

city of Prospect

the **CREATIVE**

community

**Workshop Program
Tuesday 6pm
3 March 2009**

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. <u>Notes from previous meeting</u></p>
	<p><u>Notes from Workshop – 17 February 2009</u></p> <p>Present: Ashley, Bruce, Sheron, Grace, Matthew, David, Frank, Tim, Mike, Damian Apologies: Nil</p> <p>1. Notes</p> <ul style="list-style-type: none"> ▪ No comment. <p>2. Broadview Oval Football and Archery</p> <ul style="list-style-type: none"> ▪ Detailed discussion undertaken. ▪ Alterations to report suggested, including amended recommendation for council consideration ▪ General opposition to the undertaking of a survey prior to the Council meeting ▪ Report to Council meeting on 24th February ▪ Elected Members particularly keen to make a decision at the 24th February meeting. <p>3. Business Traders</p> <ul style="list-style-type: none"> ▪ Further research to be undertaken ▪ Council split as to who should be represented on the MSTA ▪ Council should seek from and support MSTA in the creation of a Business Plan before Council commit any further funding ▪ Council concerned that if staff are represented on the MSTA such a role could significantly eat into staff time and ability to remain strategically focussed ▪ Discuss again at a future workshop session. <p>4. External Funding Policy</p> <ul style="list-style-type: none"> ▪ Adjustments to draft policy required ▪ Adjustment required to reporting times and what is reported, with a focus on separating Capital and Program Funding ▪ Ashley expressed concern over the formatting and style presented and has offered to work with staff to rectify the presentation and wording ▪ Report to future Council meeting. <p>5. Open Discussion Period</p> <p>David O’Loughlin - Federal funding stream</p> <ul style="list-style-type: none"> ▪ Potential to access Federal funds for community infrastructure projects. ▪ Agreement to progress an application for the Prospect Oval precinct. ▪ Reinforced that only one application can be made to the Federal Government and that inquiries should be made to determine which of our two applications would have more likelihood of getting up in a competitive submission

Tim Newall – Street trees

- Concern regarding the health of Council's street trees as a result of the drought
- Review of service standards to be undertaken
- Opportunities to be investigated regarding future management of trees

	<p>2. Waste</p> <p>For Elected Members to work through the detail of the new kerbside waste system (refer attached).</p> <p>Topics to be covered include:</p> <ul style="list-style-type: none"> ○ Policy decisions for new kerbside waste contract ○ Hard waste ○ Street and Parks litter bins ○ Discussion around introducing an earlier food organics collection <p>Expected duration: 90 mins</p>
	<p><u>Notes</u></p> <p><u>Policy Options/Decisions</u></p> <ol style="list-style-type: none"> 1. Leasing of additional bins 2. Provision of bins to multi-dwelling developments eg. units/apartments/flat buildings 3. Collection options for commercial premises 4. Collection options for schools? 5. Responsibility for establishment and maintenance of customer service centre? 6. Responsibility for education? 7. Ownership of recyclables? 8. Ownership of organics? 9. On going provision of bio bags & baskets, including as new residents move in, rental properties, broken baskets 10. Ownership of bins? 11. Micro chipping bins? 12. Driver Performance Standards and contractor rewards <p><u>Hard Waste</u></p> <ol style="list-style-type: none"> 1. At call service or Scheduled? 2. Increase likely in timeframe for pick ups? Most Councils have at least 3-4 week wait. 3. Latest technology for management of hard waste collection system. 4. Education/Compliance/Enforcement 5. Illegal dumping 6. Waste to Resources EPP – how do we deal with banned items from landfill that frequently appear in hard waste collections eg E-Waste, whitegoods etc. 7. How much emphasis will we put on the Contractor to recycle/recover the materials? 8. Across boundary collaboration with other Council's.

	<p><u>Street and Parks Litter bins</u></p> <ol style="list-style-type: none"> 1. Use of specialised contractor, possible inclusion with business waste collection system? 2. Number of bins and location to be sourced from depot 3. Introduction of additional bins to encourage recycling 4. Additional bins will require additional hard stand areas taking up space in parks and on footpaths 5. Across boundary collaboration with other Council's <p><u>Earlier Food Organics Collection</u></p> <p><u>Pros</u></p> <ol style="list-style-type: none"> 1. Increase diversion away from landfill sooner (Approximately 1000-1500 tonnes depending on take up rate). 2. Reduction in costs to dump to landfill vs processing of green organics. 3. Reduces capacity requirements in residual side of bin to demonstrate to residents that 140lt residual bin for a fortnight will be sufficient. 4. Reduces greenhouse gas emissions <p><u>Cons</u></p> <ol style="list-style-type: none"> 5. Not all households will have a green bin and it is not suggested that new bins be rolled out prior to the commencement of the next contract in 2010. 6. Cost to implement system initially is likely to exceed savings in dumping costs. 7. For households that do not currently have a green organics bin the food organics container may not be utilised and lost/discarded/damaged requiring provision of additional containers when new system is rolled out in 2010. 8. Availability of food organics containers and compostable bags? 9. May not allow timeframe for Council to investigate alternative design/s of containers.
<p>Notes for recording</p>	
<p>Recommendation for action</p>	

	<p>3. Long Term Financial Plan / Draft Budget 2009/10</p> <p>To provide Elected Members with an opportunity to commence discussing the Draft Annual Business Plan 2009/10 (ABP)</p> <p>A separate report has been provided which includes a series of questions. These questions should facilitate discussion at the workshop and provide the required feedback that will enable staff to refine the ABP.</p> <p>Expected duration: 90 mins</p>
	<p><u>Notes</u></p> <p>There are many difficult questions to be answered over the coming three months culminating in the adoption of the budget in June.</p> <p>The purpose of the attached report and this workshop item is to <u>commence</u> the discussion regarding the Draft Annual Business Plan. Guidance is sought at this stage as opposed to 'hard decisions'.</p> <p>Time has also been set aside at the 17 March Informal Workshop to continue discussions regarding the Draft ABP.</p> <p>It is anticipated that Council endorsement will be provided at the March 2009 Council meeting for the broad parameters and key highlights of the Draft ABP to be subject to community consultation, with this consultation then occurring (predominantly) in late April – early May.</p>
<p>Notes for recording</p>	
<p>Recommendation for action</p>	

	<p>4. Planning Reforms Character Areas (time permitting)</p> <p>The aim of this session is to provide Elected Members with information on the identification of character areas throughout the Council area, in response to the Residential Development Code, and the methodology used to define such areas.</p> <p>The Minister for Planning and Development has only recently released the process for identifying character areas. The first stage of the process is a technical assessment, with limited ability for subjective input. For example, the initial assessment process is based on consistency of the age of dwellings, building styles and allotment sizes. These readily quantifiable factors form the basis for demonstrating that an area can be considered a “character area.”</p> <p>Expected duration: 30 mins</p>
	<p><u>Notes</u></p>
<p>Notes for recording</p>	
<p>Recommendation for action</p>	

	<p>5. <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>	

	6. <u>Future Workshop and Council Agenda Items (subject to change)</u>
	<u>Notes</u> Workshop 10 March 2009 <ul style="list-style-type: none">⇒ Waste Seminar (Public & Elected Members)⇒ Waste Discussion⇒ Creative Community Magazine/Presentation⇒ Logo/Presentation Workshop 17 March 2009 <ul style="list-style-type: none">⇒ LTFP/Draft Budget 2009/10

7. Register of Key Recommendations

Date of Workshop	Recommendation	Notes	Status C=Completed O= Outstanding
20/1/09	Master Plan Prospect Oval Precinct	One on meetings with Elected Members and Jensen Planning to be undertaken. Barry Phillis and Associates to undertake a broad feasibility study for a new Civic Centre/Council Offices in the Oval Precinct and subsequent sale of existing Civic Centre on Prospect Road.	O O
3/2/09	'Your Street, Your City'	Provide further information regarding the Unley Character areas as a separate workshop item.	O
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
10/2/09	Audit Committee	Report to February meeting of Council to appoint Audit Committee Member	C
10/2/09	Community Garden	Report to February meeting of Council.	C
10/2/09	Budget Review 2	Report to February meeting of Council.	C
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