

# Workshop Program

**Tuesday 5 September 2017 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 8 August 2017

**Chair:** Cate Hart, Chief Executive Officer

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

**Apologies:** A De Backer,

### Notes from previous workshop held on 1 August 2017

- Taken as read.

#### 1. Leasing and Licensing Policy Review

Ginny Moon and Lesley Golley updated the meeting on the status of the policy review since the Workshop (providing for the 17 properties currently owned and leased by City of Prospect).

Discussion included potential changes to the following:

- Types of organisations;
- Hierarchy of access;
- Fee Calculation;
- Sub-licensing;
- Repairs and Maintenance;
- Permitted Use;
- Time frames;
- Lease Applications & Renewal Assessment prescribed information.

Elected Member comments and questions included:

- Are the properties covered by the *Retail and Commercial Leases Act*? *At this time further legislation is being developed to provide Local Government exemption from the provisions.*
- What facilities will this policy apply to? *Sporting facilities that are requiring maintenance and groups that will work with Council to improve and maintain the sites to a Council accepted standard.*
- Can this policy include other assets aside from building assets? *The intention was not originally to scope the policy to other assets, but there may be an opportunity to consider those options.*
- Will the lease fees be public information as a legal requirement? *We historically provide the lease fees in our fees and charges register.*
- What is the benefit of sub-licensing? *Increased occupancy and vibrancy.*
- I would be cautious on the repairs and maintenance clauses, what is the current practice? *The lessee's are responsible.*
- What is the difference between a football club and history group hiring a site, do they come into this policy? *This is administered under a Hall Hire Policy as a casual hirer and is not part of the Leases and Licenses Policy.*
- Abandonment may be a concern when a community group ceases to operate, what options are available for council to recover costs? *Further consideration needs to be given to this in the policy.*
- We have signage on bus shelters; this should be included in the policy.
- Do we currently inspect each leased property and should this be included in the policy? *Yes, the properties are inspected.*

Where to from here

- Finalise a draft policy;
- Report to Council;
- Community consultation;
- Council adoption (expected Nov 2017).

## 2. Community Engagement Policy and Toolkit Stage 2

Nathan Cunningham and Brendan Lott updated the meeting on the status of the policy and toolkit development since Workshop #1, including the proposal to decentralise the engagement activity of council administration as it is expected all officers responsible for a project or program will undertake the activity using the new toolkit.

Elected Member comments and questions included:

### Community Engagement Policy

- A preference for all references to 'the community' be replaced with 'our community'.
- Change the purpose of the policy to plain language and to go beyond what the legislation requires.
- The policy to identify responsive local governance rather than responsive local government.
- Referring to:
  - Principle 6c)1) - keen to ensure the policy applies to a wide range of decisions and issues rather than focused on engagement only when there is a decision required. Need to identify opportunities for the community to be involved in a wide range of discussions when issues/opportunities affect them AND can we change the word 'contributions' to 'participation'?
  - Principle 6c)2) - may need to see an increased opportunity for the community to be engaged in a wide range of projects and to provide opportunities for them to be engaged in community capacity building (recognise and respond to the Community, where the decision making is more complex, Council will provide support to upskill the Community to enable Community Members to contribute to the process effectively).

### Community Engagement Toolkit

- How does this toolkit look to support those conversations where we do not already have an idea or plan but a desire? Will this constrain the staff where they do not already have a plan going to the community to have a genuine conversation?
- Could this be useful where we are aware of an issue but do not have a resolution?
- Our Strategic Plan refers to 'active community', if the Community were looking to undertake their own consultation, could they use or access this document and can it be available in an abridged version? Yes, *this will be available on Council Website.*

Where to from here

- Report to Council
- Community Consultation

## 3. Intelligent Communities Forum

Matt Larwood briefed workshop attendees on the learnings from his recent trip to the USA, providing a professional development opportunity which will offer advantages to the progression of Council's strategic objectives. The benefits extend to attraction and the efforts in retaining 'start ups' in the City.

- Day 1: Economic Development – Prospect leads the way; Data; Innovation Hubs with a purpose.  
Day 2: Community Accelerator – Permission to fail; Have a framework and be ready to adapt and adopt; work across boundaries, everything relates to data, leverage and use data.  
Day 3: Intelligent Community of the Year – Build it and they will come; know your brand and play to your strengths.

Elected Member comments and questions included:

- Innovation Hubs with an export focus, is that a message you received? *Yes, each site had a distinctly different theme.*
- What strategies were used or learnt to retain new business? *Cost of change and offer extended benefits.*
- What were the issues that they wish were different? *Not building the transport infrastructure needed to handle the increased movement.*
- Does Community Engagement allow the feedback to change our direction or approach? *Yes it is engage and collaborate and be able to demonstrate.*
- If data is that important, how well are we using it? *The relationship with The University of Adelaide will enable the release of datasets and we are working towards resourcing the collection and*

*analysis of information through a benchmarking project with PwC to provide useable information for decision making.*

Where to from here

- ICF Australia?
- Intelligent SA?
- Do we concentrate on our City only?
- Is Dublin, Ohio a better model?

#### **4. Facility Booking System for Councils**

The aim is to be cost neutral, whilst providing a service level that is higher than current service, for community benefit.

What is the preferred model?

Options available:

- Pay upfront and own
- Vendor builds and owns
- Subscription based model

Elected Member comments and questions included:

Will we receive funds from advertising? *Yes this may be limited.*

What are the risks associated with progressing? *Financially limited to \$35,000.*

What is the LGA's role? *The R&D Funding Scheme provides a right for the LGA to use the IP along with the funded Council; they have not indicated an appetite to progress this project.*

#### **5. Review Code of Practice – Meeting Procedures**

Cate Hart and Jo-Ann Tanti outlined the various requests made by Councilors to consider changes to current meeting proceeding practices.

The following were discussed and will be included for Council consideration at an upcoming meeting:

- Reg. 8 – Minutes: inclusion of 'carried unanimously';
- Reg. 9 – Questions: recording of Questions without Notice;
- Reg. 11 – Deputations
- Reg. 16 – Voting: Council Members required to stand whilst addressing the Mayor;
- Reg. 19 – Adjourned business: where it relates to a request for tabling of information;
- Adoption of Protocol and Voting en-bloc;
- Item of General Business;
- Inclusion of Agenda Templates.

Elected Member comments and questions included:

- General support for the removal of the requirement to stand whilst speaking.
- Prefer the opportunity to commence discussion on adjourned items as if the item has not yet been discussed.
- Voting en-bloc protocol may be better left to information items only.
- If we remove 'general business', we need to maintain General Business – Urgent Items.
- Agenda templates to be removed from meeting procedures to allow changes if the Mayor and CEO determine.

Where to from here

- Report to Council

**Workshop closed at 9:40pm**

## Workshop Items

### 1. Prospect's Local History Collection and Cultural Heritage

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<b>Responsible Director:</b>	Ben Footner, Acting Director Community & Planning
<b>Expected Duration:</b>	20 minutes
<b>Presented by:</b>	David Kilner

Mr David Kilner wrote to Council in May 2017 regarding the proposed Community Hub, Library and Innovation Centre (CLIC), with a suggestion that Council adopts a Cultural Heritage Policy and creates a cultural heritage centre incorporating the local history collection.

It was felt that there would be merit in discussing the possible establishment of a Cultural Heritage Policy (or Framework), and as such Mr Kilner has been invited to speak to Elected Members about the Local History Collection and its relevance to cultural heritage. The existing local history collection is currently being assessed, evaluated and digitised/documentated (as occurred for Council's civic art collection), which will result in a policy and procedure for its use, preservation and advice regarding deaccessioning.

Cultural heritage is typically thought of as an expression that includes the customs, practices, places, objects, artistic expressions and values of a community. City of Prospect's culture and heritage are acknowledged as important aspects that will influence the design of the CLIC, as well as the nature of the services provided by Council in the future. A substantial spatial allocation has been provisionally included in the CLIC for the local history collection. This potential allocation compares favourably with the current space within the Thomas Street Centre.

Given Council's decision to co-locate facilities into a single building on Prospect Road, no additional funding has been allocated towards the creation of a separate cultural heritage centre.

#### **Attachments:**

Nil.

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

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<b>Responsible Director:</b>	Ginny Moon, Director Corporate Services
<b>Expected Duration:</b>	45 minutes
<b>Presented by:</b>	Gene Fong, Urban Strategy Design Ben Russ, Infraplan Consultant

### Background

At the Council Workshop held on 18 July 2017, the strategic directions of the Main North Road Concept Plan and 5 potential locations for detailing a pilot project were presented.

The traffic movement study summary, which outlined the broader movement study along Main North Road and an overview of the feasibilities of signalised traffic light at 4 locations were also discussed.

The outcome of the workshop was to investigate further, a four-way intersection that best suits the integration of school traffic movement and east-west connectivity.

As a result of the feedback from the workshop in July, further assessment has been undertaken to focus 'movement pattern' at the school precinct area.

### The study spans from First Avenue to California Street, focused on 2 options to enter Main North Road from a side street on the east:-

**Option 1:** The feasibility of providing a median opening (right-turn-out) from Thomas Street - currently prohibited by a median island.

**Option 2:** The feasibility of installing a Signalised Intersection to facilitate right turns.

### Type of Assessment

The assessment included site observations during AM and PM periods of the focussed area around Nailsworth Primary School, followed by traffic engineering analysis in accordance with *Austrroads Guidelines for Traffic Management Part 6: Intersections, Interchanges and Crossings*.

### Intention of Assessment

The intention of these investigations was to observe the actual and possible latent demand for right turns onto Main North Road from the east side of Main North Road, and to assess the feasibility of facilitating this right turn movement with either Option 1 or 2 (described above).

Currently, residents originating from the east side of Main North Road who wish to perform a right turn onto Main North Road filter through various streets within the catchment area. There are only 3 locations where this can occur, being at First Avenue, Jones Street and California Street.

To accurately assess their origin and destination, and therefore the right turn demand from these vehicles is a significant and costly exercise.

### Initial Observations

- Observations focussed on north-bound vehicles, and right turning movements on Main North Road
- Traffic surveys demonstrate that right-turn movements out onto Main North Road are low
- Vehicles travel north-bound on Emilie St
- Vehicles are using side streets to travel in a westerly direction
- There are significant delays and movements for right-turning vehicles
- After drop-off or pick-up, motorists were observed performing u-turns in Thomas Street before travelling north along Emilie Street

- It is difficult for motorists to turn right out of the streets that currently have breaks in the median (i.e. First Avenue and Jones Street), due to the constant flow and insufficient gaps in the Main North Road traffic.
- Pedestrian crossings at the Pedestrian Activated Crossings: time between actuation ranged from 2:20 minutes and 8:56 minutes. The average time between actuation was 3:26 minutes.

### **To Note**

The intent of the original project was to create a concept plan for the Central Precinct of Main North Road which included landscape concept design, an art strategy, arborist report, cost estimation and a high level movement study.

The original budget allocated for this project was \$197,000 of which, \$97,000 was a grant from Places for People funding. The expenditure has included the following activities:-

- Engineering Survey
- Traffic Movement Study
- Landscape Architecture/ Urban Design
- Arborist Report
- Arts Strategy
- Various Stakeholder Engagements

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.

Following Elected Member requests regarding establishing a right hand turn into Main North Road, the initial work has been funded from the current budget.

There is a high risk that the project will not be completed on time and within budget if we maintain the investigation of the right hand turn movement in tandem, in conjunction with the concept plan and pilot project.

Based on the initial research of a feasible right hand turn outcome, Administration and Infraplan advise that by combining the two projects together (concept plan/pilot project and the investigation of a right hand turn traffic management), the process to obtain approval could take up to 3 years (but with no guarantee).

### **At the Workshop**

The feasibility of providing a right hand turn out of Thomas Street and signalised intersection will be presented at the workshop presentation in detail.

Direction is also sought from Elected Members during this Workshop discussion on:-

- which option of the pilot project for Main North Road should be pursued for implementing the detailed design phase and;
- linking the pilot project with a right hand turn feasibility investigation

### **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 12/09/2017**

- Review of 2017/2018 Budget Process
- Charles Cane / Parndo Yerta Master Plan
- Tourrific Prospect 2018 - Event Planning

### **Council Meeting 26/09/2017**

- Mayoral Monthly Report
- Annual Budget and Business Plan Process
- Development Compliance and Enforcement Report
- 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