



# Workshop Program

**Tuesday 10 February 2015 commencing at the conclusion of the Special Council Meeting**

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

**Workshop Chair: Greg Georgopoulos, Director Infrastructure Assets and Environment**

## Agenda

Workshop Opening

- Apologies – Cr A Harris
- On Leave

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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

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### Notes from Workshop 3 February 2015

<b>Chair:</b>	Greg Georgopoulos, Director Infrastructure Assets and Environment
<b>Present:</b>	D O'Loughlin, K Barnett, A Bowman, T Evans, M Groote, A Harris, M Larwood, M Lee, M Standen
<b>On leave:</b>	Nil
<b>Apologies:</b>	Nil

### Notes from previous workshop 13 January 2015

- Taken as read.

### Workshop Items

- 1 **Introduction to Annual Budget Cycle/Process/Reporting**
  - Chris Birch, Manager Financial Services, ran through the budget process and the timetable scheduled to deliver the budget on time.
  - The schedule for public consultation was also presented, including both legislative requirements and additional programmed consultation.
  - It is expected the budget will be ready for final adoption in June.
  - Budget reviews will be presented to Council quarterly.
- 2 **Budget Review 2**
  - Budget review 2 was presented by Chris Birch.
  - Projected deficit was reduced by \$77,000, currently \$703k.
  - Questions on the budget review were answered by staff.
  - Style and format of magazine can be reviewed at budget time.
  - Capital expenditure surplus was explained.
  - Debt collection statistics were advised to be around 3% at any one time.
  - Staff to follow up new renovation on alleged abandoned property (Churchill Road) and advise if rates are up to date.
- 3 **Budget 2015-2016 Introduction**
  - Assumptions were advised, including:
    - ❖ CPI/ LGPI is 3.4%
    - ❖ Rates is the major source of income - 85% No increase to grant income Wage increase 3-4% + SGL increase.
  - Rate modelling was explained.
  - 252 Churchill Road requires revaluation following recent development.
  - Currently budgeting for zero growth (expectation for have increased grown in approximately two years).
  - Rates increase for 2014/2015 - overall residential rate 4.5%, overall rate increase 5.5%
  - Graphs were presented which demonstrate the trend toward a slowing of residential rates increases and a trend of increases in commercial rates and vacant land over a period of 6 years.
  - A process of separately tracking the uplift due to multi unit properties is required.
  - PLEC project needs remapping on the LTFFP to give a realistic view of project timelines given the work has not yet commenced (DPTI).
  - The announcement today from the Reserve Bank on the reduction in interest rates will provide a favourable budget review for next quarter.
  - Elected Members to promote the online community panel to increase feedback from their contact groups.

Notes from previous workshop continued

4 Elected Member Training and Development Policy and Plan

- Kerry Loughhead, Manager Governance & Administration led discussion on the draft Elected Members Training & Development Policy.
- Feedback was provided, including:
  - ❖ Budget to be separated into mandatory training and additional training.
  - ❖ Budget to be a total amount, not per head.
  - ❖ Kerry to sign Council up for the LGA online mandatory training.
  - ❖ Feedback be provided to LGA on the inefficient timing of Elected Member training. More out of work hours options would be appreciated.
  - ❖ Include in policy a reference to a feedback/evaluation form for each training course. This could be attached to the training register when it is reported quarterly in the Information Report.
  - ❖ Clause relating to LGMA National Congress to be deleted.
  - ❖ Include a reference to regular training for Elected Members over the term of office.
  - ❖ The training and development plan to include a variety of training options apart from legislative requirements eg community resilience, media training.
- Kerry to provide a list of council memberships eg IAP2, ALGWA, LGMA, PIA etc
- Kerry to provide a list of suggested reading material prior to the March Residential Strategic Session

Cr Allen Harris advised he will be an apology for next week's workshop as he will be interstate.

Meeting closed at 8.55pm.

## Workshop Items

### 1 Braund Road Boulevard

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**Responsible Director:** Greg Georgopoulos

**Expected Duration:** 45 minutes

**Presented by:** Colin Maher, Department of Planning Transport and Infrastructure

This workshop item involves a presentation on the proposed concept design for the Braund Road Bike Boulevard that has been reached through collaboration with the Stakeholder Reference Group. Multiple options have been considered through the design process; however the design team is seeking Council endorsement to proceed to public consultation with a single preferred option that consists of raised plateaus at key intersections on Braund Road.

The design team is also recommending that the preferred option include restricting right turns out of Braund Road at Fitzroy Terrace.

An alternative design has also been considered that includes raised intersection and mini-roundabouts as a secondary option for consultation. However this is not a preferred option, and the design team will be guided by Council as to whether this is also presented to the community as part of the consultation process.

**Attachments:** Nil

### 2 Future of Library Services

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**Responsible Director:** Nathan Cunningham

**Expected Duration:** 60 minutes

**Presented by:** Nathan Cunningham & Jo Cooper (Manager – Library Services)

This workshop item is to discuss the future of the Library Services provided to our community beyond the expiry of the current lease at the Thomas Street Centre. The starting point for Workshop discussions is; “what should the Library services and facilities look and feel like (regardless of location)?”

Information will provided regarding the current situation of the building (its lease) as well as the services and programs provided to the community. Performance of the Library on quality levels and examples of best practice will also be presented to evoke aspirations for our future services.

An outcome of this early workshop is to seek feedback and direction from Elected Members on how to proceed and what information is required to inform future decision making. This will be the first of several workshops designed to evaluate possible options.

One point that remains a constant is; regardless of any uncertainty surrounding the existing building and longevity of tenure, the Council staff will look to continue to develop, enhance and improve the range of services offered to our growing community.

**Attachments:** Nil.

### 3 Budget - Elected Member Key Outcomes

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**Responsible Director: Ginny Moon**

**Expected Duration: 60 minutes**

**Presented by: Chris Birch**

In preparation for the formation of the 2015-2025 Long Term Financial Plan, staff are seeking the key outcomes that Elected Members would like to see delivered during through the life of this plan.

Elected Members are asked to come prepared with their three highest priority items.

Staff will facilitate an open discussion forum for collating these outcomes. Outcomes will be taken in order to develop, plan and cost in the form of projects for consideration at a future budget workshop.

**Attachments: Nil**

### 4 Petition Policy

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**Responsible Director: Ginny Moon**

**Expected Duration: 10 minutes**

**Presented by: Ginny Moon**

At its meeting held on 25 November 2014 Council resolved:

*(1) A Report be provided on the procedure for submission and receipt of electronic petitions which includes electronic endorsements following discussion at a Council Workshop.*

A policy has been drafted (attached) to clarify council's position on when and how petitions will be accepted for consideration.

The draft Policy sets out the process for submission of petitions, whether in hard copy or by electronic means.

The draft Policy is fully compliant with the Local Government Act 1999 and relevant Local Government Regulations, as advised by Natasha Jones, Kelledy Jones Lawyers.

Feedback is sought from Elected Members, and if only minor amendments are suggested at the Workshop, the draft Policy will be submitted to Council for adoption at the February Council Meeting.

**Attachments: Draft Petition Policy**

## Future Workshop and Council Agenda Items

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**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 24 February 2015**

- Petition Policy
- Elected Member Training and Development Policy and Plan
- Local Government Association - Motions on Notice for General Meeting
- Budget Review 2
- LGA Supplementary Road Funding Submission for noting
- Eastern Region Alliance Annual Report
- Conflict of Interest Discussion Paper

### **Council Workshop 3 March 2015**

- Council Prayer
- Audit Committee Terms of Reference
- Monthly Capital Report
- Service Levels

### **Council Workshop 10 March 2015**

- NBN Elected Member Briefing
- Town Hall Project
- Budget Projects

### **Council Meeting 24 March 2015**

- Audit Committee Terms of Reference Review
- 2015 Tourrific Prospect Evaluation Report



Draft

# Petition Policy

Adopted by Council

XX XXXX 2015

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## 1 Purpose

- 1.1 Any member of the public may submit a petition to the Council for the Council's consideration. The purpose of the Petition Policy (the "Policy") is to:
- 1.1.1 clearly communicate the Council's expectations in relation to the information to be included with a petition submitted from a member of the public and to specify the legislative requirements that attach to petitions; and
  - 1.1.2 assist the Council in effectively managing petitions in accordance with its legislative obligations and in the interests of the community; and
  - 1.1.3 ensure robust communication channels exist between the Council and the public in relation to issues of community importance; and
  - 1.1.4 ensure adequate and fair opportunity for community participation in Council decision-making, including at formal Council meetings.

## 2 Definitions

- 2.1 **Business days** means Monday – Friday (inclusive) but excluding public holidays.
- 2.2 **Cause** means the request or plea the subject of a petition.
- 2.3 **Clear days** includes Saturdays, Sundays and public holidays.
- 2.4 **Compliant petition** means a petition that satisfies the criteria under regulation 10(1) of the Regulations. That is, a petition that:
- 2.4.1 is legibly written or typed or printed; and
  - 2.4.2 clearly sets out the request or submission of the petitioners; and
  - 2.4.3 includes the name and address of each person who signed or endorsed the petition; and
  - 2.4.4 is addressed to the Council and delivered to the principal office of the Council.

- 2.5 **Next ordinary Council meeting** means the next ordinary meeting of Council that is scheduled at least 14 clear days after the Council's receipt of a petition.
- 2.6 **Petition** means a formal written request, typically signed by a number of people and addressed to a person in authority or power, soliciting a favour, right or benefit or that otherwise appeals to the person in respect of a particular cause.
- 2.7 **Principal signatory** is the person responsible for delivering the petition to the Council.
- 2.8 **Regulations** means the *Local Government (Procedures at Meetings) Regulations 2013*.
- 2.9 **Signatory** is a person who has signed the petition in support of the cause.

### **3 Scope**

- 3.1 This Policy applies to all petitions submitted to the Council.

## **4 Legislative and Corporate Requirements**

- 4.1 The *Local Government (Procedures at Meetings) Regulations 2013* prescribes the criteria for a compliant petition.
- 4.2 The *Electronic Transactions Act 2000 (Cth)* is legislation that is relevant in respect of electronic petitions. This legislation provides that if the law requires a person to give information in writing, in prescribed circumstances (which extend to the Council's receipt of an electronic petition) that requirement is taken to have been met if the person gives the information by means of an electronic communication.
- 4.3 The Policy is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents, including:
- 4.3.1 The Council's Code of Practice for Meeting Procedures; and

## **5 Policy Statement**

- 5.1 Pursuant to regulation 10(2) of the Regulations, the Chief Executive Officer will ensure that all compliant petitions are addressed within the agenda for the next ordinary Council meeting in accordance with the requirements of this Policy.

## **6 Policy & Process**

### **6.1 Submitting a Petition**

- 6.1.1 Any person may submit a petition to the Council.
- 6.1.2 Petitions must be accompanied by a covering letter that includes the name, address and contact details of the principal signatory. The Council will communicate with the principal signatory only in respect of a petition.

- 6.1.3 The Chief Executive Officer is required by regulation 10(2) of the Regulations to act in accordance with the policy position set by the Council. A petition that is provided for consideration at a Council meeting extends to compliant petitions only.

## 6.2 Form of Petition

- 6.2.1 Where a petition comprises multiple pages, the cause must be clearly set out on the top of each page.
- 6.2.2 The petition must include the name and address of each signatory. For the purposes of this policy an address may be a residential or business address (not an electronic address) and at the very least, must include reference to a street name and suburb. The number of the signatory's address may be omitted at the discretion of the signatory.
- Note: the Council considers the inclusion of an address of a signatory to be essential because depending upon the nature of the cause; the Council will have regard to the address of each signatory in determining the weight to be given to the petition.*
- 6.2.3 The petition form comprising **Attachment A** to this Policy may be used by members of the public who wish to submit a compliant petition to the Council.
- 6.2.4 Where a hardcopy petition is submitted to the Council, the original petition must be submitted.

## 6.3 Electronic Petitions

For the avoidance of doubt, a compliant petition may be in an electronic format that is delivered to the principal office of the Council via email to the following email address with 'PETITION' typed in the subject line and addressed to admin@prospect.sa.gov.au; or

- 6.3.1 The principal signatory may choose to deliver a petition to the Council by way of emailing a link to an online petition. An online petition is a compliant petition for the purposes of this Policy provided it satisfies all the criteria prescribed by regulation 10(1) of the Regulations (refer to the definition of 'compliant petition' at clause 2.2 above).
- 6.3.2 The online petition must be brought to the Council's attention by the principal signatory in the event that the principal signatory wishes the Council to consider it (i.e. it must be delivered to the principal office of the Council). The mere existence of an online petition addressed to the Council is not sufficient to trigger the application of this Policy.

## 6.4 Procedure upon receipt of a petition

- 6.4.1 The Council will acknowledge receipt of a petition within 3 business days of receipt to the principal signatory.

- 6.4.2 If the petition is not a compliant petition the Chief Executive Officer may determine whether or not to address the petition within the agenda for a Council meeting. The Chief Executive Officer's decision in this regard is final.
- 6.4.3 If the petition is a compliant petition or the Chief Executive Officer determines under clause 6.4.2 that the petition should be addressed within the agenda for a Council meeting, the principal signatory will be advised of the date of the meeting at which the petition will be referred to in the Council's agenda.
- 6.4.4 A compliant petition that is received no less than 14 clear days prior to a scheduled ordinary Council meeting will be addressed within the agenda for that ordinary meeting. A compliant petition received less than 14 clear days prior to the next scheduled ordinary meeting of Council will be addressed within the agenda for the subsequent ordinary meeting.
- 6.4.5 The petition itself will not be placed on the agenda, but a statement as to the nature of the request or submission and the number of signatories or number of persons endorsing the petition will be placed on the agenda.
- 6.4.6 The Council may vote on a motion to receive a compliant petition presented to it and wherever it sees fit, may resolve that the Administration prepare a report in relation to the cause for consideration by the Council at a future meeting.
- 6.4.7 As soon as practicable after a petition has been considered by the Council, the Chief Executive Officer will notify the principal signatory of any decision made by the Council in relation to it.

## **6.5 Privacy Considerations**

- 6.6 If a petition is considered by the Council at a Council meeting the petition is taken to be a public document at law and is available for public inspection (i.e. any person is entitled to access it). The Council may, at its discretion, include petitions received on its website in conjunction with other Council meeting documentation. Where this occurs the Council will endeavour to ensure that the petition is not in a searchable format.
- 6.7 It is the responsibility of the principal signatory to ensure that signatories to a petition are aware of the public nature of petitions submitted to Council.

## **7 Review**

- 7.1 The Policy will be reviewed in line with Council's Corporate Governance Framework or as required by legislation.

## **8 Access to the Policy**

- 8.1 The Policy is available for public inspection on Council's website [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

## 9 Further Information

9.1 For further information about this policy please contact:

Director Corporate Services  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

Ph 8269 5355

Email [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

## ATTACHMENT A

# Petition Form

Date: ...../...../.....

To: CITY OF PROSPECT, PO BOX 171, PROSPECT SA 5082

*We, the undersigned, wish to submit the following petition to Council. We understand that a petition submitted to the Council is a public document*

### Section 1: The principal signatory must complete this section:-

Name: \_\_\_\_\_ Telephone no: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

### Section 2: This petition makes the following request/submission:-

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### Section 3: List of signatories to the petition:

1 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

2 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

3 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

4 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

5 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

6 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

7 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

8 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

9 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

10 Name \_\_\_\_\_ Address \_\_\_\_\_ Signature \_\_\_\_\_

Page 2

*We, the undersigned, wish to submit the following petition to Council. We understand that a petition submitted to the Council is a public document*

**This petition makes the following request/submission:-**

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**11 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**12 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**13 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**14 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**15 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**16 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**17 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**18 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**19 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**20 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**21 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**22 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**23 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**24 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**25 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**26 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**27 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**28 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**29 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_

**30 Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Signature** \_\_\_\_\_