



Workshop Program

Tuesday 8 September 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 – Cr M Groote

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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 01/09/2015

Chair:	Matt Grant, Director Business & Economic Development
Present:	D O'Loughlin, K Barnett, A Bowman, T Evans, A Harris, M Lee, M Standen
On leave:	M Groote
Apologies:	M Larwood

Notes from previous workshop

- Taken as read.

Workshop Items

1 Boundary Adjustment Reform Discussion Paper

- Felice D'Agostino and Dale Mazzachi from Norman Waterhouse Lawyers attended to guide Members through the Boundary Adjustment Reform Discussion Paper.
- Mayor O'Loughlin gave an overview of the importance to council on the suggested reforms, which informed the discussion.
- Feedback to be sent to the LGA includes:

1. General Comments

- Council generally supports a simplified process for initiation of a boundary review/adjustment proposals.
- Implementation plans to be prepared by affected councils.
- Council recommends Independent evaluation reporting and follow up by the Commission(er) two years after implementation of any boundary reform.
- Costs associated with implementation of boundary adjustments need to be minimised to ensure it is not an impediment for Councils considering initiating an adjustment.

2. Principles for Local Government Boundary Reform

- The principles as provided in the Paper are generally supported, particularly with regard to an independent decision making process.

3. Potential Model

- Council supports a Commissioner as a replacement for the Boundary Adjustment Facilitation Panel.
- Preference would be to support a Local Government Commissioner rather than use the services of the Electoral Commissioner.
- A commissioner's independence from the Minister's powers is essential.
- Establishing a commissioner's office would have cost implications, and assistance with meeting costs should be sourced from State Government.
- A commissioner should not be able to initiate boundary adjustment.
- Support for an advisory body to be used on a case by case basis as required for major proposals.
- An advisory body may also be able to assess representation reviews and ward boundaries in place of the Electoral Commissioner.

4. Proposal Initiation

- Council supports single council initiated proposals.
- Council supports a simplification of the submission process.
- Commissioner would have a triage role to identify frivolous or vexatious proposals.
- Council supports that the Minister would have to go through the same process (eg through a Commissioner) as other proposals.
- Council suggests it would be beneficial for all councils to initiate periodic reviews, eg 8-10 years, to look at their boundaries to assess if they still make sense.
- Council supports widening the range of people who can make submissions.
- Council supports the criteria for 20 electors from one council to make a submission (from either council) whether or not they are in the affected zone.

5. Proposal Assessment

- Council supports the changes to the proposal development and assessment process as outlined in the Paper, in particular a process for identifying frivolous or vexatious applications.
- Council supports the establishment of clearer assessment criteria and toolkits to support and assist in demonstrating the effectiveness of proposed boundary adjustments.
- Council support a staged process based on size of proposal or impact on budget.
- The commissioner must come back to council with options following the assessment.
- The options and next steps should be easy to follow, showing consequences of no change, some change or full change.
- Any assessment should be based on cogent evidence based information.
- Polling only to occur at the discretion of the commissioner - supported.

6. Implementation

- A process needs to be developed to deal with hostility and failure, particularly during the transitional arrangements.
- Concise guidelines will be key to successful implementation.
- The appointment of a local implementation team would be supported.
- Full support for implementation plan, even realising the cost involved.
- Reporting and evaluation will be extremely important.

Feedback to be sent to the LGA by Friday 4 September 2015.

2 Elected Member Initiatives

- Elected Members provided information on their key initiatives they would like progressed during their term of office.
- Initiatives and some action items were captured and will be sent to Elected Members under separate cover.
- Directors will pick up the initiatives that fall into their respective portfolios and work with their Champions (where applicable) to progress the projects.
- Some items will be discussed as part of the Strategic Plan review process.
- A follow up session will be scheduled in 3 months to report on progress.

3 CEO Recruitment process

- The Mayor stepped through options for a CEO recruitment process and timeframe, based around his annual leave and his desire and need to be involved in the recruitment process (as well as the Deputy Mayor and his leave period).
 - Option 1. - engage recruiting consultancy immediately (this week), run a 2 week call for interest period, select a preferred candidate prior to Mayor going on leave early October, allowing for potential incumbent to start November (allowing 4 - 6 weeks for notification of current employer etc...)
 - Option 2.- undertake a more considered, thorough process removing the time pressure around Mayoral leave with an expectation a new CEO would not be in place until potentially Jan / Feb 2016. In the interim, acting CEO roles would be allocated on a rotational basis with the Directors. The Mayor stated his confidence in the current EMT to undertake this and continue to deliver operational needs. This was supported by the Members present. The timely delivery of a Strategic Plan was deemed to be the most 'At Risk' project.
- The Members indicated their support for Option 2 – the longer term process.
- Director Corporate Services to commence outlining a recruitment process based on this option.

Meeting closed at 9.48pm.

Workshop Items

1 Strategic Plan – Commencement of Review

Responsible Director:

**Nathan Cunningham,
Director Community, Planning and Communications**

Expected Duration: 45 minutes

Presented by: Nathan Cunningham

Director of Community, Planning and Communications will introduce the topic of our next Strategic Plan. Over the course of 2015 to-date there have already been several inputs to the direction of the next plan which will be outlined together with an indicative process and timeline for Executive to work with Elected Members on their next 4 year direction.

A key goal of the first workshop is to discuss the inputs which have been captured to date whilst generating momentum and enthusiasm for the collective task before us.

Attachments: Nil

2 Communications Strategy – starting the discussion

Responsible Director:

Nathan Cunningham, Director Community, Planning & Communication

Expected Duration: 30 minutes

Presented by: Chris Newby

A communications strategy provides a framework for the internal and external communications of an organisation. An effective strategy assists in maintaining or improving the image of Council, from the perspective of the community and other key stakeholders.

Typically, a strategy will be grounded in a well-defined corporate image or 'brand'. A 'brand' goes beyond a logo, letterhead or typeface, as it reflects the values of an organisation. An effective strategy has implications across the whole of the organisation, as it informs the manner in which messages are conveyed across a variety of communication channels.

Each time we make contact with an individual or group, we have an opportunity to influence their opinion. The first impressions that people have of a diverse organisation such as City of Prospect, whether with staff or Elected Members, can affect all future interactions with Council.

An effective communication strategy will identify:

- The brand/focus of the organisation
- The target markets/stakeholders for communication
- Goals and objectives of effective communication
- The communication channels used
- Priorities and projects for targeted improvements.

The purpose of the workshop session is to explore what Elected Members believe Council stands for and how this is communicated/projected.

This is an opportunity for members to provide examples of experiences that left them with a positive and lasting impression of an organisation, be it local government or a commercial enterprise. These examples of how your experience with a service provider "made your day" can assist in defining the objectives and principles of a future communications strategy for Council.

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 15/09/2015

- Strategic Plan Review

Council Workshop 06/10/2015

- Review of Council Resolutions

Council Workshop 13/10/2015

- Service Level Review by Department (Corporate Services first)
- Council Agenda Review – Cr T Evans
- Bin Advertising

Council Meeting 22/09/2015

- Video Conferencing Update
- Public Facilities at Charles Cane Reserve/ Parndo Yerta
- Infrastructure Condition Assessment - Impact on Long Term Financial Plan
- Eastern Health Authority Charter Review
- Footpath Trading Policy Review (including Bin Advertising)
- Results of Community Consultation - St Helen's Park Kindergarten Lease – (Moved from Council meeting 25/08/2015)
- Request to Change Fee Charges - Works on Council land
- Wilke Lane
- City Wide Public Art Advisory Board – proposed new format
- Community Grants Recommendations