

city of Prospect

the **CREATIVE**

community

**Workshop Program  
Tuesday 6.30pm  
14 April 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.

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Time	Item & Summary
6.00pm	<p>1. <b><u>Notes from previous meeting</u></b></p>
	<p><b><u>Notes from Workshop – 7 April 2009</u></b></p> <p>Present: Ashley, Sheron, Frank, Mike, Matthew, Damian, David, Grace, Tim, Monica  Apologies: Bruce</p> <p>1. <b>Notes</b></p> <ul style="list-style-type: none"> <li>▪ No comment</li> </ul> <p>2. <b>Master Planning</b></p> <p><b>Prospect Road Precinct</b></p> <p>Broad support for:-</p> <ul style="list-style-type: none"> <li>▪ Night and day and pedestrianisation of strip.</li> <li>▪ Sustainable corridor.</li> <li>▪ High density.</li> <li>▪ Removal of car park (on street).</li> <li>▪ Aim to get more people using road.</li> <li>▪ Diversity of business mix.</li> <li>▪ Focus on “corridor” development.</li> <li>▪ Zoning expansion.</li> <li>▪ Northern gateway development.</li> </ul> <p><b>Churchill Road Precinct</b></p> <p>Broad support for:-</p> <ul style="list-style-type: none"> <li>▪ Hutt Street style development.</li> <li>▪ Strategic shop-top development.</li> <li>▪ Multicultural attractions.</li> <li>▪ Bike route.</li> <li>▪ Median strip needed for safety and overtaking concerns.</li> <li>▪ Links to west to be pursued (Regency College).</li> <li>▪ Bike lane on road needed?</li> <li>▪ Torrens Rd gateway opportunity? Open space?</li> </ul> <p>Ideas:-</p> <ul style="list-style-type: none"> <li>▪ Tram along rail line?</li> <li>▪ Increase number of trees.</li> <li>▪ Focus on high density.</li> <li>▪ Planting upgrades along rail line/residences.</li> <li>▪ Shop top development supported.</li> </ul> <p>Consensus:-</p> <ul style="list-style-type: none"> <li>▪ More mixed and commercial use.</li> <li>▪ Height – 3-4 storeys? To be considered at a future workshop.</li> <li>▪ High quality.</li> <li>▪ Rail line/bike lane.</li> <li>▪ Recessed occasional parking.</li> <li>▪ Proceed with upgrades to Council infrastructure within Council resources.</li> <li>▪ Pursue re-surface by DTEI.</li> </ul>

**Prospect Oval Precinct**

Broad support for:-

- Grandstand is deficient and needs removal.
- Support for centralised memorials.
- Youth focus. Explore indoor recreation centre on site.
- User group “ownership” concerns.
- Need to bring clubs along and provide them with a model (preferred).
- Dog park.
- Outcome – management models to be worked up and presented to Council.

**3. Waste**

- Deferred to 14 April 2009.

**Open Discussion Period****Grace**

- Broadview Oval.

**Ashley**

- Representation Review.

	<p><b>2. Budget Review 3</b></p> <p>To enable Elected Members to review and analyse the budget results for the three months ended March 2009.</p> <p>Expected duration: 45 mins</p>
	<p><b><u>Notes</u></b></p> <p>Draft report and attachments supplied as an addendum to agenda.</p>
<p><b>Notes for recording</b></p>	
<p><b>Recommendation for action</b></p>	

	<p><b>3. Broadview Oval Watering System/Remote Irrigation Control</b></p> <p>Trevor Eden from Greene Eden Watering Systems, and relevant Parks &amp; Gardens staff will be in attendance for the Broadview Oval item for a short verbal presentation and to answer questions from members.</p> <p>Expected duration: 45 mins</p>
	<p><b><u>Notes</u></b></p> <p>Refer attached report.</p>
<p><b>Notes for recording</b></p>	
<p><b>Recommendation for action</b></p>	

	<p><b>4. Main North Road Median Strips</b></p> <p>To provide further information on the options available to Council to develop the Main North Road medians.</p> <p>Expected duration: 30 mins</p>
	<p><b><u>Notes</u></b></p> <p>Refer attached report</p>
<p><b>Notes for recording</b></p>	
<p><b>Recommendation for action</b></p>	

	<p><b>5. Landmark Project Update</b></p> <p>To provide Elected Members with an update of the Landmark Project.</p> <p>Expected duration: 15 mins</p>
	<p><b><u>Notes</u></b></p> <p><b>At DTEI's request</b> revised and final drawings for the Landmark Project were completed by the artist, received by Council and immediately forwarded to DTEI. DTEI then put the specifications and working plans through the formal process. After two weeks from the date of submission to DTEI, the matter was followed up on several occasions to establish the progress of the project. After six weeks a response was received from DTEI indicating that they required an onsite meeting.</p> <p><b>An onsite meeting</b> was organised between the Director of Community Wellbeing, the artist, DTEI representatives, Principal Planner, and Manager of Community Arts and Culture to discuss the Department's verdict on the new design submitted by Council. The Department's representatives indicated that they cannot support the design work to be installed on the south eastern corner (the abstract lettering of City of Prospect) as it is hard to read and therefore it will create a distraction to motorists and therefore may cause an unsafe traffic movement, and possibly be dangerous to pedestrians and drivers alike.</p> <p><b>Six weeks later</b>, Council received a report from DTEI's Unit Manager, Land Use Coordination Mr George Morias, conveying the Department's position and conclusion which was unfavourable and unsupportive of the artwork installation.</p> <p><b>A meeting was then convened</b> with the Mayor of Prospect, the Chief Executive Officer, Director of Community Wellbeing and the Hon Minister Jane Lomax-Smith to discuss the Landmark project. The Minister agreed to take the matter to the Minister for Transport, the Hon Patrick Conlon.</p>
<p><b>Notes for recording</b></p>	
<p><b>Recommendation for action</b></p>	

	<p><b>6. Waste Collection System</b></p> <p>To progress Council's Kerbside Waste Review process with particular attention on the results of Council's community engagement process with a view to determining a preferred system(s) for the purpose of commencing a tender process.</p> <p>Expected duration: 120 mins</p>
	<p><b><u>Notes</u></b></p> <p>1. During the months of February and March the community has been engaged regarding the preferred domestic collection system as resolved by Council at its January meeting. The engagement process consisted primarily of the following:</p> <ul style="list-style-type: none"> <li>- Information brochure and survey to every household and business</li> <li>- Public seminar</li> <li>- Attendance at the Prospect Fair</li> <li>- Information on Council's website</li> <li>- Information in the Creative Community magazine</li> <li>- Messenger advertisement</li> </ul> <p>The engagement process has been extremely successful in the respect that the community has responded in large numbers to Council's proposal with responses nearing 500 in total. Staff have been working to capture the information from each response in a useful form that can be presented to Elected Members to assist with decision making. A summary of the majority of the feed back can be found as a separate attachment in the workshop papers. Final feed back will be presented to the workshop.</p> <p>Due to the time frames associated with the waste review process Council will need to determine at the April Council meeting a preferred domestic waste collection system(s) that Council will seek to request tenders on. It is therefore expected that discussion will be held at the workshop to determine Council's preferred options for progressing the tender documentation. Discussions will include the following:</p> <ul style="list-style-type: none"> <li>- Comparison of outcomes from a weekly vs fortnightly collection system</li> <li>- Options available for flexibility to change systems mid-contract</li> <li>- Cost differentials of a food collection system incorporating a bag and without a bag</li> </ul> <p>2. At the March Council meeting, Council agreed for two reports related to waste matters to "lay on the table" awaiting discussion at the workshop. Those items related to waste policy decisions and the early introduction of a food organics collection system. Both reports have been included in the workshop papers and will be discussed at the workshop.</p> <p>3. Time permitting it is intended to spend some time discussing Hard Waste collection options in more detail as well as the collection of street litter bins.</p>

<b>Notes for recording</b>	
<b>Recommendation for action</b>	

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

	<b>8. <u>Future Workshop and Council Agenda Items (subject to change)</u></b>
	<p><b><u>Notes</u></b></p> <p><b>Workshop 21 April 2009</b></p> <ul style="list-style-type: none"><li>⇒ Elector Representation Review</li><li>⇒ Australia Day Celebrations</li><li>⇒ Loan Bikes at Library</li><li>⇒ Business Traders</li><li>⇒ LGMA EM Attendance Policy</li><li>⇒ Review of Reports/Recommendations to Council 28/4/09</li></ul> <p><b>Council 28 April 2009</b></p> <ul style="list-style-type: none"><li>⇒ Elector Representation Review</li><li>⇒ Waste Collection System</li><li>⇒ Audit Committee Report</li><li>⇒ Budget Review 3</li><li>⇒ Code of Conduct</li></ul>

## 9. 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
3/2/09	Loan Bikes to be supplied at the Library	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
3/3/09	Draft Budget 2009/10	Provide comparison with other Councils of potential rate increases and borrowings.	O
17/3/09	Creative Community	Report to a future workshop comprising the present format, the format presented by the independent consultant from 'Icarus' David Robertson and the format as presented by John on 17/3/09 and including full cost ramifications.	O
17/3/09	Council Logo	Logos be presented to a further Workshop including showing the designs' application to letterhead, business cards, vehicles etc.	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