



Workshop Program

Tuesday 14 April 2015 commencing at 6.15pm

Reception Room, Civic Centre, 128 Prospect Road, Prospect SA 5082

Workshop Chair: Nathan Cunningham, Director Community, Planning and Communications

Agenda

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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. 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.
7. 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.
8. All Elected Members will be encouraged to attend.
9. 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.
10. 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.
11. The format for the Workshop may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
12. The format for the Workshop will be determined by the CEO.
13. External parties may make Presentations/ deputations to the Workshop, subject to prior agreement by the CEO.
14. 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 07/04/2015

Chair:	Nathan Cunningham, Director Community, Planning & Communications
Present:	D O'Loughlin, K Barnett, A Bowman, T Evans, M Groote, A Harris, M Larwood, M Lee, M Standen
On leave:	Nil
Apologies:	Nil

Notes from previous workshop 10/03/2015

- Taken as read.
- Cr Larwood raised an issue in relation to a change in direction from his recollections at the last meeting. It was referred to as Item 2 dot point 10 where and was noted by the Chair that the matter could be revisited under Item 6 of tonight's agenda.

Workshop Items

- 1 **Prospect Air Raid Shelter**
 - David Kilner and Neil Rossiter of the Prospect Local History Group gave a presentation in relation to the Prospect Air Raid Shelter.
 - David showed photos of the current state of the shelter, and advised the Prospect Local History Group would like to restore it, heritage list it, and possibly to establish an historical interpretive centre.
 - The flooding of the shelter needs to be addressed in the first instance, although there are no grant funds for investigations of this type.
 - The PLHG have received a proposal from a heritage architect in association with a Civil Engineer to develop a Conservation Management Plan, which would be in three stages at a cost of \$6,000 for each stage.
 - The first stage should establish the cause of the water inundation and is therefore the critical first step.
 - As Council is the owner of the property, this presentation is for information only at this stage, for consideration as part of the current budget discussions.
 - Greg Georgopoulos gave some background of work that has been done to date, and suggested a definitive answer needs to be determined about the flooding and whether the structure is salvageable.
- 2 **Strategic Thinking Session**
 - Denise Picton attended to debrief the strategic Thinking session held in March.
 - A one page draft incorporating the notes of the day was presented as a summary format.
 - Once refined this summary could provide the script for elected members and staff when communicating with the community about its direction and themes as part of its next Strategic Plan.
 - The brevity and clarity of the document was generally praised, as long as it could be used to source additional detail or background.
 - Other comments included;
 - Leadership and involvement needs to strike the right balance.
 - We need to be clear about timing of the final plan.
 - The 'international prospect' area needs more work to determine its importance to Council.
 - 'Live long....in Prospect' would include a young demographic right through to an ageing in place demographic and all ages in between.
- 3 **City of Prospect Sesquicentenary**
 - Cr Barnett raised this subject to start the discussion about updating the History Book by Max Lamshed in time for the 150 year celebration which will happen in 2022. Funding is required to undertake new history research for this project. For further consideration as part of the Budget.
- 4 **Draft Budget 2015-2016 – Recurrent Budget**
 - Chris Birch recapped where the budget discussions got up to in the previous budget workshop.

- An update since the last discussions involves extra costs identified for PLEC Telstra Pits due to not being able to capitalize the work, and some new projects proposed including India engagement \$9k, Air Raid Shelter \$6k, sesquicentenary book project (amount not yet specified).
- For PLEC projects, further discussion needs to be held at a workshop which covers Telstra pits, tree replacement and subsequent costs.
- Mark Goldstone introduced the concept of workforce planning with an annual traineeship program. More detail to be provided to elected members in future workshops. Alison Bowman suggested some introductory local government courses be offered to high schools to attract people to LG. (Kerry to pass this feedback on to LGA). Several members preferred a focus on total salary budget and not on a staff number. David O'Loughlin voiced preference to not increase the FTE numbers, but to be more flexible around how we use the staff we have.
- Chris Birch presented the current revenue and expense budget figures and explained the assumptions.

5 Draft Budget 2015-2016 – Rates Modelling

- Chris Birch presented the 4 shortlisted rate models discussed with the corporate services champions.
- Growth is currently 0.46% (as of today).
- Various options received some support from members but there was a direction to explore a hybrid of Options A and D. Consideration of a commercial rate between 3.44% and 7.53% was requested. To be reported to next week's workshop as Model E.

6 Draft Budget 2015-2016 - Projects

- Clarification to be provided on the areas slated for the Local Area Traffic Management plan. Greg to email Elected Members.
- Prospect sport, leisure and wellness fair consultation to be held tomorrow night at 6.30pm at Nailsworth Community Hall. Nathan confirmed that the consultation will be tailored to align with the outcomes of the workshop in regard to any (or nil) commitment.
- A suggestion was raised for the small events bid being rolled into the community grants fund in the recurrent budget.
- Matt Larwood clarified his original idea was not for a community grant program, but an event that Council delivers in the Sport and Recreation field that Council delivers very little in.
- A general agreement was reached for the Small Events bid to be amended to:
 - Sports & Wellness Fair - \$10000
 - Community events top up fund \$5000
 - Savings \$5000
- Community Xmas decorations – cut
- Flood consultation and waste education to be removed and advertised in the magazine only.
- *Floodsafe* run a program which would address Prospect's potential flood issues starting at around \$5000. This can be pursued only if 'education' via the magazine was not considered effective.
- Veggie verges to move above the red line.
- Memorial Gardens Launch – dollars to be removed. Launch should still be delivered but with no financial allocation.
- Prospect India Engagement Action Plan to be considered as part of the whole Economic Development budget.
- Sponsorship for the Portrait Prize should be gained - budget can then be zero.
- Green streets streetscape plan - more information to be provided at a future workshop.
- Need to clarify the location of the Churchill road garden bed upgrades.
- Club5082 video production - more detail needed.
- Commercial land use analysis - more information needed.
- Street lighting audit - more information required.
- Updated project list to be distributed with the workshop notes.

26 May - Allen Harris will be an apology.

Kristina Barnett on leave from 20 April 2015 to first week of June 2015.

Greg to provide information to Elected Members on the parking signs around Prospect Oval during the football season.

Meeting closed at 9.35pm.

Workshop Items

1 PLEC & Green Streets Streetscapes

Responsible Director: Greg Georgopoulos, Director Infrastructure, Assets & Environment

Expected Duration: 30 minutes

Presented by: Greg Georgopoulos, Director Infrastructure, Assets & Environment, and Alex Cortes, Manager Infrastructure, Assets & Environment

Charles Donovan – Network Project Manager from SA Power Networks will provide a high level overview of the progress of the Prospect Road PLEC project including the indicative program, works starting from which end, transformer positions and complexity of coordination.

As part of the Draft Budget 2015-2016 deliberations, additional information was requested on projects, including details on the Green Streets Streetscapes and an update on the progress of PLEC.

These updates will be provided in order to assist Elected Members finalisation the Projects in the Draft Budget.

Attachments: Nil

2 Draft Budget 2015-2016 – Rate Modelling

Responsible Director: Ginny Moon, Director Corporate Services

Expected Duration: 20 minutes

Presented by: Chris Birch, Manager Financial Services

At the workshop 7 April 2014, four (4) Rate Models were presented. It was requested that an additional Rate Model be presented for discussion. During this session, all five (5) models will be presented for consideration.

The preferred model will be included in the 2015-2016 Draft Annual Business, to be presented to the Special Meeting of Council on 5 May 2015, for Council's endorsement for public consultation.

The selected model will help inform the finalisation of the Operating Projects in the next agenda item.

Attachments: Nil

3 Draft Budget 2015-2016 – Projects

Responsible Director: Ginny Moon, Director Corporate Services

Expected Duration: 105 minutes (Operating Projects 60mins, Capital 45mins)

Presented by: Chris Birch, Manager Financial Services

The proposed Projects (both Operating and Capital) have been presented to the Workshops on 10 March & 7 April 2015.

This session will be a continuation of these two workshops with the intent to finalise the projects to be contained within the Draft Annual Business Plan 2015-2016 to be presented for Public Consultation.

The outcome of the Rates Modelling discussion in the previous agenda item will assist in the finalisation of the projects that will be contained within the Draft Annual Business Plan 2015-2016.

It is proposed that the Draft Annual Business Plan will be presented to a Special Meeting of Council on 5 May 2015 for endorsement for Public Consultation. Public consultation will be run through May 2015, with a Public Meeting to be held during the Workshop 2 June 2015. Feedback from the whole consultation process will be presented to the Workshop 10 June 2015.

Until the Annual Business Plan is adopted at the end of June 2015, it remains a 'work in progress' document with its contents to be updated to include new information or updated costing, revisions to the Infrastructure Asset Management Plan (IAMP) and associated depreciation calculations, updates from subsidiaries (Eastern Health Authority (EHA)), feedback from the community and Audit Committee as well as any adjustments made by Elected Members and staff.

Attachments:

An updated list of Discretionary Operating and Capital Projects will be circulated to Elected Members under a separate cover.

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 28/04/2015

- Draft Budget Consultation Endorsement
- Council Membership – Murray Darling Association
- Third Budget Review
- Independent Development Assessment Panel Membership
- Wilke Lane
- 21st Century Street Tree Manual
- Delegations Update
- Pensioner Concession Petition
- Community Service Awards
- Review of Council Decision Report
- LGA Ordinary General Meeting Voting Preferences

Council Workshop 05/05/2015

- Cultural Awareness Training
- Development Plan and Development Assessment
- HACC Funding Changes

Council Workshop 12/05/2015

- Eastern Health Authority Charter Review
- Future of Library Services
- Co Working Models
- LGMA Challenge Team Presentation
- Rates Modelling

Council Meeting 26/05/2015

- Community Services Plan
- Loans to Third Parties Policy