

Tuesday 12 September 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 5 September 2017

Chair: Cate Hart, Chief Executive Officer

Present: D O'Loughlin, K Barnett, T Evans, A De Backer, A Harris, M Standen, M Lee, M Groote, M Larwood

Apologies: Nil

Notes from previous workshop held on 8 August 2017

- Taken as read.

1. Prospect's Local History Collection and Cultural Heritage

Ben Footner introduced Mr David Kilner, representing the Prospect Local History Group, who had requested the opportunity of presenting to Council about introducing a Collections Heritage Management Policy that would benefit future preservation of the existing local history collection.

Mr Kilner encouraged Council Members to incorporate a space for history collections that displays the rich and distinctive history of Prospect, within an appropriate allocation of space given the size of the collection and the desire to encourage the community to be involved. He expressed concern that the initial suggestion of 108m² had been reduced to 54m² in the latest concept planning undertaken.

It was acknowledged that active involvement from Council library staff is instrumental in maintaining the quality of the history collection. Mr Kilner also requested Council consider appropriate resourcing in respect to:

- Meeting space
- Staff support
- Museum opportunity

He also made some suggestions regarding the opportunity to establish a Avenue of Honour to celebrate local identities in the new Civic Centre.

Elected Member comments and questions included:

Where does the indigenous history of our area exist? *It is a matter of resourcing and our investigations have to date not revealed significant findings, although a indigenous shield was discovered many years ago which is in the Adelaide Museum.*

We have been made aware that a number of artefacts require a controlled environment in order to be preserved.

The policy idea linking with Arts & Events Policies may be an opportunity to connect under the banner of 'culture'.

Is it proposed that a separate meeting space is required or can the Local History Group share space? *Desire to ensure security around artefacts and enough space for volunteers. It certainly needs to be accessible including the furniture and digital equipment.*

What are the History Groups views of how the space should be configured? *Mostly Open Plan with no limit of access whilst protecting the artefacts.*

2. Main North Road Right Hand Turn Study Summary and Concept Plan Progress

Ginny Moon & Gene Fong introduced Ben Russ, Infraplan to deliver findings of an initial traffic survey undertaken around Thomas St and Main North Road.

The survey demonstrated that demand for right turns onto Main North Road was low. The survey focused on Thomas Street (Nailsworth Primary) and the surrounding road network including movements observed for North-bound traffic from school drop off during morning peak time, U-Turns on Thomas Street and vehicles travelling North bound on Emilie Street.

The survey focused on a feasibility assessment of a signalised intersection to facilitate right hand turns onto Main North Road and tested conditions that must be met to gain the approval of DPTI including: Traffic volumes; Continuous traffic, Pedestrian safety and the number of crashes.

The survey data outlined a peak demand for U-turns on Thomas Street as part of school drop-off (am and pm) but low for other times. A high number of vehicles used Emilie Street travelling north, but a lot of traffic filtered through the local road network.

Elected Member comments and questions included:

Has a calculation been undertaken of those U-turning and travelling east? *Our monitors were limited and could not track each as it disappeared into the network.*

Can we have a slip lane? *It would require 110 metres to be able to gain the speed required to enter the traffic and the area is too short.*

Would there be any other reasons where DPTI may install a signalized crossing? *Not that we are aware of.*

Can we reconfigure the Main North Road median to include more openings to enable U-turns? *This could be difficult.*

Is it the opinion that all the Thomas Street traffic was related to school? *No, but the majority observed were.*

Can we encourage the Department of Education to undertake a traffic management study for Nailsworth Primary? *Yes, we can approach them.*

Can we establish a break in the median? *The median is not wide enough to meet DPTI standards.*

Where to from here

- Consider additional budget bids for 2018/2019 for a more detailed feasibility study (right hand turn)
- Discussion regarding establishing a pilot area to implement the Main North Road Master Plan were deferred to the next workshop.

Workshop closed at 7.30pm

Workshop Items

1. Part 2 - Main North Road Pilot Project location

Responsible Director: Ginny Moon, Director Corporate Services

Expected Duration: 30 minutes

Presented by: Gene Fong, Urban Strategy Designer

Following the Council workshop held on 5 September 2017 in respect to the movement assessment focus area around the Nailsworth Primary School Precinct, there is a need to determine next steps regarding the Main North Road Master Plan.

Elected Members expressed a desire to continue a focus on right hand turn movements for Main North Road. This issue had been identified as part of the Master Plan project as needing investigation. Initial research has indicated the latest demand is low, however this may be due to the existing configuration and inability to achieve east movements.

Staff will request Department of Education and Childhood Development and Nailsworth Primary School to further investigate this issue.

Clarification regarding continued focus on this issue is sought as linking further work on the Main North Road Master Plan through a pilot project location with a right hand turn feasibility investigation has not been budgeted.

To progress the Main North Road Master Plan, staff are keen to discuss with Elected Members options for a pilot project to implement a detailed design plate. In doing so, a detailed concept plan would be established suitable for tender purposes should funds be available to implement the plan.

There is a balance of \$92,500 available in the budget to undertake the concept design and a detailed pilot design work for Main North Road. The momentum of the project is important to complete the state government funding required timeframes for completion.

Attachments:

Nil.

2. Charles Cane Reserve/Parndo Yerta Master Plan

Responsible Director:	Ginny Moon, Director Corporate Services
Expected Duration:	30 minutes
Presented by:	Gene Fong, Urban Strategy Designer

The purpose of this workshop item is to update and gather any feedback on the revised master plan option for Charles Cane/ Parndo Yerta based on the outcomes of the Council Workshop 11 July 2017.

The outcome of the workshop on 11 July 2017 highlighted the desire to retain organised sport currently played at the Reserve, in combination with the greater community need of a playspace and fitness around the peripheries. Also, the need for a protective fencing buffer between passive use and organised sport has been discussed.

A second round of stakeholder engagement has been undertaken with the existing user groups of the reserve (Soccer, Lacrosse and Cricket Clubs) to test the preliminary draft designs of the master plan and initial feedback. A summary of the response from the key sporting stakeholders will be presented.

The preliminary master plan design for Charles Cane/ Parndo Yerta provides the following design opportunities;

- Emphasis on establishing vegetation around the periphery for natural shade and natural protective buffer
- Increase spectator seating opportunities around the peripheries
- Provides 24 hour access to toilets to accommodate the growing public demand
- Design a playspace along the periphery of Elizabeth Street to link with the existing club rooms
- Create a protective netting buffer between the field and playspace and outdoor fitness station to avoid conflicts between sporting activities and increased passive uses.
- Provide a pedestrian and bike link through to Devonport terrace bikeway from the local bike network along Myrtle Street to link with the Prospect Village Heart
- Highlight the existing sculpture with formalized planting and retain as an unstructured play feature with surrounding grass
- Investigate signalised intersection and pedestrian crossing to the reserve
- Develop an outdoor entertaining area between clubrooms and playspace
- Create an outdoor veranda area at the clubrooms to complement the outdoor entertaining area and spectator uses
- Increase off street parking opportunities along Belford Avenue and Elizabeth Street

These facility upgrades are particularly important within the Churchill Road precinct area where there are limited recreation opportunities and are also timely given the rapidly growing higher density living offerings in the area.

Attachments: Nil.

3. Review of 2017/2018 Budget Process

Responsible Director: Ginny Moon, Director Corporate Services
Expected Duration: 60 minutes
Presented by: Chris Birch, Manager Financial Services

The Budget is one of the biggest projects that Council works on each year. It's size is driven by the extent of involvement across the organisation and is one of the few projects that requires input from everyone, at all levels.

Although it may feel like Council has only just recently endorsed the current budget, planning has already begun on the 2018-2019 budget. Council will be presented with a report in October on how this process will be undertaken, but before we do this, we are taking the opportunity to reflect on the budget 2017-2018 process to ensure that we are doing it as easily and efficiently as possible, while importantly still hearing from all stakeholders.

A survey of preliminary questions was distributed to Elected Members email on 7 September 2017 and, the workshop will be an opportunity for Elected Members to be briefed on the information and provide further feedback with the view of implementing improvements as required.

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 26/09/2017

- Mayoral Monthly Report
- Development Compliance and Enforcement
- Appointment of Director and Deputy Director East Waste Management Authority
- Proposed Motions & Voting Delegates to LGA AGM
- Prospect Fast WiFi – Sponsorship Agreement with Vintek
- Draft Policy of Leasing and Licensing of Community Assets
- CLIC Project Update
- Braund Road Public Lighting Report
- Draft 2016/17 Financial Statements - Authorisation for Signing Post Audit

Council Workshop 03/10/2017

- Prospect Oval Developments (TBC)
- Prospect Spring Fair at Broadview Oval - Update/ Final Prep
- Tourrific Prospect 2018 - Event Planning
- Resident Satisfaction Survey - Findings Analysis

Council Workshop 10/10/2017

- Revaluation Initiative
- Asset Management Plan - Green Neighbourhoods
- Part 1 Open Space Strategy