



# Workshop Program

**Tuesday 1 August 2017 commencing at 6.15pm**

Reception Room, Civic Centre, 128 Prospect Road, Prospect

**Workshop Chair: Cate Hart, Chief Executive Officer**

## Workshop Opening

- Apologies D O'Loughlin
- 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. 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

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## Notes from Workshop 18 July 2017

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

### Notes from previous workshop held on 11 July 2017

- Rose Street, Grant Application: are we only looking at Village Heart for 2017/2018 pilot project? *Yes, for the current business plan only.*

#### 1. **Main North Road Concept Plan and Traffic Movement**

Ginny Moon introduced Michael McKeown (Jensen Plus) & Ben Russ (Infraplan) to deliver a presentation displaying the draft concept plan for Main North Road, after council having noted the underlying principles of the master plan development at a previous workshop, including community engagement activities at the Prospect Gallery.

#### Main North Road Concept Plan

Consultation outcomes (2015) and Analysis (2016) were provided for Council Member feedback:

- Focus was on Main North Road being a business destination;
- Awareness that Main North Road has a different profile to Churchill & Prospect Roads;
- Was on-road parking highly accessed? High level of response that business owners and customers generally do not park on Main North Road.

#### Central Precinct – Strategic Directions

1. Moving better across: east-west connectivity – propose 6 new refuge crossings; wider footpaths at pedestrian crossings (narrower median to allow for a wider footpath); renewed footpaths around pedestrian crossings (higher grade paver in higher amenity areas);
2. Move better Up and Down;
3. Make the Boulevard: native or exotic species, greening opportunities that do not involve trees;
4. Green the Middle: low level planting;
5. Grow the Business: strengthen business frontages; develop 'green walls';
6. Soften the Side: street entrances (with green refuges); seating, digital art, strengthen planting in St Johns Wood;
7. Mark the Place: strong public art;
8. Tell the Stories;
9. Make the Place – Now: bus stop upgrade; replace street furniture; de-clutter;
10. See the Future: Pilot Project Options
  - a. Cemetery Avenue
  - b. St Johns Wood
  - c. Thomas Street - Barker Road
  - d. Thomas Street - Davies Terrace
  - e. Johns Road

#### Elected Member comments and questions included:

- Car unloading is a high area of complaints for Council, we would not object to reconsidering this;
- We need to maintain availability of disability parking;
- If we take the transport off the main road and put them on the side streets they will then be unable to traverse the narrow roads;
- Include business visibility, we are looking for a business district feel;
- Should we be starting in an area that is due for asset renewal? *A number of asphalt footpath projects have been deferred to consider the proposed projects;*
- The Thomas Street Centre area may provide an opportunity to speak with the Department of Education to claw back some of the landscaped land;
- Have we included the Northpark Shopping Centre? *We divided the road into precincts, North, South & Central, concentrating on central first as we have most control on the areas included in this precinct.*

- Some of the footpaths may not be able to be widened, how do we work with the businesses and property owners to achieve this? *This may not happen in more than a few places, the opportunity to reduce the median strip width may be an alternative.*
- I think we need to have a good talk about where the crossings may be, this is very important, good street furniture gives the transition to a corporate boulevard, this may attract business to locate their national office on Main North Road;
- Have we spoken with big business about what they want? *We are developing an Investment Strategy.*

#### Where to from here

- Movement study finalised
- Pilot project preliminary design
- Stage 2 stakeholder engagement
- Pilot project detailed design
- Cost estimate
- Elected Member Workshop (onsite)
- Finalised pilot project design and concept design package

#### **Traffic Movement Study**

Objectives are to review data for gaps, improve east-west connections across Main North Road, review existing pedestrian crossings and propose new locations and prepare a strategic movement plan.

Signalised right turn primary assessment (detailed analysis has not been completed), all options are likely to increase traffic on local street network as well as extending delays for north-south movements on Main North Road.

All options are estimated at >\$800,000, with DPTI indicating they would all be of a low priority, achieving merit may be difficult in the absence of detailed modelling when only based on traffic volume.

#### Elected Member comments and questions included:

- What research has been undertaken regarding driver response to 'road markings' as a warning that they are approaching a crossing? *You are not allowed to put anything on the crossing only the lead up but this is proven relatively ineffective.*
- Have we considered tunnels for pedestrians? *We have taken them to be cost prohibitive along with overhead paths.*
- The dog leg traverse works well most times; what doesn't is the right hand turn with only Nottage Terrace and Regency Road permitting right turns.
- Is the Metropolitan Traffic Control Centre monitoring this section of Main North Road? *They are mostly for emergency operations and variable signed speed sites.*
- Does a bike lane need to be at the same height/level as the roadway? Can you have different levels? *Yes you can have different levels but we felt it would be cost prohibitive.*
- Did you look at the school movement specifically, if not what would it take to add to your turning movements data to assess which site would be the best fit for a signalised turn?
- We would be looking for some models with an integrated solution including the school.
- Thinking about raising the bike lane, how open would DPTI be to a shared path option? *At this point DPTI are not keen.*

#### Where to from here

- Four way intersection wherever best suits that integrates with school traffic movement and east-west connectivity,
- Movement patterns modelling

## **2. Environmental Action Plan – Draft Actions**

This item was not presented due to the length of the first session.

Workshop closed at 9.10pm

## Workshop Items

### 1 Resident Satisfaction Survey

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**Responsible Director:** Ginny Moon, Corporate Services

**Expected Duration:** 60 minutes

**Presented by:** David O’Dea and Susan Mattner of McGregor Tan

Council undertake a biennial survey of Our Community to measure the perception of good governance in the delivery of outcomes included in the City of Prospect Strategic Plan.

This session will provide Council Members the opportunity to:

- Review the previous survey to determine its suitability as a randomly selected statistically valid survey;
- Identify and suggest any modifications to the previous survey;
- Understand the tracking of previous surveys against 2017 results;
- Consider the inclusion of Benchmarking against other Council’s; and
- Include a ‘mobile’ method of delivery augmented by online surveys.

**Attachments:** Nil

### 2 Proposed Motions – LGA Annual General Meeting 2017

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**Responsibility:** Cate Hart, Chief Executive Officer

**Expected Duration:** 30 minutes

**Presented by:** Jo-Ann Tanti

The 2017 Annual General Meeting of the LGA will be held on Thursday 16 November 2017, at Adelaide Oval, Adelaide.

**During this session, Elected Members can discuss any proposed motions, with a view that a report of notice of motions to the 2017 Annual General Meeting of the LGA be tabled at the September Council Meeting for endorsement.**

#### **Notices of Motion**

Pursuant to Clause 25 of the LGA Constitution, "*any ordinary member may give the LGA notice of a motion it proposes to move at a General Meeting. Notices of Motion must be received by the LGA no later than 42 days prior to the meeting*".

Notices of Motion must be received by the LGA COB **Thursday 5 October 2017**.

Therefore should Council seek to propose a motion, administration will be required to table a report for the September Meeting for endorsement.

## **Voting Delegates**

Unless contrary advice is provided to the LGA, the nominated Council voting delegate as notified for the LGA Ordinary General Meeting held in April 2017 being Mayor David O'Loughlin, remains the same.

## **Voting Preferences**

Voting preferences will be tabled for Council's consideration at the October Meeting.

The motions endorsed at the previous LGA AGM/OGM are:-

### **Ordinary General Meeting April 2017**

#### **Electronic Voting Pilot**

*"that the Ordinary General Meeting requests the LGA to partner with the Electoral Commission to pilot electronic voting in the 2018 Local Government elections with a metropolitan and regional Council."*

#### **Deregulation of Liquor Licensing Public Campaign**

*"that the Ordinary General Meeting requests the LGA to undertake a public campaign to positively influence the deregulation of Liquor Licensing for small bars across South Australia and in so doing ensure there is equity between metropolitan, regional areas and the Central Business District."*

#### **Broadband Defined as an Essential Service**

*"that the Ordinary General Meeting requests the LGA to investigate whether there is sufficient evidence across Local Government to declare high-speed, high-capacity broadband to be a utility, defined as an essential infrastructure service provided principally for public benefit and which enables economic growth and greater quality of life to achieve the goal of universal coverage."*

### **Annual General Meeting October 2016**

#### **Consistent Financial Assistance Grants**

*"that the Annual General Meeting requests the LGA lobby the Federal Treasurer and to seek support from LGA's counterparts in other States, to ensure consistent quarterly dispersing of the annual Financial Grants and the Local Road Grants."*

#### **Heritage Projects Funding**

*"that the Annual General Meeting requests the LGA liaise with the State Government to investigate the feasibility of establishing a state based lottery to assist in subsidising heritage projects and heritage property upgrades."*

#### **Deregulate Small Bar Venues Licensing**

*"that the Annual General Meeting requests the LGA liaise with the State Government to deregulate small bar venues licensing as they have recently done with food trucks regulations."*

### **Establishing Local Treaties**

*“that the Annual General Meeting requests the LGA to investigate potential for Councils to establish localised Treaties with Aboriginal groups, including what these could incorporate and steps to successfully achieve endorsement.”*

### **Women Representation in Local Government**

Moved Prospect Seconded Salisbury that the Annual General Meeting requests the LGA work in partnership with key stakeholders in order to address the low representation of women in Local Government, currently 29 percent, compared to the proportion of women in society, currently 51 percent of the population.

### **First Female Politician – 100th Anniversary Celebrations**

“that the Annual General Meeting requests the LGA to initiate a project to promote and celebrate the 100<sup>th</sup> anniversary (in 2019) of the election of Susan Grace Benny to Brighton Council and thus becoming the first female politician in South Australia and Australia.

### **Protecting the Rights of Breastfeeding Women**

“that the Annual General Meeting requests the LGA establish a policy guideline to assist Councils in setting their own policy to reflect the legislative provisions protecting the rights of breastfeeding women, particularly with regard to council staff and elected members.”

**Attachments:** Nil

## **3 Intelligent Communities Forum**

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**Responsibility:** Cate Hart, Chief Executive Officer

**Expected Duration:** 15 minutes

**Presented by:** Cr Matt Larwood

The Intelligent Community Forum (ICF) is a global network of cities and regions with a shared mission to help communities use information and communications technology to create inclusive prosperity, tackle social and governance challenges and enrich their quality of life. Through collaboration on a regional level, working with different tiers of government, incentivising business, and establishing strong connections with the educational and R&D sectors, there are many initiatives being delivered that create cities where citizens thrive in the broadband economy.

Cr Larwood recently attended the ICF Summit in New York, and will present on his experience there and the lessons for City of Prospect.

**Attachments:**

Nil.

## 4 Affordable Housing Conference

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**Responsibility:** Cate Hart, Chief Executive Officer

**Expected Duration:** 15 minutes

**Presented by:** Cr Alison De Backer

Cr De Backer attended the Affordable Housing Australia Conference in Sydney in May 2017, and will provide an overview of the strategies in improving outcomes for quality and diversity of development across the City.

**Attachments:**

Nil.

## **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 Workshop 08/08/2017**

- Draft Policy of Leasing and Licencing of Community Assets
- Review Code of Practice - Meeting Procedures
- Community Engagement Policy and Toolkit Stage 2

### **Council Meeting 22/08/2017**

- Open Space Report
- Community Land Management Plan adoption
- Fourth Budget Review
- Community Engagement Policy and Toolkit
- DAP to CAP and New Members
- CLIC Project Update
- Environmental Action Plan - Draft Consultation
- Mayoral Monthly Report
- Annual Business Plan - Capital and Operation Projects Progress Report
- Business Incubator – Governance and Risk Strategy
- Urban Design Awards
- Prospect Fast WiFi – Sponsorship Agreement with Vintek

### **Council Workshop 05/09/2017**

- Events Hot Weather Policy (Stage 2) - Draft Policy
- Tourrific Prospect 2018 - Event Planning
- Urban Corridor Zone DPA
- Cultural Heritage Services and Policy

### **Council Workshop 12/09/2017**

- Resident Satisfaction Survey - Findings Analysis
- Review of 2017/2018 Budget Process
- Cultural Heritage Policy