

Workshop Program

Tuesday 2 August 2016 commencing at 6.15pm

Reception Room, Civic Centre, 128 Prospect Road, Prospect SA 5082

Workshop Chair: Cate Atkinson, Chief Executive Officer

Agenda

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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. 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.
7. 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.
8. All Elected Members will be encouraged to attend.
9. 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.
10. 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.
11. The format for the Workshop may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
12. The format for the Workshop will be determined by the CEO.
13. External parties may make Presentations/ deputations to the Workshop, subject to prior agreement by the CEO.
14. 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 19/07/2016

Chair: Cate Atkinson, Chief Executive Officer
Present: D O'Loughlin, K Barnett, A Bowman, M Groote, T Evans, A Harris, M Lee, M Standen
On leave: Nil
Apologies: M Larwood

Notes from previous workshop 12/07/2016

- Taken as read.

Workshop Items:

1. **LibraryPLUS**

Introduction:

- Overview of library process to date
- History of decision making
- Role of the staff as advisers not decision makers
- Role of Council members and approach to decision making
- Overall discussion about the project and establishment of key directions moving forward

Key objectives to be achieved from the discussion:

- What: is the scope of the project?
- How: will we make the decision (process)?
- Where: should it be built?
- Next steps?

What is the scope of the project?

- Gathering place
- Community hub – flexible space, events, meeting rooms, work rooms (art ++), outdoor space
- Learning, knowledge & entertainment
 - Tactile
 - Interaction / collaborative consumption, incubator spaces, quiet rooms, group work, breakout spaces
- Kids – not so young, people seeking community “third place”
- Destination – all weather
- Equity and access – its free
- Safety
- Digital tools and skills – embedded
- Gallery – embedded
- Programs – flexible
- History – access, display, curation, respect (core and security)
- DVDs
- Toys
- Computers
- Social
- Knowledge
 - Access to Council services / staff
 - Concierge approach?
 - Potential Partners
 - Universities
 - Tech Park
 - Seniors SA

- Australia Post
- Kiosks – Phone, Mr Minute, food and coffee, ATM
- Immunisations
- CAFHS
- Laundromat
- Art
- Courses
- People

Is there an opportunity to invest in the civic centre and create a new centre with a range of activities such as a community centre? The 'community' element may have been lost in the discussion. Thomas Centre has a great community feel –this needs to be replicated.

We may not need to have all investment on one site.

The financial model complicates the decision making given the opportunity cost – these elements will influence the outcome. What is the opportunity cost and how do we ensure end of life costs are taken into account.

The project management is critical and we need an external person for this –we need to be challenged and made accountable.

Need consensus in decision making to provide confidence in the organisation and so the community has confidence in Council.

What is the governance in decision making?

We need to understand the economic contribution the facility could bring. This is not about what we want to build but how to achieve the outcome.

How will we make the decision?

What do we know?

- Thomas Street eviction

What don't we know?

- Consolidation? Better?
- Spread the services?
- What is the minimum cost?
- Who wants to be next to a library?
 - What partnerships?
- What would surplus space (officers etc) be worth?
- Why do we think this?
 - community expectation, brings people together, cornerstone service of council, safe space, learning, sense of community, hub, interaction, outing, affordable (equitable); access to computers and advice, safe place for children, sense of place, site of knowledge, collaborative consumption, people seeking community, entertainment, access to resources whenever you need it (to information/knowledge).
- Do we need a digital hub?
 - best practice and information management, learning opportunity. Need to recognise that digital is not confined to computers- learning is about value of digital. Need to recognise that the existing equipment will be obsolete soon so the digital hub could be quite different to what is currently at Thomas Street (need a space for community which is a safe learning space and where no question is a dumb question).
 - Is NBN a partner in the future?
 - Do we need other expertise there-business advisers?

- Do we need a dedicated gallery?
 - Possibly not a dedicated gallery but we do need a flexible space though. Craft and making space is important for some – a work room, general learning areas. Need some ‘ownership’ of the making space –need to be able to leave your making things for another day. But don’t want to have too much ‘owned’ space. Need to find the right balance
 - Need to differentiate function and space.
 - Can we embed display space in library rather than a dedicated space? (what does ‘embedded’ mean?)
- Do we need meeting, collaborating spaces?
 - Yes
 - Need more flexibility, need to be able to have meeting rooms available for all.
- Do we need to run programs?
 - Need to enable the community to run programs.
 - Inherently part of the library and its core services need the space for it to happen.
 - Need to be able to offer different programs with flexibility.
- Do we need a history centre?
 - Needs to be part of the library.
 - Historical items need preservation and archiving.
 - Needs to be curated, and on display.
 - Is a family history service to be provided? Resourcing?
 - How do people learn from the history collection? Is it a learning space?
 - A space for the not so young.

Site needs to support and showcase our initiatives around environment etc

Is this a project based on partnering?

- Need to find an activity to be with (next to) the library to off set the cost. This leads to a partnership approach.
- Can we attract the universities to partner?
- Possible partners: Other government service providers; ATM; kiosks (phone shops/ food and coffee), Aust Post; support for new parents, CAFHS, immunisation, laundromat, technology park
- It’s about building relationships and opportunity

What is not there currently?

- Outside space? - Is this critical? What is the role of the outdoor space? It is part of how we deliver the project, part of being a community space –events, meetings, work rooms, outdoor space all fit together.
 - Incubator space
 - Collaborative work spaces
 - ‘Third’ spaces – breakout spaces
- No one identified it as solely a library per se. Want to rename facility from LibraryPlus –it is more than this. Ask Uncle Lewis for a Kuarna name place? It is a community centre but more than community. Need a working title which is more than a library.

Where should it be built?

Council should follow due process and consider both sites. It is not appropriate to predetermine the preferred location. We need to know the jigsaw pieces and their best locations.

No site stands out ahead of another between the Main North Road Depot site and Prospect Road Civic Centre– but we would need a compelling reason to select an alternative site to these.

- We own both sites
- Both have value

Notes from previous workshop 19/07/2016 (continued)

- Both require relocation to make it happen
- Both sites can fit core outcomes and optimal outcomes
- Both are attractors/stimulators and offer revenue opportunities (which we can control)
- Both can stimulate future development
- Both can support alternative uses

Should the project provide the opportunity for consolidation? Prospect is a small Council with three sites for staff

- Is consolidation of services better than having operations on multiple sites?
- Should there be investment in both sites: the digital centre could be with the civic facility and community activities including the arts etc could be part of the library elsewhere.
- We should be able to have consolidated customer service out of the library. We need a customer service function to provide access to council services. Libraries are a customer service function so we should be able to offer this.
- Link library to digital advice and knowledge – concierge approach – find out what customers want and assist them in achieving this.

Should office accommodation be part of the new site? - We are too small to have 3 sites for office staff

- The why behind having a consolidated service is different to the why are we building a new library.
- Part of the consolidation discussion is intrinsically linked to the financial question.

A lot of libraries are where there is activity.

What is the minimum cost? Can we do the library for nothing through using existing facilities and associated sites (although recognise that there are costs incurred eg fitout.)

- What space do we have now?
- At the civic centre we have the town hall, car park, meeting space, office space, Vine Street plaza – can this accommodate the library and provide a low cost solution for maximum space?
- If this is used then we could establish a new multi level building for office next to the existing civic facility or move the office facility to the Main North Road depot
- We could sell the depot and use the return to off set the financial costs
- Is there an opportunity for commercial or office space as part of the project? - Office accommodation around a centre will be empty at night.

Main North Road Depot Site

The Depot Site is a great location on Main North Road and could establish a *new* activity centre.

- It is a much bigger site than the civic centre is more constrained, and on a slope (which has advantage for underground parking)
- Main North Road frontage offers an opportunity to market and advertise City of Prospect
- Site frontage offers opportunity to uplift location but would probably require some tree removal

Boundary reform could see the area of City of Prospect increase, then this site might be more equidistant, part of another centre. There are two core areas/locations.

The Depot Site could service a larger area and may be strategically better located if this occurs.

The Depot Site has higher exposure with 56,000 vehicles per day. It would benefit from a pedestrian crossing. There are limited cafe outlets nearby, with adjacent trading vehicle services dominated. Many adjacent sites are under-developed and large enough to support substantial redevelopment. The Depot Site (Former Johns Road Tram Depot) is on the state heritage register – needs to be retained.

Sites opposite have some opportunities if there is a catalyst. The redevelopment of the Depot Site may or may not instigate further development in the locality and pedestrian activity across Main North Road would need to be incorporated into the redevelopment.

Development Plan provisions – Urban Corridor Zone allows 4 storey development (total 15m high) at this location. There are some setback constraints as Main North Road (intersections with side streets) have 'Road Widening' setback requirements and with Residential properties at the rear, development should step down to conform to building envelope provisions. Development promotes a 'minimum' height of 2 storeys for new development in this location.

Prospect Road Civic Centre

The Prospect Road Civic Centre is about *consolidating activity*.

Commercial leasing space may have higher demand and higher cost on the Civic Centre than the Depot Site.

The Civic Centre has embedded value in the existing building that needs to be understood.

The Civic Centre is constrained, and on a slope (which could have the advantage for undercroft parking).

The Civic Centre has capacity for sale to further activate Prospect Road. If the site was sold it could accommodate retail etc which is better than a community centre. Site could be worth more. Development on Prospect Road could be residential and generate more pedestrian activity.

Town hall is on state heritage register – needs to be retained. Sale could include a controlled outcome to ensure future heritage. This has community ramifications and will need community engagement/agreement. The timeframe may be difficult.

Prospect Road is currently not attracting the desired high levels of visitation but this is anticipated to change in the longer term.

Retail centres on Main North Road will not see advantages of having development on the Civic Centre site.

Next steps

It is critical to have a financial / economic study to assist in defining the best location.

- This will assist in consolidating thinking about the scope of the project and level of risk the council is prepared to take on.
- Valuation on Civic Centre site is needed
- What to do or not do, what are the commercial opportunities? Economic modelling of a number of options. Test commercial outcomes, highest and best use
- Identify risks

The Journey

Undertake an economic **and social analysis** of both sites (refer to above)

Establish a skilled based project management approach

Develop design schemes for further consideration

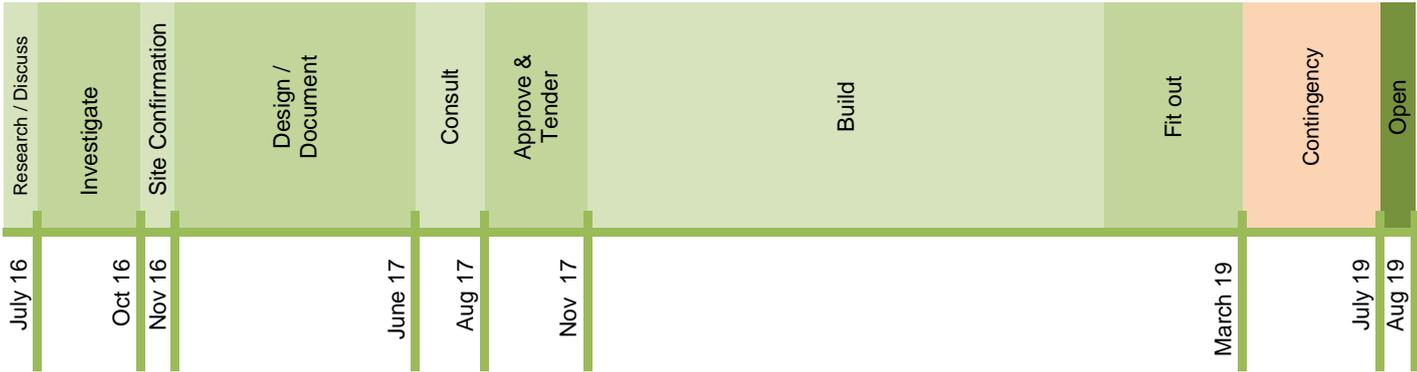
Understand the legislative provisions eg community land, process risks

Understand community views – develop engagement strategy

Revisit decision process and determine if the path is clear for the council to make further decisions

Project plan being developed which clearly indicates a program of decision making and overall timeframe for project including contingencies

Draft Timeframe



Workshop Items

1 Parking around Prospect Oval

Responsible Director: Greg Georgopoulos, Director Infrastructure, Assets & Environment

Expected Duration: 30 minutes

Presented by:

Prospect Oval is subject to a long term year-round licence agreement which extends to the fenced boundary of the site and includes all infrastructure aside from the 2 (two) sets of public toilets.

The Oval site is unlocked throughout the daylight period in collaboration with the tenants, as it is a highly valued open space for the community. The oval, surrounds and toilets are broadly utilised by the community across the day and vehicular traffic on the site is common.

The site is currently experiencing increased casual parking, but no formal arrangement is in place for any particular party. Any formal arrangement is at the discretion of the tenants, but requires Landlord approval overall. Council administration is responding to contractor and stakeholder requirements at the site to effectively manage the increased demand for parking in the area.

Should Council receive communication from the tenants, contractors or other concerned stakeholders at the site, issues will be suitably addressed as they arise in the context of balancing open space access, duty of care to contractors and respecting Council's obligations to their tenants under the current lease agreements.

Attachments: Nil

2 Report on Intelligent Community Forum Foundation

Cr Matt Larwood

Expected Duration: 30 minutes

Presented by: Cr Matt Larwood

The Intelligent Community Forum (ICF) is a global network of cities and regions with a shared mission to help communities use information and communications technology to create inclusive prosperity, tackle social and governance challenges and enrich their quality of life. Through collaboration on a regional level, working with different tiers of government, incentivising business, and establishing strong connections with the educational and R&D sectors, there are many initiatives being delivered that create cities where citizens thrive in the broadband economy.

Cr Larwood recently attended the ICF Summit in Columbus, Ohio, and will present on his experience there and the lessons for City of Prospect.

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.

Workshop 09/08/2016

- WHS Elected Member Awareness Training
- Issues to Dog Use in Public Space - including Prospect Oval
- Communications Strategy Recommendations
- Proposed Motions to LGA AGM
- Strategic Plan

Council Meeting 23/08/2016

- Mayoral Monthly Report
- Audit Committee Report
- Fourth Budget Review
- Discretionary And Mandatory Rates Rebate Report
- Memorial Gardens Traffic Speeds
- Strategic Plan - for Adoption
- Network Prospect Annual Report
- Communications Strategy - for Adoption
- Proposed Motions to LGA AGM
- Urban Corridor Zone DPA: Statement of Intent for Endorsement
- EHA Delegations Review
- Local Area Traffic Management
- Establishment of Open Space Fund