Services

**Presented by:** Rowena McLean, Director Sector Development, LGA

Council recently considered a Code of Conduct Enquiry, raising a motion to review the process relative to interactions between Councillors and Council Officers. The process is administered via the Code of Conduct for Council Members Complaint Handling Procedure.

We will discuss roles and responsibilities, understand how we share information and identify the key communication channels to ensure best practice is maintained.

In addition, this session will provide an opportunity for discussion involving the State Government's Local Government Reform currently in progress. The Code of Conduct for Council Members is a statutory document and fits within Theme #1 '*strong council member capacity and better conduct*'.

**Attachments:** Nil

### 3.2 2019-2020 Draft Budget – Finalisation of Capital and Operating Projects

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Anticipated duration: 90 Mins

**Responsible Director:** Ginny Moon, Director Corporate Services

**Presented by:** Chris Birch, Manager Financial Services

During the March Workshops, Council Members have had the opportunity to begin working through the proposed Operating and Capital Projects for Draft Annual Business Plan 2019-2020.

Administration have sought additional information to assist with questions and information requests from Council Members request during the March Workshops and will distribute these responses under Separate Cover.

Armed with this information, the workshop will seek to finalise the projects to be included in the Draft Annual Business Plan 2019-2020 for Community Consultation.

The Draft Annual Business Plan 2019-2020 is scheduled to be presented to the 23 April 2019 Council Meeting for Community Consultation.

The attached lists have been updated with amendments made during the past 2 workshops.

**Attachments:**

Draft Operating Projects 2019-2020  
Draft Capital Projects 2019-2020

2019-2020 OPERATING PROJECTS BUDGET SUBMISSIONS

Matrix score	Plan/Strategy	Strategic Link	Project Name	Project Description	2019-2020 Draft Budget				LTFP Net Cost Allocation	LTFP Under/(Over) Allocated
					Expenditure	Income	Net Project Cost	Funding Sources		
240	City Wide Public Art Roundtable	Place	City Wide Public Art Advisory Board	To deliver a City Wide Public Art Programs of small initiatives, small grants and community incentives that improve the local amenity and provide positive public experiences, in a range of public areas for Prospect residents, businesses and visitors.	25,000	-	25,000			
				LTFP Allocation	25,000	-	25,000		25,000 0	
210	Civic Centre & CLIC Transition	Services	Civic Centre and CLIC Transition	Continuation of temporary accommodation for staff and services during construction of the new Community Hub, Library and Innovation Centre (CLIC).	58,750	-	58,750			
				LTFP Allocation	58,750	-	58,750		71,500 12,750	
280	Community Surveys	People	Resident Satisfaction Survey	The Resident Satisfaction Survey will measure community perceptions of Council services and in particular track satisfaction with those services provided by Council. It will also help Council to better understand the needs of the community throughout the development of our Strategic Plan to 2024.	22,500	-	22,500			
				LTFP Allocation	22,500	-	22,500		20,000 (2,500)	
300	Economic Development Strategy	Prosperity	Investment Attraction - Visitors & Prospectus	Investment Attraction (Bid 1 of 3 of Economic Development Strategy) - Focus Promotion on Main North /N East Road via events and digital marketing to draw investors to Prospect. Subscriptions to core economic analysis software and 3D imagery of "Future Prospect". The Investment Attraction project will promote Prospect as an investment destination for new apartments & commercial development to increase the commercial rate base.	38,000	-	38,000			
295	Economic Development Strategy	Prosperity	Network Prospect Events Digital Marketing	Network Prospect (Bid 2 of 3 as part of the Economic Development Strategy) -Funds are required to run events for small business including Network Prospect and life long learning events in collaboration with the Digital Hub team and provide adequate digital marketing for business but also linking to citizens. A refresh of the Network Prospect website is also planned to transition to the City of Prospect website platform (Matrix).	12,000	5,000	7,000			
260	Economic Development Strategy	Prosperity	Innovation Precinct and Prospect Innovation Prize	Innovation Precinct & Prospect Innovation prize - (Bid 3 of 3 as part of the Economic Development Strategy) - This bid seeks to implement recommendations from the Uni Adelaide - Innovation Precinct study. It combines costs to organise a Hackathon event (most likely at CLIC), several other events for the Innovation Ecosystem and Lifelong Learning Program, promotion of the Innovation Precinct and Business Leaders Group and Executive Group events.	17,000	5,000	12,000			
				LTFP Allocation	67,000	10,000	57,000		66,000 9,000	
220	Event Grants	People	Events Grants	To make available two large community grants applicable to cultural festival and events in line with 2019/20 guidelines (to a maximum of \$10,000) to attract large organisations to host significant events in our community supported by Council. Additionally, several smaller community initiatives (maximum of five) that encourage local sharing and neighbourhood engagement.	22,000	-	22,000			
				LTFP Allocation	22,000	-	22,000		22,000 0	
340	Green Tunnel	Place	Green Tunnel	Increase number of trees planted in areas identified from heat mapping data.	30,000	-	30,000			
				LTFP Allocation	30,000	-	30,000		30,000 0	
290	Heritage Grant Program	Place	Heritage Incentive Scheme	Program provides heritage grants to eligible home owners (heritage listed properties) for heritage restoration work.	16,000	-	16,000			
				LTFP Allocation	16,000	-	16,000		16,000 0	
370	IT Strategy	Services	SharePoint Implementation (Stage 1)	Maximise benefits of shift to Office 365 Business Essentials by digitising and automating online forms and transitioning to a SharePoint based intranet.	80,000	-	80,000			
280	IT Strategy	Services	Mobile Access for Field Staff to Task Management	Implementation of Authority Connect : Actus to provide real-time, mobile access to Civica Authority to field staff for the management of tasks.	20,615	-	20,615			
				LTFP Allocation	100,615	-	100,615		100,000 (615)	
330	Local Government Performance Excellence Program	Services	Local Government Performance Excellence Program	Hosted by PWC, the Local Government Performance Excellence Program is an Australasian Benchmarking exercise gives Council extensive insight into its performance, efficiency and exposure against other Local Government organisations across Australia and New Zealand. 2019 is the third and final committed year of the program.	7,750	-	7,750			
				LTFP Allocation	7,750	-	7,750		7,750 0	
150	PLEC Hampstead Rod	Services	PLEC Hampstead Road	Committed payment of completed PLEC project. This will be the second of 3 payments to finalise Council's contribution to undergrounding of street lighting on Hampstead Road.	229,088	-	229,088			
				LTFP Allocation	229,088	-	229,088		229,088 0	
310	Prospect Road Destination Marketing Fund	Prosperity	Village Heart Marketing Fund	Village Heart Marketing Funded by a Separate Rate (\$10K) to attract shoppers to Prospect Road. Funds will support a major movie premier at Palace Nova Cinema Prospect with a mini business expo, Christmas in Prospect decorations/marketing and development of a Shop Local program - with digital marketing.	10,000	10,000	-	Separate Rate		
				LTFP Allocation	10,000	10,000	-		0 0	
370	Strategic Plan Development	Services	Strategic Plan Development	Required to be Developed within 2 years of the Election, the Strategic Plan is Council's Visionary document for its medium term future. This project includes both the Development and Community Consultation of Council's Strategic Plan 2020 - 2024.	30,000	-	30,000			
				LTFP Allocation	30,000	-	30,000		30,000 0	
260	Tourrific Prospect	People	Tourrific 2020	Relaunch Tourrific in January 2020 as our cornerstone community event for City of Prospect, linked to internationally acclaimed Tour Down Under. This event has been our largest on the annual events calendar and is an important celebration of our creativity and community connection.	240,000	45,000	195,000	User Charges & Sponsorship		
				LTFP Allocation	240,000	45,000	195,000		195,000 0	
320	White Cedar Tree Program	Place	White Cedar Tree Program	Continue Council endorsed program to replace all White Cedar trees.	30,000	-	30,000			
				LTFP Allocation	30,000	-	30,000		30,000 0	

## 2019-2020 OPERATING PROJECTS BUDGET SUBMISSIONS

Matrix score	Plan/Strategy	Strategic Link	Project Name	Project Description	2019-2020 Draft Budget				LTFP Net Cost Allocation	LTFP Under/(Over) Allocated
					Expenditure	Income	Net Project Cost	Funding Sources		
300	Prospect Magazine	People	Prospect Magazine	To create and distribute the Prospect Magazine on a quarterly basis to approximately 9500 properties in the Council area.	66,500	22,500	44,000			
				LTFP Allocation	66,500	22,500	44,000		54,000	10,000
	Depot Relocation		Not Required							
				LTFP Allocation	-	-	-		60,000	60,000
330	Prospect Portrait Prize	People	Bi-Annual Prospect Portrait Prize	To plan, implement and exhibit the well known Prospect Portrait Prize as one of the first major exhibitions in CLIC, and to continue to offer nationally recognised exhibition in our community.	6,000	10,500	(4,500)	Sponsorship		
				LTFP Allocation	6,000	10,500	(4,500)		6,000	10,500
240	Approved by Council Resolution	People	Staged Implementation of Reconciliation Action Plan	Implementation of Reconciliation Action Plan - Staged dual naming of local parks, provision of National Reconciliation Week activity.	6,000	500	5,500	Grant		
				LTFP Allocation	6,000	500	5,500		6,000	500
110	Service Reviews	Services	Deferred to 2020-2021	City of Prospect has "Innovation" as one of its core values and Management is keen to continue to show tangible and rapid results in this area to develop a culture of improvement across the organisation. In the past, there have been some pockets of improvements however Management is keen to begin a broader approach to improvement across the organisation. This objective also aims to deliver the target of Strategy 4.4.2 in working towards the Strategic Plan Target of 10 services reviewed annually with a view to improve the customer experience.						
				LTFP Allocation	-	-	-		25,000	25,000
260	Nil	People	CLIC Opening Event	Provide a series of events that welcome the community to CLIC including a Community Open Day / Weekend focussing on inviting and welcoming the community back to the site, familiarisation with the building and services, and showcase the project.	10,000	-	10,000			
320	Nil	Place	Commuter Bicycle Count	Bicycle Network Count is Australian's biggest annual commuter bike count. The count records volumes, gender and movement flow of people on bikes on the first Tuesday of March and first Sunday in December.	6,500	-	6,500			
270	Nil	People	Street Libraries Program	This project will install 10 free 'street libraries' around the Prospect Council area, predominantly in the Eastern area to help minimise the impact of the impending library relocation. See <a href="https://streetlibrary.org.au/p/council-grant-pack-10-libraries-10-hosts-community/">https://streetlibrary.org.au/p/council-grant-pack-10-libraries-10-hosts-community/</a> for full details of program.	3,500		3,500			
260	Nil	Place	Heritage Street Signs	Initiate a staged roll-out of heritage street signs around the Council area within the areas designated at Historic Conservation Zones or Policy Areas. Link to Heritage Plaque Budget Bid.	5,000	-	5,000			
250	Nil	Place	Public Art Collection and Promotion	To commence documentation and collection procedures to ensure the Public Art Collection is formally and accurately recorded as a civic collection (in similar process to the Gallery collection has been).	5,000	-	5,000			
240	Nil	Place	Heritage Plaques	Staged roll-out of heritage plaques on or adjacent Local Heritage Buildings around the Council area. Signs or plaques could also be placed in the public realm e.g. footpath, front fence or verge adjacent heritage buildings.	5,000	-	5,000			
230	Nil	People	Youth Expansion Program	Provide an increase in the range of engaging and participatory activities, events and short courses that benefit Youth in Prospect, and that significantly increases our council's connection and service to this part of our community. This will include individuals, community organisations, sporting clubs and schools.	8,500	1,000	7,500	User Charges		
190	Nil	Place	Derlanger Avenue Community Precinct Scoping Study	Complete a scoping study to understand the requirement to improve the community precinct located within Derlanger Avenue, Nailsworth; linking Pash Reserve, Prospect Men's Shed, Nailsworth Hall and Nailsworth Church of Christ.	20,000	-	20,000			
130	Nil	Place	Sesquicentennial History Book (Year 1 of 2)	This project aims to engage the services of a historian to begin the process of updating a previous history book on Prospect (Prospect 1872-1972: A Portrait of a City by Max Lamshed) to mark the Sesquicentenary of Prospect in 2022. This project bid was first submitted last year.	10,000	-	10,000			
270	IT Strategy	Services	InfoCouncil Implementation	Implementation of Infocouncil, an electronic agendas and minutes package.	27,890	-	27,890			
250	IT Strategy	Services	Secured Management & Distribution of Content	The implementation of LG Hub to securely manage and distribute content (e.g. Council reports, agendas and minutes) to Councillor's mobile devices.  *** Note this software package integrates with Infocouncil (submitted as a separate project bid). ***	7,000	-	7,000			
240	IT Strategy	Services	Implementation of New Scanning Software	The implementation of new corporate scanning software - EzeScan for Information Management.	34,320	-	34,320			
				LTFP Allocation	142,710	1,000	141,710		24,162	(117,548)
Grand Total					1,109,913	99,500	1,010,413		1,017,500	7,087

2019-2020 CAPITAL PROJECTS BUDGET SUBMISSIONS

New/ Renewal	Matrix score	Plan/Strategy	Strategic Link	Project Name	Project Description	2019-2020 Draft Budget				LTFP Net Cost Allocation	LTFP Under/(Over) Allocated
						Expenditure	Income	Net Project Cost	Funding Sources		
Renewal	260	Asbestos Removal	Services	Asbestos Removal	Progressively remove all asbestos from Council buildings.	20,000	-	20,000			
				LTFP Allocation		20,000	-	20,000		20,000	0
Renewal	240	Drainage Design & Construction	Services	Drainage Design/Construction	Design and/or construct stormwater drainage in accordance with Asset Management Plan. Prepare design for Beatrice St and replace drainage at Farrant St.	194,042	-	194,042			
				LTFP Allocation		194,042	-	194,042		194,042	0
Renewal	240	Driveway Rectification Program	Services	Driveway Rectification Program	Remove hazards and improve property access and amenity.	30,000	-	30,000			
				LTFP Allocation		30,000	-	30,000		30,000	0
Renewal	220	Fleet Management	Services	Fleet Management	Replacement of fleet in accordance with Fleet Replacement Plan. Fleet replaced as required to maximise trade-in value, ensure operator safety and purchase fit for purpose fleet.	578,500	207,000	371,500			
				LTFP Allocation		578,500	207,000	371,500		371,500	0
Renewal	310	Flood Mitigation - Prospect North West	Services	Flood Mitigation - Prospect North West	Upgrade side entry pits to improve inlet capacity into drainage network.	25,000	-	25,000			
				LTFP Allocation		25,000	-	25,000		25,000	0
Renewal	330	George Whittle Redevelopment	Services	George Whittle Reserve	Stage 2 of 2. Funding of \$1.2 million with \$600,000 (50%) contribution from Council. In 2017/18 budget, Council committed \$300,000 and the balance of \$300,000 committed in LTFP for 2019/20.	300,000	-	300,000			
				LTFP Allocation		300,000	-	300,000		300,000	0
Renewal	220	Irrigation Upgrades - Flow Sensors	Services	Install Flow Sensors (Stage 2 of 3)	Upgrade and retrofit irrigation controllers with flow sensors - stage 2 of 3. Three Council parks will be upgraded with flow sensors which will enable leaks to be detected and isolated virtually, and fixed with minimal water wastage.	24,000	-	24,000			
				LTFP Allocation		24,000	-	24,000		24,000	0
New	380	IT Strategy	Services	IT Requirements for CLIC	Purchase new equipment to support the new, modern and flexible working environment in CLIC.	146,400	-	146,400			
New	380	IT Strategy	Services	Technological Fitout of Library	Purchase new equipment to support the new, modern and flexible Library, where the technology and services live up to building where the service is being offered.	37,593	-	37,593			
				LTFP Allocation		183,993	-	183,993		200,000	16,007
Renewal	240	Kerb & Gutter Construction	Services	Kerb & Gutter Construction	Reconstruct kerb and gutter in accordance with Asset Management Plan to align with road pavement works. Reconstruct kerb and/or gutter where required at - Briar Lane, Bridges St, Dora St, Edinburgh St, Fitzroy Tce Service Road, Fuller Lane, Gladstone Rd, Henrietta St, Kingdom Pl, Kingston Lane, Larwood Lane, Lavener Lane, Le Hunte Ave, Lettie St, Lewis Lane, Livingstone Ave, Maud St, Mawson St, McInnes Ave, Mona Pl, Murray St, North St, Prospect Tce, Pym St, Willcox Ave.	193,993	-	193,993			
				LTFP Allocation		193,993	-	193,993		193,993	0
Renewal	290	Library Books (Grant Funded)	People	Library Collection	This project covers the library's annual stock purchasing budget - a combination of state government grant and council contributed funds.	113,000	85,000	28,000			
				LTFP Allocation		113,000	85,000	28,000		27,000	(1,000)
Renewal	340	Open Space Strategy	Services	Open Space Strategy	Upgrade main play structure at JW Rattley - 21 Harvey St Collinswood.	75,000	-	75,000			
				LTFP Allocation		75,000	-	75,000		75,000	0
New	320	Public Art	Place	Public Art	Deliver a Public Art Program (new capital investments) to improve key public areas for Prospect residents, businesses and visitors across multiple locations within our council.	25,000	-	25,000			
				LTFP Allocation		25,000	-	25,000		25,000	0
Renewal	240	Road Design/Construction	Services	Road Design/Construction	Pavement patching, reseal and/or spray seal local roads in accordance with Asset Management Plan. Conduct pavement patching, reseal and/or spray seal - Briar Lane, Bridges St, Dora St, Edinburgh St, Fitzroy Tce Service Road, Fuller Lane, Gladstone Rd, Henrietta St, Kingdom Pl, Kingston Lane, Larwood Lane, Lavener Lane, Le Hunte Ave, Lettie St, Lewis Lane, Livingstone Ave, Maud St, Mawson St, McInnes Ave, Mona Pl, Murray St, North St, Prospect Tce, Pym St, Willcox Ave.	1,223,316	-	1,223,316			
				LTFP Allocation		1,223,316	-	1,223,316		1,223,316	0
Renewal	240	Street Lighting Upgrades	Services	Street Lighting Upgrades	Audit, prepare design and/or replace non compliant street lighting to Australian Standards. Locations of works are carried out based on reports received from residents regarding quality of lighting.	10,000	-	10,000			
				LTFP Allocation		10,000	-	10,000		10,000	0
		Community Hub, Library & Innovation Centre	Services	Community Hub Library Innovation Centre (CLIC)	Completion of the New Community Hub Library and Innovation Centre (CLIC)	850,000	-	850,000			
		Community Hub, Library & Innovation Centre		LTFP Allocation		850,000	-	850,000		850,000	0
		Pedestrian Kerb Ramp	Services	Pedestrian Kerb Ramp	Pedestrian Kerb Ramp program for 2019-2020, in line with the Asset Management Plan	25,850	-	25,850			
				LTFP Allocation		25,850	-	25,850		25,850	0

**2019-2020 CAPITAL PROJECTS BUDGET SUBMISSIONS**

New/ Renewal	Matrix score	Plan/Strategy	Strategic Link	Project Name	Project Description	2019-2020 Draft Budget				LTFP Net Cost Allocation	LTFP Under/(Over) Allocated
						Expenditure	Income	Net Project Cost	Funding Sources		
		Main North Road Masterplan						-			
				LTFP Allocation		-	-	-		250,000	250,000
		Vine Street Plaza Redevelopment						-			
				LTFP Allocation		-	-	-		40,000	40,000
New	360	Nil	Place	Major Art Installation for CLIC Foyer	To fund the creation and installation of a bespoke piece to complete the CLIC atrium following the ArtsSA Expression of Interests process in early 2019. This piece will become the major installation for the new building and is set to become our community's most significant piece of public art. This budget guarantees the art to be installed prior to opening the building.	100,000	-	100,000			
Renewal	270	Nil	People	Toy Library Collection Renewal	A one off purchase of new toys to renew the collection and have it in the best condition for the new facility.	7,500	-	7,500			
New	230	Nil	People	Maker Space Equipment	This project will ensure the proposed 'maker space' in the new building is appropriately equipped in line with community expectations.	7,500	-	7,500			
				LTFP Allocation		115,000	-	115,000		0	(115,000)
								-			
								-			
								-			
<b>Grand Total</b>						<b>3,986,694</b>	<b>292,000</b>	<b>3,694,694</b>		<b>3,884,701</b>	<b>190,007</b>