

Councillor Information & Workshop Session

Tuesday 15 January 2019 commencing at 6.15pm

Prospect Petanque Club, 14-32 Buchanan St, Nailsworth

Chair: Cate Hart, Chief Executive Officer

Agenda

1. **Welcome**
 - Apologies
 - On Leave
2. **Confirmation of Notes from previous Councillor Information & Workshop Session**
3. **Items for Discussion**
 - 3.1 Prospect Innovation Precinct - Research Paper - University of Adelaide
 - 3.2 Financial Management & Reporting - Mandatory Training Module 4

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

1. Prospect Innovation Precinct - Research Paper - University of Adelaide

Anticipated duration: 20 minutes

Responsible Director: Chris Hannaford

Presented by: Carolin Plewa – University of Adelaide

City of Prospect is undertaking an Innovation Precinct study with the University of Adelaide.

The study will be a key element in our new Economic Development Strategy and will seek to increase the speed of business growth in Prospect.

As part of the study a survey of knowledge economy businesses in Eastern Adelaide was undertaken in late 2018 to evaluate the local innovation ecosystem. The University has also interviewed key stakeholders including the members of the Prospect Business Leaders (PBL) Executive Group. An outline of the Innovation Precinct study has been presented to the PBL Executive Group in October 2018.

The PBL group has workshopped the Economic Development Strategy on two occasions. It has made some very constructive proposals to develop key new initiatives to take Prospect forward over the next 10 years.

The Innovation Precinct study is being led by Professor, Carolin Plewa from the Entrepreneurship and Commercialisation and Innovation Centre (ECIC) at the University of Adelaide. Carolin is the inaugural co-chair of the University- Industry Innovation Network and as such is highly qualified to undertake the Prospect Innovation Precinct project.

The Innovation Precinct study will focus on how to facilitate an innovation precinct. It will investigate the key elements of an innovation precinct using internationally accepted principles and objectives to achieve an innovation precinct. In particular, it will reference key national and international studies on innovation precincts such as the Brookings Institute's: *The Rise of Innovation Districts*¹. It will also examine local innovation Precincts' such as the Tonsley Innovation Precinct and Lot 14 at the Old Royal Adelaide Hospital.

¹ The Rise of Innovation Districts: A New Geography of Innovation in America, Bruce Katz and Julie Wagner 2014

Attachments:

Nil

2. Financial Management & Reporting - Mandatory Training Module 4

Anticipated duration: 2.5 hours

Responsible Director: Ginny Moon

Presented by: Rex Mooney – Local Government Association

Regulated training consists of four modules, requiring continuing and commencing Council Members to undertake both Legal Responsibilities (mod.2) and Financial Management (mod.4) within the first 12 months of their four year term.

Commencing Council Members must further comply with these requirements for Introduction to Local Government (mod.1) and Council and Committee Meetings (mod.3).

By completing this mandatory training module, Council Members will gain an understanding of a Council's responsibilities for financial and asset management planning, setting rates and monitoring budgets.

Topics include:

- Overview of financial governance responsibilities of individual council members and the elected body;
- Long term financial planning;
- Long term asset management planning;
- Audit Committees;
- Rating; and
- Budgets and Annual business plans.

Attachments:

Nil