



**Workshop Program
Tuesday 1 December 2009
at 7.00 pm**

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 7pm and 10pm (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.

Contents

Page Nos.

1. **Notes from previous meeting** **1-2**

2. **Prospect Oval Precinct Master Plan** **3-4**

3. **Open Discussion Period** **5**

4. **Future Workshop and Council Agenda Items** **6**

5. **Register of Key Recommendations** **7**

Time	Item & Summary
7.00pm	<p>1. <u>Notes from previous meeting</u></p>
	<p><u>Notes from Workshop – 17 November 2009</u></p> <p>Present – Damian, Bruce, Mike, Ashley, Frank, Sheron, Monica, David, Matthew, Tim.</p> <p>Apology – Grace</p> <p>1. Notes from Previous Meeting</p> <ul style="list-style-type: none"> ▪ No comments. <p>2. NAFC – Glenn Elliott presentation</p> <ul style="list-style-type: none"> ▪ Overview of proposed developments provided. ▪ Broad support for concepts evident. ▪ Further information to be provided to Council at a future workshop. <p>3. Prospect Oval Master Plan</p> <ul style="list-style-type: none"> ▪ Overview of revised master plan received. ▪ Recognition evident of significant improvements to the plan. ▪ 3 key issues require further specific consideration <ul style="list-style-type: none"> - Land swap proposal - RSL relocation proposal - Grandstand/building redevelopment proposal ▪ Workshop session to be scheduled specifically focussed on Prospect Oval Master plan. <p>4. Adelaide Rail Freight Movements Study</p> <ul style="list-style-type: none"> ▪ Agreement for the Administration to provide a submission based on a preference for option 3. ▪ Minor adjustments/additions to be incorporated within the submission. <p>5. Professional Development for Executive Staff</p> <ul style="list-style-type: none"> ▪ General consensus that professional development of executive staff is supported. ▪ CEO to develop and implement an internal procedure at the operational level. ▪ Budget bid to be provided to the budget process to provide funding and to enable the progress of professional development for Executive Staff.

6. Overview of Reports to November Council

- Discussion focussed on the Optical Fibre Reports.
- General support for the project evident.
- Reports to be tabled at November Council meeting as necessary.

7. Open Discussion Period

- Nil

2. Prospect Oval Precinct Master Plan

7.00pm Recap and Update

- Vision and guiding principles
- Master plan components
- Cost Estimates and Funding Partners

7.15pm Workshop

- Aspects of the plan which have general consensus
- Aspects of the plan for resolution and clarification highlighting
 - Facts and Findings
 - Professional opinions
 - Reality checks

8.15pm Consensus and Way Forward

- Consensus to be reached on each outstanding aspects
- Prioritisation of projects (using “dot approach” – see below)

9.00pm Close

Elected members are asked to come prepared to respond to some of the hard questions in relation to:

- Where they see the park sitting in the scheme of overall provision, i.e. is it a park for local residents, Prospect residents or visitors (or all)?
- The notion of meeting existing users and the immediate local communities needs over future generations and visitors to the area.
- The need to think rationally and strategically in relation to the support and management of ageing assets, i.e. is council prepared to continue a band aid approach which will get worse in the coming years or do they wish to be pro active in addressing the issue now?
- The future of existing groups in the park and the need to make sure design reflects changing needs (i.e. we need to consider the existing and future status of groups in the park and how these will be accommodated now and into the future if they are still around) .
- Balancing community emotion against sustainable delivery and management of assets (political management).

Expected duration: 3 Hours

	<p><u>Notes</u></p> <ol style="list-style-type: none">1. EM's will be provided with revised costings for the proposed stages and components at the meeting.2. Interactive exercise inviting Council Members to allocate notional financial funds (not ratepayers) to components of the Master Plan (say 5 yellow dots each to be attached to highest priority components, 5 blue dots to medium priority and 5 red dots to lowest priorities.).3. Additional exercise to allocate component priority based on community value/benefit. (5 green dots each to identify the highest priorities).
Notes for recording	
Recommendation for action	

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

	<p>4. <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>Workshop 8 December 2009</p> <ul style="list-style-type: none">⇒ Training (.pdf editing)⇒ Culture Survey⇒ Agenda Availability⇒ Online Community Panel Demonstration

5. Register of Key Recommendations

Date of Workshop	Item	Notes	Status C=Completed O= Outstanding
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. To be discussed with SD6 champions in conjunction with tree species review.	O
14/7/09	Remote Attendance at Meetings	Video conferencing (or similar) to be investigated to enable more remote attendance.	O
1/9/09	Community Engagement Training	Further discussion with Elected Members to occur to scope out process going forward relating community engagement.	O
29/9/09	Prospect Development Design Awards Concept	It was agreed that further investigation occur and a discussion paper be prepared for a future workshop.	O
20/10/09	Electronic Agendas	Relevant training to be organised	C
3/11/09	Churchill Road	Investigate costing to install pipes under footpaths on Churchill Road.	O
10/11/09	Arts Strategy	Report to be provided on the past 5 years art outcomes.	O
10/11/09	Arts Strategy	Consider a Strategic Champion group to assist with progress of public art outcomes.	O
10/11/09	Arts Strategy	Report back to a future workshop with further information and details.	O
10/11/09	New Residents Welcome Pack	Management to document three viable options for referral back to a future workshop.	O
10/11/09	NAFC presentation on 17/11	Management to consider the potential for consultation prior to meeting with the NAFC next week.	C
10/11/09	NAFC presentation on 17/11	Review the recommendations from Mark Band regarding demolition or otherwise of the old grandstand building.	C
10/11/09	NAFC presentation on 17/11	Investigate what assistance the Port Adelaide Enfield Council provided to Port Adelaide Football Club and Port Power.	O
10/11/09	RSL Lease	Report to Council on 15 December.	O