

Workshop Program

Tuesday 10 April 2018 commencing at 6.15pm

Prospect Town Hall, 126 Prospect Road, Prospect

Workshop Chair: Cate Hart, Chief Executive Officer

Workshop Opening

- Apologies
- On Leave

Page

Notes from previous workshop	3
1. 2018-2019 Draft Budget – Operating Projects & Rate Modelling	5
Future Workshop and Council Agenda Items.....	6

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 3 April 2018

- Chair:** Cate Hart, Chief Executive Officer
- Present:** D O'Loughlin, K Barnett, T Evans, A De Backer, A Harris, M Standen, M Lee, M Groote
- Apologies:** M Larwood

Notes from previous workshop held on 13 March 2018

- Red bricks being painted: advice that a further workshop will be held on 17 April.

1. Asset Management Plan

Cate Hart introduced Pam Andritsakis, Manager Infrastructure & Assets to present the objectives of the Asset Management Plan (AMP) – Transport Assets review which includes service level definition, management of growth and demand, and the desire to take a lifecycle approach to asset renewal in accordance with Council's Long Term Financial Plan (LTFP).

A road classification approach was outlined to include the criteria that will be utilised to categorise into Major or Minor Collector and Local Street. Such classification will provide for road surface type and proposed treatment, although condition assessment will subject treatment to some variables.

Comments and Questions from Elected Members

- Can we look at why the length of kerb and gutters do not match the sealed roads distance; is there a reason that we have an extra 16km?
- Do we have GIS data of our infrastructure and can we make it public? *We can explore this further and must ensure the data is accurate.*
- The car park data, where are they located, we have not had to reseat for a long time? *A verbal list of locations was advised as provided by Councils consultants.*
- Local Bike Network Review, can officers review when the decision to defer a budget from sharrows to designated bike routes? Can we have an update on our Bike Direct Route status?
- Will Galway Avenue change now that the lights have been installed? And I think Collingrove and McInnes may change. *We are suggesting that traffic movement data be collected for the 'minor collector' classification roads.*
- The existing numbers council have, staff added 10-15%? *Yes, the data collections range from 1990 to 2014.*
- Do we own the speed signs? *Yes we own them; additional software will enable capturing of speed and traffic volumes. Each sign costs approx. \$2k.*
- Will we see the condition assessments? I am confident with the footpaths, not so with the road pavements. *There is an existing road condition assessment that establishes a point rating of 40 which determines the type of treatment; we are able to circulate to Council Member's.*
- The LTFP includes road names, this is sending a message to community members and then there is a change and the plans change, is this likely to happen again with this AMP? *The road names had been included in past Annual Business Plans and we now know this is not effective, we are looking to apply a 5 year plan.*
- Over the years I have prided myself on saying that we have engaged an independent too assess the road priorities, I would also support internal professionals undertaking the assessment.
- The Adelaide City Council use a method to capture data, do we have rubbish trucks that travel the same roads all the time that could capture data?
- I would like us to commit to a 5 year plan, more a 10 year plan, and encourage decisions to depart from the plan to be supported with valid reasons.
- The LTFP includes the first year is design and the next year is construction? *Yes if it is a full road reconstruction.*
- A lot of this is about how information is communicated, simpler language will help the community to understand what it is we are doing.

- The old AMP has a number of programs that are about to end, is this correct? *Yes this is an 8 year old document and is almost exhausted.*
- We need a table of 2017/18 roads that will be completed; 2018/19 proposed roads, and include the lengths and what type of treatment. The AMP include what is going to happen in what year, including all infrastructure categories. We need to understand whether the proposal is meeting our financial KPI's, how long it will take and the available budget to complete or work through programs.
- Are we able to review how other councils communicate their plans to Council Member's? *We are sharing information with other councils.*
- Assumptions should be approved: condition rating, types of seals, road classification and make sure we understand the assumptions when they are put in front of us. It would be helpful to know what we should be spending each year to ensure the AMP can be maintained.

Where to from here

- Progress Asset Management Plan - Transport Assets for alignment with 10 year Long Term Financial Plan;
- Present completed draft Asset Management Plan for Workshop in September 2018;

2. Annual Business Plan 2018-2019

Ginny Moon & Chris Birch presented the draft Capital Project list after having been prioritised using a weighted evaluation matrix including elements of risk, cost, financial sustainability, strategic plan alignment and resident satisfaction analysis data.

Comments and Questions from Elected Members

- Looking at operating projects and efficiencies, we always look at them in isolation. Is there an opportunity to interchange the money from capital to operating expenditure and will we have seen both areas before making a decision? *Yes operating expenditure will be presented at the 10 April Workshop.*
- Do we know how much longer the driveway crossover program will go for?
- The vehicle replacements, do we own the cars and are they passenger vehicles? Can we review our practice of purchasing versus leasing? It may give us back some money. How long do we keep the vehicles? *2 years / 60,000kms, we will be reviewing the policy in the future.*
- Have the Ralph Street works been completed?
- It is not whether capital or operating expend; it is more to me about the amount of cash being expended and our financial ratios.
- Prospect Road footpath, what portion needs to be included that is associated with the PLEC project? The PLEC needs to be completed before we look at other major projects.
- The Parks Strategy is light on with when and how much the projects will cost, has this been included in the LTFP?
- We have 2 community buses; do we hire them out and how often? Replace manual process with a software resolution for more efficient bookings.
- Is there any update on the Green Tunnel Project? *The Director Infrastructure & Environment has worked on this and will be in a position to provide an update.*
- I have set aside the Local Area Traffic Management plan's due to the overall traffic management approach we are taking.
- Have we considered a booking service with the new CLIC building?
- The PC and Monitor budget does this provide to replace public computers?

Capital Projects – proposed for inclusion

- Prospect RSL Air Conditioning, it is becoming more of a community centre and they have successfully applied for a grant to co-fund the project.
- Can we agree that the 'fund my neighbourhood' project is removed? *At this time all these projects will not be included.*
- World War II Honour Boards & Mural subject to funding.

Where to from here

- Operating Projects & Rates Modelling Workshop 10 April.

Workshop closed at 8.55pm

Workshop Items

1. 2018-2019 Draft Budget – Operating Projects & Rate Modelling

Responsible Director: Ginny Moon, Director Corporate Services

Expected Duration: 180 minutes

Presented by: Chris Birch, Manager Financial Services

During both of the April workshops, Council will be presented with all aspects of the Draft 2018-2019 annual budget.

This second of two workshops (10 April) will specifically be focused on the **Operating Project Budget**.

A preview of both draft project lists was provided to Elected Members during the Bus Tour Workshop on 21 March 2018.

Draft Operating Project List

Attached to this Workshop Agenda is an updated list of the Draft Operating Projects.

Projects have been prioritised using a matrix as discussed at the 30 January 2018 workshop that includes the following: -

- o Risk – 20%
- o Cost – 15%
- o Financial Sustainability – 20%
- o Strategic Plan Alignment – 25%
- o Master Plan Alignment – 10%
- o Customer Satisfaction Survey Remediation – 10%

The Long Term Financial Plan provides sufficient funding to support all of the operating projects presented on the first page.

During the workshop, Elected Members will be requested to finalise the prioritisation of projects that will be included in the Draft Annual Business Plan 2018-2019 for Public Consultation.

Rate Modelling

In conjunction with prioritisation of the Operating Project list, Council will need to consider the funding of the budget in order to determine the volume of projects achievable.

Council's main funding source remains Rates with this component of the presentation to provide an indicative impact on Ratepayers in comparison to Council's budget.

The modelling will be based on 2017-2018 valuation data with a follow up presentation in June 2018 to revisit this Ratepayer impact following Council's receipt of 2018-2019 valuation data from the Valuer General.

Attachment: Drafting Operating Projects 2018-2019

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 17/04/2018

- CLIC Design Development

Council Meeting 24/04/2018

- Adjourned Item from 27/03/2018 - Item 13.6 Hampstead Road PLEC Funding
- Project Progress - Devonport Terrace Streetscape Survey
- Voting Preferences for LGA Ordinary General Meeting
- Fees and Charges for 2018-2019
- Discretionary and Mandatory Rates Rebate Report
- Annual Review of Section 270 Requests
- Endorse Draft Annual Business Plan for Consultation
- Third Budget Review
- Event Season Evaluation Report
- Community Service Awards
- CLIC Project Update
- Strategic Plan to 2020 Information Report
- GigCity Adelaide - Approval
- Prospect Fast Wifi and Pedestrian Counts
- Azalea Street Footpath Extension
- George Whittle Design Development
- EHA Second Budget Review
- EHA Delegations
- Environmental Action Plan

2018-19 LTFP OPERATING PROJECTS

Project Director	Matrix score	Rating	Project No.	Strategy	Project Name	Project Description	2018-19 Draft Budget			
							Expenditure	Income	Net Project Cost	Funding Sources
G Moon	320	ND	O.19.01	Services	Civic Centre and CLIC Transition	Temporary accommodation for staff to provide services from the Prospect Road Civic Centre during construction of the new Community Hub, Library and Innovation Centre (CLIC).	90,000		90,000	
G Moon	260	ND	O.19.02	Services	Periodic Election / Electoral Roll	In conjunction with the Electoral Commission of SA, the City of Prospect will undertake the 2018 Local Government Periodic Election as a full postal ballot, liaise with all nominated candidates and to administer the Council's voters roll.	90,000		90,000	
G Moon	230	ND	O.19.03	Services	Local Government Performance Excellence Program	Benchmarking program to enable Council to measure performance against other Councils. Introduced to SA in 2017, this will be the second of three years that the City of Prospect has committed to be involved with the program.	7,750		7,750	
S Bradley	350	High	O.19.04	Place	Increase in Watering Program	Due to increased tree planting as a result of the Strategic Plan (increased tree canopy cover), there is a need to increase watering to all newly planted trees to establish and thrive. Adequate watering is essential to the establishment of a deep root system. Water will be sourced via GAP (North Adelaide) or hydrant, depending on availability.	30,000		30,000	
S Bradley	340	High	O.19.05	Place	White Cedar Tree Program (Project)	Remove immediate hazards posed by mature White Cedar trees, and replace accordingly in combination with ongoing management to proactively plan the future of this streetscape asset.	30,000		30,000	
G Moon	300	High	O.19.06	Services	Service Reviews	City of Prospect has "Innovation" as one of its core values and Management are keen to continue to show tangible and rapid results in this area to develop a culture of improvement across the organisation. This review also aims to deliver the Strategic Plan Strategy 4.4.2 target of 10 services to be reviewed annually with a view to improve the customer experience.	35,000		35,000	
S Bradley	290	High	O.19.07	Place	Charles Cane Parno Yerta Design Development	Prepare detailed design for Charles Cane Reserve / Parndo Yerta in accordance with endorsed masterplan.	60,000		60,000	
S Bradley	280	High	O.19.08	Services	PLEC Prospect Rd - Regency to boundary	Contribution to power line undergrounding - Prospect Road Stage 5 - Regency to Angwin Avenue.	502,618		502,618	
N Cunningham	250	High	O.19.09	Place	Heritage Grant Program	Program provides heritage grants to eligible home owners where listed as local heritage places or within a Historic Conservation Zone of the Prospect Development Plan.	15,000		15,000	
S Bradley	250	High	O.19.10	Place	Village Heart & Surrounds Tree Project	Following the planting of Jacaranda trees along the Village Heart, there is a need to extend the planting along Prospect Road footpath to create an effective visual tunnel. Target area is between Staples Ct and Alexandra St. This area lacks in tree planting.	30,000		30,000	
N Cunningham	230	High	O.19.11	Place	City Wide Public Art Roundtable	To deliver a City Wide Public Art Program of small initiatives, grants and community incentives that improve the local amenity and provide positive public experiences in a range of public areas within the City of Prospect.	27,000	2,000	25,000	User Charges
N Cunningham	180	High	O.19.12	People	Tourrific Prospect	The 8th event will showcase what is great about living and working in City of Prospect. Event will be supported by a new sponsorship strategy and collaborations with Network Prospect. Includes increased bandwidth to public WiFi during the event.	250,000	45,000	205,000	User Charges
N Cunningham	180	High	O.19.13	People	2019 Tour Down Under Start and Event Hosting Fee	The 8th 2019 start and event hosting fee for the Tour Down Under men's stage start. Will place Prospect on the world stage by being an active part of the UCI World Tour and a part of the Tour Down Under fixture.	54,820	2,000	52,820	User Charges
C Hannaford	120	High	O.19.14	Prosperity	Prospect Road Destination Marketing	City of Prospect working with local business leaders to market Prospect Road as a visting destination.	10,000	10,000	-	Separate Rate
C Hannaford	100	High	O.19.15	Prosperity	Digital Economy Strategy Implementation	Endorsed Next Generation Digital Economy Strategy 2014-2018 and Intelligent Communities Forum Strategy. Projects include Adelaide Uni MOU \$20k, Remplan - Economy, \$16k, Network Prospect \$10k, Main North Road Business Attraction \$8k, Digital marketing \$7k and Prospect Business Leaders \$5k.	66,000		66,000	
C Hannaford	100	High	O.19.16	People	Publications - Prospect Magazine	To create and distribute the Prospect Magazine on a quarterly basis to approximately 9,500 properties in the Council area.	102,000	30,000	72,000	User Charges
N Cunningham	240	High	O.19.17	People	Events Grants	To make funding available to community or cultural groups for a minimum of two new major cultural/festival programs and two Neighbour Day events held annually and delivered by and for the community. Maximum grant of \$10k per applicant for major event grant funding and \$1k for Neighbour Day activities. Funding is proposed to be transferred to a recurrent budget line as part of, and included in, the Community Grants Program in subsequent years.	22,000		22,000	
Potential Funding Cut-off							1,422,188	89,000	1,333,188	

2018-19 LTFP OPERATING PROJECTS

Project Director	Matrix score	Rating	Project No.	Strategy	Project Name	Project Description	2018-19 Draft Budget			
							Expenditure	Income	Net Project Cost	Funding Sources
N Cunningham	270	Medium	O.19.18	People	Remplan Community Package Annual Subscription	The Remplan Community Package provides an annual subscription to receive community, population and housing data and analysis software in a similar format to the Remplan Economic Package currently used by our Economic Development staff.	8,000		8,000	
S Bradley	210	Medium	O.19.19	Place	Park Irrigation Audits	Undertake irrigation system audits in Councils parks, gardens and main streets to set and adjust watering schedules at the beginning of watering season and identify leaks to enable repairs to be undertaken.	10,000		10,000	
S Bradley	120	Medium	O.19.20	Place	Replacing Streetscape Vegetation	An accelerated program to improve streetscape appearance by replacing dead, dying or removed vegetation throughout the road network in the city.	20,000		20,000	
S Bradley	230	Low	O.19.22	Place	Verge Gardens	Promote the use of nature strips for the growing of flora.	5,000		5,000	
S Bradley	210	Low	O.19.23	Place	Braund Road Irrigation Installation	Install irrigation to two unirrigated turfed garden beds situated at the front of Braund Park Braund Road.	5,000		5,000	
N Cunningham	170	Low	O.19.24	Place	Heritage Plaque Project	The project will initiate a staged roll-out of heritage plaques on buildings and significant sites around the Council area.	10,000		10,000	
S Bradley	150	Low	O.19.25	Place	Heritage Street Sign Project	The project is to initiate a staged roll-out of heritage street signs around the Council area.	10,000		10,000	
N Cunningham	120	Low	O.19.26	Place	Sesquicentennial History Book Project	This project aims to engage the services of a historian to begin the process of updating a previous history book on Prospect (Prospect 1872-1972: A Portrait of a City by Max Lamshed) to mark the Sesquicentenary of Prospect in 2022.	13,500		13,500	
C Hannaford	110	Low	O.19.27	Prosperity	Smart Cities Stage II	Commonwealth Smart Cities and Suburbs Funding - Stage II - Work with Adelaide University Smart Cities Consortium to access Commonwealth funding for Smart City initiative.	35,000		35,000	
S Bradley	110	Low	O.19.28	Place	Expanding Planting of Native Pines	Planting of native pines in development areas across the City	10,000		10,000	
S Bradley	110	Low	O.19.29	Services	Pinforce Expiation Heat Map Functionality	Record GPS locations of parking expiations issued in order to generate monthly heat maps providing a visual representation of where parking expiation hot spots are located around our city.	30,140		30,140	
Grand Total							1,578,828	89,000	1,489,828	