

city of Prospect

the CREATIVE

community

Workshop Program
Tuesday 11 August 2009
at 6pm

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 6pm and 9pm (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.

City of Prospect

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.

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Time	Item & Summary
6.00pm	<p>1. <u>Notes from previous meeting</u></p>
	<p><u>Notes from Workshop – 14 July 2009</u></p> <p>Present – David, Damian, Ashley, Mike, Monica, Bruce, Matthew, Tim, Grace</p> <p>Apology – Frank, Sheron</p> <p>1. Notes from Previous Meeting</p> <ul style="list-style-type: none"> ▪ Nil <p>2. Reinventing Prospect</p> <ul style="list-style-type: none"> ▪ Presentation by Ron Danvers noted. ▪ Agreement that a presentation of the 30 Year Plan for Greater Adelaide is appropriate at a future workshop. ▪ Copies of the 30 Year Plan for Greater Adelaide to be provided to Elected Members. <p>3. Community Engagement</p> <ul style="list-style-type: none"> ▪ Much discussion and comment regarding current Policy and practices, noting that this is start of review process regarding Council's Community Engagement Policy. ▪ Information to be included on Council website regarding petitions – that feedback obtained from petitions be balanced against all other feedback obtained and how petitions will be processed by Council ▪ It was agreed that education and training is required for Elected Members and Staff to assist with understanding and awareness of best practice consultation, engagement and promotion policies and procedures. ▪ Support was provided for investigating establishment of an on-line resident consultation and feedback panel as well as other medium. <p>4. List of Projects</p> <ul style="list-style-type: none"> ▪ Deferred. <p>5. Local Area Traffic Management – Regency NE/NW</p> <ul style="list-style-type: none"> ▪ Draft LATM Paper to be submitted to 28 July Council meeting supported ▪ More than just the preferred option to be presented to the community when seeking feedback on potential treatment(s). <p>6. Fees and Charges Register</p> <ul style="list-style-type: none"> ▪ Limited time for comment however draft report noted. ▪ Subsequent issues/concerns to be raised directly with Justin. ▪ Report to July meeting of Council.

OPEN DISCUSSION PERIOD**Tim Newall**

- Tim – Soldiers' Memorial Garden vandalism concerns. Suggestion that a strategy is needed to move vandals away from the area. Agreement to invite SAPOL representative to a future workshop for general discussion regarding vandalism.

Grace Fitzpatrick

- Grace - Petty crime in Nailsworth. Bus stop glass smashed. Agreement to invite SAPOL representative to a future workshop for general discussion regarding petty crime.

David O'Loughlin

- David - Networking event for long standing businesses on Prospect Road to occur at Studio 89 between 5.30 and 8.00 pm.

Damian Amamoo

- Damian - remote attendance at workshops and council meetings. Agreement that remote attendance be recorded for workshop sessions. Further investigation to list remote attendance at formal council meetings to be undertaken.
- Damian - video conferencing (or similar) to be investigated to enable more productive remote attendance.

	<p>2. Prospect Environmental Prize</p> <p>This Workshop item is in response to the following Council resolution:</p> <p><i>“That a report be provided on establishing a Prospect Environmental Essay Prize.”</i></p> <p>Expected duration: 15 mins</p>
	<p><u>Notes</u></p> <p>The discussion points to be covered at the Workshop are:</p> <ul style="list-style-type: none"> ➤ Pros and cons of an Environmental Essay Prize ➤ Administration and budget considerations
<p>Notes for recording</p>	
<p>Recommendation for action</p>	

3. Australia Day Celebrations

Proposal for Australia Day 2010 celebrations at St Helens Park

Expected duration: 20 mins

Notes

Australia Day Celebration

26 January 2010

11.00 am – 3.00 pm

Event Overview

A day for Australians to come together to celebrate and to reflect on what we have achieved and what we can be proud of in our great nation. It's the day for us to re-commit to making Australia an even better place for the future. The event will take the form of a traditional style community picnic complete with a free sausage sizzle. There will be lots of entertainment with fun and games for the children and lots of music that reflects all that is Australian.

Ideas such as best Australia Day costume, community and team games and competitions are also being investigated

Proposed Program/MC

Palm Tree Stage:

10.00 – 11.15 Indigenous Welcome

Speech by the Mayor

Citizenship Ceremony

Community Awards

11.15 – 11.30 Karl Telfer (didgeridoo player)

11.35 – 12.20 Fiddle Chicks

12.25 – 1.10 Diddychwyr

1.15 – 2.00 Fiddle Chicks

2.00 – 3.00 Diddychwyr

Roving entertainers, face painters, rides and games.

Site Plan

It is proposed that the site layout will be based on a similar set up as the Prospect Fair but on a much smaller scale. Site plan will be provided at the meeting.

Marketing Plan

A full marketing plan will be developed.

Traffic management

At this stage, no significant road closures and or traffic interruptions will occur. St Helens Kindergarten car park to be closed for operational use. This road closure to be maintained and supervised by event staff

Waste Management

A waste management plan is being developed in accordance with City of Prospects Environmental Action Plan.

	<p>Risk Management A risk management plan will be complied by the Community Events Coordinator in consultation with City of Prospect's OHS&W Officer. Once completed this will be approved by the Manager, Community Arts and Culture.</p> <p>Security A total of 2 security guards will be roving throughout the event site.</p> <p>Emergency Services All emergency services will be contacted regarding the execution of this event in due course. All services will be issued with an advice sheet with contact details.</p> <p>First Aid First Aid provisions will be made with St John Ambulance SA. A request will be made for on-site services by Prospect Division with adequate staff and equipment.</p> <p>Liquor Licensing Not applicable for this event.</p> <p>Budget As approved in City of Prospect 2009-10 Budget : \$21968</p> <p>Sponsorship Sponsorship will take form in two forms:</p> <ul style="list-style-type: none"> • Monetary Donations up to \$1500.00 from local traders, or; • In-Kind Sponsorship in the form of products, services or discounts.
<p>Notes for recording</p>	
<p>Recommendation for action</p>	

	<p>4. Arts Policy</p> <p>Draft report provided - for discussion.</p> <p>Expected duration: 20 mins</p>
	<p><u>Notes</u></p>
<p>Notes for recording</p>	
<p>Recommendation for action</p>	

	<p>5. Corporate Logo</p> <p>For Elected Members to consider consultation package and/or options.</p> <p>Expected duration: 30 mins</p>
	<p><u>Notes</u></p> <p>Report attached to provide Elected Members with a consultation package and/or options for consideration.</p> <p>Discuss possibility of community engagement in relation to the corporate logo review.</p>
<p>Notes for recording</p>	
<p>Recommendation for action</p>	

	<p>6. Town Hall Markets</p> <p>Draft report provided - for discussion.</p> <p>Expected duration: 15 mins</p>
	<p><u>Notes</u></p>
<p>Notes for recording</p>	
<p>Recommendation for action</p>	

	<p>7. <u>Open Discussion Period</u></p> <p>Key issues/concerns/suggestions from Elected Members/Staff</p>
<p>Strategic Direction 1</p> <p>Service Delivery</p>	
<p>Strategic Direction 2</p> <p>Community Wellbeing</p>	
<p>Strategic Direction 3</p> <p>Economic Vibrancy</p>	
<p>Strategic Direction 4</p> <p>Environmental Sustainability</p>	
<p>Strategic Direction 5</p> <p>Heritage and Character</p>	
<p>Strategic Direction 6</p> <p>Asset Management</p>	

	<p>8. <u>Future Workshop and Council Agenda Items (subject to change)</u></p> <p>Members may seek advice as to the purpose, or intended resolutions planned for the next Council meeting.</p>
	<p><u>Notes</u></p> <p>Community Workshop 18 August at 6.00pm (Town Hall) ⇒ Prospect Oval & Memorial Gardens Master Plan</p> <p>Followed by:</p> <p>Workshop 18 August at 7.30pm (Reception Room) ⇒ Code of Conduct Training</p>

9. Register of Key Recommendations

Date of Workshop	Recommendation	Notes	Status C=Completed O= Outstanding
3/2/09	Australia Day Celebration	Refer to future workshop for discussion.	C
17/2/09	External Funding Policy	Report to a future Council meeting.	O
17/2/09	Street Trees	Review of service standards to be undertaken.	O
7/4/09	Churchill Rd Precinct Master Plan	Height of buildings 3-4 storeys? To be considered at a future workshop. To be considered during Master Planning process.	C
21/4/09	LGMA Conference Attendance Policy	Policy to be amended and referred to future workshop.	O
5/5/09	Strategic Champions	Guidelines/policy to be developed. To be discussed at a future workshop.	O
12/5/09 & 2/6/09	Corporate Logo	Consultation package and costing for Members' further consideration at a future workshop in August.	C
7/7/09 & 14/7/09	30 Year Adelaide Plan	To be discussed at a future workshop.	O
7/7/09	Car Parking	A focus on car parking and to invite affected property owners to attend. Future workshop item.	O
7/7/09	Rates Notices	Send out community information out with rates notices.	C
7/7/09	Litter	Litter adjacent to the Johns Road Depot. Thornton to investigate.	C
7/7/09	Champion Meetings	EMT to discuss large agenda items at Champion meetings	C
14/7/09	30 Year Plan – Greater Adelaide	Copies of the 30 year plan to be provided to Elected Members.	C
14/7/09	Community Engagement.	Training required. Scheduled for 18 August workshop.	O
14/7/09	Petty Crime & Vandalism	Barry Lewis (SAPOL) to attend workshop on 6 October	O
14/7/09	Remote Attendance at Meetings	Remote attendance to be recorded for workshops.	C
14/7/09	Remote Attendance at Meetings	Further investigation to be undertaken to list remote attendance at Council meetings.	O
14/7/09	Remote Attendance at Meetings	Video conferencing (or similar) to be investigated to enable more remote attendance.	O