

# Workshop Program

**Tuesday 6 March 2018 commencing at 6.15pm**

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

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### Notes from Workshop 6 February 2018

- Chair:** Cate Hart, Chief Executive Officer
- Present:** D O'Loughlin, K Barnett, T Evans, A De Backer, A Harris, M Standen, M Lee, M Larwood, M Groote
- Apologies:** Nil

### Notes from previous workshop held on 6 February 2018

- Taken as read.

#### 1. Broadview Oval Fitness Track

Simon Bradley provided an update on the progress of the fitness track project since the last workshop held in November 2017. A number of trees have been identified by Council's arborist for removal due to the minimal amenity they each provide. It is proposed to replace the four with 30 new trees of a varied species.

The overspill carpark is unique to Broadview in the metropolitan Adelaide environment, where it is proposed that the track will run behind. The surface is proposed to be brown bitumen, where porous material had significant cost implications. The track width will meet DDA requirements at a reduced 2mt from the originally planned 2.5mts.

A hydraulic fitness equipment station will be introduced, the BMX track will be resurfaced and there will be new bench seating.

#### Attendees questions and comments

Does the fitness track impact access to the football clubrooms? *The reduced width to 2mt will simplify the access concerns.*

What is the status of the trees around the tennis courts? *A general assessment has been received this past week, staff will review and progress with recommendations.*

A number of the root systems of the trees are quite high and could be a tripping hazard, how are we proposing to deal with them? *The track will be behind the group of trees.*

Was it thought that the track could run in front of the curtilage and provide a seating area for people to watch the football? *It was determined that this would be cost prohibitive.*

I am concerned that the track is crossing the parking area entrance and could be dangerous. *The overflow parking is mostly busy when senior football is being played, and they remain there only whilst the game is on.*

I am not sure of how much of a demand there is for a running track. *The football club indicated a desire to utilise the track for senior and junior training sessions.*

Will the track be lit? *The project does not include lighting.*

I am not sure about the ongoing costs associated with hydraulic equipment and whether the health benefits are as high as with the more natural equipment. *We will be sure to include the various options in the report for Council decision.*

Are we ensuring there is clear access for emergency vehicles? *Yes.*

Is there an opportunity to include the BMX upgrade within the scope of this project? *We are looking to expand the BMX track and include in this current project.*

#### Where to from here

Report to Council to endorse current concept plan, complete documentation drawings and proceed to tender with works expected for completion by end of June 2018.

## 2. LGA 2018 Ordinary General Meeting – Notices of Motion

Council Members discussed proposed motions, with a view that a report for notices of motion to the 2018 Ordinary General Meeting of the LGA will be tabled at the February Council Meeting for endorsement.

### Attendees questions and comments

Does the LGA prepare a report over the past 4 years on the status of or success of the motions?  
*There is the AGM/Ordinary Meetings where updates are provided. Often there is not enough support from the sector leaving the LGA without enough support to progress or move forward.*

The LGA consultations are set up at difficult times. *Most are undertaken via the Circulars.*

The LGA perhaps need to reconsider their customer service charter.

Is it possible to have the LGA in attendance at a Workshop?

There is discussion that motions should not be made via the general meetings, although it enables all to put forward a proposal. Some feel that all motions should be vetted through a board before they are tabled at a meeting and are supported by a detailed report.

A proposed notice of motion:

- That the LGA lobby for the Building Code of Australia to create a standard which guides minimum clearance heights for car parking areas in order to access disabled parking spaces

Primary entrance of a deck carpark, there are width and length minimums but no height clearance standards. Disabled transport is now quite high and is beginning to limit access by some of the more recently used vehicles.

Would this remain an issue if there was more disabled parking provided at the front entrance of the building?

### Where to from here

Administration will approach the LGA to attend a future Council Workshop.

Provide a report to Council at the February Meeting.

Workshop closed at 7.25pm

## Workshop Items

### 1. Community Hub, Library and Innovation Centre – Design Update

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**Responsible Director:** Nathan Cunningham

**Expected Duration:** 150 minutes

**Presented by:** JPE Design Studio

Council's architects (JPE Design Studio) for the delivery of the CLIC at 128 Prospect Road, Prospect will present the latest iteration of the concept plans for the new building (incorporating the Prospect Town Hall), which have been developed with the project team consultants and with regard to feedback received from various parties in recent months.

The concept plans demonstrate a further refinement of the design previously endorsed by Council and reflect a number of challenges and opportunities that have been explored by the design team. The workshop is an opportunity for Elected Members to see how the design development process has enhanced the form and function of the building, and to provide feedback to JPE on the design.

**Attachments:**

Nil

## Future Workshop and Council Agenda Items

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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 13/03/2018

- Traffic and Speed Management
- Development & Associated Public Realm Enforcement Policy and Process
- Asset Management Plan

### Elected Member Bus Tour 20/03/2018

### Council Meeting 27/03/2018

- Event Season Evaluation Report
- Housing Diversity & Desirable Neighborhood DPA Not to Proceed
- CLIC Design Development 100% for endorsement
- Strategic Plan Operation Plan
- Update on the review of the Memorial Gardens traffic and speed management
- City Works Guide (Roads – Public Realm)
- Prospect Fast Wifi and Pedestrian Counts
- Environmental Impact of Speed Humps
- Local Area Traffic Management Policy
- Azalea Street Footpath Extension
- Environmental Action Plan
- LTFP Endorsement
- Audit Committee Report
- 2018 National General Assembly for Local Government (ALGA) - Call for Motions
- 2018 LGA OGM Voting Preferences
- Appointment of Independent Member - Audit Committee
- EHA Delegations Review
- Dog Registration Fees
- Hampstead Road PLEC
- Mobile Food Vendors - Location Rules
- Kurna Native Title
- East Waste Board Minutes
- East Waste Equity