Councillor Information & Workshop Session

Tuesday 9 June 2020 commencing at 6.15pm
Tirkanthi Kuu, Level 1 at Payinthi, 128 Prospect Road Prospect or by electronic means

Members of the public are able to view this meeting via the live stream on Council’s YouTube channel

Chair: Nigel McBride, Chief Executive Officer

Agenda

1. Workshop Opening
   - Apologies
   - On Leave

2. Confirmation of Notes from previous Councillor Information & Workshop Session

3. Items for Discussion
   3.1 Leases and Licenses Policy ................................................................. 3
   3.2 Devonport Terrace Streetscape Upgrade .............................................. 4
Guidelines
The following details provide an overview of the procedures to be observed:

1. Councillor Information & Workshop Sessions will be held as required with a preference for them being on a Tuesday evening, between the hours of 6.15pm and approximately 9.30pm (commencing with a light meal for Council members and staff from 6pm).

2. Because of the current COVID-19 public health emergency, and under Ministerial direction, the Councillor Information & Workshop Sessions are currently held in person and online. And will be streamed live to the public and media with notice of the session being given on the Council's website.

3. The Agenda and any associated information will be provided to Councillors by the Friday preceding the Councillor Information & Workshop Session so that Councillors are able to brief themselves on the items thereby allowing the session to focus beyond the basic information.

4. The purpose of the Sessions is to provide an opportunity for discussion in respect to a wide range of strategic issues across the Council area, as well as those of State and National significance. They are designed to provide an opportunity for staff and presenter to provide information and updates only; no decisions will be made. A confidentiality declaration may be determined by the CEO if necessary in accordance with Council's Informal Gatherings Policy.

5. The format for the Councillor Information & Workshop Session may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.

6. External parties may make Presentations/ deputations to the Councillor Information & Workshop Session, subject to prior agreement by the CEO.

7. The CEO or proxy will convene and chair the Sessions to ensure the smooth running of the meeting. A proxy will be determined by the CEO on a needs basis.

8. Notes will be made of the general issues and items covered by the Councillor Information & Workshop Session. No decisions can be made, meaning the notes will be quite general in nature. Notes will be distributed to Council Members following the meeting.

9. Council 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 Councillor Information & Workshop Session 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.

Protocol
The following protocols provide a set of guiding principles that aim to achieve enhanced, meaningful engagement of members and to facilitate an equal and equitable participation of all members.

1. The Chair ensures that every members' input is heard and not overlooked or lost, and will enforce a limit on speakers' time if it is required.

2. Discussion must be focussed on the issues and matters being the subject of discussion. Councillors make a commitment to active listening and disciplined talking, whilst displaying both courtesy and respect to one another.

3. Council Members and staff are to be addressed by their first name and not by their title of office they hold.

4. Problems and solutions 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.

5. The imperatives for a successful conduct of these workshops are that all members need to work together, displaying courtesy and respect to each other.
3.1 Leases and Licenses Policy

Responsible Director: Simon Bradley, Director Infrastructure & Environment
Presented by: Neil Tredwell, Tredwell Management Services
Kate Spanagel, Tredwell Management Services

This presentation follows on from the review by Tredwell of the Leases and Licencing Policy and Expression of Interest (EOI) process earlier in 2019 and feedback from the November 2019 Councillor Workshop.

Potential fee models will be reviewed as part of the presentation, based on Councils requirements to implement best practice governance models and rewards tenants who embrace this concept, and implement sinking funds to continually maintain and improve the facilities.

Tredwell has also provided a proposed set of Key Performance Indicators (KPI’s) to be included as part of an annual review model, these Key Performance Indicators focus on achieving social and community benefit, higher levels of facility utilisation and maintaining the assets to a fit for purpose standard, as well as best practise Governance.

Attachments: Nil.
3.2 Devonport Terrace Streetscape Upgrade

**Responsible Director:** Simon Bradley, Director Infrastructure & Environment  
**Presented by:** Simon Bradley, Director Infrastructure & Environment

In late 2017 Council undertook a survey to seek the community’s views regarding Devonport Terraces’ appearance, landscaping, stormwater and maintenance to assist develop a vision for future improvements.

Since then the State Government has commenced the Gawler Rail Electrification Project which has had a significant impact to vegetation along Devonport Terrace. As a result, DPTI has contributed a grant for the vegetation offset to improve the public realm along Devonport Terrace.

DPTI have recently agreed to contribute towards the costs of engaging a consultant to develop concept plans for an upgrade of the Devonport Terrace Streetscape. A Draft Project Brief has been subsequently developed and is ready to test the market.

This Workshop will provide an overview of what consultation and actions has taken place to date as well as providing a timetable to delivering this Project.

**Attachments:** Nil.