



Workshop Program

Tuesday 5 April 2016 commencing at 6.15pm

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

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

Agenda

Workshop Opening

- Apologies –
- On Leave – Cr Harris

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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 15/03/2016

Chair:	Cate Atkinson, Chief Executive Officer
Present:	D O'Loughlin, K Barnett, A Bowman, T Evans, M Larwood, M Groote, M Standen
On leave:	A Harris
Apologies:	M Lee

Notes from previous workshop 08/03/2016

- Taken as read.

Workshop Items

1 Conflict of Interest Training & Changes to Disclosure Statements

- Felice D'Agostino, Norman Waterhouse Lawyers, delivered the Conflict of Interest training for Elected Members.
- The training focused on the new Conflict of Interest provisions under the Local Government Act 1999 as they will be amended by the *Local Government (Accountability & Governance) Amendment Act 2015* (commencement anticipated late March 2016).
- The Local Government Act 1934 will be repealed in its entirety once commenced.
- The training focused on the changes to the Conflict of Interest for Elected Members and the changes to the requirements to publish parts of the register of interests on the website.
- Changes to ordinary returns must be advised to the CEO within one month. Manager Governance & Administration to organize monthly reminders for EMs.
- Two Councillors have recently retired and may need to update their forms.
- A register of declarations of material conflicts of interest to be kept and published on Council's website.
- The administration will develop a form for EMs to complete when they have a conflict of interest.

2 Development Assessment Panel & Elected Member Workshop

- David Cooke, an Architect / Urban Designer and Presiding Member of Council's Development Assessment Panel (DAP) gave a presentation on the various elements influencing the quality of design outcomes for new development in City of Prospect, drawing on his recent experience in California and applying the lessons learnt to a local context. Julian Rutt and Simon Weidenhofer, architects and members of Council's DAP, were also in attendance and participated in the discussion.
- The session included discussion on quality of materials, built form / architecture, streetscape character, building interface, landscape, open space, amenity / noise / waste management, traffic management and quality outcomes.
- The discussion elicited a range of comments including:
 - Design solutions presented (in USA examples) to developers premised on a detailed urban design framework.
 - Revision of Urban Corridor Zone provisions desired to ensure positive (streetscape) outcomes are achieved.
 - Creation of a 3-dimensional streetscape perspective to show all new development would be supported (budget dependent).
 - An increased emphasis on materials, texture, landscaping and greenery to create articulation, variety and quality.
 - Additional information would be useful on how to transition to the next phase of development guidelines.

- Need to look at how to incentivize site amalgamation as currently this is not naturally occurring, leading to individual site developments with small side setbacks.
- Engaging in a conversation with developers to explore how the Development Plan is influencing the outcomes.
- Undertaking a survey of new residents in the higher density dwellings to get their feedback on their new homes.
- Reviewing Council's waste management approach to cater for this new style of development is also desired.

Meeting closed at 9.40pm

Workshop Items

1 Draft Budget 2016-2017: Recurrent Budget

Responsible Director:

Ginny Moon, Director Corporate Services

Expected Duration: 30 minutes

Presented by: Chris Birch, Manager Financial Services

Council's budget is made up of a number of different components. These include:

- Recurrent Budget;
- Operating Project Budget; and
- Capital Project Budget

Prior to looking at the Operating and Capital budgets, this presentation will give Elected Members an insight into the formulation of the Recurrent Budget, and how it is used to deliver the day to day operations of Council in order to achieve its current service levels.

The presentation will focus particularly on the cost increases over recent years by Directorates.

The draft recurrent budget for 2016-2017 has been formed with no change to the [Service Levels established for 2015-2016](#). The Service Levels for 2015-2016 were adopted by Council on 24 March 2015. It is intended that the service levels document will be revisited following the finalisation of the new Strategic Plan and allowing its alignment to the new strategies.

Attachments: Nil

2 Draft Budget 2016-2017: Capital Projects

Responsible Director:

Ginny Moon, Director Corporate Services

Expected Duration: 90 minutes

Presented by: Chris Birch, Manager Financial Services

The long term financial plan (LTFP) as presented in the Annual Business Plan 2015-2016 included an allowance of \$5.288m in capital works for the 2016-2017 budget.

Following the budget bidding process, a total of \$5.595m of proposed capital budget have been received. During this workshop we will look to refine this list to an allocation equal to or less than the LTFP amount.

Budget Bids received are attached to this agenda. As with past years, they have been provided in two lists being Discretionary and Non-Discretionary. The Non-Discretionary projects are determined by external requirements (eg legal requirements) or past decisions of Council (eg Asset Management Plans and individual resolutions).

The Discretionary projects are presented in an order determined by the evaluation matrix and priority.

Attachments: Draft Capital Projects 2016-2017

3 Draft Budget 2016-2017: Rate Modelling

Responsible Director:

Ginny Moon, Director Corporate Services

Expected Duration: 30 minutes

Presented by: Chris Birch

Time permitting, an introduction will be given to the Rate Modelling options for 2016-2017.

Following the Workshop discussion regarding rates modeling on 1 March 2016, 4 rates models have been prepared.

If time permits, the models will be presented for discussion.

Preferred models will be represented as part of the Operating Project Budget discussion at the next workshop on 12 April 2016.

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.

Workshop 12/04/2016

- Draft Budget 2016-2017: Rates Modelling
- Draft Budget 2016-2017: Operating Projects

Council Meeting 26/04/2016

- Mayoral Report
- Information Report
- Status Report – Capital and Operating Projects
- Third Budget Review
- Draft Annual Business Plan for Public Consultation
- Local Area Traffic Management
- Adoption of Eastern Region Alliance Strategic Plan
- Safety of Developments being Constructed
- Digital Network Update
- Prospect Oval Off Leash Dog By-Law

Capital Projects 2016 - 2017

Capital Project Bid Number	Strategy Class	Project Name	Project Summary	Revised Expense	Income	Net Cost to Council (before EM Adjustments)	Total Priority Rating 1000 = Prior Commitment or IAMP Determined	Priority Level (H/M/L)
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Non-Discretionary Capital Projects

C.1	Prosperity	Town Hall Upgrade	An assessment of Prospect Town Hall identified work required to fulfil aspects of the building code and to address WHS issues. Also, replace end of life furniture and commercial fridges and carpet within the Irish Harp Room and Foyer - that are not part of the 2016/17 asset management plan. The project key deliverables are plumb the bar to mains water and sewage (WHS issues), two new bar fridges, 20 chairs (replacements), 12 new lighter weight trestle tables (WHS issue), painting Town Hall foyer and Irish Harp Room, new foyer flooring /carpet (WHS issue) automatic coffee machine for bar and functions, various stage lighting	22,100	0	22,100	1000	
C.2	Support Services	Fleet Management - Capital Acquisitions	To replace necessary fleet vehicles in accordance with the 2016-17 replacement program. Cost is offset by trade-in income.	566,500	(310,000)	256,500	1000	
C.3	Support Services	Driveway Upgrade Program	Driveway upgrade program for 2016-17 in line with asset management plan.	108,748	0	108,748	1000	
C.4	Place	Pedestrian Kerb Ramp	Pedestrian upgrade program for 2016-17 in line with asset management plan.	25,850	0	25,850	1000	
C.5	Support Services	Road Design/Reconstruction (Capital)	Road resurfacing program for 2016-17 in line with asset management plan.	1,067,137	0	1,067,137	1000	
C.6	Support Services	Footpath Construction - Miscellaneous	Footpath construction program for 2016-17 in line with asset management plan.	637,636	0	637,636	1000	
C.7	Support Services	Kerb and Gutter Constructions	Kerb and gutters program for 2016-17 in line with asset management plan.	207,173	0	207,173	1000	
C.8	Support Services	Drainage Design/Construction	Drainage design /construction program for 2016-17 in line with asset management plan.	752,938	0	752,938	1000	
C.9	Support Services	Council Buildings & Structures - Capital Works	Building related program for 2016-17 in line with asset management plan.	78,431	0	78,431	1000	
<u>Non-Discretionary Sub-Total</u>				<u>3,466,513</u>	<u>(310,000)</u>	<u>3,156,513</u>		

Capital Projects 2016 - 2017

Capital Project Bid Number	Strategy Class	Project Name	Project Summary	Revised Expense	Income	Net Cost to Council (before EM Adjustments)	Total Priority Rating 1000 = Prior Commitment or IAMP Determined	Priority Level (H/M/L)
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Discretionary Capital Projects

C.10	Place	Prospect Oval Retaining Wall Upgrade	Replace a section of the existing stone retaining wall around Prospect Oval to provide a safe and well designed environments for the community. The City of Prospect draft Parks Strategy has classified Prospect Oval as a regional level park which services Adelaide and regional communities. Following a report on the Prospect Oval infrastructure assets, that to reduce major risk it has been identified the 300 metre retaining wall surrounding the oval requires replacement due to the depreciation of the asset. There is opportunity as part repairs to strengthen the wall and provide an iconic architectural feature which includes planting and seating for a cohesive public realm.	100,000	0	100,000	430	H
C.11	Place	Prospect Oval Irrigation Upgrade	Redesign and upgrade the Prospect Oval irrigation system. A properly functioning irrigation system will result in water savings, lower maintenance costs, system longevity, rate payer satisfaction and reduced risk to Council. The City of Prospect Draft Parks Strategy has classified Prospect Oval as a Regional level park which services Adelaide and regional communities. The current irrigation system is over 30 years old and no longer functioning properly. Hydroplan undertook an extensive audit of the turf and irrigation quality. It was concluded that the turf quality is generally satisfactory for a Regional park, however the irrigation has inadequate coverage and distribution, its water use is inefficient, the pump and core plumbing items are dated and the system needs continual replacement/repair for failing parts. An estimated cost was prepared for the redesign and replacement of the irrigation system as part of the audit report.	157,000	0	157,000	410	H
C.12	Place	Prospect Road Footpath Upgrade Gordon to Regency	Upgrade of Footpath and street scape following on from previous stage works and completion of PLEC Project. The project key deliverables are reconstruction of Kerb and gutter, inclusion of Landscaped Garden beds at intersections, irrigation, rejuvenation of pavers, etc.	731,193	0	731,193	360	H
C.13	Place	Memorial Gardens Playspace Stage 2 of 4	The City of Prospect Draft Parks Strategy has classified Memorial Gardens Precinct as a regional level park which services the greater community. A concept design was created for the stage 3 redevelopment of the playspace and completion of stage 1 and 2 were completed in 2015. The intent of the design is to improve the precinct facilities and incorporate interactive, explorative, educational and imaginative play to encourage creativity, problem-solving skills and appropriate risk-assessment skills. It is important for Council to provide well-designed 'playspaces' for active and passive uses throughout several of Council's parks. Please note the figure differs from the Council report cost estimate which stated \$195,000. Administration recommends a higher budget is required for the complexity of the design and custom made components. The project key deliverables are creating safe parks, providing high quality and challenging playground facilities, nature play to encourage exploration and imagination, improved access, connectivity, appropriate amenities for the users of the park.	240,000	(120,000)	120,000	340	H
C.14	Support Services	Football Parking Flip Sign Installation Program	Purchase and install reversible (flip signs) as a replacement program for current permanent football signage. Install flip signs in relation to football parking restrictions that will allow signs to be deactivated outside the football season. Sign locations: Alpha Road, Peel Street, Barker Road, Union Street, New Street, Kintore Avenue, Old Street, Laura Street, Labrina Street, Mcrae Street, Muriel Street, Lillian Street, Menzies Crescent, Watkins Street.	8,500	0	8,500	130	H
C.15	Support Services	Image Management Solution	To define the requirements for a corporate image management system and implement a tailored solution for City of Prospect. The project will deliver an image management system that allows for easy storage, access and retrieval of Council's digital assets (such as photography, video, images and sound) integrated into the existing digital records management system.	25,000	0	25,000	400	M

Capital Projects 2016 - 2017

Capital Project Bid Number	Strategy Class	Project Name	Project Summary	Revised Expense	Income	Net Cost to Council (before EM Adjustments)	Total Priority Rating 1000 = Prior Commitment or IAMP Determined	Priority Level (H/M/L)
C.16	Place	St Helens Park Irrigation Upgrade	Redesign and upgrade the St Helens Park irrigation system. A properly functioning irrigation system will result in water savings, lower maintenance costs, system longevity, rate payer satisfaction and reduced risk to Council. City of Prospect Draft Parks Strategy has classified St Helens Park as a District level park which services the wider community. The current irrigation system is over 20 years old and is no longer functioning properly. Greene Eden Watering Systems have confirmed that its water use is inefficient, the coverage is inadequate, the controllers are faulty and the system needs continual replacement/repair for failing parts. A complete audit of the irrigation system was carried out in the 2015/16 financial year which confirms the level of replacement/upgrade required. The approval of this budget bid will be determined pending the issue of the report for this audit. The current resource amount includes a \$7,000 allowance for the re-design the system and also includes an estimate provided by Greene Eden for the complete replacement of the system.	163,000	0	163,000	350	M
C.17	Place	Water Sensitive Urban Design for LATM Devices	This project will involve retrofitting of Local Area Traffic Management Device Planter Bed areas with Water Sensitive Urban Design (WSUD) systems such as biofiltration systems and rain gardens. The planter beds are located along Collingrove Avenue, Nailsworth. The systems will increase the capture of stormwater runoff and ensure that stormwater entering our drains has been treated effectively to minimise gross pollutants and sediments. This will help bring the City of Prospect up to date with modern storm water management practices. The new systems will also improve the visual amenity along Collingrove Avenue.	20,000	0	20,000	320	M
C.18	Place	Public Art - Capital	To deliver a Public Art Program - Capital to improve the local area in a key public area for Prospect residents, businesses and visitors.	25,000	0	25,000	320	M
C.19	Place	Bicycle Plan	Implement the "Local Bicycle Network Review" recommendations for the City's Bicycle Network. Works will include signage, and line markings, as well as construction of shared use paths.	30,000	0	30,000	290	M
C.20	Place	Bus Shelter Upgrades (DDA Compliance)	Installation of a Bus Shelter at Bus Stop 111 Regency Road Southern side due to increased commuter usage at this site.	12,000	0	12,000	290	M
C.21	Place	Upgrade of Playspace in Identified Parks	Two parks were identified for the 2015/16 upgrade of playspaces and Stage 1 was completed for both parks. These are St Helens Park and Ern Sconce Rotary Park. The intent of the designs is to upgrade the existing playground facilities and assist child development by providing challenging equipment to help improve physical strength, coordination and balance. The designs also aim to assist in the development of social skills, imagination and creativity, problem-solving skills and appropriate risk-assessment skills through interaction with nature. It is important for Council to provide well-designed 'playspaces' for active and passive uses throughout several of Council's parks. \$75,000 is allocated for Ern Sconce and \$125,000 is allocated for St Helens Park.	200,000	0	200,000	280	M
C.22	Support Services	PC Replacement	Replacement of desktop PCs at Civic Centre and depot. PCs will have similar specifications to current machines, however will be built with current generation components.	86,500	0	86,500	260	M
C.23	Place	Beautification Project for All Parks & Reserves	Resource the maintenance and upgrade of Council parks and open space to deliver a better level of service expected by the community. Refurbish garden beds including irrigation repairs, infill planting, new trees, mulching and garden edging. The project key deliverables are to replace/update/install new paths, play equipment, park furniture, signage, artworks, fencing.	180,000	0	180,000	250	M
C.24	People	Men's Shed Expansion	Provide community services that meet the needs for people in all stages of life. Provide lifelong learning and opportunities. Provide opportunities for on-going participation in community life.	27,000	0	27,000	250	M
C.25	Place	Safe Routes to School	Review traffic safety around school zones. Upgrade and installation of signage and traffic control devices around schools within the City of Prospect.	35,000	0	35,000	240	M
C.26	Place	General Traffic Projects / Traffic Calming	The installation of 4 LED 40km/h signs for Prospect Road at the village heart section. The LED signs are solar powered by Photovoltaic signs on top of the sign posts.	28,000	0	28,000	110	M

Capital Projects 2016 - 2017

Capital Project Bid Number	Strategy Class	Project Name	Project Summary	Revised Expense	Income	Net Cost to Council (before EM Adjustments)	Total Priority Rating 1000 = Prior Commitment or IAMP Determined	Priority Level (H/M/L)
C.28	Place	Galway Ave Median Strip Redevelopment Stage 1 of 3	Upgrade the median strips on Galway Ave in conjunction with replacing missing/dying trees to improve the aesthetics, make it more visually pleasing and welcoming and enhance the area's biodiversity. An arborist report was issued in 2014 detailing the condition of the trees on the median strips and providing recommendations for maintenance, removal and replacement of the trees. The median strips identified as 5-7 on the report will be part of Stage 1 of the redevelopment. The project key deliverables are to redesign and implement informal paths, bench seats, irrigation, rain gardens and new feature garden beds and trees in place of trees that are dying or missing.	100,000	0	100,000	350	L
C.29	Place	Air Raid Shelter Stage One	To install a pump to evacuate water which collects seasonally in the sub-terranean building	40,000	0	40,000	330	L
C.30	Place	Village Heart Jacaranda Trees Project	Enhance the aesthetics of the Village Heart, particularly for pedestrians, with larger feature Jacaranda trees amongst the existing Gingko trees and feature garden beds. Additional larger feature shade trees and garden beds along the Village Heart precinct.	83,000	0	83,000	330	L
C.31	Place	Flora Tce Sensory Garden Project	Enhance the aesthetics and liveability of the Village Heart and Flora Tce with feature sensory garden beds along the verge around the Funeral Home.	11,000	0	11,000	320	L
C.33	Place	Air Raid Communication Shelter Rejuvenation	To rejuvenate the above-ground infrastructure and plantings at Air Raid Communications Centre (Shelter) site	140,000	0	140,000	290	L
C.35	Place	Installation of Turf on Terrace at Prospect Oval	At the request of North Adelaide Football Club, the objective of this project is to install a separate (new) water meter, irrigation and turf on the terraced area situated near the scoreboard to enable football patrols to utilise this space for viewing and other activities during football matches. Greening of this area will make it more user friendly and appealing to patrons watching football. North Adelaide Football Club have verbally agreed to accept responsibility for all ongoing maintenance costs including, repairs, turf management including mowing and water usage.	96,000	0	96,000	120	L
C.36	Support Services	Braund Road Street Lighting	To assess the pedestrian street lighting along Braund Road	20,000		20,000	250	L
<u>Discretionary Sub-Total</u>				2,558,193	(120,000)	2,438,193		
<u>Grand Total</u>				6,024,706	(430,000)	5,594,706		