



Workshop Program

Tuesday 14 July 2015 commencing at 6.15pm

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

Workshop Chair: Greg Georgopoulos, Director Infrastructure Assets and Environment

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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

Notes from Workshop 07/07/2015

Chair:	Greg Georgopoulos, Director Infrastructure Assets and Environment
Present:	D O'Loughlin, K Barnett, A Bowman, T Evans, M Groote, A Harris, M Larwood, M Lee, M Standen
On leave:	Nil.
Apologies:	Nil.

Notes from previous workshop 09/06/2015

- Taken as read.

Workshop Items

1 Zone Emergency Management Committee Presentation

- As part of an ongoing awareness program, members of the Eastern Zone Emergency Management Executive Committee presented Elected Members with an overview of the role and function of the Eastern Zone Emergency Management Committee, including the role of Council in emergency management.
- Members of the Committee presented various functions of the Committee:
 - Mario Barone – CEO Norwood Payneham and St Peters gave a summary of the responsibilities and future direction of the Zone Emergency Management Committee (ZEMC). Risk reduction for Councils before, during and after an event.
 - Mario explained Mitigation is the most cost effective method, with key factors of prevention, preparedness, response and recovery.
 - Priti Meda – Zone Emergency Management Project Officer presented the findings in a draft report and action plan, and what it means to Councils in the region.
 - Superintendent John DeCandia – SAPOL explained the role of SAPOL in the committee as the Coordinating Agency
 - Bob Stevenson – SES gave a summary of the background on the emergency management structure in South Australia and how and Councils fit in the State Emergency Management Framework
 - Fern Raintree – Department of Communities and Social Inclusion gave a summary of the Eastern Area Zone Recovery plan and the role of the Councils. All disasters are different recovery is a marathon, experience from the 2009 Black Saturday fires in Victoria has brought about the development of a national guideline for managing donated goods in the event of a disaster, the preference is for money rather than goods due to the necessary coordination of donated goods.
- Discussion took place regarding potential disasters and the role Council plays through Eastern Health Authority, there is limited capacity for pandemic situations such as pandemic influenza.
- Discussion about January 2015, Sampson Flat fires, what had worked well and the consideration for smart technology applications and websites for people to ensure preparedness.
- Staff to send a memorandum to Elected Members with links to relevant applications and websites.

2 Hall Hire Review (Community Halls)

- Brendan Lott, Manager Community Development presented Elected Members with an overview of the draft Community Hall Hire Policy that will guide staff in the coordination and development of community use of Prospect Community Hall, Nailsworth Community Hall and Cottage Community Room (adjacent to Thomas Street Centre). The Policy does not include Prospect Town Hall.
- Development of the Policy has been informed by consultation with existing hirers as well as broader community comment. The Policy provides details of the types of community activities to be encouraged within each of the Halls and the application of consistent and equitable fees and charges.
- Brendan Lott's presentation provided an overview of the groups currently utilising the various halls.
- Discussion took place about the various potential opportunities for the halls, staff will consider these for the report:

- Nailsworth Hall has capacity for 3 spaces to be used so that more than one group could utilise the hall at a time.
- Will current groups be excluded with new pricing suggestions?
- Why would Council prohibit businesses from outside coming into the area by having higher fees associated with their usage of the halls?
- What are the overarching principles and objectives of using the halls?
- Occupancy vs expenses of running the halls.
- Booking system, could an online system be considered?
- Elected Members to email comments and feedback to Nathan Cunningham, Director Community, Planning & Communications.
- Staff will attend a future Workshop for further discussion with Elected Members on the development of the policy and priorities.

3 Plant Me Instead Fact Sheets

- Greg Georgopoulos, Director Infrastructure Assets and Environment, presented a draft brochure to Elected Members which gave an overview of the updated “plant me instead” brochure that will guide and educate the public regarding planting native plants, instead of introduced species in their gardens.
- Development of the brochure has been informed by previous consultation undertaken with members of the community. The brochure has been updated graphically and also includes incorporation of species utilised within Councils new landscape developments.
- Discussion took place, this included the opportunity to send the publication onto the Botanical Gardens, Businesses selling plants for example Bunnings.
- Elected Members would like to see website links in the document and more detailed keys of what to plant and what to avoid

Cr Bowman left meeting at 8:15pm

Other Business

- Mark Goldstone, CEO advised Elected Members that with the 2015/2016 Budget having been adopted by Council, the workshops program has some flexibility.
- Elected Members would like to see an “open session”; similar to the March planning day.
- Mayor O’Loughlin provided an update regarding ongoing issues with Milner and Gloucester streets in relation to the Greek Orthodox Church.
 - Approval has been given for a small extension to the hall and car park.
 - Council will administer state grant and builder
 - There will be no costs to rate payers
- Workshops for small business have been well received.

Meeting closed at 8:45 pm.

Workshop Items

1 Planning Institute of Australia National Awards for Planning Excellence 2015

Responsible Director: Mark Goldstone, Chief Executive Officer

Expected Duration: 20 minutes

Presented by: Mark Goldstone and Peter Jenson from Jensen Planning & Design

After winning the South Australia 'From Plan to Place Award' from the Planning Institute of Australia SA event earlier in the year, our Prospect Road Village Heart upgrade project was nominated amongst only three (3) other projects from across Australia for a national award presented at the 2015 National PIA Congress being held this week in Melbourne.

The title of the Congress is 'Great Places' and is focussing on many projects across Australia that have caused great transformational change on the ground. Those who remember Prospect Road from about a decade ago can attest to its dramatic transformation.

It is with great pride that City of Prospect with its project partners, Jensen Planning & Design was represented at the event and attendees were delighted to be able to receive this prestigious award. Make no mistake, the innovative Prospect Road project is truly an outstanding project and it is humbling to again be rewarded on a national scale.

National Award Category - From Plan to Place. An award to recognise the implementation of a plan into a successful place.

Peter Jenson from Jensen Planning will present Council with the award and show the video footage from the awards night.

Attachments: Nil

2 Garage Sale Trail

Responsible Director: Greg Georgopoulos, Director Infrastructure Assets & Environment

Expected Duration: 20 minutes

Presented by: Megan McLean – Development Manager, Victoria & South Australia

Now in its fifth year, the annual 'Garage Sale Trail', a national not-for-profit initiative, enables local governments to organise communities around Australia to hold garage sales all on the same day.

This event builds a culture of reusing goods, enables waste education in a fun way and tackles the all-important matter of waste reduction and illegal dumping. At the same time, the program provides a platform for community building, local grass-roots fundraising and positive media outcomes for Council partners.

In 2014 the program was being driven by the involvement of over 130 councils Australia-wide who represent more than 50% of Australia's population; as a result, over 8000 Garage Sales were registered on the day.

This year's national Garage Sale Trail is happening Saturday 24 October 2015. Megan McLean Development Manager of Garage Sale will present how City of Prospect can participate and how the program works with other Councils to achieve community and sustainability outcomes.

Attachments: Nil.

3 21st Century Street Tree Manual

Responsible Director: Greg Georgopoulos, Director Infrastructure Assets & Environment

Expected Duration: 30 minutes

Presented by: Greg Georgopoulos, Gene Fong and Sam Cassar

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 arising increase of issues with some of the tree selections recommended in this Manual.

In general, the street tree in the urban environment provides a number of challenges when attempting to select and grow trees to many limiting factors experienced in a typical street. Subsequently, Council are proposing a review of this manual to improve the tree selection species, accessibility for the community and management of this valuable green infrastructure.

Attachments: Nil.

4 Shandong South Australia Local Government Economic Development and Cooperation Forum- Mission Debrief, Follow Up and Next step

Responsible Director: Matt Grant, Director Business & Economic Development

Expected Duration: 45 minutes

Presented by: Mayor David O'Loughlin, Matt Grant & Ginny Moon

A report regarding City of Prospect's participation in the Shandong South Australia Local Government Economic Development and Cooperation Forum in Jinan and Qingdao, China, was presented to the 23 June 2015 Council Meeting.

The Forum presented a unique opportunity for City of Prospect to promote its competitive advantage of having the National Broadband Network (NBN) combined with the rezoning of the corridors for growth and increased population density, as an attractor for international students and for property and business investment.

Specific opportunities were identified relating to **education, development investment and research and development for the technology sector**. Engaging local businesses to increase awareness of emerging opportunities in China and leveraging the Council's connections will now be a key focus area of the Economic Development directorate.

This Workshop session aims to:-

- provide an insight into the participant's itineraries and experiences during the trip
- outline actions that have taken place since the trip
- provide information on the planned next steps

Elected Members input will be sought on the planned direction.

Attachments: Nil

5 Broadview Oval Master Plan

Responsible Director: Nathan Cunningham, Director Community, Planning & Communications

Expected Duration: 45 minutes

Presented by: Brendan Lott, Manager Community Development

This workshop item will present findings from a recently completed community consultation towards the completion of a Master Plan for Broadview Sports & Recreation precinct, including a submission from Tennis SA for alterations to the layout of tennis facilities.

- Update on progress to date towards completion of the Master Plan
- Tasks completed for the Community Consultation
- Overview of findings from the Community Consultation
- Overview of the Tennis SA proposal

Note: It is anticipated that time restrictions resulting from a busy agenda will restrict a full discussion of the implications and opportunities presented by the Tennis SA proposal; therefore representatives from Tennis Australia and Tennis SA have been tentatively invited to attend the Council Workshop scheduled for Tuesday 4 August 2015.

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.

Council Meeting 28/07/2015

- Information Report
- Status Report - Capital and Operating Projects
- Delegation Review
- Regional Public Health Plan
- Community Services Plan
- DPTI Agreement
- Loan Report
- Investment Report

Council Workshop 04/08/2015

- Council Prayer
- McGregor Tan Survey
- Review of Council Resolutions
- Digital Local Government (Cr Evans)
- Yellow Lines Policy
- Broadview Oval Master Plan

Council Workshop 11/08/2015

- Strategic Plan Review - Commencement of Review
- IT Update
- Review City Wide Public Art Advisory Board
- Hall Hire Policy

Council Meeting 25/08/2015

- Fourth Budget Review
- Regional Public Health Plan