



Workshop Program

Tuesday 1 March 2016 commencing at 6.15pm

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

**Workshop Chair: Matt Grant,
Director Business & Economic Development**

Agenda

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. 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 09/02/2016

Chair: Nathan Cunningham, Acting Chief Executive Officer
Present: D O'Loughlin, K Barnett, A Bowman, T Evans, M Larwood, M Lee, M Groote, A Harris, M Standen
On leave: Nil.
Apologies: Nil.

Notes from previous workshop 02/02/2016 – Taken as read.

Workshop Items

1. Quick debrief of Metropolitan Library Tour

- Highlights and individual views from those on the tour included:
- **Walkerville** smaller than expected, but good. Good vibe. Not enough comfortable chairs.
 - Far too high spec, recycled vibe would be better for Prospect.
 - Needed to consider the operations in design as now they need a security guard due to single area foyer being open.
 - Staff were not as strongly involved in design as some others and this was evident in the inefficient layout.
- **NPSM** uninviting due to a wall of shelves on entry.
 - History collection was terrific and clearly well resourced.
 - Good textural look and feel, old building with modern upgrades merged really well.
 - Some staff expressed concern with the mezzanine for functional / operational reasons.
- **ACC** was great, great vibe, good angular layout, good technology space.
 - Good use of space.
 - Good variety of spaces.
 - Good green/ outdoor space (made better by the views).
 - Flexibility of space - walls can be moved, areas can be used for Gallery/ Events space.
- **Hallett Cove** was least impressive to most on the tour in an overall sense.
 - Very spacious - too spacious? Making it feel a bit empty and without soul. Daytime may have been busier, but was quite quiet at the time of visiting.
 - Not good sound abatement.
 - Things were a bit 'too new', 'too white' and 'too stark'.
 - Strangely no City of Marion signs on the outside and no mention of the term 'Library' on the outside. Not as inviting as it could have been.
 - Included an enterprise centre.
 - Staff were hidden away - need to be more available.
- Suggestion to look at non local government libraries was acknowledged as a good next step, and to pursue partnerships or varied delivery models.
- Many looking forward to next tour.

2. Waste Contract

- The discussion included a range of topics and issues that will influence the final form of a new Kerbside Waste and Recycling Collection Contract, due to commence in July 2017.
- Chris Brideson from Water and Waste Innovations attended to present about the kerbside waste and recycling collection contract 2017.
- Need Skip information when providing data comparing hard rubbish format of collection.
- Zero Waste is the driver of education on green organics.
- There is always a financial saving if you go with economies of scale (partnering?).

- Discussion Points:
 - Timeline for contract renewal
 - Current contracts
 - Kerbside Waste Services Policy
 - Council direction / State Waste Strategy 2015-2020
 - Current industry trends / recent contracts
- Matters for consideration
 - Shared Services (Council Solutions)
 - Alternatives to traditional 3-bin system / 4th bin
 - Collection frequency of bins
 - Food organics / kitchen organics baskets
 - Education / behavior change strategies
 - Technology innovations
 - Best Practice Waste Collection Model

Next Steps for progressing a review:

- Review the range of service outcomes and options best suited to Council's needs.
- Consider using best available technology and best practice where applicable.
- Reality test unit costs and cost/benefit.
- Is the final model?
 - ✓ Environmentally sustainable
 - ✓ Financially viable
 - ✓ Socially responsible

3. Community Engagement Feedback for Main North Road Masterplan

- URPS spoke to elected members about the engagement process for the Main North Road Master Plan.
- Open ended consultation - invited ideas from the community prior to coming up with a plan.
- Community survey online, 170 responses (great result).
- 31 businesses along the corridor.
- 160 students at Nailsworth Primary.
- 15 main themes were identified and discussed at the workshop.

4. Urban Innovations Team Presenting Vision, Objectives and Guiding Principles

- The Urban Innovations Team presented how they have developed guiding objectives and principles based on the community engagement results (above) and how these principles will guide future works in the Master planning process.

5 draft guiding principles -

- Connect and revitalise
- Promote economic development, attract and integrate investment
- Enhance history and culture
- Strengthen the wellbeing of local community
- Maximise environmental sustainability and amenity
- The guiding principles are to be mapped against the 15 main themes identified in the community consultation.
- The principles could be improved with plain English and the team will take this away for revision.
- When considering access and walkability, don't lose sight that it remains a corridor and needs to accommodate trucks, buses and cars.
- Milk depot to be included in the master plan discussion.

Next steps -

- Completed site analysis document will be available online.
- Grant funding for Places for People application has been submitted for the next stage Main North Central detailed concept plans.
- Budget bid for main north central of \$200,000 with a 50/50 split contribution \$100,000 council and \$100,000 state government Further developing opportunities and drafting possible actions

5. 2016 Gallery Program Overview / Update

- Carolyn Ramsey, Manager Arts, Gallery and Events, gave an overview of the exhibitions scheduled for 2016
- Elected Members commented on the high standard of the flyer
- Carolyn encouraged Elected Members to attend each opening, or as many as possible, as the artists and staff really appreciate their attendance. Nathan suggested that members might want to create a bit of a schedule between themselves so as to ensure some representation at ALL openings.

6. LGA Ordinary General Meeting – Notices of Motion

- It was noted that we would support the motion put forward by Norwood, Payneham and St Peters for the LGA to provide a report on how local government can provide practical and policy support for victims of domestic violence
- Matt Grant to provide a motion on encouraging trials of small bar licenses beyond the CBD.

Meeting closed at 10.15pm

Workshop Items

1 Tourrific Prospect Feedback

Responsible Director:

**Nathan Cunningham
Director Community, Planning & Communication**

Expected Duration: 45 minutes

Presented by: Carolyn Ramsey

Tourrific Prospect is the largest event in Council's annual calendar, with residents, business owners and visitors celebrating the arrival of the Santos Tour Down Under in style, and participating in a once-in-a-lifetime Guinness World Record – Largest Ukulele Ensemble challenge. As with any event of this size and diversity of offerings, there are elements that exceed expectations as well as those that don't quite hit the target.

While elected members (and the community) are welcome to provide feedback at any time on their experiences at the 2016 Tourrific Prospect street party and STDU Hostworks Stage 1 start, the purpose of this workshop session is to give Elected Members an opportunity to provide targeted feedback on what they think went well and what could be improved. This feedback will be captured and included in the planning of future events.

Attachments: Nil

2 Draft 2016-2017 Annual Budget and Long Term Financial Plan Assumptions

Responsible Director:

Ginny Moon
Director Corporate Services

Expected Duration: 60 minutes

Presented by: Chris Birch

The Annual Budget is prepared with information from a number of different sources. The Workshop will begin to explore 3 areas which provide the skeletal framework for which the 2015-2016 Budget will be formed. These include:

- Long Term Financial Plan - Key Assumptions 2015-2024 (Annual Business Plan 2014-2015 p.90)
- City of Prospect - Service Levels 2015-2016 (Adopted 24 March 2015)
- Rates - Past Year Assumptions and Trends

The purpose of this workshop is to commence the discussions regarding the Draft Annual Business Plan (ABP) 2016-2017. The Elected Members will be provided an overview of the budget process and a snapshot of the current status of the 2016-2017 Draft Budget.

Until the Annual Business Plan is adopted at the end of June 2016, 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 and adjustments made by Elected Members and staff.

Workshops have been set aside at the following dates to enable detailed discussion regarding the Draft Budget:

- Tuesday 8 March 2016 – Elected Member Bids
- Tuesday 5 April 2016 – Operating and Capital Projects (Part 1)
- Tuesday 12 April 2016 – Operating and Capital Projects (Part 2)

A report will be tabled to the April 2016 Council Meeting to adopt the 2016-2017 Draft Annual Business Plan for community consultation.

At the workshop we will be discussing the following:

1. Budget Assumptions
2. Current financial status of the 2016-2017 Draft Budget
3. Rating Strategy Framework

Attachments: Draft Long Term Financial Plan 2016-2017 to 2015-2026 Assumptions

3 Intelligent Community Forum Board Invitation – Smart City

Responsible Director:

**Matt Grant
Director Business & Economic Development**

Expected Duration: 15 minutes

Presented by: Matt Grant

Further information including commitment, financial implications and benefits will be discussed

Attachments: Letter from Board

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.

Workshop 08/03/2016

- Environmental Action Plan
- Damage to Drain Covers and Alternative Replacements
- Infrastructure Asset Management Plan (IAMP)
- Budget 2016/2017 – Elected Member Initiatives

Workshop 15/03/2016

- Conflict of Interest Training
- Changes to Disclosure Statements
- Development Application Panel and Elected Member Workshop – David Cooke presenting Development Applications and Design

Council Meeting 22/03/2016

- Mayoral Report
- Overview 2016 Tourrific
- Informal Gatherings (Workshop) Policy
- Safety of Developments being Constructed
- Pigeon Eradication Program
- Local Government Pro Gold Coast
- Intelligent Community Forum - Smart 21 Board Nomination

Attachment 1

2016-2017 Other assumptions are as follows:

Information Only – September 15 Adelaide CPI	1.1% (1.0% December 2015)
Information Only - September 15 Local Government Cost Index	1.0%
Increase in operating expenditure CPI Affecting: User Charges, Contractual Exp, Materials, Utilities, Fuel	'Zero Based' budgeting applied. Every budgeted line item was analysed to determine the appropriate financial resources required. Previous budgets were formulated using a 'historic budgeting' approach which used incremental budgets based on the CPI rate at that time. No increase in overall non-salary departmental budget from 2015-2016.
Projected increase in Rate Revenue Note : * growth - Any development of the property (including significant renovations) will increase the value of the property. Any changes to land use of the property (eg from residential to commercial) may also result in a variation to the value of the property. The change in valuation associated with these changes is termed "growth".	5.5% Rate Revenue Income Increase including growth
Grant: Roads to Recovery	Funding of \$146,000 will be received in 2016-2017.
Grants Commission Grant Revenue	General Purpose Grant \$436K Identified Local Road Grant \$199K
Early Payment of Grants Commission General Grant	Assume 4 payments of Grants Commission Grant instalment for 2016-2017.
Increase in Enterprise Agreement (Salaries) ASU AWU	3% 3%
Insurance	'Zero Based' budgeting applied. Every budgeted line item was analysed to determine the appropriate financial resources required. Previous budgets were formulated using a 'historic budgeting' approach which used incremental budgets based on the CPI rate at that time.
Energy (Electricity) Cost & Water Cost	'Zero Based' budgeting applied. Every budgeted line item was analysed to determine the appropriate financial resources required. Previous budgets were formulated using a 'historic budgeting' approach which used incremental budgets based on the CPI rate at that time.
Potential additional Rates	Significant investment is anticipated at 250 and 252 Churchill Road sites within next 5 years. Additional rate revenue from those two sites alone may be significant. Given the uncertain nature regarding timing and value of rate revenue increases, this additional revenue has not been brought to account, except for the value of rates associated with the Bunnings site at 252 Churchill Road.
Depreciation	Depreciation Methodology remained consistent with 2015-2016.
Capital Expenditure	Refer to the Infrastructure Asset Management Plan Capital Expenditure Budgets is linked to cpi in the Long Term Financial Plan Compounded Local Government Price Index has been factored into the Asset Management Plan Assumes No Policy Change
Loan Principal & Interest Repayment	As per the Loan Schedule New loan borrowing associated with Prospect Road PLEC work included within 2016-2017 budget. Total addition loan of \$2.5m.
Interest Rates	Interest rates are assumed to remain relatively constant.

1.2 Long Term Financial Plan Assumptions 2017–2026

Long Term Financial Plan (LTFP) Assumptions : 2016-2017 to 2025-2026										
	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
Increase in CPI / LG Price Index for operating expenditure	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%
Increase in CPI / LG Price Index for capital expenditure	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%	3.4%
CPI Affecting: User Charges, Contractual Exp, Materials, Utilities, Fuel										
Projected increase in Total Rate Revenue	5.5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Grant: New Roads to Recovery	\$146K	\$146K	\$146K	0	0	0	0	0	0	0
Increase in Grants Commission Grant Revenue	0%	1%	1%	1%	1%	1%	1%	1%	1%	1%
Grants Commission Grant	Assumed four instalments of Financial Assistance Grants									
Home Assistance Community Care Funding HACC	No adjustments made in the Long Term Financial Plan									
Increase in Enterprise Agreement (Salaries) MOA (ASU) LGE (AWU)	3% 3%	3.5% 4%	3.5% 4%	3.5% 4%	3.5% 4%	4% 4%	4% 4%	4% 4%	4% 4%	4% 4%
Legislative Requirement - Superannuation Guarantee stepped increase to 12%	0	0	0	0	0	0.5%	0.5%	0.5%	0.5%	0.5%
Potential additional Rates	Significant investment is anticipated at 250 and 252 Churchill Road sites within next 5 years. Additional rate revenue from those two sites alone may be significant. Given the uncertain nature regarding timing and value of rate revenue increases, this additional revenue has not been brought to account, except for the value of rates associated with the Bunnings site at 252 Churchill Road.									
Surplus/(Deficit) of Asset Disposal	Not factored into the Long Term Financial Plan									
Asset Valuation	Fluctuation in Asset Valuation is linked to cpi in the Long Term Financial Plan									
Depreciation	Depreciation Methodology remained consistent with 2015-2016.									
Capital Expenditure	<ul style="list-style-type: none"> Refer to the Infrastructure Asset Management Plan Capital Expenditure Budgets is linked to cpi in the Long Term Financial Plan Compounded Local Government Price Index has been factored into the Asset Management Plan Assumes No Policy Change The ongoing depreciation and material increases in maintenance expenses associated with capital projects on new/upgraded assets have been factored into the Council's Long-term Financial Plan. 									
Loan Principal & Interest Repayment	<p>As per the Loan Schedule.</p> <p>In order to deliver the undergrounding of Powerlines (PLEC) along Prospect Road and replacement of Thomas Street Centre, it is necessary for Council to borrow 12.9M over the first 2 years of the plan. Timing of new borrowings are expect as follows and repaid over a 15 year term from the individual drawdown dates:</p> <ul style="list-style-type: none"> 2016-2017 - \$2.5M 2017-2018 - \$10.4M (PLEC \$2.4M; Thomas Street Centre \$8M) 									



INTELLIGENT COMMUNITY FORUM FOUNDATION

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February 16, 2016

Dear Mayor David O'Loughlin and Members of Council; Prospect, Australia:

On behalf of the ICFF Chairman, Eindhoven Mayor Rob van Gijzel and our ICFF Governance Committee, I would like to invite a representative from Prospect to become a member of the Intelligent Community Forum Foundation (ICFF) Board. The initial term would be until 2018.

The ICFF Board meets three times per year. For long distance representatives, electronic means of communications is acceptable. We would encourage at least one physical meeting per year, usually tied to the annual ICF Summit. This year the Summit will take place in Columbus, Ohio, USA from June 13-17. The AGM and Board Meeting is on June 14.

Board Members will be asked to provide governance support and become involved occasionally on committees of the Board. Additionally, we would encourage Board Members to promote the Intelligent Community movement in their region and encourage other communities in their region to make an application to become recognized as an Intelligent Community.

Thank you for your interest in the Intelligent Community Forum Foundation, the association of the 145 Intelligent Communities around the world. With your continued support, we will be able to see more and better Intelligent Communities develop the world over.

Please provide me with your selection of the representative from Prospect at your earliest convenience.

Regards,

John G. Jung
Chairman & Co-Founder
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