

city of Prospect

the **CREATIVE**

community

**Workshop Program  
Tuesday 6.00pm  
12 May 2009**

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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 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 Council Chamber, 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 questions and answers only.
7. The CEO or his/her 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 that the Program and papers for the Workshop, which will include the Agenda for the following Council and Standing Committees 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 aims at achieving a more 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 the 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 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.
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 a critically important part for a well-informed and enhanced decision-making process of 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 that 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.

## Contents

	<b>Page Nos.</b>
<b>1. Notes from previous meeting</b> .....	<b>1-2</b>
<b>2. Waste Policy</b> .....	<b>3</b>
<b>3. Draft Budget 2009-2010 – Public Attendance at Workshop</b> .....	<b>4</b>
<b>4. Corporate Logo</b> .....	<b>5</b>
<b>5. Community Magazine</b> .....	<b>6</b>
<b>6. Open Discussion Period</b> .....	<b>7</b>
<b>7. Future Workshop and Council Agenda Items</b> .....	<b>8</b>
<b>8. Register of Key Recommendations</b> .....	<b>9</b>

Time	Item & Summary
6.00pm	<p>1. <b><u>Notes from previous meeting</u></b></p>
	<p><b><u>Notes from Workshop – 5 May 2009</u></b></p> <p>Present: Ashley, Bruce, Frank, Mike, David, Grace, Monica, Matthew, Sheron, Tim, Damian (via telephone)  Apologies: Mike, Matthew, Joseph, Thornton</p> <p>1. <b>Notes from Previous Meeting</b></p> <ul style="list-style-type: none"> <li>▪ Nil</li> </ul> <p>2. <b>Efficiency &amp; Economy Audit</b></p> <ul style="list-style-type: none"> <li>▪ Report and presentation from Mark Booth noted.</li> <li>▪ Management to further consider and respond to outstanding issues/recommendations.</li> <li>▪ Elected Members to have input into future considerations regarding the Efficiency and Economy Audit.</li> <li>▪ Complaints log/procedure to be referred to a future workshop for discussion/review. <ul style="list-style-type: none"> <li>- Response times.</li> <li>- Process.</li> <li>- Escalation process.</li> <li>- Elected Members use of IT to log/track complaints.</li> </ul> </li> <li>▪ Workshops <ul style="list-style-type: none"> <li>- Need to undertake an open review.</li> <li>- Process for decisions to be considered.</li> </ul> </li> <li>▪ Collate the duration of council meeting over past 12 months.</li> </ul> <p>3. <b>Strategic Champion Review</b></p> <ul style="list-style-type: none"> <li>▪ General view that the strategic champion structure is supported.</li> <li>▪ Preference is to retain an informal and flexible approach.</li> <li>▪ Self regulating and issues focussed.</li> <li>▪ Guidelines/policy to be developed.</li> <li>▪ The issue of Strategic Champions to be rescheduled at a future workshop for further discussion.</li> </ul> <p>4. <b>Code of Conduct for Elected Members</b></p> <ul style="list-style-type: none"> <li>▪ Deferred.</li> </ul> <p>5. <b>Crime Prevention Strategy for Memorial Gardens</b></p> <ul style="list-style-type: none"> <li>▪ Presentation and comments received from Consultant - Andrew Paterson.</li> <li>▪ It was suggested that CCTV cameras, linked to a security company could be used to 'trigger' a SAPOL response and assist with the collection of reported data.</li> </ul>

- Consideration is be given to a moveable camera as an alternative option to enable Council to target 'hot spots'.
- Potential role for residents to collect data was supported and of some interest -consultant to advise on how this can be done effectively.
- Some interest/preference in a 'deterrent strategy' which could involve signage, police patrols etc.
- Design solutions, such as gates/bollards etc. are supported/good and will be referred to the Master Plan process for the area.
- Investigation required regarding the process for obtaining approval to lock the gate on Flora Terrace/and its associated impact on residents.
- Report to be tabled at the June meeting for consideration.

**6. ERA Business Plan – Progress Report**

- CEO and Mayor provided comments and highlighted key areas of progress.
- Business Plan content noted.

**Open Discussion Period**

- Tim - enquired about the missing 50 km/h sign heading south on Prospect Road - Thornton to advise.
- Grace - enquired about the kerb and footpath works on Main North Road/Ellen Street and whether it was a CoP project - Thornton to advise.
- Sheron - enquired about the condition of footpaths/street lights along Milner Street/Gloucester Street - Thornton to advise.
- David discussed the issue of Council's logo and the opportunity to undertake a successful public engagement process surrounding its development/selection - Joseph to consider and provide recommendation to Council.
- Tim - raised concerns about overhanging branches/shrubs and suggested a note be provided with future rates notices - Thornton to advise.

	<p><b>2. Waste Policy</b></p> <p>To discuss Council's waste policy.</p> <p>Expected duration: 30 mins</p>
	<p><b><u>Notes</u></b></p> <p>Council has previously discussed its waste policy at a workshop on 3 March 2009. A draft policy was presented to the March Council meeting which was deferred to a workshop for discussion as Elected Members indicated a desire to consider feed back from the waste community engagement process prior to committing to the policy.</p> <p>The policy is presented again for discussion with particular attention on:</p> <ol style="list-style-type: none"> <li>1. Provision of additional bins</li> <li>2. Contractor Performance rewards</li> <li>3. Contamination</li> </ol> <p>Included in the workshop material is the draft policy.</p>
<p><b>Notes for recording</b></p>	
<p><b>Recommendation for action</b></p>	

	<p><b>3. Draft Budget 2009-2010</b></p> <p>Public attendance at workshop.</p> <p>Expected duration: 60 mins</p>
	<p><b><u>Notes</u></b></p>
<p><b>Notes for recording</b></p>	
<p><b>Recommendation for action</b></p>	

	<p><b>4. Corporate Logo</b></p> <p>Elected Members to discuss options for the new Corporate Logo.</p> <p>Expected duration: 20 mins</p>
	<p><b><u>Notes</u></b></p> <p>As per Resolution 199 quotations were sought from three graphic design firms resulting in two local graphic design businesses, Toolbox Graphic Design and The Design Lab, being commissioned to provide full quotations and designs for a new corporate logo. Both firms agreed to produce designs for a new corporate logo at a cost of \$2500. These quotations and presentations of three options from each firm were presented to Council at a Workshop on 17 March 2009.</p> <p>Elected Members called for copies of the proposed designs and for the firms to produce examples of the application of each proposed logo for their consideration. Colour copies of the logos were given to Elected Members following the Workshop on 17 March 2009. Both Toolbox Graphic Design and The Design Lab agreed to produce these documents without extra costs, but rather be absorbed within the their initial costing of \$2500 for the design work.</p> <p>Bound presentations from Toolbox Graphic Design and The Design Lab were distributed to Elected Members on Thursday, 30 April for their perusal and consultation with their family, friends and constituents.</p> <p>It is anticipated that further, more informed discussion will take place at this Workshop with the aim of making a selection of a logo to be recommended for public consultation prior to a final decision being made by Council before the end of the financial year.</p>
<p><b>Notes for recording</b></p>	
<p><b>Recommendation for action</b></p>	

	<p><b>5. Community Magazine</b></p> <p>Elected Members to discuss options in relation to the Community Magazine.</p> <p>Expected duration: 20 mins</p>
	<p><b><u>Notes</u></b></p> <p>As per Council Resolution 10, Council administration engaged David Robertson from Icarus Design and John Kingsmill from Tabloid Pty Ltd to undertake a review of the Creative Community publication, provide an analysis and make recommendations for potential improvements.</p> <p>After general discussion at the 17 March 2009 Workshop, Elected Members requested that a breakdown of all the costs involved in the various options for revision of the Creative Community Magazine be presented to a future Workshop for their consideration.</p> <p>Details of the fee estimates and costs supplied by Tabloid Pty Ltd and Icarus Design Ltd, for the various options for revision of the Creative Community Magazine are in the attached draft report for the consideration of Elected Members.</p>
<p><b>Notes for recording</b></p>	
<p><b>Recommendation for action</b></p>	

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

	<p><b>7. <u>Future Workshop and Council Agenda Items (subject to change)</u></b></p> <p>Members may seek advice as to the purpose, or intended resolutions planned for the next Council meeting.</p>
	<p><b><u>Notes</u></b></p> <p><b>Council 19 May 2009</b></p> <ul style="list-style-type: none"> <li>⇒ EHA Board Member/Deputy appointments</li> <li>⇒ Aquifer Storage &amp; Recovery – Barker Inlet</li> <li>⇒ Waste Policy</li> <li>⇒ Dog Registration</li> <li>⇒ Crime Prevention - Memorial Gardens</li> <li>⇒ Neighbourhood Program Funding</li> <li>⇒ Renewal of Lease agreements (Broadview Bowling Club and Broadview Croquet Club)</li> <li>⇒ Renewal of Licence Agreement with Prospect District Cricket Club</li> </ul> <p><b>Workshop 2 June 2009</b></p> <ul style="list-style-type: none"> <li>⇒ Indigenous Presentation</li> <li>⇒ YAC Presentation</li> <li>⇒ Draft Budget 2009/10</li> </ul> <p><b>Workshop 9 June 2009</b></p> <ul style="list-style-type: none"> <li>⇒ Budget Review 4</li> <li>⇒ Draft Budget 2009/10</li> <li>⇒ Master Plan x 3</li> </ul> <p><b>Workshop 16 June 2009</b></p> <ul style="list-style-type: none"> <li>⇒ Hard Waste</li> <li>⇒ Environmental Essay</li> <li>⇒ Alternate Footpath Construction</li> </ul>

## 8. Register of Key Recommendations

<b>Date of Workshop</b>	<b>Recommendation</b>	<b>Notes</b>	<b>Status</b> C=Completed O= Outstanding
3/2/09	Australia Day Celebration	Refer to future workshop for discussion.	O
17/2/09	Business Traders	To be discussed further at a future workshop	O
17/2/09	External Funding Policy	Report to a future Council meeting	O
17/2/09	Federal Funding	Progress an application for the Prospect Oval precinct.	O
17/2/09	Federal Funding	Inquiries should be made with Federal Government to determine which of our two applications would have more likelihood of getting up in a competitive submission	O
17/2/09	Street Trees	Review of service standards to be undertaken	O
17/2/09	Street Trees	Opportunities to be investigated regarding future management of trees	O
17/3/09	Long Term Financial Plan/Draft Budget 2009/10	Public meeting scheduled for 12 May 2009	O
7/4/09	Prospect Oval Precinct Master Plan	Management models to be worked up and presented to Council.	O
7/4/09	Churchill Rd Precinct Master Plan	Height of buildings 3-4 storeys? To be considered at a future workshop.	O
14/4/09	Waste Collection System	Bin buy-back//Bin leasing/Giving out bins – workshop item	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