



Workshop Program

Tuesday 9 June 2015 commencing at 6.15pm

Reception Room, Civic Centre, 128 Prospect Road, Prospect SA 5082

Workshop Chair: Ginny Moon, Director Corporate Services

Agenda

Workshop Opening

- Apologies – Cr M Lee
- On Leave

Page

Notes from previous workshop	3
Workshop Items	6
1 Rates Modelling	6
2 Draft Budget Consultation Feedback & Budget Finalisation	6
3 Advertising on Bins	7
4 LED Signage Concept Design – Corner of Fitzroy Terrace	7
5 DPTI Update	8
6 Adelaide Park Lands Management Strategy	8
Future Workshop and Council Agenda Items	9
Meeting Close	

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 6.15pm and 9.30pm (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.

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.

Notes from previous workshop

Notes from Workshop 02/06/2015

- Chair:** Ginny Moon, Director Corporate Services
- Present:** D O'Loughlin, A Bowman, T Evans, M Groote, A Harris, M Larwood, M Standen
- On leave:** K Barnett.
- Apologies:** M Lee.

Notes from previous workshop 12/05/2015

- Taken as read.

Workshop Items

1 Budget Public Meeting

- As set out in the Local Government Act 1999 S.123 (4), Council held a public meeting between the hours of 6:00pm and 7:00pm.
- The Public Meeting was advertised in the City North Messenger Newspaper on 13 May & 20 May 2015.
- The Public Meeting was attended by one member of the public who talked through his queries on the Draft Annual Business Plan 2015-2016 with the Mayor, Director Corporate Services & Manager Financial Services. The feedback provided will form part of the Consultation Feedback to be provided to the Workshop 9 June 2015.

2 Rates Modelling – Updated Valuation

- Chris Birch, Manager Financial Services presented the proposed rating strategy using the new Valuation Data:
 - Valuation Data is provided to Council by Valuer-General on a weekly basis from 4 May 2015 through until the end of June when the declaration of rates is expected.
- Chris presented the proposed rating parameters which are contained within the Draft Annual Business Plan 2015-2016 (consultation process for the budget is currently underway):
 - Total General Rate Income of \$18M
 - Average Residential Rate Increase (Excluding Growth) of 3.8%
 - Average Non-Residential Rate Increase of 3.8%
 - Vacant Land Rate in Dollar to be 25% increase over corresponding Developed Rate in the Dollar (i.e. Vacant Land in Residential Development Area equals Residential Rate in the Dollar plus 25%)
 - Minimum Rate to Maintain 22% of Total Properties
 - Growth of 1% %, latest valuation data (as at 1 June 2015) reports an actual growth of 0.8% leaving an anticipated budget shortfall
- Chris asked Elected Members if they would like further models to be presented at 9 June Workshop
- Discussion took place around a potential deficit of \$14K with current forecasting:
 - Are there further opportunities for staff to seek efficiencies
 - Reduce projects expenditure
 - The preference was for staff to adjust the budget to reflect the original deficit amount of \$337,943. Further operating efficiencies and savings to be found from shared services.
- Elected Members would like to see the value of rates which are over \$5K and details of Assessments expected to receive an increase of 10% or greater. Staff to provide information regarding how can 'maximum rate' be implemented.

3 NBN Elected Member Briefing

- Chris Gregory from NBN presented an update on the NBN roll out and the communications strategy surrounding "go live" dates for our City.
- City of Prospect was one of 19 pilot Councils for the NBN roll out.
- Within the Council are there are 6 "Fibre Serving Area Modules" (FSAMs) each of which service approximately 3000 premises
- It is expected that by the end of July 2015, 14745 homes will be connected live to the NBN.

- Copper disconnection process will occur 18 months each of the 6 FSAMs have been notified that they are ready for NBN connection. NBN Co are notifying residents every 3 months throughout the roll out stage to ensure people are aware of the implications of disconnection of copper and have moved across from their copper connections. The copper connections will usually be switched off in the middle of the month
- There is a requirement for at least 40% of houses to have the connection boxes installed, before that area will be "switched on".
- In the event a resident wants the connection box to be placed in alternate position to the existing copper connection point, there may be a cost to incurred by the resident
- Discussion took place:
 - What is the power usage - approximately same as a desk lamp.
 - VOIP phone lines for homes and businesses – this may be an issue with the telecommunications provider
 - What about residents with Care Alert – NBN have set up a register and these people are being captured in the 3 monthly communication strategy
 - It is possible to have more than one service provider to a connection box
 - Communications from NBN available in 12 languages
 - Suggestion for future rates notice to include “get connected” and move from the “NBN is Coming” messaging
- Staff to provide a copy of the presentation to Elected Members
- NBN Launch will take place in Vine Street Plaza – more information will be provided beforehand
- Jennifer Uebergang, Economic Development Officer outlined the activities that City of Prospect currently undertakes to support the NBN Communication strategy including providing information articles for the Prospect Magazine, NBN Update e-Newsletter, NBN Say Yes connect (online database collection point), liaison at regular and occasional Community events. Social Media, Digital Hub, Direct liaison with the community and inclusion in the Prospectus and China engagement strategy.
- In addition, a research partnership has been entered into between City of Prospect, the Australian Council for Excellence in Local Government (ACELG) and the University of South Australia (UNISA). The project aims to identify new benchmarks and measures which can inform the health of, and changes occurring within our community as associated with broadband technologies.

4 Future of Library Services

- Ian McCallum – Director from Libraries Alive provided an update to Elected Members on the progress of the Library Services to the Future project.
- Ian presented the preliminary report on initial findings including the community and library profile, future of the Thomas Street building, options for the future with preliminary costings and a recommendation.
 - The building is due to be handed back to DECT in August 2019, when Council need to relocate the library services
 - Council should consider current and future Gallery space requirements
 - To accommodate City of Prospect population size the Australian standards are for 140 seats currently 45 Study areas, reading groups
- Discussion took place regarding the necessity to consider renovating or relocating:
 - If the building is not appropriate to renovate could the report provide the cost for renovation as opposed to relocation
 - Given that the report indicates the current space is one third the amount of space it to meet contemporary library standards, have we discussed opportunities with Port Adelaide Enfield?
 - Build time required for a new library - approximately 2-3 years
 - Discussion about timing for the building to go back to the school, DECT may allow retention of building for longer however the cost of any ongoing maintenance including much needed repairs and cosmetic fixes, is borne by Council services
- Future workshop is required for further updates to include suggestions from a regional perspective
- Feedback is sought from Elected Members to guide the completion of the final report.
- The completed report will be distributed to Elected Members to assist them in considering how best to progress the library project and to consider decision on services we provide

5 Other Business

- Mayor O'Loughlin provided an update on the Shandong Province Delegation which he and Ginny Moon attended
- Next year will mark the 30 years relationship between SA and Shandong.
- 250 delegates from SA attended and included:
 - 12 Mayors
 - 180 businesses
- Blackfriars have MOU with a Chinese school for years 5 and 6 exchange students.
- Development interests from Hisense and Hier (production facilities) for a Research and Development facility opportunity in SA, to research consumer behaviours from their products.
- Premier Weatherall has invited Chinese delegates to visit SA in September, to attend the Royal Adelaide Show where our agriculture and produce are showcased.
- Staff to follow up on enquiry from Cr Harris regarding person following garbage truck and residents with a camera protesting placement of bins.
- Letter from Lord Mayor on Adelaide Park Lands Management Strategy to be discussed at next workshop if possible.

Meeting closed at 8:55pm.

Workshop Items

1 Rates Modelling

Responsible Director: Ginny Moon, Director Corporate Services

Expected Duration: 10 minutes

Presented by: Chris Birch, Manager Financial Services

Rate Modelling was presented as part of the Workshop 2 June 2015, where questions were taken on notice in regards to;

- Number of Residential Properties where annual Rate Account exceeds \$5,000
- Explanation of Properties where a Greater than 10% increase in Rates is expected
- 'maximum rate'

These details will be provided at this workshop for Elected Member feedback.

Attachments: Nil

2 Draft Budget Consultation Feedback & Budget Finalisation

Responsible Director: Ginny Moon, Director Corporate Services

Expected Duration: 30 minutes

Presented by: Chris Birch, Manager Financial Services

Council endorsed the Draft Annual Business Plan 2015-2016 at a Special Meeting 5 May 2015 for Consultation. Consultation is to conclude at 5pm 5 June 2015.

Consultation and the Public Meeting (2 June 2015) was advertised in the City North Messenger 13 May 2015 and 20 May 2015, as well as The Advertiser 29 May 2015.

The purpose of the workshop item is to consider the feedback received from the public before the adoption of the budget and declaration of rates.

As consultation concludes after the publishing of this agenda, the contents of feedback received will be forwarded to Elected Members under **separate cover**.

The following Consultation methods have been used during the consultation period;

- Electronic Submissions received via Council's website
- Hard copy submissions received via feedback form at Civic Centre, Thomas Street Centre and via Australia Post
- Council's Audit Committee – 18 May 2015
- Focus Group Meeting – 19 May 2015 (15 Attendees)
- Prospect Primary School Year 7 Class – 20 May 2015
- Public Meeting – 2 June 2015 (1 Attendee)

The use of a Community Online Panel survey was not available during the consultation period as the number of available surveys under the contract with Council's Online Panel administrator was exhausted for other projects during the year.

Consultation will be presented for formal receipt at the Council Meeting 23 June 2015.

Attachments: to be forwarded under **Separate Cover** following the Conclusion of Consultation

3 Advertising on Bins

Responsible Director: Matt Grant, Director Business & Economic Development

Expected Duration: 30 minutes

Presented by: Luke Johnson from AOM (Alternative Outdoor Media)

A unique project for Council to consider that offers the City of Prospect an opportunity to create an alternative revenue stream from Council assets and reduce rate reliance by advertising local business and community events on street bin housings. Preliminary information also indicates potential internal efficiency gains through improved maintenance and cleaning regimes could also be achieved.

Attachments: Nil

4 LED Signage Concept Design – Corner of Fitzroy Terrace

Responsible Director: Nathan Cunningham, Director Community, Planning and Communications

Expected Duration: 15 minutes

Presented by:

Nathan Cunningham, Director Community, Planning and Communications

Carolyn Ramsey, Manager Gallery, Arts and Events

Council budgeted for a design in 2014/2015. A preliminary concept design has been received and will be discussed.

Attachments: Nil

5 DPTI Update

Responsible Director: Greg Georgopoulos, Director Infrastructure Assets & Environment

Expected Duration: 20 minutes

Presented by: Department of Planning, Transport and Infrastructure (DPTI)

Nicky Will – Senior Project Manager from Department of Planning, Transport and Infrastructure (DPTI) working closely with SA Power Networks (SAPN), will discuss the departments' requirements and specifications of the Prospect Road PLEC project particularly with regard to improving driver and pedestrian safety.

Attachments: Nil

6 Adelaide Park Lands Management Strategy

Responsible Director: Nathan Cunningham, Director Community, Planning and Communications

Expected Duration: 40 minutes

Presented by: Mayor David O'Loughlin and Nathan Cunningham

The Adelaide Park Lands Authority is currently updating the Adelaide Park Lands Management Strategy – the lead plan guiding the future of the Park Lands.

City of Prospect has commenced participation in this project with staff attending a workshop in October 2014 and more recently the CEO attending a lunch hosted by the Lord Mayor to discuss Planning Reform and the review of the Park Lands Strategy. City of Prospect is also promoting Adelaide City Council's public engagement on the future of the park lands via our website.

Adelaide City Council are keen to engage with elected members, staff, residents and stakeholders in order to develop a good understanding of the needs of City of Prospect and would welcome a formal submission from Council as part of the current engagement phase.

This workshop discussion is to focus on the issues our Council would like to raise for their consideration, particularly areas of park lands immediately adjacent our southern boundary.

Attachments: Nil

Future Workshop and Council Agenda Items

Members may seek advice as to the purpose, or intended resolutions planned for the next Council meeting. These items are subject to change.

Council Meeting 23/06/2015

- Confidential Items Review
- Revocation of community land (milk depot)
- Receiving Budget Consultation Feedback
- Budget and Rates Declaration

Council Workshop 7/07/2015

- Review of Council Resolutions
- Plant Me Instead Fact Sheets
- Hall Hire Review (Community Halls)
- Zone Emergency Management Committee Presentation
- Adelaide Park Lands Management Strategy

Council Workshop 14/07/2015

- Planning Institute of Australia (PIA) National Awards for Planning Excellence 2015
- 21st Street Tree Manual
- Co-working Space Options

Council Meeting 28/07/2015

- Information Report
- Status Report - Capital and Operating Projects
- Community Services Plan
- Delegation Review 2015
- Regional Public Health Plan

Council Workshop 04/08/2015

- Council Prayer

Council Workshop 11/08/2015

- Strategic Plan Review

Council Meeting 25/08/2015