



Workshop Program

Tuesday 4 October 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 M Standen
- 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 06/09/2016

Chair: Cate Atkinson, Chief Executive Officer
Present: D O'Loughlin, K Barnett, T Evans, M Lee, M Larwood, A Bowman, A Harris
Apologies: M Groote, M Standen

Notes from previous workshop held on 16/08/2016

- Taken as read

1. **Development Assessment Panel – Complaints Handling Policy, Terms of Reference Review**

Nathan presented draft documents for information, responding to questions and confirming the requirement to include the name of Council's Public Officer in the Complaints Handling Policy as gazetted.

The *Planning, Development & Infrastructure Act 2016* was briefly discussed surrounding membership of DAP and the proposed requirement for all persons to be accredited.

2. **Local Heritage Discussion Paper**

Scott McLuskey & Rick Chenoweth presented the LGA's views on the Local Heritage discussion paper, including the following key points:

- Insufficient information provided, particularly relating to governance and strategic frameworks, for Councils to effectively contribute.
- Unclear why the proposed reforms depart from the Expert Planning Reform Panel recommendations.
- The future of highly valued Historic Conservation Zones must be clarified.
- Heritage accreditation process is supported to expand pool of qualified professionals.
- The economic benefits of heritage conservation should be encouraged.
- Heritage funding and incentives should be considered holistically with policy reforms.
- Clear and consistent Local Heritage listing criteria are supported.
- More detail is required regarding ideas of thresholds, selection of themes and overrepresentation relating to Local Heritage listings.
- While early and better engagement is supported, interim development control is considered important in protecting heritage from demolition.
- Proposed requirement for establishment and review of heritage value statements is supported.
- The future and role of Contributory Items must be discussed and clarified.

Elected Members contributed additional perspectives that will be incorporated into the draft comment to be presented to Council for endorsement.

- Further clarity on Accredited Heritage Professionals, including the role of tradies and contractors, and strategies for preventing advice trading, is necessary.
- Consideration should be given to the under-representation of contemporary heritage.
- Prospect's strong policy for justification of building demolition is a worthy model policy for other jurisdictions.
- The policy value of Contributory Items has been affected by their exclusion from recently established Historic Conservation Zones.
- Other types of heritage, including social and cultural heritage, should be considered as part of a holistic review of heritage issues.
- A more streamlined and understandable heritage process will achieve greater buy-in.

3. Strategic Plan to 2020

Nathan Cunningham & Brendan Lott continued the discussions from 16 August 2016 workshop setting targets for the Strategic Plan themes of Prosperity and Services.

Elected Members collaborated around the table through discussions on each 'Outcome' in order to generate Targets for the staff to prepare as part of the final Draft.

Workshop closed at 9.55pm

Notes from Workshop 13/09/2016

Chair: Cate Atkinson, Chief Executive Officer

Present: D O'Loughlin, K Barnett, T Evans, M Groote, M Lee, M Larwood, M Standen, A Bowman, A Harris

1. Main North Road Design Workshop

Greg Georopoulos & Gene Fong lead a walking tour along part of Main North Road as a sensory experience on the general environment. A Design Workshop was held in the Thomas Street Centre (Art Gallery) based on a precinct structure of Central, Northern & Southern approach to discussion.

Concept plans were tabled to view and capture Elected Members and staff annotations providing for consideration of future vision, quick wins and long term planning. Areas of focus were:

- Central Precinct:
 - Thomas Street intersection;
 - Location of traffic lights;
 - Interaction between Emily Street and Regency Road;
 - Nailsworth Primary School access and pedestrian crossing.
- Northern Precinct:
 - Main North Road and Regency Road intersection;
 - Pedestrian refuges at Henrietta Street;
 - Edgeworth Street and possible bus access;
 - Boundary reform opportunity;
 - Boundary challenges of Northern Entry Statement.
- Southern Precinct:
 - Bike safety concerns, lane restrictions due to car yards;
 - Suggestion Galway Avenue as main bike lane potential;
 - Opportunities and challenges of 'greening' verges/medians;
 - Potential uses of lighting.

Workshop closed at 9.00pm

Workshop Items

1 Prospect Fair Event

Responsible Director: Nathan Cunningham

Expected Duration: 45 minutes

Presented by: Carolyn Ramsey

Prospect Fair

Since 1977 the Annual Prospect Fair has been a local favourite and traditionally been held on the third Saturday in March.

A May 2016 Council resolution stated that 'A review be undertaken through a workshop in order to provide direction regarding future fairs, in particular the 40th anniversary of the Fair in 2017.'

On 14 June, staff held two workshops with new and long term Prospect Fair stallholders to explore ideas and options to ensure future Fairs continue to provide for today's community expectations and local groups, best supports the needs of stallholders and participants, is fun and accessible and delivers financial and social value for Council and our community.

Feedback overall was positive with the main messages being:

- the Fair needs a 'refresh' of its look and feel and what's on offer ie have more interactive stalls – less paper pushers
- St Helens Park location continues to work very well – perfect setting and atmosphere for a Fair of this nature
- as the Fair now competes heavily with other events during 'mad March' a move to October/November would be positively received, especially for school and preschool/kindergarten communities as parent groups will have had time to connect, organise and promote
- open up stallholder participation to include local designer makers and bespoke businesses – promoting local creative industries and not be limited to not-for-profit groups
- take advantage of pre-Christmas/holiday buying seasons
- a change of date will help balance out Prospect's busy event Calendar
- Sport and Recreation Fair - Active Prospect (working title) can fill this time slot for clubs who use the Fair for ie player recruitment.

Attachments: Nil

2 Procurement

Responsible Director: Ginny Moon, Director Corporate Services

Expected Duration: 30 minutes

Presented by: Chris Birch, Manager Financial Services

Council's Procurement Policy was last reviewed and adopted by Council on 26 October 2010. A review is currently underway in preparation for presentation to the Audit Committee in December 2016.

The review has included work undertaken by Council's Internal Auditor (Bentley's) and ArcBlue Consulting (Specialist Procurement Consultants).

The presentation will seek feedback from Elected Members as to the key elements that they would like to see considered in the evaluation of purchases and tendering.

These elements will be considered in the final policy presentation to the Audit Committee.

Attachments: Nil

3 Time Trade Initiative

Responsible Director: Chris Newby, Director Economic Development & Communications

Expected Duration: 30 minutes

Presented by: Chris Newby

The Time Trade initiative forms part of Council's Economic Development Strategy, and provides a way to engage underemployed, recently retired, or unemployed people in a way that gives them an opportunity to test, expand and trade their skills - be it professional services, creative industries or the services sector. The workshop discussion will provide an opportunity to discuss the framework of the initiative and for members to provide feedback on the proposed method of delivery.

Attachments: Nil

4 Living Adelaide – Draft 30 Year Plan Update

Responsible Director: Nathan Cunningham – Community & Planning

Expected Duration: 45 minutes

Presented by: Scott McLuskey & Rick Chenoweth

On 2 September 2016, Council received correspondence from the Department of Planning Transport and Infrastructure (DPTI) seeking consultation feedback on a 2016 Update of the 30 Year Plan for Greater Adelaide. The initial submission date (21 October) has now been extended to allow consideration at the October Council Meeting.

In essence, the update maintains the broad directions set out in the 30-Year Plan released in 2010 with some changes to address emerging challenges and priorities. This workshop session will highlight key matters noted by staff and will give the Elected Members some context to promote further discussion that will be captured within a report to Council's October Meeting. The submission will allow Council to be involved as a positive partner in the development and implementation of a strategy for the future of metropolitan Adelaide.

Attachments: Nil

5 Role and Function of Champion Meetings

Responsible Director: Cate Atkinson, Chief Executive Officer

Expected Duration: 30 minutes

Presented by: Cate Atkinson

Champion Meetings form part of Elected Member and Administration communications, providing an informal environment to review/discuss significant operational items or capital projects of interest within the scope of each department's portfolio. The meetings have been delivered in different ways across the portfolios to inform Members on matters of particular interest, or to provide a status update, which then can proceed as an item for a future Council Workshop.

It is timely to reconsider the role and function of these meetings having regard to the adopted Strategic Plan and continued legislative change, and to determine if they continue.

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.

Workshop 11/10/2016

- Charles Cane Reserve & George Whittle Master Plan - Initial Consultation
- Volunteer Policy Update Phase 2
- Tourrific Prospect

Council Meeting 25/10/2016

- Mayoral Monthly Report
- Status Report - Capital and Operating Projects
- Annual Community Grants
- Asset Revaluation - Budget & LTFP Impact
- First Quarter Budget Review
- Audit Committee Report
- 2015-2016 EOY Results
- Draft Procurement Policy
- Annual Business Plan 2017-2018 & Budget Process
- Appointment of Acting CEO
- Change of Council Meeting Date
- Annual Report (Section 131)
- Digital Transformation Initiative
- Memorial Gardens Traffic Speeds