



Workshop Program

Tuesday 6 June 2017 commencing at 6.15pm

Reception Room, Civic Centre, 128 Prospect Road, Prospect

Workshop Chair: Cate Hart, Chief Executive Officer

Workshop Opening

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- On Leave – Mayor David O’Loughlin

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Council is satisfied that it is necessary that the public be excluded to enable the Council to consider an item at the workshop:

- On the grounds provided by Section 90(3) (k) of the Act, information to be received, discussed or considered in relation to this Workshop Program Item are tenders for the provision of services in that they are for the provision of waste management services for the Council and Community.

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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. A confidentiality declaration may be determined by either the Council or CEO in accordance with Council's Informal Gatherings Policy.
7. 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.
8. 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.
9. All Elected Members will be encouraged to attend.
10. 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.
11. 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.
12. The format for the Workshop may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
13. The format for the Workshop will be determined by the CEO.
14. External parties may make Presentations/deputations to the Workshop, subject to prior agreement by the CEO.
15. 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 16 May 2017

Chair: Cate Hart, Chief Executive Officer

Present: K Barnett, A De Backer, A Harris, M Standen, M Lee, T Evans, M Larwood, M Groote,

Apologies: D O'Loughlin (on leave)

Notes from previous workshop held on 9 May 2017

- Taken as read.

1. CLIC/Civic128 Spatial Layout Considerations (Facilitated Workshop)

Nathan Cunningham and Chris Newby introduced the topic for evening and the consultants engaged from Brown Falconer Architects, Snøhetta and Hudson Howells, to perform a site analysis study to help council to identify key concepts, benchmarking, core aspirations and ambitions for the new council facility.

The workshop sessions will benefit the development of a high level emotional brief intended to go hand in hand with a project functional brief.

Session One Benchmarking: a visual presentation of local and international reference projects including existing and developing civic sites.

- Hamar Town Hall; Norway – council owned; engaging with public realm and multifunctional space;
- Pridham Hall; UniSA, Adelaide – integration; complements existing facilities; multifunction; transparent and reveals activity;
- Sandnes Town Hall; Norway – public gathering areas and unification of multiple government buildings;
- Calgary Central Library; Canada – open extension of public realm and multifunction;
- James B Hunt Jr Library, USA – diversity of space; large and small meeting areas;
- Temple University, USA – socially diverse; sophisticated technology integration and circular space;
- Ryerson University Student Learning Centre; Canada – civic audience;
- Baerum Cultural Centre; Norway – included redevelopment of adjacent public plaza; connects a number of civic buildings and art integration;
- Aldinga Library, South Australia – redefining the role of 'library' as community and learning spaces; youth gaming support; public meeting spaces with after-hours access and connections with main street;
- Strathalbyn Library, South Australia – library and council services were widely available with security and access considerations and integrated with an historic building;
- Mt Gambier Library, South Australia – varied customer service opportunities; local artists engaged and inclusion of study zones;

The workshop attendees separated into three groups to consider a number of coloured images, with a goal to conclude which three images best represent City of Prospect and its desires, as well as three images that do not.

Elected Member feedback included:

- Group 3 –
What represents us: new beginnings; legacy; inclusive; youth.
What does not: locked in/out; tied up in knots; poor customer service; sadness.
- Group 2 –
What represents us: cosy; familiar; technology with a human face, setting up the future.
What does not: not authentic; old fashioned; no purpose; conformity; not welcoming.
- Group 1 –
What represents us: youthful, inclusionary; fun; sense of adventure; futuristic.
What does not: rigidity; sad, no enjoyment; controlling.
- The consultants were asked if they had attended Thomas St Centre? *The answer given confirmed there is a visit planned and workshop to be held with library staff.*

Session 2 Conceptual Springboard:

Applying words to the images that depicted what City of Prospect does and does not stand for, to describe what the essence of the project may be.

Group 1 Statement - 'a unique welcoming oasis'.

Group 2 Statement – 'welcoming', 'imaginative', 'curious', 'authentic', 'bespoke and artisan', 'humanising technology'.

Group 3 Statement – 'a place for everyone where everyone has a place'

Where to from here

Further staff/ Exec discussions to work through the Workshop feedback and then to progress to spatial needs.

Workshop closed at 8.40pm

Workshop Items

1 Hot and Extreme Weather Policy and Procedures

Responsible Director: Nathan Cunningham

Expected Duration: 45 minutes

Presented by: Carolyn Ramsey Manager Arts Gallery and Events

The purpose of this workshop is to seek feedback and comments with regard to the principles and practicalities of managing hot weather and extreme weather conditions at Council and community events.

Annually, City of Prospect delivers a diverse public events program which brings people of all ages together and encourages residents to connect with each other with the aim of creating a genuine social fabric that results in safer and healthier communities.

Hot and extreme weather is an inevitable event risk when programming events to be held outdoors. Council holds a number of community events in the open, showcasing our fabulous streets, parks and public spaces to our community and visitors. To ensure Prospect events can be run safely for staff and the community, including on days of extreme heat or weather, event and risk management plans are in place that identify and mitigate all associated risks of each event as much as practicable – including extreme heat and weather threats.

Some examples of actions undertaken in 2017 when Tourrific Prospect was hosted on a day of 38 degrees; the Event Plan included a ‘cool-off’ area as part of the Loopy Kids Ride by installing soaker hoses on the lawns of Barker Gardens and placing ice filled ‘clam shells’ in the shaded street area created by Coles. In addition, there were extra misting fans in ‘hot spots’ and stallholders with special heat sensitive needs were placed along the western side of the event (Prospect Road) where possible. The foyers of the Civic Centre and the Town Hall were also open, with seating and free cold water provided for people to rest and cool down in the air-conditioning as required. Free water and ice was also trolleyed up and down the event site (in the street) by volunteers for people and / or stallholders who needed a cool drink. The workshop discussion should focus on other ideas and when/ if to ‘call off’ events.

Whilst extreme heat provides major challenges during the set-up day and when the sun is still above the western buildings, this heat often translates into an increased number of people on the street and staying later into the evening which was certainly observed in 2017 Tourrific.

In addition:

- protection for Council staff during extreme weather conditions is covered by:-
 - the 10th Enterprise Bargaining Agreement between Council and the ASU and ASW and subsequent Awards; and
 - Ultraviolet Radiation and Inclement Weather Procedure dated July 2015.
- the Local Government sector is currently looking at a Risk Management Tool and Council options regarding managing and potentially insuring for extreme weather events ie Norwood having to cancel their 2017 Santos Tour Down Under street party event due to extreme weather forecasts on 21 January.
- on 9 June 2017, a ‘Festivals and Events Guide for Local Government’ is being launched. Developed by Greenhill Consulting and funded by the LGA’s Research and Development Fund, it will provide an understanding of festivals and events from a Local Government perspective and support councils in their planning for the sector. The guide covers topics such as strategic planning, event attraction, leveraging events, reinigorating events, event funding and event impact and evaluation.

The above information will inform a draft policy to be developed as an outcome of this Workshop.

Attachments:

Nil

2 Community Engagement Policy & Toolkit (Stage 1)

Responsible Director: Nathan Cunningham

Expected Duration: 45 minutes

Presented by: Brendan Lott, Manager Community Development

Council has an existing policy which is set to be reviewed and updated if necessary. The workshop discussion is proposed as an open discussion for staff to firstly understand and then ensure that the priorities and perspectives of Elected Members are reflected within Council's community consultation / engagement practices. The views captured will be fed into the policy development process and returned to a 'Stage 2' Workshop prior to Council adoption.

1. Policy Review

Council's Community Engagement and Consultation policy was adopted on 27 November 2012 and is due for renewal.

The Policy provides the framework to engage and consult with our community to enable their participation in and contribution to Council's decision making.

Council's approach to community engagement is predominately based on the spectrum of engagement levels and activities as advocated by the International Association for Public Participation (IAP2). The five levels of engagement are:

Inform _ Consult _ Involve _ Collaborate _ Empower

2. Procedure Development

The application of Council's (reviewed and revised) Council's Engagement Policy may be achieved through the development of an easy to use 'Toolkit' designed to assist staff from all directorates to undertake effective community engagement on a range of projects or proposals.

A toolkit will be developed (out of the updated policy) to act as a step-by-step guide to planning, promoting, delivering and reporting on effective community engagement with application to operational, small-scale consultations through to larger-scale strategic engagements.

Attachments:

Nil

Confidential Workshop Item

3 Waste Tender Update

Responsible Director: Cate Hart

Expected Duration: 60 minutes

Presented by: Cate Hart, Ginny Moon, Chris Birch

Following further analysis of the Waste Tender, the current draft Annual Business Plan and draft Long Term Financial Plan require alteration to take into account changes to the anticipated savings.

The Workshop will outline a review of the tender and services being sought, a financial analysis of the successful tender and impact on the current draft Annual Business Plan and Council's draft Long Term Financial Plan.

Staff will present a revised draft Long Term Financial Plan after taking into account the revised budget savings from the waste contract and explain its impact on Council's key financial indicators.

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 Workshop 13 June 2017

- 2017-2018 Budget Community Consultation Feedback & Final Rates Modelling

Council Meeting 27 June 2017

- Mayoral Monthly Report
- Annual Business Plan Consultation Received
- CEO Statement of Financial Sustainability
- Annual Business Plan 2017-2018 Adoption and Rates Declaration
- Local Area Traffic Management – Churchill Road
- Local Area Traffic Management – NE / SE
- Menzies Crescent Traffic Management
- Annual Review of Confidential Items Register
- Parking on Council Verges – LGA Submission
- Trees of Private Property Policy Revocation
- CLIC Update
- Fees and Charges