



Workshop Program

Tuesday 7 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

Workshop Opening

- Apologies
- 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 10/03/2015

Chair:	Mark Goldstone, Chief Executive Officer
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 03/03/2015

- Taken as read.

Workshop Items

1 Future of Library Services (Continued)

- Nathan Cunningham, Director Community, Planning and Communications reintroduced the topic following initial discussions held on 10 February 2015.
- Nathan recapped on the outcomes and direction of the 10 February workshop.
- Jo Cooper, Manager Library Services, led further discussion on the trends in library services, particularly on the concept of Community Living Rooms (the Third Place), Urban & Socio-cultural regeneration, and new technologies & collaborative learning.
- No shushing! There is no place for the old ideas of the library model in current trends.
- Various examples were presented of local, interstate and global leaders in library facilities to get the creative juices flowing.
- It was agreed that Council will continue to provide library services into the future.
- The key task is to focus on necessary services – Idea of a Service Plan to include civic spaces, digital, arts etc. will now be undertaken by staff.
- Options for future locations were discussed including the option of trying to keep existing building, build new, refurbish existing council asset (TSC or other), or even lease and fit out.
- Elected Members then put forward considered views on their desires for the Future of Library Services for our City which included consideration of appropriate locations.
- Alison Bowman requested usage rates before other councils refurbished compared to after refurbishment.
- Ongoing building maintenance costs need to be taken into account when thinking of building/moving.
- Would like to see a museum incorporated and outside space included.
- Mark Groote's preference is to look at the services of the future as much more than just a library. Figures on how far will people travel to go to a library would be interesting. This is a project we need to be bold in establishing a future direction.
- Kristina Barnett would like as many services included as possible included. Various sites were mentioned (including the existing) and the conversation covered a desire to be iconic and potentially a catalyst for kicking off the Main North Road in line with the opportunities of the Urban Corridor Zone (can go to four storeys).
- Kristina also reminded the group about possible affiliations with Port Adelaide Enfield with their current intentions for the Greenacres library.
- Mark Standen agrees that we need to go big in terms of our aspirations. Maybe include a conference space and a concert space to take the 'multi-use' angle a step further. Notes the iconic concept should look at more than the geographic location.
- Matt Larwood would like to see the library services with a clear plan so a lot of different ideas don't overrun each other and get lost.
- Talis Evans agreed we have quite a few large projects on the go which may cause risk of failure. Be clear on our projects and priorities moving forward so as to manage community expectation.
- David O'Loughlin would like a service profile for the services we would offer, and regional mapping of library services. Many services are already offered at the TSC, but should we be including current customer service (ie from the civic centre)? The notion was mentioned that maybe one site for a small council which incorporates all council services may be enough.

- Monica Lee loves the existing building to look at, but acknowledges it is dysfunctional for its purpose. Money spent should be focussed on service first and building second, and any future facility should be flexible to adapt to future learning requirements.
- Allen Harris would like to get a definite answer from DECD on their intentions for the site at the conclusion of our current lease in the first instance. Agrees with a diversity of services but still with a focus on books. Any future floor plans need to be set up to keep all the existing services as a minimum (books, gallery, hub etc).
- Nathan posed the question to Elected Members do we negotiate with DECD or walk away. For further discussion, but in the first instance we need to receive a more definitive response relating to the possible end date of the lease agreement.
- Nathan to draft a number of timelines, one for staying at TSC and one for moving elsewhere. Ideally, some cost comparisons should accompany this work.
- Mark Goldstone, CEO suggested we need to stay in the TSC as long as we possibly can, and funding models need to be developed before going to government departments with plans.

2 Draft Budget 2015-2016

- Chris Birch presented a snapshot of budget deliberations to date.
- Assumptions include zero based budgeting applied, rate revenue 5.5%, increase of rates income of \$18.5m as per the LTFFP, salaries and wages increase 3%.
- Targets and KPIs were presented.
- PLEC project has been rescheduled and our adjusted borrowings have been retimed.
- Alison Bowman requested benchmarking rates levels and increases against other councils in the metro area. Ginny advised this information can be found in the Annual Business Plan, Page 156.
- Elected Members discussed future rate percentage increase.
- Elected Members discussed the draft list of Operating Projects and gave feedback on preferred priorities.
- Nathan to advise EMs who is currently on the City Wide Public Art Advisory Board.
- Nathan to consider possibilities of running a 'fee for service' program at the Digital Hub.
- Nathan to consider a budget bid for around \$20,000 for 'small events', with a process to be available for groups looking to create various sport and rec events, other events or street parties.
- Nathan to provide information on the costs of Tourrific put forward (\$191,370), plus costs for the last 4 years. Stage start costs to be separated out for the next discussion.
- Nathan to consider the possibility of joining with other councils to get a better cost for stages, Marques, traffic control etc.
- There was a request for the Tourrific confluence bikes on stobie poles on Prospect Road and Churchill Road to be removed.

Meeting closed at 9.30pm.

Workshop Items

1 Prospect Air Raid Shelter

Presented by:

David Kilner, convenor of the Prospect Local History Group along with Neil Rossiter and Garry Mighall

Expected Duration: 15 minutes

David Kilner, convenor of the Prospect Local History Group, will provide an overview of the origins and functions of the Prospect Air Raid Shelter in wartime and to discuss the potential of a budget submission for 2015-2016.

Attachments: Letter from the Prospect Local History Group

2 Strategic Thinking Session

Responsible Director:

Nathan Cunningham, Director Community, Planning and Communications

Expected Duration: 30 minutes

Presented by: Nathan Cunningham (with Denise Picton – invited)

As a follow-up to the Strategic Thinking session held at the recent Elected Member Residential, management have worked with Denise Picton (OZ Train) on capturing some of the key outcomes from the discussion and are looking at ways to progress that direction on the path towards a new Strategic Plan. A 1-2 page document will be presented to the Workshop as what management are terming a 'bridging document' that can assist the Council in its focus for the next Strategic Plan. The next Strategic Plan is then to be developed through 2015 and 2016.

Attachments: Nil

3 City of Prospect Sesquicentenary (150 Year Anniversary)

Responsible Director:

Ginny Moon, Director Corporate Services

Expected Duration: 5 minutes

Presented by: Ginny Moon

Cr Barnett has requested that Council consider the up and coming sesquicentenary (150th celebration) of City of Prospect which will occur in August 2022. Consideration may be given to authorise and fund the development of a revised history book updating the history of City of Prospect.

Discussion will need to consider potential funding sources, attract the funds and write the book. There may be partnership funding opportunities through grants.

Attachments: Nil

4 Draft Budget 2015-2016 – Recurrent Budget

Responsible Director:

Ginny Moon, Director Corporate Services

Expected Duration: 20 minutes

Presented by: Chris Birch, Manager Financial Services

The purpose of this part of the Workshop is to provide an overview of the development of the budget since the Workshop 10 March 2015 and to continue the discussions regarding the Draft Annual Business Plan (ABP) 2015-2016. The Elected Members will be provided a snapshot of the current status of the 2015-2016 Draft Recurrent Budget.

Attachments: Nil

5 Draft Budget 2015-2016 – Rates Modelling

Responsible Director:

Ginny Moon, Director Corporate Services

Expected Duration: 30 minutes

Presented by: Chris Birch, Manager Financial Services

Following the Workshop (10 March 2015) and discussion with the Corporate Services Champions (17 March 2015), four (4) draft Rate Models have been prepared. These models will be presented at the Workshop with consideration to their impact on the Long Term Financial Plan.

The selected model will help inform the finalisation of the Operating Projects in the next agenda item. The model will also form part of the Draft Annual Business Plan 2015-2016.

Attachments: Nil

6 Draft Budget 2015-2016 - Projects

Responsible Director:

Ginny Moon, Director Corporate Services

Expected Duration: 60-90 minutes

Presented by: Chris Birch, Manager Financial Services

Following the Workshop 10 March 2015, an update is being provided as to continued development of the Capital and Operating Project list for the 2015-2016 Draft Budget.

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 the April Council Meeting for endorsement for Public Consultation to occur through May 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: Nil new attachments (Previously supplied to 10 March Workshop)

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 Workshop 14/04/2015

- Rates Modelling/Draft Budget Finalisation

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

Council Workshop 05/05/2015

- Cultural Awareness Training
- Council Prayer
- 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

Council Meeting 26/05/2015

- Community Services Plan



Prospect Local History Group

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Mr Mark Goldstone
CEO
City of Prospect
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Prospect SA 5082



Dear Mark,

I am writing to request an opportunity to make a presentation to Elected Members about the Prospect Air Raid Shelter, during March or April.

As you know, the History Group has long had an interest in this structure. Given that there has been a considerable changeover in Elected Members, this seems like a good time to bring them up to date.

We are also aware that the structure is proposed for inclusion on the Local Heritage Register through the current heritage DPA process.

Additionally, we have had discussions with some Elected members about the possibility of their making a budget submission for next year's Council budget in relation to the Shelter.

I understand we may be able to present at a Council workshop.

We have a short PowerPoint presentation which explains the origins and functions of the Shelter in wartime as well as discussing current issues and the History Group's aspirations.

My telephone number is 0419 832 461 and my e-mail address is prospect_lhg@internode.on.net.

I hope you will be able to accommodate our request.

Yours Sincerely,

David Kilner
Convenor
6 March 2015