



# Workshop Program

**Tuesday 4 August 2015 commencing at 6.15pm**

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

**Workshop Chair: Mark Goldstone, Chief Executive Officer**

## Agenda

Workshop Opening

- Apologies
- 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. 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 14 July 2015

<b>Chair:</b>	Greg Georgopoulos, Director Infrastructure Assets & 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 7 July 2015

- Taken as read.

## Workshop Items

- 1 **Planning Institute of Australia National Awards for Planning Excellence 2015**
  - Peter Jensen, Jensen Planning, attended to present award recently received on our behalf at the National Planning Institute of Australia for the upgrade of Prospect Road Village Heart.
  - The award category is the National Award Category - From Plan to Place. An award to recognise the implementation of a plan into a successful place on the ground.
- 2 **Garage Sale Trail**
  - Megan McLean Development Manager Garage Trail Victoria and Grace Fitzpatrick from Prospect Local Environment Group PLEG spoke to the Elected Members about the Garage Sale Trail.
  - The annual Trail will be held on Saturday 24 October 2015.
  - There will be a national media campaign commencing in August.
  - There will be an app available with all the registered garage sales listed, and you can search for product or locality.
  - Waste reduction and waste education is one of the main aims of the Trail, along with creativity and fun and positive media for Council.
  - The program has won awards locally, nationally and internationally.
  - #garagesaletrail trended for 6 hours on Twitter last year.
  - Grace Fitzpatrick suggested the Town Hall and car park as a venue for a community garage sale, hosted by PLEG.
  - Mark Standen suggested a connection to Freecycle. Megan McLean said there was no reason why Freecycle households can't be involved.
  - If council doesn't register, there will only be 10 households able to register from our community.
  - Cost to Council would be \$5000 for one year, \$4000 per year for two years, \$3000 per year for three years.
  - The cost versus cost of waste to landfill would be an interesting comparison but at this stage it is not available.
  - Kristina Barnett suggested a cheaper rate for a joint application from Eastern Region Alliance ERA might be a consideration. Megan McLean suggested this may be possible.
  - For further discussion at a future workshop for involvement in next year.
- 3 **21<sup>st</sup> Century Street Tree Manual**
  - Gene Fong, Council's Landscape Architect and Sam Cassar, our contract arborist consultant gave an overview of the review of the 21st Century Street Tree Manual (to be renamed Urban Street Tree Guide).
  - The current 21st Century Street Tree Manual was updated in 2009.
  - It recommends the species of tree for each street throughout City of Prospect.
  - Over a number of years Council have experienced an increase of issues with some of the tree selections recommended in this current Manual.

- The street tree in the urban environment provides a number of challenges including leaf fall and hazardous seed fall.
- The Mayor suggested the Japanese Pagoda tree needs to be removed as there is a lot of complaints about the sticky leaf fall.
- The updated Guide would include more appropriate species, that fits with the streetscape Council desires.
- Maintenance costs have also been taken into account, along with the ability to be drought resistant.
- The Mayor suggested any species need to attract bird life, and to also have some suggested species for narrow streets and others for wide streets.
- Jacaranda trees grow quickly, have good form, hardy and a display a wonderful colour.
- Next steps would include research and review of alternative and suitable species and then develop programs for replacement with a comprehensive consultation strategy. A draft Urban Street Tree Guide will be presented to council in the future.

#### 4 Shandong South Australia Local Government Economic Development and Cooperation Forum – Mission Debrief, Follow Up and Next Step

- City of Prospect's participation in the Shandong South Australia Local Government Economic Development and Cooperation Forum in Jinan and Qingdao, China, was presented by Mayor David O'Loughlin, Matt Grant & Ginny Moon.
- The recent trade mission was the largest in the state's history, with over 200 delegates.
- David O'Loughlin took us through a summary.
- Kristina suggested there might be a possibility to seek a partnership to upgrade the hub/library.
- Talis Evans suggested the land on the corner of Regency and Churchill Roads might offer development opportunities.
- Monica Lee suggested the education exchange opportunities be spread across all schools in Prospect, not be limited to the private schools.
- Alison Bowman suggested we need to focus on our digital capabilities before we suggest to overseas businesses that our council is a digital leader.
- It was generally agreed Council should continue to pursue opportunities overseas for the benefit of our community.
- Elected Members (and administration) to continue to come up with ways to benefit from the overseas connections made.

#### 5 Broadview Oval Master Plan

- Nathan Cunningham gave some history on the Broadview oval master plan to date and showed the current concept plans which were released for consultation.
- Tennis SA have approached Council to talk about having a 12 or 14 court facility with exclusive club rooms (not shared facilities with the bowling club).
- This is a variation to the plan released for consultation but may lead to a proposal which is more attractive to grants and would lead to overall cost savings also.
- Tennis SA have offered to provide a business plan if Council are interested in seeing it.
- Tennis Australia and Tennis SA to be advised we are not in a position to progress their proposal at this time unless funding is included in the proposal.
- Nathan to go back to his team and work towards a minor redesign of the concept plan to recognise the consultation feedback, design with cost savings as front of mind and return with a prioritised list of upgrades to be included in the final Master Plan.

Meeting closed at 9.45pm.

## Workshop Items

### 1 **McGregor Tan Survey**

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

**Expected Duration:** 90 minutes

**Presented by:** Zing Hai Tan, McGregor Tan Marketing

Zing Hai Tan from McGregor Tan Marketing will present the findings of the 2015 Residents Survey.

**Attachments:** Nil. Elected Members have previously received a copy of the Survey Results and a copy will be uploaded to the website by 6 August 2015.

### 2 **Community Services Plan Survey**

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**Responsible Director:** Nathan Cunningham, Director Community, Planning and Communications

**Expected Duration:** 60 minutes

**Presented by:** Brendan Lott – Manager Community Development

Review and discuss Community Plan Survey results and discuss common themes that arose from this survey and the Customer Satisfaction Survey.

Discuss how common themes will be dealt with through community services plan and other strategic documents.

**Attachments:** Nil.

### 3 Digital Transformation

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

**Expected Duration: 45 minutes**

**Presented by: Cr Talis Evans and Cr Matt Larwood**

#### **Concept**

- Run a dedicated workshop on uncovering the impact of digital disruption in local government, trends, risks, what happens if we act, what happens if we fail to act.
- Invite industry and other local governments to participate in the workshop
- Following the workshop, we establish a pointed Working Group, coordinated by CoP with the assistance of the AIIA, involving other local governments and industry groups to achieve the following:

#### **Outcomes**

- The Working Group has 9 - 12 months to come up with a Digital Transformation Action Plan, with a clear roadmap to implementing technology innovations in local government that drive stakeholder engagement and organisational efficiency
- A business case involving cooperating local governments is formed to put into place the Action Plan

**Attachments: Nil**

### 4 Elected Member Initiatives – Work Flow

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**Responsible Director: Mark Goldstone, Chief Executive Officer**

**Expected Duration: 15 minutes**

**Presented by: Mark Goldstone, Chief Executive Officer**

The purpose of this workshop item is to discuss the process and timeframe for progressing Elected Member ideas or initiatives that are in addition to the planned work for the financial year.

**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 11 August 2015**

- Council Prayer
- Review City Wide Public Art Advisory Board

### **Council Meeting 25 August 2015**

- Fourth Budget Review
- Regional Public Health Plan
- Footpath Trading Policy Review (inc Bin Advertising)
- Results of Community Consultation - St Helen's Park Kindy Lease
- Prospect China Action Plan
- Delegations Review
- Joy Baluch Memorial
- Eastern Health Authority Charter Review
- Future of Library Services
- Kaurua ILUA Committee Nomination
- Local Heritage DPA
- Heritage Conservation Zone DPA
- DAP Member Appointment

### **Council Workshop 1 September 2015**

- Elected Member Open Session/Initiatives

### **Council Workshop 8 September 2015**

- Strategic Plan - Commencement of Review
- Community Halls Hire Policy
- IT Update - Transition; FaceMe savings; NBN

### **Council Meeting 22 September 2015**

- Video Conferencing Update
- Local Government Association Annual General Meeting Voting Preferences