

Workshop Program

Tuesday 5 December 2017 commencing at the conclusion of the Special Council Meeting

Reception Room, Civic Centre, 128 Prospect Road, Prospect

Workshop Chair: Cate Hart, Chief Executive Officer

Workshop Opening

- Apologies
- On Leave

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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. A confidentiality declaration may be determined by either the Council or CEO in accordance with Council's Informal Gatherings Policy.
7. 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.
8. 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.
9. All Elected Members will be encouraged to attend.
10. 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.
11. 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.
12. The format for the Workshop may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
13. The format for the Workshop will be determined by the CEO.
14. External parties may make Presentations/deputations to the Workshop, subject to prior agreement by the CEO.
15. 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 21 November 2017

Chair: Cate Hart, Chief Executive Officer

Present: K Barnett, A De Backer, A Harris, M Standen, M Lee, M Groote, M Larwood

Apologies: D O'Loughlin, T Evans

Notes from previous workshop held on 14 November 2017

A Harris requested the following queries to be captured and responded to by administration in relation to Main North Road Masterplan: -

- Where are trees going to be planted?
The current lay out of tree locations has been look over the surveys provided and services to find the best locations for the new trees and taken into consideration the existing businesses. The specific tree locations will be reviewed again when the concept plan goes into detailed design and documentation.
- Which car yards have we consulted? What was their response?
*Staff at the following car yards have been consulted, with a total of 33 respondents to the survey: Main North Nissan, Main North Renault, Northern Car Centre, Continental Tyres; North Point Toyota, W F Motors and Adelaide Jeep.
We have yet to approach - Stillwell Hyundai, City Holden and Mitsubishi.
The Network Prospect mailing list data base was used to reach all the Main North Road businesses to provide each business an update on the project.
Majority of staff responses were positive about the direction of the concept plan and liked what Council is aiming to achieve.*

1. CLIC Design Charrette

JPE Design hosted the evening at their studio on Gilles Street, Adelaide. The evening focused on the concept scheme, including access to landscape and connecting to the outdoors.

OPPORTUNITIES – to reveal the Prospect Community and Town Hall activity.

Skin Façade - transparent, translucent, breathing, protective filtering.

- Breathe & Ventilate
- View & Identity
- Illuminate & Activate
- Internal/external connection
- Landscaping to shade
- Materials – allow different types of light and effect (e.g. polycarbonate; perforated metal)

Attendees questions and comments

- Transparency of façade may require a tidier internal operations area e.g. no boxes;
- Art approach, use of lighting and movement;
- What is the lifespan of polycarbonates? Do they yellow with age? *They do have sunlight inhibitors, estimated 20-30 years;*
- Town Hall reference point with opaque areas and some with more privacy;
- Conscious of the long term sustainability of the facade; presuming the materials to be used will meet our environmental standards/expectations. *That is always the goal;*
- How will we use the space west of the Town Hall off Vine Plaza so it is not 'lost space'; is there any opportunity to create an entry?; *Further consideration needed.*
- Has storm water management been considered? *It will remain the same as is being achieved in current building.*
- We have to remain aware of the events bump in/out on Vine Plaza and the need to remain connected to key storage spaces.

Option 1 Gallery Entry

- Northern entry via gallery;
- Large Customer Service area from both sides, requiring a number of staff;
- Double glass, three dimensional frame area, static or changing depends on the gallery display;
- Service area surrounded by lounges and displays;
- Flow into Town Hall for large events and smaller collections; kitchen/bar; amenities; meeting / making space.
- The ability to include a zoning area with the entrance available after hours;
- Storage to be considered and the Town Hall stage.

Attendees questions and comments

- Distance of amenities during after-hours events; *To be looked at in detail before finalization.*
- Proximity of shared facilities for events, propose moving storage area on North/East wall for catering etc.
- Is the Gallery location limiting the usability for exhibitions, with the absence of Gallery visitors having to make a conscience decision to enter? *The Prospect Road entry could move further South.*
- It is ideal for after-hours returns to be dropped near a processing area. *This aspect requires further discussion.*

Option 2 Central Entry

- Direct to service area and stairs to next level;
- Gallery on South side

Attendees questions and comments

- We should determine what type of space we are seeking for the Gallery, a serious display or general decoration; *Serious gallery has always been desired.*

Option 1 & 2 - 2nd level potential furniture layout

- An open stair used to divide the space from office to public space;
- Ability to secure area for after-hours use;
- Perhaps having no desktop computers but enabling more mobile devices to be able to be taken to whichever space the people are attracted to;
- Digital training to be more Bring Your Own Device (BYOD);
- Include a grid of floor boxes to provide optimal connectivity.

Attendees questions and comments

- If the size of the Commercial Area reduces this will have an impact on the financial estimates;
- Will there be a workspace for each staff member? *This is still being worked through but naturally there will be for those that require it, others may have an activity based area to share.*

SMART

Environmental Sustainability Definition (ESD) – natural cross ventilation; protective and translucent skin; ability to release hot air at night; South facing roof windows; economy cycle to mechanical air conditioning; roof mounted solar panels; potential battery power storage, sustainable selection of building materials, building performance monitoring, educational display, acoustic treatment and structural response.

Attendees questions and comments

- There is lighting available that sensor's (daylight monitoring) the natural light reducing artificial requirements;
- Water collection for toilets or waterless toilets, how do we best use water that we collect in tanks? *For consideration in detailing the design.*
- Do we have a sustainability target that will give us long term savings? *Appropriate star rating.*

CREATIVE

Look & Feel – terraced stairs, library shelving and display, Gallery and art works installations; library seating, lighting (LED strip) and workspace.

Attendees questions and comments

- What are we trying to articulate to other developers/builders in the City with this design? *We will continue to work toward meeting planning design guidelines.*
- Are we creating any issues with overlooking neighboring properties? *We will address all those matters with design and explore screening options.*
- The day/night changes, securing the area's/closing off/dividing spaces. *All need good discussion and consideration.*

Where to from here

The presentation will be distributed to attendees, with feedback to the Project Lead, to be received by Wednesday 29 November.

Workshop closed at 9.05pm

Workshop Items

1. Public Utilisation of Parks and Reserves (Large Non-Council Events)

Responsible Director: Nathan Cunningham, Director Community & Planning
Expected Duration: 45 minutes
Presented by: Carolyn Ramsey, Manager Arts Gallery & Events

This workshop is to discuss and seek Council feedback on our current Parks and Reserves Notification procedure and a proposed Process Review to be able to assess and consider large event requests.

All councils are challenged by the many and varied demands on their open, public spaces. To this end, it's important for councils to strike a balance between growing the size and number of public events held in parks and reserves, with protecting and recognising their unique environmental needs, broader community users as well as local resident needs and expectations.

A reoccurring event calendar along with an ability to respond to ad hoc hire requests, must aim to avoid the public and community alienation of our parks and reserves by events, and that events we support and permit are suitable in size and design for each location.

Currently Council only takes 'notifications' from people wishing to use Council Parks and Reserves (unless the event is supported by a Council Grant). Currently, the Notification Application process limits the size and scope of an event and as they are not a 'booking' system, and do not give groups exclusive use of an area. With an increasing number of requests to hold larger events, it is appropriate to revisit Council's position in relation to utilisation of our open spaces; recognising also the desire expressed in Council's Strategic Plan to 2020 for more events to be hosted and run throughout our city by others.

We note the current Council process lacks the ability and flexibility to respond to this increasing trend where demand on our parks and reserves increases for larger, more complex (risk managed) events as more people look to hold their own events - fundraising, awareness raising, weddings, birthday parties, community celebrations and end of year break-ups.

Council does not currently have a process to accept, assess or manage applications for larger (exclusive) events. This workshop seeks initial views from Council as to whether Council wishes to review and change its notification process to accommodate and manage requests for larger events in our open spaces, whilst at the same time balancing the needs/expectations of a wide range of stakeholders.

Attachments:

Nil.

2. CLIC Concept Design

Responsible Director: Nathan Cunningham, Director Community & Planning

Expected Duration: 90 minutes

Presented by: JPE Design Studio and Chris Newby – CLIC Project Lead

JPE (Architects for the CLIC Project) will be presenting the latest design iteration for the Community Hub, Library and Innovation Centre, with updates made in response to feedback from the Elected Member and Community Reference Group Charrette (held on 21 November 2017) and from initial discussion with the Office for Design and Architecture SA (ODASA) on 22 November 2017.

Initial comments from the ODASA panel were generally supportive of the design response, while highlighting a desire for further work to be undertaken on the scale of the building and its relationship with the local streetscape, and in particular its relationship with the Town Hall. Of particular note was a desire for the design to include activation of the area to the rear of the Town Hall, which was seen as key to the success of the building. Preliminary master plans for potential upgrades to the area are subsequently being investigated.

JPE's presentation will include changes made to the previous concept plan and preliminary internal layout, including updated site plans, external expression (including façade and materials).

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 Workshop Wednesday 13/12/2017

- Process Review in Managing Customer Requests
- CLIC Concept Design (if required)

Council Meeting 19/12/2017 – 6pm Start

- ERA 6 Monthly Report
- East Waste Board Minutes
- Leasing and Licensing
- Citizen of the Year Awards (Confidential Report)
- Fund My Neighbourhood Update
- Public Realm Compliance Policy & Updated guidelines
- CLIC Project Update
- Export Hub - Business Incubator - update
- Audit Committee Report
- Main North Road Concept Plan
- Revocation of 218 Main North Road
- Community Engagement Policy and Toolkit