



Workshop Program

Tuesday 16 August 2016 commencing at 6.15pm

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

**Workshop Chair: Cate Atkinson,
Chief Executive Officer**

Agenda

Workshop Opening

- Apologies - Cr A Bowman
- On Leave

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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 09/08/2016

Chair: Cate Atkinson, Chief Executive Officer
Present: D O'Loughlin, K Barnett, M Groote, A Harris, M Lee, M Standen, M Larwood (6.26p)
On leave: Nil
Apologies: T Evans, A Bowman

Notes from previous workshop 02/08/2016

- Taken as read.

1. WHS Elected Member Awareness Training

Stevie Sanders, Manager WHS, LGAWCS presented on the requirements of Elected Members:

- Pursuant to the WHS Legislation and Councils policy and procedure framework, training is provided to 'workers' as defined in the *Work Health & Safety Act 2012*;
- Elected Members of Local Government are defined as 'workers';
- Provided information regarding responsibilities as 'workers' undertaking specific (Elected Member) roles.
- City of Prospect is the first Metro Council in SA to undertake this kind of training with Elected Members.
- As a result of this innovative training administration will be nominating for a Best Practice WHS & Return to Work award through the Local Government Association Workers Compensation Scheme with the chance of securing \$5,000 or \$15,000 contribution to continued training and system improvements.

Action: Develop a 12 month program of policy review / introduction to incorporate Elected Member Compliance based on a risk assessed priority rating.

2. Communications Strategy Recommendations

Guests - Will & Sarah, Fuller Communications

Chris Newby presented on the broader objectives of the draft communication strategy. Discussion and feedback from elected members included:

- A query on the level of detail included in the definition of stakeholder/audience groups (such as not including non-local stakeholders; investors; banking sector, community groups, etc.);
- Concerns with lack of project detail and anticipated 12 month progress unclear;
- Projects should be clearly prioritised;
- The strategy appears to be both a marketing exercise and a communications strategy, which is confusing;
- Some projects (such as the image management system) should or could be achieved using existing systems and standard process improvement;
- A desire for more operational direction on how strategies will be achieved;
- Customer Experience should be a focus;
- Needs to align with other strategies;

Action: Further detail to be provided on the deliverables/projects described in the strategy

3. Proposed Motions to Local Government Association (LGA) AGM

Discussion was held surrounding the status of current items on the LGA Agenda and new items that may be of benefit to the Community, notes and suggestions included:

- Natural Resources Management Levy collection - changes to timing, cost shifting;
- State Government to undertake process for a lottery or to grant monies for Heritage Projects, engage National Trust;
- LGA to make a commitment or to lead an enquiry to form a Treaty on the Reconciliation Action Plan;
- Consider the effect of the State Government arrangement for Food Trucks e.g. limit number of not location, and how a similar position for small bar licensing and special circumstances, may affect City of Prospect;
- Request LGA to canvass for Federal Grant Funding to be consistent in their payment strategy e.g. Financial Assistance Grants;
- Is there sufficient evidence to support an LGA breast/bottle feeding policy to include items such as: places available, support parenting in general, child discrimination;
- LGA to work with the State Government to increase women representation to 50% depending on the population ratio at the time and noted that 2019 will mark the 100 year anniversary of the first woman in local government (elected office) becoming a member of Brighton Council (Holdfast). Suggested to approach Holdfast Council to work on a joint notice of motion.
- Support for communities impacted by domestic violence, administration advised that input in response to LGA circular will be collated;
- Street lighting and pricing structure – staff advised that a successful motion was submitted to the April Ordinary General Meeting for LGA to undertake further negotiations.

Action:

- **Enquire on the status of resolution 8.4 LGA Annual General Meeting 30 October 2015** – ‘whether there is sufficient evidence across Local Government to initiate Disability Employment targets across the local government sector.’

4. Strategic Plan

- Progress towards completion of Councils Strategic Plan was discussed, with a focus upon the completion of targets according to each of the Actions/Measures;
- Elected Members had requested the inclusion of clearly stated targets.
- Web based engagement tool was presented to the meeting, notes and suggestions included:
 - On occasions when a website user has ‘Expanded All’, provide a quick option to ‘Collapse All’
 - Provide some commentary describing the suitability of the Website for the visually impaired.
 - Provide an option (button) for users to provide ‘Feedback’ I.e. what they think of the Strategic Plan and/or the usefulness of the Website to understand the Strategic Plan.
- Elected Members broke up into two groups to discuss and make comments upon copies of the draft Plan;
 - Elected Members discussed the requirement that the targets reflect ‘What do we want to achieve, what would indicate our success?’
 - Further clarification is required for the use of -
 - Measures/Actions
 - Relationship between Actions and Targets
 - Progression of achievements over the four years.
 - Sequence / timing of Actions
- Lack of time prevented completion of the group discussion, proposed to return Tuesday 16 to confirm that Elected Members are comfortable with the draft Strategic Plan scheduled for the August meeting.

Actions:

- **Include for completion of discussion at a Workshop on Tuesday 16 August;**
- **Open invitation to be sent to Elected Members with word document attached to enable 'tracked changes';**
- **Comments received by end of week (weekend) will enable comments to be captured into next workshop agenda;**
- **Present a report to Councils August meeting.**

Workshop closed at 9.50pm

Workshop Items

1 Communications Strategy Recommendations

Responsible Director:

Chris Newby – Acting Director Economic Development and Communications

Expected Duration: 45 minutes

Presented by: Chris Newby

Following on from discussion on the broader objectives of the Communications Strategy at the workshop on 9 August 2016, this workshop session will focus on the details of the suite of projects delivered by the strategy. Examples will be provided to illustrate how the delivery of the strategy will improve communications, and to give elected members an opportunity to provide feedback on the anticipated outcomes.

Attachments: Nil

2 Proposed Motions to Local Government Association AGM

Responsible Director: Ginny Moon – Director Corporate Services

Expected Duration: 45 minutes

Presented by: Jo-Ann Tanti – Manager Governance & Administration

At the previous workshop on Tuesday 9 August, Elected Members discussed a list of items to be considered for inclusion as a motion on notice at the LGA AGM on October 2016.

The list of items discussed were captured under the Notes section above.

Some of the items have already been raised at previous LGA AGM/OGM. They are:-

- Support for communities impacted by domestic violence, administration advised that input in response to LGA circular will be collated;
- Natural Resources Management Levy collection - changes to timing, cost shifting;
- Request LGA to canvass for Federal Grant Funding to be consistent in their payment strategy e.g. Financial Assistance Grants;
- Street lighting and pricing structure – staff advised that a successful motion was submitted to the April Ordinary General Meeting for LGA to undertake further negotiations.

The following items are suggested to be deferred to the April OGM:-

- Is there sufficient evidence to support an LGA breast/bottle feeding policy to include items such as: places available, support parenting in general, child discrimination;
- State Government to undertake process for a lottery or to grant monies for Heritage Projects, engage National Trust;

The following three items have been highlighted for discussion in detail during the Workshop:-

- LGA to make a commitment or to lead an enquiry to form a Treaty on the Reconciliation Action Plan;
- Consider the effect of the State Government arrangement for Food Trucks e.g. limit number of not location, and how a similar position for small bar licensing and special circumstances, may affect City of Prospect;
- LGA to work with the State Government to increase women representation to 50% depending on the population ratio at the time and noted that 2019 will mark the 100 year anniversary of the first woman in local government (elected office) becoming a member of Brighton Council (Holdfast). Suggested to approach Holdfast Council to work on a joint notice of motion.

Draft notice of motion for the above items will be presented on the night for discussion at the Workshop.

Should Elected Members wish to include other items from the list, they can be discussed.

Attachments: Nil

3 Strategic Plan

Responsible Director: Brendan Lott – Acting Director Community and Planning

Expected Duration: 60 minutes

Presented by: Brendan Lott

Continuation of discussion from previous Workshop

Discussion of the draft Strategic Plan towards finalisation prior to consideration at Council's August meeting, updated draft includes comments received from previous discussion.

Discussion will include clarification for:

- Measures/Actions
- Relationship between Actions and Targets
- Achievement of targets over the 4-years of the Plan.
- Sequence / timing of Actions
- Ensure Targets are ambitious and not 'wooly' i.e. clearly stated.

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 23/08/2016

- Mayoral Monthly Report
- Audit Committee Report
- Fourth Budget Review
- Discretionary and Mandatory Rates Rebate Report
- Memorial Gardens Traffic Speeds
- Strategic Plan - for Adoption
- Network Prospect Annual Report
- Proposed Motions & Voting Delegates to LGA AGM
- Urban Corridor Zone DPA: Statement of Intent for Endorsement
- EHA Delegations Review
- Establishment of Open Space Fund
- Clayton Church Homes
- Conference Opportunity - Elected Member Training & Development
- Petanque Club Liquor Licence
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Workshop 06/09/2016

- Broadview Oval Master Plan
- Volunteer Policy Update Phase 2

Workshop 13/09/2016

- Procurement Policy
- Local Government Association Annual General Meeting - Voting Delegations and Voting Preferences