



# Workshop Program

**Tuesday 16 May 2017 commencing at 6.15pm**

Irish Harp Room, Prospect Town Hall, 126 Prospect Road, Prospect

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

## Workshop Opening

- Apologies
- On Leave – Mayor D O’Loughlin

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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 9 May 2017

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

Notes from previous workshop held on 2 May 2017

- Taken as read.

## 1. Local Area Traffic Management (LATM) - Churchill Precinct

Greg Georgopoulos & Paul Simons (Tonkins Consulting) provided an update on the progress of the project commencing two years ago. The process has included community consultation in conjunction with the Resident Control Group and other various modes of engagement to reach the broader public.

Factors impacting the progress have included the Thorngate Development and Carter Street, to enable capturing of further data.

Elected Member comments and questions included:

- Does the data tell us what time of the day the traffic movement occurs? *Yes, there is an increase of traffic movement at the beginning and end of school hour days.*
- At Scotty's Corner if we see development of a hotel or other, would the traffic only be going North? *With any development we request a traffic impact statement to determine the impact on the local streets.*
- Obviously the impact of schools is quite significant, have you been working with Blackfriars? *Yes, we did have a lot of complaints in the past, not as much now.*
- I thought the complaints were mostly about student parking. *Since we have removed the limited parking on Carter Street we have not had as many complaints.*

*Is it acceptable that the 40km speed limit across the City is reconsidered?*

- Do we need at least 70% approval rating from the public? *The rules are being slightly relaxed.*
- Both as a resident and Elected Member, I was involved in the public meetings and the support was only borderline it was by no means overwhelming. One of the main things that got it over the line was the police involvement where there were incidents of travel over 150km p/hour.
- I have seen a treatment that looks like a speed hump by using patterns and slows me down every time I travel across it, have we considered using something like that? *This is the design that we are considering.*
- Does that mean we will remove what is already there on Percy Street? *Not at this time.*
- Contrasts do work really well; Flora Terrace is not looking too good is there anything we can use to reinstate it?
- The De Costa development and issues with sight lines has this been resolved? *There is a valid approval on the site made by the Development Assessment Commission; we are still waiting for a response from the department.*
- There was a point about parking; does the LATM consider the changes to habits as development continues to grow? *We will go out to public consultation before any implementation of the plan that may impact on street parking on side streets.*

Where to from here:

Final revisions will be made to the draft LATM report  
A report will be presented to Council for decision.

## 2. Percy Street Precinct - Prospect Road Footpath Widening

Greg Georgopoulos spoke of extensive engagement with key stakeholders concerning the landscaping plan to the area between Percy Street to Alexandra Street. This does not address the RM Williams site and will be undertaken in consultation with the property owner.

### Elected Member comments and questions included:

- Perhaps RM Williams could replace the worn and dated sign. *That is a matter between RM Williams and the property owner.*
- I was of the understanding that a number of the shop owners were not happy with the parking? *The owners are aware that they will lose a number of parking spaces but want the footpath activation.*
- Have we been able to look at lighting options? *Yes, we are looking at the 'pod' type lighting as an entry statement.*

### Where to from here:

- Administration is still investigating public art 'pod' type installation as an option.
- Design drawings for construction are being finalised
- Formal approval from the Department of Transport, Planning and Infrastructure is being finalised
- Arrange the commencement of construction as part of the Stage 2 PLEC upgrades for Prospect Road

## 3. Open Space Strategy

Greg Georgopoulos and Gene Fong provided a background on the progress since community engagement commenced in 2010 for the development of Council's Open Space Strategy, identifying delays due to delivering key projects and council's competing priorities.

Lead comments were garnered from the community during the consultation period including 1) bigger, better and more playgrounds 2) better footpaths 3) recreational facilities in the parks 4) more trees and 5) safer cycle paths.

The benefits were outlined to include a reduction in noise pollution, economic, environmental, health, social and enable biodiversity. The parks and reserves were classified into Regional Parks; District Parks, Neighborhood Parks, Local Parks, Link Parks, Greenway Open Space and Shared Open Space, determined by the distance and time required to be travelled when walking to access them.

### Elected Member comments and questions included:

- Access is the key, considering partnerships with other property owners like the schools and developing them to enable the community to use these sites.
- Do we already have an in principal agreement with the owner at 250 Regency Road? *We are talking with the owner.*
- I appreciate all the effort put in to date, the document whilst informative may be too complex. Is this meaningful to the public? *That is why we have chosen to go online (interactive), it will be simplified, enabling people to only click on the area of interest.*
- I am not sure I agree with the classification? *We have used the Office of Sport & Recreation guide and other councils, which we need to be able to validate the process.*
- Have we included dual naming? *There is a separate budget bid for 2017/2018 that will allow us to engage with an indigenous advisor; currently we only have two sites with dual names.*
- I think we need to include the streets and leafy avenues that we spend a great deal of money on, is it thought we would include them? *We have programs such as the green neighborhood program.*
- We approve the expenditure on sites each year; do we have anything to monitor the usage and satisfaction? *We have both the online monitoring spoken about tonight and the 'connected parks' program which is under development.*
- Council have a number of competing projects for the next few years; I would like to look at low hanging fruit such as 5 new BBQ's instead of money on more consultants. *We need to ensure that what we do spend is used to build on the future plans and not required to be undone.*
- It has been a long time coming but worth the wait. Within our funding strategy are we looking at inviting people to provide funding? There may be potential for a more philanthropic approach such as history groups etc. it would be good to have timeframes. *We like to acknowledge the contribution by the Park Angels.*

- Perhaps for the consult we could involve some state groups such as Active Aging Australia.
- The website when will that be online? *The content is up there but not ready to be launched, still some technical issues. We still require council's approval.*
- Are we looking to harmonize the Asset Management Plan's to this? Is the capital expenditure for this strategy reconciled to current financial planning? *We have not included any of the proposed spend in our Long Term Financial Plan at this time.*
- Is there an opportunity to readdress the assets included in the strategy to change the useful lives? *Yes that is the preferred approach.*
- I would like to see opportunities that are not the premium options.
- I do not think we have had that discussion about what is an acceptable minimum standard. I think we are going to be forced down a path as residents needs grow, where the parks become their backyards.
- Linking this with our Bicycle Strategy, Art & Food Trail, working with Recreation students, all abilities walks.
- How did you come up with the costing estimates? *It is based on delivering various components. All spend will still have to be a decision of council.*
- The methods of engagement are great and the graphics. Do we have an idea of developing something to an 'amazing' standard instead of just an expectation? It sounds like we are trying to get all parks up to a minimum standard, where they will all be the same. *We are suggesting an increase in monitoring satisfaction levels. We have not shown all detail tonight, there is work being undertaken to individualise each park and create each parks own identity.*
- I am not a big bicycle fan but I see more of a family ride (leisure) versus the riding to work scenario. It will provide an opportunity to connect the road crossings and for people to discover the city. I like the idea of flowers in our landscaping.

#### Where to from here:

- Investigate linking the open space strategy with the 'Bike Network', 'Art and Food Trail' and community groups
- The open space strategy, vision, principles and commitment to the plan will be documented for a Council Report later this year for endorsement
- Following the approval of the report, the website content can be launched for community use and feedback

#### **4. Other Business**

##### Draft Annual Business Plan and Budget 2017/2018

- Operating surplus is \$500k higher than our last workshop? *We have included the projected savings from waste services.*
- Does that take the pressure from us selling the Tram Barn? *The savings reduced our loan borrowing.*
- Does this improve our borrowing capacity? *Yes it does, for the Draft Budget we only considered items above the cut off line.*
- When we consult the public and we have a surplus and increasing the rates by 2.5%, do we have a communications plan on how to respond to this? *The Operating surplus has been fully committed, to help fund approximately \$10m capital expenditure. We have also budgeted a loan borrowing of \$3.5m to help fund the capital works.*
- Are we looking at sustainability in our business planning? *The recurrent expenditure is regularly reviewed. Reduction in the costs of banking, printing, leases & licences are the results of such review.*

Workshop closed at 8.15pm

## Workshop Items

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### 1 CLIC/Civic128 Spatial Layout Considerations (Facilitated Workshop)

**Responsible Director: Nathan Cunningham – Director Community & Planning**

**Expected Duration: 180 minutes**

**Presented by: Chris Newby with representatives of Brown Falconer Architects, Hudson Howells and Snøhetta**

This workshop will explore a range of national and international relevant projects as well as “zooming out” to try to capture and agree on the overarching ambitions for the project – this will form an “emotional brief”. This workshop creates an environment where everyone steps back from the typical immersion in data and analysis of particular ideas to big picture thinking, letting go of the details and assumptions whilst seeking the simplifying core.

#### **Step 1: Pictogram**

Each group will be provided with the same 60 abstract photos and are asked to select 3 images that express what the project represents to them and 3 that do not. These 6 images are then placed within a picture frame that is provided and the group will then discuss them in detail with the wider workshop team. This is an informal, humorous and playful exercise to assist in discussing ideas to inform the potential design of the Community Hub.

#### **Step 2: Conceptual springboard**

Based on the imagery selected each group is asked to apply words to the ideas captured in the images. The aim is to describe what people believe is the essence of the project, and this may then form a ‘Design Concept’. It can take the form of anything from a word or a poem, through to a few paragraphs capturing their conceptual ideas – ‘What they think the project is about’. Again this is then discussed with the wider group, with the design team capturing the comments that the wider workshop team make about each groups ideas and thoughts.

#### **Step 3: Debrief**

At the conclusion of the workshop, the design team will provide a brief and informal debrief of the session and its outcomes.

#### **Next Steps: Workshop Report**

The design team will provide a concise summary of the ideas that were explored, which will be presented back to the Workshop Team within the next phase of the project. This will form an “emotional brief”, which is a very useful component in any future project design process

#### **Attachments:**

Aspirations Workshop Outline

## 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 Meeting 23/05/2017**

- Mayoral Monthly Report
- Australian Local Government Association Voting Preferences
- Elected Member Training and Development 2017-2018
- EHA Third Budget Review
- EHA Annual Business Plan
- CLIC Update
- City of Prospect Art Collection Policy
- Acting CEO Report
- Prospect - Excellence in Urban Design Awards – 2017
- CEO Performance Development Review Committee Minutes 19/04/2017
- CEO Performance Development Review Committee Membership
- Menzies
- 2016-2017 Capital and Operating Projects Report
- Audit Committee Minutes - Confidential - 27/04/2017
- Audit Committee Minutes - 17/05/2017
- Right of Way at 8 North Street Collinswood
- Community Land revocation 218 Main North Road

### **Workshop 6/06/2017**

- 2017-2018 Budget Community Consultation Feedback & Final Rates Modelling
- Leasing and licencing options
- Events Hot Weather Policy (Stage 1)
- Community Engagement Policy and Toolkit Stage 1

### **Workshop 13/06/2017**

- Review Code of Practice - Meeting Procedures
- Charles Cane Master Plan
- Percy Street - RM Williams
- Main North Master Plan

Snøhetta 

+ BROWN  
FALCONER

Benchmarking + Project Aspirations  
Workshop



CITY OF  
PROSPECT

# Agenda

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Start 6:15 pm      Snøhetta + Brown Falconer Intro  
Brief

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6:30 pm              Benchmarking  
Precedent Projects

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7:00 pm              Project Aspirations  
Pictogram

7:30 pm              Group Discussion

7:45 pm              Break

8:00 pm              Conceptual Springboard

8:30 pm              Group Discussion

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8:45 pm              Drinks & Debrief

## Emotional Brief

This workshop is about exploring a range of national and international relevant project as well as 'zooming out', trying to capture and agree on the overarching ambitions for the project, an "emotional brief".

This creative brief is ideally short, abstract, and should encapsulate the group's aspirations and ambitions for the project. It's a starting point – one that will help to inspire and distil the ongoing discussion between client and design team.



# Benchmarking

- selection of local, national + international projects
- varying programmes, scales, budgets, contexts
- starting to gain a sense of the typology + possibilities for the Prospect CLIC
- keeping it open minded, benchmarking outcomes + aspirations instead of project specifics



# Pictogram

(30min + 15min discussion)

Each group is given the same 60 abstract photos and are asked to select 3 images that express what the project represents to them and 3 that do not. These 6 images are then placed within a picture frame that is provided and the group will then discuss them in detail with the wider workshop team.

This is an informal, humorous and playful exercise to inform the discuss ideas that could inform the potential design of project Hub. We consider it *'Playful – Serious – Design Business!'* with comments from the wider group captured by the design team and form part of the Workshop Report.

REPRESENTS US:



DOES NOT REPRESENT US:



# Conceptual Springboard

(30min + 15min discussion)

Each group then begins to apply words to the ideas captured in their 6 images. The aim is to describe what people believe is the essence of the project, which may help form a 'design concept'. It can take the form of anything – words, a phrase or poem, or a few paragraphs capturing their conceptual ideas – what they think the project is about.

Again, this is then discussed with the wider group, with the design team capturing the comments that the wider workshop team make about each groups ideas and thoughts.



# Workshop Report

(follow-up)

The design team will provide a concise summary of the ideas that were explored which will be presented back to the Workshop Team within the next phase of the project.

This will form an 'emotional return brief' - a very useful component in future project design process.





NO  
SMOKING  
AT ALL TIMES