

Workshop Program

Tuesday 17 April 2018 commencing at 6.15pm

Prospect Town Hall, 126 Prospect Road, Prospect

Workshop Chair: Cate Hart, Chief Executive Officer

Workshop Opening

- Apologies
- On Leave

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Meeting Close

Workshop Guidelines

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

1. The Workshop 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 elected members and staff), for the term of the Council or until the Council determines to discontinue the Workshop structure.
2. The need for extraordinary Workshops will be assessed and determined by the CEO.
3. The Workshops will be held in the Reception Room, Civic Centre, 128 Prospect Road, Prospect SA 5082.
4. The time, date and location may be subject to change by the CEO where necessary.
5. The Workshops will be open to the public and media. Notice of a Workshop and the program for a Workshop is to be placed on the Council's website.
6. A confidentiality declaration may be determined by either the Council or CEO in accordance with Council's Informal Gatherings Policy.
7. No decisions will be made at the Workshops. There will be the opportunity for discussion and questions and answers only, and the provision of guidance to the Administration.
8. The CEO or proxy will convene and chair the Workshop to ensure the smooth running of the meeting. The proxy will be determined by the CEO on a needs basis.
9. All Elected Members will be encouraged to attend.
10. The CEO will ensure the Program and papers for the Workshop, which will include Agenda items for the following Council Meeting, will be provided to members by the Friday preceding the Workshop to allow time for members to read the reports and prepare their questions prior to the Workshop.
11. Notes will be made of the general issues and items covered by the Workshop, given that no decisions can be made, and distributed to Elected Members for information.
12. The format for the Workshop may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
13. The format for the Workshop will be determined by the CEO.
14. External parties may make Presentations/deputations to the Workshop, subject to prior agreement by the CEO.
15. Elected 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 Workshop 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.

Workshop Protocol

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

The individual members commitment to active listening and disciplined talking, displaying both courtesy and respect to other members is paramount.

1. The Chair ensures that every members' input is heard and not overlooked or lost, and will enforce a limit on speakers' time when it is best required.
2. No rank and/or officer position of administrative or governance authority recognised within the workshop (except for the Chair), and protocols are enforced when deemed necessary.
3. Members and staff are to be addressed by their first name and not by their title of office they hold.
4. Discussion must be focussed on the issues and matters being the subject of discussion.
5. One member speaking at a time is a right, and must be enjoyed by all members.
6. Interrupting another member speaking is not desired and members are encouraged to exercise restraint for the benefit of all concerned. Equally, there should be no dialogue between members and person(s) in the gallery that interrupts the workshop discussion.
7. No ridicule, blame or shame to be expressed and/or exchanged during the workshop and care should always be taken with the words used in debate.
8. Problems and solution 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.
9. Although it is not a decision-making forum, it is an important part of ensuring a well-informed and enhanced decision-making process for Council.
10. The imperatives for a successful conduct of these workshops are that all members need to work together, displaying courtesy and respect to each other.

It is important that all members recognise the above list of protocols is not about rules; protocols are a set of guiding principles that are agreed on and committed to by all participating members.

Notes from previous workshop

Notes from Workshop 10/04/2018

- Chair:** Cate Hart, Chief Executive Officer
- Present:** D O'Loughlin, K Barnett, T Evans, A De Backer, A Harris, M Standen, M Lee, M Groote
- Remote Access:** M Larwood
- Apologies:** Nil

Notes from previous workshop held on 3 April 2018

- It was noted that the language included personal reasoning, and should be avoided.

1. 2018 – 2019 Draft Budget – Operating Projects and Rates Modelling

Ginny Moon provided a summary of the previous budget Workshop held on 3 April 2018, having primarily focused on the Capital Expenditure Budget, those items included in the Long Term Financial Plan (LTFP):

- Footpaths – \$nil 2018/2019, included in LTFP 2019/2020;
- Parks Strategy – \$'s included annually in LTFP from 2019/2020;
- PC Replacement - \$'s included for renewals in LTFP for 2019/2020, 2022/2023 and 2027/2028.

The draft operating projects list was developed using a weighted matrix including the areas of risk, cost, financial sustainability, strategic alignment and customer satisfaction data. Attendees concurrently discussed the rating strategy.

Comments and Questions from Elected Members

- What is the current status of the PLEC Prospect Road project? *Works budgeted for design only; our design will be dependent on DPTI's design which is currently underway. Council resolved before Christmas to defer the Hampstead Road project, now with supported funding from SAPN and in the long term financial plan for contributions to be made in 2-3 years' time.*
- Have remedial footpath works been programmed? *Port Adelaide Enfield's works still in the design stage.*
- Encourage staff apply for grants available that may be used to complete projects.
- Will we be able to deliver on the estimated \$1.2mil Parks Strategy within the 10 year life of the plan? Is there an opportunity to reevaluate the plan direction? *Administration will take note and assess when this is best placed for inclusion a community consulted review.*

Long term financial plan

- Assumption for recurrent budget @ 1% increase;
- Adjustment to account for waste increase estimated at \$255,000;
- The increase from 2.75% – 3.65% in 2018-2019 is to fund the CLIC Project.

Rates Modelling

- Consideration of impending legislative change including focus on capping rates, staff advised the State Government information paper is silent on 'growth'.
- To apply a waste levy as a service charge Council would be required to undertake a rating change consultation.

Comments and Questions from Elected Members

Rate revenue increase

- A request for a detailed briefing on the potential impact of proposed legislative change, in particular to costs and rating impact. *It was confirmed the 2018-2019 financial year would not be affected.*
- This may be the last year we can have a rate review within our control, comfortable to consider a lower or higher rate.
- We need to reprioritize our projects, displaying our smaller more visible projects that will be completed to demonstrate to the community our successes.
- Waste control was raised and discussed concerning the impact from recycling contract changes. *The CEO advised this matter has been raised with East Waste and SKM Recycling will be presenting at the next East Waste Board Meeting.*

- Should there be a focus on service reviews? *It was confirmed that a service review discussion will go to a later Workshop.*
- A query was raised concerning the impact on service levels resulting from the \$500k reduction to recurrent budget. *Internal cost strategy has capped the budget lines and managers have absorbed increases. Further the majority of the cost reduction was confirmed to be a combination of loan interest for borrowings and depreciation.*
- Concern was raised regarding increases in comparison to other Councils and a desire to move from mid to low 3% increase.
- It is possible to increase funding on the smaller project instead of investing all resources into the larger projects?
- Council are responsible to deliver both essential and non-essential services, can we work through the list to bring the figure down?
- What is the resident's expectation of a rate rise due to the CLIC project? Would prefer to maintain key projects that the community value whilst trying to keep a balanced spend.
- What is the driving force behind the proposed 3.65% rate increase, is it a cashflow situation? *This will maintain the 60% financial borrowing indicator and assist recurrent cash funding.*

Operating Project Budget Discussion

- Tourrific Prospect: exclude the stage start and focus on the main event as a community and trader favourite; this may be an opportunity to defer for one year; can we increase sponsorship dollars? *There may be benefit engaging an external consultant to be able to reach full potential of sponsorship.*
- Prospect Magazine: magazine distribution, suggested the magazine have 3 issues only per year, with savings invested into e-communication; 2 printed magazines with transition into e-subscription/newsletter strategy; a digital approach may not achieve the circulation needed. *A change to this service can be resolved with a business case.*
- What can we expect from the service reviews? *This will be undertaken in a staged approach, engaging a consultant to facilitate and provide staff training to develop organizational skill for ongoing reviews. A report will be prepared to Council; outlining the methodology and plan, Customer & Library Services are planned for this financial year.*
- Include a biennial history book project (on behalf of the history group), currently unbudgeted. *We may have capacity to bring this item forward, and will consider for the third budget review.*

Where to from here

- Staff to get back to EMS with queries on the Operating Projects:-
 - Details of Rate Capping
 - Impact on Recycling Cost
 - Delivery of Park Strategy
 - Motor Vehicle (buy vs lease)
 - Service Levels Review Budget
- A draft Annual Business Plan will be framed on a 3.5% average rates increase.
- A Draft LTFP Operating and Capital Projects to be distributed to EMs

Workshop closed at 9.45pm

Workshop Items

1. CLIC Design Development

Responsible Director: Nathan Cunningham – Director Community & Planning
Expected Duration: 150 minutes
Presented by: Chris Newby – CLIC Project Lead with guests from the JPE Design Team

At the March Council meeting, 75% Design Development was approved. That approval included these key elements of the design:

- a) Plate steel façade option with protective paint finish
- b) Double-width concealed stair option and void configuration
- c) Bump-in and artists entry retained to rear of Town Hall via Vine Plaza
- d) The Town Hall Demolition Works (new large wall openings and box gutter) and Town Hall New Works (including the cold shell for Café and Bar area) excluding the removal of rear verandah over basement access stair
- e) Ecologically Sustainable Development Initiatives including:
 - Perimeter daylight harvesting
 - Economy cycle to air-conditioning system
 - Passive thermal performance optimisation
 - Energy and water metering / monitoring system
 - 50kW Roof-mounted solar PV system
- f) Site plan showing car parking and landscaping and lower ground floor plan, subject to an update of the motor bike and bicycle parking area/s

In endorsing the 75% Design Development Plans in March, Council noted the following components remain outstanding for further design development and review at workshop before being returned to Council for endorsement:

- a) Art store / Gallery / Slot Gallery spaces configuration and street presentation
- b) Local history and study area configuration
- c) Meeting room / maker space configuration
- d) Floor finishes
- e) Internal finishes and lighting
- f) Screening / shading solution to the western balcony area
- g) Food and drink store with prep benches
- h) Cleaners store with sink
- i) Internal security screen/ curtain at the mid-point of the upper ground floor level comprising auto blinds with a custom print (identified as Option 2 within the 75% design development package)

In looking at progressing to 100% Design Development, Council will need to consider and approve the following key elements of the design at the April meeting:

- Floor and Ceiling selections
- External colour selections
- Internal colour and material selections
- Gallery and maker space layout and fitout
- Local history area layout and fitout
- Chamber / Event Space furniture / layout preferences

Whilst this stage is referred to as 100% Design Development, there will still be a number of other matters to be refined, discussed and decided by Council throughout the project.

Those elements which will remain outstanding beyond April are anticipated to include;

- furniture,
- lighting and
- other items,

which will require further input and decisions either by Council or by administration.

Attachments:

Nil

Future Workshop and Council Agenda Items

Members may seek advice as to the purpose, or intended resolutions planned for the next Council meeting. These items are subject to change.

Council Meeting 24/04/2018

- Adjourned Item from 27/03/2018 - Item 13.6 Hampstead Road PLEC Funding
- Project Progress - Devonport Terrace Streetscape Survey
- Discretionary And Mandatory Rates Rebate Report
- Annual Review of Section 270 Requests
- Endorse Draft Annual Business Plan for Consultation
- Third Budget Review
- Event Season Evaluation Report
- Community Service Awards
- CLIC Project Update
- Reconciliation Action Plan
- GigCity Adelaide - Approval
- Azalea Street Footpath Extension
- George Whittle Design Development
- EHA Second Budget Review
- EHA Delegations

Council Workshop 01/05/2018

- Economic Snapshot
- Asset Management Plan
- Development & Associated Public Realm Enforcement Policy and Process

Council Workshop 08/05/2018

- Electrification works along the Gawler line - Darren Schulz
- Main North Road Pilot project design progress
- Website Revitalisation
- Smart City Presentation