

**AGENDA ITEM NO.:** 13.7

**TO:** Council Meeting on 28 November 2017

**DIRECTOR:** Simon Bradley, Director Infrastructure and Environment

**REPORT AUTHOR:** Gene Fong, Urban Strategy Designer

**SUBJECT:** George Whittle Reserve Masterplan

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## 1. EXECUTIVE SUMMARY

The purpose of this report is for Council is to endorse the Strategic Direction of the George Whittle Reserve Masterplan based on the engagement with community, stakeholders and discussion in Council Workshops.

Numerous analyses and engagement processes have revealed George Whittle Reserve has a demand for better facilities by the community and highest investment priorities for the community were in playgrounds, art and landscaping. With high emphasis on safety, such as pedestrian and bike access across the major arterial road, providing good lighting and increasing community focused flexible activities for all ages and overall better utilisation of the spaces within the urban context.

The draft Masterplan provided in **Attachments 1-12** highlights the opportunities to create a flexible active urban park, with improved access into the park for all users, better permeability, a central urban skate youth space, multipurpose community spaces, upgraded toilet facilities, utilisation of the terrain, outdoor study garden, playspace and fitness area, and sculpture art.

Council has allocated a budget of \$70,000 in the 2017/2018 Financial Year to undertake further design work for George Whittle Reserve. This will commence once the Masterplan direction has been endorsed. In order to keep this project relevant, an application for Round 2 Places for People Grant Funding in October 2017, seeking 50% contribution from the State Government of \$1.35m to develop the project and it was noted in the application that the Council's contribution is subject to budget deliberations for 2018/2019.

During October 2017 residents nearby George Whittle Reserve were asked to participate in a survey relating to the proposed plans and given a summary of the previous engagement results. The feedback showed community were supportive of all components proposed and many comments related to agreeing with the design intent. In particular, there was a high need to improve the safety with adequate lighting and great support for a pedestrian signalised crossing.

The Masterplan is of strategic importance for the City, given change in precinct development with more than 1,000 new dwellings constructed and planned over the coming years. This is likely to bring increased numbers of residents into the area where there are limited quality recreational opportunities. Secondly, the endorsement is needed to proceed with budget for further design work allocated in the 2017/2018

Financial Year. The outcomes of the Masterplan direction take into consideration community feedback and the discussion in Council Workshops and will provide good strategic direction for an urban Park.

## 2. RECOMMENDATION

**(1) Council having considered Item 13.7 George Whittle Masterplan, endorse the strategic direction of the George Whittle Masterplan (as presented in Attachments 1-12).**

## 3. RELEVANCE TO CORE STRATEGIES / POLICY

**Strategic Plan to 2020 Theme 2 – Place** “Loved heritage, leafy streets, fabulous places”

Strategy 2.1	Respect the past, create our future	The Masterplan for George Whittle is relevant to achieving the strategy PLACE in all aspects as it provides guidance to create better access to quality Loved open space for the future and increased greenery.
Strategy 2.2	Loved parks and places	
Strategy 2.3	An accessible City	
Strategy 2.4	A greener future	

**Strategic Plan to 2020 Theme 4 – Services** “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1	Excellence in Infrastructure	The development of this masterplan is in line upgrading of existing infrastructure to provide excellence.
Strategy 4.2	Sound Financial Management	
Strategy 4.3	Responsible Waste Management	
Strategy 4.4	Accountable and people-focused services	

### Intelligent Community Indicators

Nil

## 4. REGIONAL IMPACT

The development as a Masterplan for George Whittle Reserve does not have any regional impact as the reserve caters predominately for local user groups.

## 5. COMMUNITY INVOLVEMENT

### Engagement with surrounding community

- Community were asked 'what I love and what I would change about George Whittle?', these results highlighted the need for a new playground, upgrading of facilities in the shelter, seating and planting, improved safety, upgrade toilets, upgrade skatepark and better access across Churchill Road
- Investment priorities revealed the preferences were in play equipment and nature play and public art and landscaping
- Photographs of precedents were displayed.

### Engagement with Key Stakeholders

- Skater conversation were had and it identified a facility would be good for beginners and all ages as there are none around the Adelaide CBD area
- Secondly the new facility to comprise of the same core elements of the current facility and elements which help users train their skating skills
- Adjacent developers identified the importance of the local open space area, especially for the residents moving into the area and currently the state of the reserve is considered rundown and in poor condition.

### Elected Member involvement

- Elected Members were asked to consider what roles should the reserve play and what are the activities and facilities desirable. As a result, there was a desire to have better integration to the surrounding area, need for safety, improvements to the playground, imaginative play and skatepark, potential ideas for outdoor study and sundeck seating.

## 6. DISCUSSION

The purpose of this report is to progress the George Whittle Reserve Masterplan direction, based on strategic direction outcomes, which will help deliver City of Prospect's Strategic Plan Strategy 2.2 *loved parks and places*.

### Background

Council commenced the process to prepare a Masterplan for George Whittle Reserve and Charles Cane/ Parndo Yerta Reserve in late 2016. A comprehensive Masterplan process has been undertaken with the assistance of the consulting firm URPS and Aspect Studios. This included the following elements:

1. **Site assessment:** This was undertaken to understand what is at in the precinct area in terms of the current features, facilities, views and links to the surrounding area etc.
2. **Council workshop 1:** A workshop was held at George Whittle Reserve with Elected Members on 11 October 2016 to gather input to the development of guiding principles for the project and identify key issues and opportunities and test and refine the engagement strategy.

3. **Stakeholder engagement:** Stakeholder engagement was undertaken with existing skate users and other key stakeholders such as DPTI (transport) and developers adjoining the reserves to understand the current uses of the reserves, issues/opportunities and aspirations for the future.
4. **Community Engagement Day:** 1,800 post cards were sent to residents in the surrounding precinct areas and posters were used to promote a community engagement day in December 2016 to gauge an understanding of what is valued about the reserve now, how people use them now and what they would like to see in the future.
5. **Council Workshop 2 and 3:** A second and third workshop was held with Elected Members on 7 February 2017 and on 11 July 2017 to discuss the outcomes of both the stakeholder and community feedback processes. Options for the reserve were also presented and discussed with Elected Members. Following the workshop, a Council Memorandum was sent to all Elected Members in September 2017 for feedback on the revised draft Masterplan.
6. **Stage 2 Community feedback:** In October 2017 residents surrounding George Whittle Reserve were engaged with a survey questionnaire on the draft masterplan and provided with an overview of the process and previous engagement feedback. As a result, majority of the respondents were supportive of all components proposed and many comments related to strongly agreeing with the design intent. In particular, there was a strong desire to improve the safety with adequate lighting and high support for a pedestrian crossing.

These various investigative and engagement processes have revealed the following; the need for better facilities, safety in connectivity across major roads, improved sense of arrival, providing good lighting and more community focused flexible activities for all ages and better utilisation of the spaces.

### Design Proposal

Council has allocated a budget of \$70,000 in the 2017/2018 Financial Year to undertake further design work for George Whittle Reserve. This will proceed once the Masterplan direction has been endorsed. This design work includes detailed design and specifications, ready for construction tender.

The proposal focused on the following design opportunities for George Whittle Reserve as shown in **Attachments 1-12** George Whittle Masterplan:

- **Improved access into the park for all users:** Garden terraces, urban skate/ youth space and multipurpose community space; maintaining the active, multi-use youth focus
- **Upgrade of toilets:** Cater for increased usage, improve viability of shop/ park connections and opening site lines for safety
- **Utilisation of terrain:** Western portion of the site, including potential activation of the embankment with terraced 'parkour' opportunities
- **Establish an integrated multi-purpose hardcourt:** Consolidate active facilities

- **Develop an outdoor study garden:** An arrangement of seating and lush landscaping surrounds with opportunities to provide wi-fi connectivity
- **Improved landscape areas:** The use of landscaping to create dimension, shade, cooling and amenity
- **Create a playspace and fitness station area:** Integrated with shade structures in the back area of the park to take advantage of the quieter and higher level of amenity
- **Play park sculpture:** Opportunities with alternative uses to urban play, exploration and utilisation side of the multipurpose court; thus strengthening the identity as an urban park along Churchill Road
- **Central skate plaza:** Providing high visibility and parkour terraces
- **Improved permeability/ views:** Natural surveillance and access through the reserve and integration of adjacent developments to turn onto the reserve

These facility upgrades are particularly important within the Churchill Road precincts, where there are limited recreational opportunities. Public realm investment in this precinct area is timely, given the changing nature of development occurring along Churchill Road and Devonport Terrace to densified living offerings.

A number of developments have been approved within the precinct, which when constructed will add more than 80 dwellings or around 160 new residents in close proximity. In the next 20 years it is expected that the residential population will nearly double. With the additional residents in the vicinity and planning of these spaces, it will improve increased functions for example, 'backyard' environments for local residents.

### **Financial and Resource Implications**

Council has allocated a budget in the 2017/2018 Financial Year to undertake further design work for George Whittle Reserve. This will proceed once the Master Plan direction has been endorsed by Council. An application for Round 2 Places for People Grant Funding in October 2017, seeking 50% contribution from the State Government of \$1.35M to develop the project as shown in **Attachments 13-14** Preliminary Cost Estimate George Whittle Masterplan. It was noted in the application that Council's contribution is subject to budget deliberations.

Another source of income includes; the City of Prospect's Open Space Reserve Fund Policy adopted by Council in September 2016.

## **7. CONCLUDING STATEMENTS**

The adoption of the George Whittle Reserve Masterplan for the City is an important framework to form the basis for future works in the precinct, where there are limited recreational opportunities. It is important to the precinct area, given the rapid change in development with more than 1,000 new dwellings constructed, approved and under assessment, which is likely to bring high volumes of people to the area.

The endorsement of this Masterplan is critical to achieving the vision and strategic direction for the city and proceeding with the design work budget allocated in the 2017/2018 Financial Year. The outcomes of endorsing the direction of this Masterplan will result in improved quality and better use of public open space in the Churchill Road Precinct area.

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## **ATTACHMENTS**

**Attachments 1-12:** George Whittle Reserve Masterplan

**Attachments 13-14:** Preliminary Cost Estimate George Whittle Masterplan

# GEORGE WHITTLE MASTERPLAN



Attachment

City of Prospect  
Aspect Studios  
October 2017

# GEORGE WHITTLE MASTERPLAN

The City of Prospect is preparing a master plan to guide future development and public realm investment in the George Whittle Reserve. This master plan will help revitalise public spaces, and provide existing, new and future residents with great spaces and places to recreate and spend time.

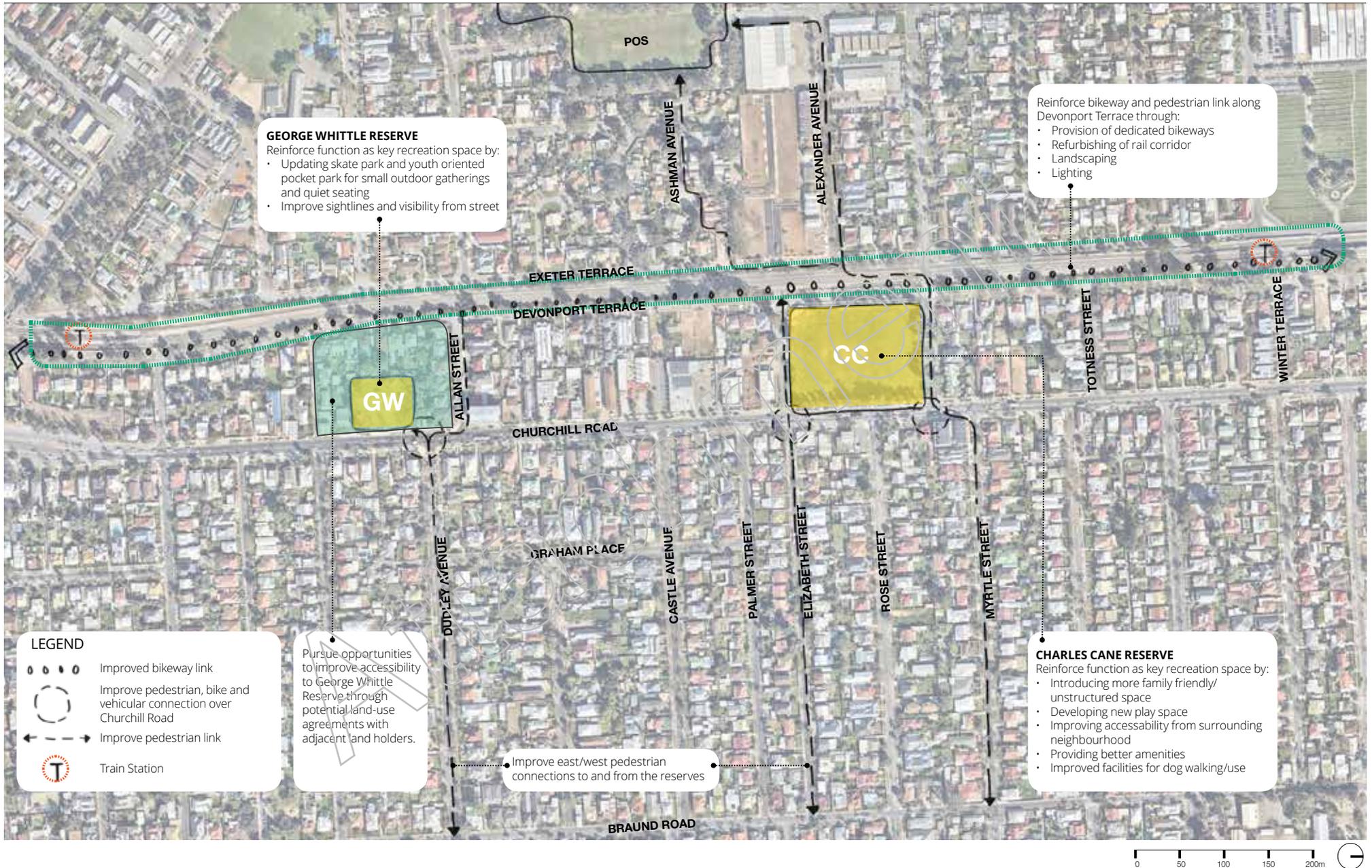
The master plan is timely given the changing nature of development occurring along Churchill Road and Devonport Tce such as apartment style living and mixed use development, which will see increased demand for quality public spaces, reserves and recreation facilities.



Location



# Reserve function and connectivity



# Existing Conditions George Whittle Reserve

SKATE PARK



SHELTER



PUBLIC TOILETS



MATURE TREES



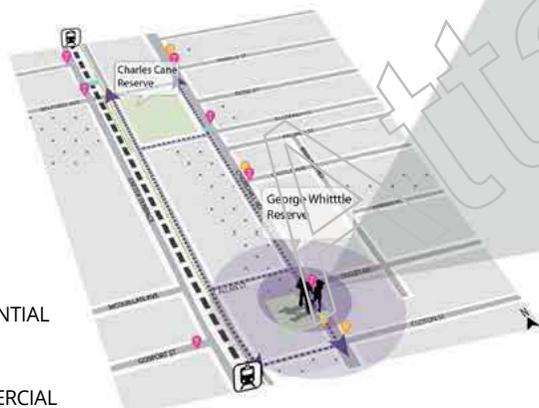
BASKETBALL COURT



ENTRANCE STATEMENT

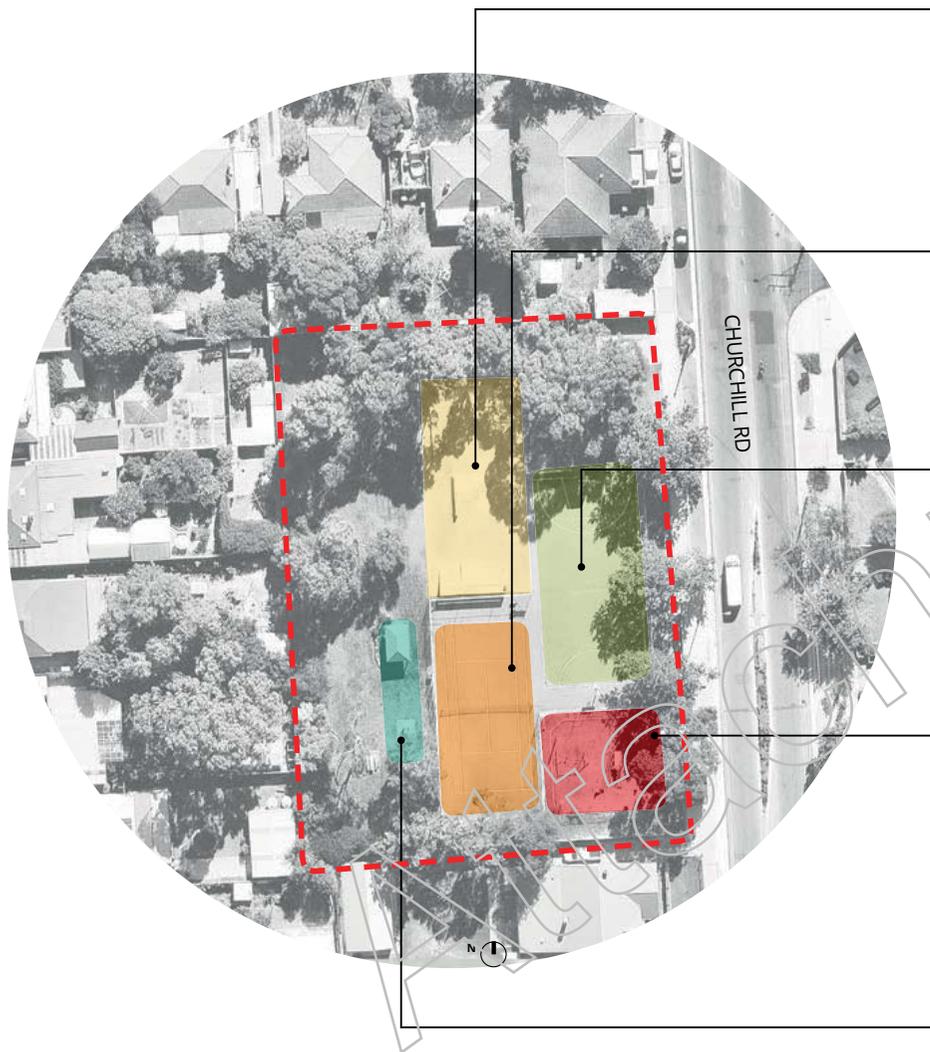


PLAYGROUND WITH SHELTER



-  RESIDENTIAL
-  COMMERCIAL

# Current Park Activities - George Whittle Reserve



SKATE



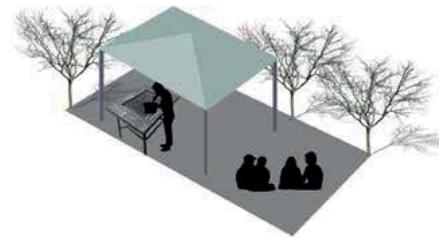
TENNIS



BASKETBALL



PLAYSPACE



PASSIVE RECREATION

# Key Features- George Whittle Reserve

SHELTER



TOILET BLOCK



EUCALYPTUS SSP.



BIN



PICNIC SETTING



STATEMENT WALL



SIGNIFICANT TREE



SEATING



PHONE BOX



FENCE

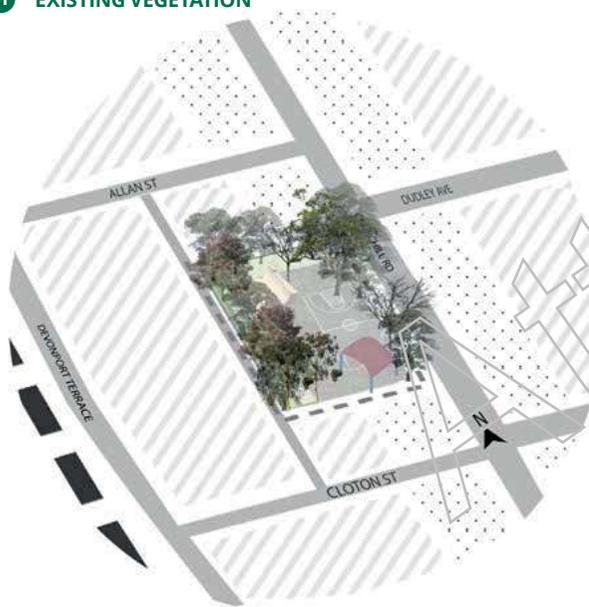


EXISTING VEGETATION



### Key Features - George Whittle Reserve

- 1 SHELTER
- 2 TOILET BLOCK
- 3 EUCALYPTUS SSP.
- 4 BIN
- 5 PICNIC SETTING
- 6 STATEMENT WALL
- 7 SIGNIFICANT TREE
- 8 SEATING
- 9 PHONE BOX
- 10 FENCE
- 11 EXISTING VEGETATION



## ENGAGEMENT

To inform the preparation of the master plan and the development of concepts for the future development, a number of engagement activities were undertaken with stakeholders and the broader community.

The following engagement activities were undertaken to gather input from stakeholders and the community to inform the preparation of the master plan:

- Workshop with Elected Members.
- Targeted one on one meetings with key stakeholders including community groups, skaters and state government agencies.
- Community Engagement day.

Based on the engagement the following key directions are proposed for consideration in preparing the master plan for the reserve.

- Improve the amenity, safety and accessibility of key pedestrian and cycling connections
- Provide signage that creates a sense of arrival and place and improves wayfinding and understanding of what is on offer at each reserve
- Provide accessible and modern public amenities (eg toilets, seating, picnic tables, BBQs, shelter etc)
- Maintain the active, multi-use and youth focus of the reserve appropriate to its size and context
- Retain and reconfigure the skate facility
- Consolidate the other active facilities into a multi-functional hardcourt space
- Provide lighting and natural surveillance to improve safety, particularly at night
- Improve permeability/views into the reserve from surrounding streets/homes
- Integrate the reserve with surrounding development to improve accessibility and natural surveillance opportunities
- Provide Wi-Fi connectivity and opportunities to study/work outdoors
- Provide landscaping for shade, cooling and improved amenity
- Establish public art that is multi-use (eg provides opportunities for play/climbing etc)



## FEEDBACK ENGAGEMENT

A second round of community engagement took place in the month of October 2017 to gather feedback on the draft masterplan design.

The feedback indicated a high number of support of all components proposed in the plan and respondents strongly agreed with the design intent. Also, indicated strong supportive feedback to improvements to the toilets, picnic facilities and family orientated activities.

In terms of improvements to the design it was highlighted the emphasis on improved safety with adequate lighting and improved access with a pedestrian crossing.



## GEORGE WHITTLE MASTERPLAN



The following are draft design opportunities for George Whittle Reserve:

- Improved access into the park for all users – garden terraces, urban skate/ youth space and multipurpose community space; maintaining the active, multi-use youth focus
- Relocation and upgrade of toilets to improve viability of shop/ park connections and opening site lines for safety
- Utilise change in terrain for the western portion of the site, including potential activation of the embankment with terraced ‘parkour’ opportunities
- Establish an integrated multi-purpose hardcourt to consolidate active facilities
- Develop an outdoor study garden area and opportunities to provide wi-fi connectivity
- Improved landscape areas for shade, cooling and amenity
- Create a playspace and fitness station area integrated with shade structures in the back area of the park to take advantage of the quieter and higher level of amenity
- Play park sculpture opportunities with alternative uses to play, exploration and utilisation of the climbing multipurpose court; thus strengthening the identity as an urban park along Churchill Road
- A central skate plaza area providing high visibility and potential parkour terraces
- Improved permeability/ views, natural surveillance and access through the reserve and integration of adjacent developments to turn onto the reserve



## LEGEND

1. Consider better integration with adjacent shop to increase potential activation and vibrancy of the reserve
2. Refurbish existing toilet block
3. Garden Terraces/ Outdoor Study Area with Deck Seating & Hammock
4. Long Table Picnic / BBQ Area
5. Skate Park
6. Multi-purpose Courts
7. Lawns
8. Sculpture Play
9. Rebound Wall
10. Safety Fence with Public Art
11. Parkour Park
12. Rest Seating Area
13. Outdoor Fitness Zone
14. Playspace
15. Planted Embankment with Sculpture Art
16. Investigate Potential Pedestrian Traffic Light

- Existing Tree
- + Proposed Tree
- Provide Good Lighting for Safety & Surveillance

SCALE: 1:500 @ A3 0   5   10   15   20m

SECTION

Existing River Red Gum



Planted Embankment

Shelters and BBQ facilities

Garden

Pathway with Custom Seating & Study Nooks

Grassland Revegetation Under Existing Tree

B

B'

PRECEDENTS



Shelter



Custom Stone Seating in Gardens



Outdoor Study Timber Deck Seating Area



Skate/ Parkour/ Physical Activity Space

## Opinion of Probable Cost: Master Plan Options George Whittle Reserve

**Project** George Whittle Reserve  
**Attention** Gene Fong

**Contact** Tim Conybeare  
**Date** 07/11/17

Please refer to the disclaimer at the end of this document

ITEM No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
<b>1.00</b>	<b>PRELIMINARIES</b>				
1.01	Establishment, insurances etc (Allowance) 10%	1	Item	\$140,000.00	\$140,000.00
	<b>SUBTOTAL</b>				<b>\$140,000.00</b>

<b>2.00</b>	<b>HARDSCAPE SURFACES</b>				
2.01	Footpath	840	m2	\$85.00	\$71,400.00
2.02	Resurface multi-purpose courts	1	item	\$30,000.00	\$30,000.00
	<b>SUBTOTAL</b>				<b>\$101,400.00</b>

<b>3.00</b>	<b>FENCING</b>				
3.01	Safety fence with public art	1	item	\$20,000.00	\$20,000.00
	<b>SUBTOTAL</b>				<b>\$20,000.00</b>

<b>4.00</b>	<b>FURNITURE AND STRUCTURES</b>				
4.01	Refurbish toilet and infrastructure (allowance)	1	lm	\$60,000.00	\$60,000.00
4.02	Shelter (6 x 6m)	2	no	\$20,000.00	\$40,000.00
4.03	Custom seat with backrest	12	no	\$1,500.00	\$18,000.00
4.04	Bins	3	no	\$3,500.00	\$10,500.00
4.05	Drinking Fountains	2	no	\$3,500.00	\$7,000.00
4.06	Long picnic table	2	no.	\$10,000.00	\$20,000.00
4.07	Sculpture	1	item	\$50,000.00	\$50,000.00
	<b>SUBTOTAL</b>				<b>\$205,500.00</b>

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<b>5.00</b>	<b>PLAY / ACTIVE SPACE</b>				
5.01	Youth Space (tennis and bball court (Partial fencing))	1	no	\$95,000.00	\$95,000.00
5.02	Skate space	1	no	\$450,000.00	\$450,000.00
5.03	Playspace / nature play	1	item	\$180,000.00	\$180,000.00
5.04	Fitness Zone	1	item	\$25,000.00	\$25,000.00
5.05	Parkour park	1	item	\$65,000.00	\$65,000.00
	<b>SUBTOTAL</b>				<b>\$815,000.00</b>

<b>6.00</b>	<b>IRRIGATION</b>				
6.01	New automatic irrigation system	1	item	\$50,000.00	\$50,000.00
	<b>SUBTOTAL</b>				<b>\$50,000.00</b>

<b>7.00</b>	<b>SOFT LANDSCAPE PLANTING</b>				
7.01	Soil amelioration and preparation	465	m2	\$8.00	\$3,720.00
7.02	<i>Semi-Advanced Trees</i>				
	50 litre containers / 1.8m high	27	No.	\$150.00	\$4,050.00
7.03	<i>Shrubs / groundcovers</i>				
	Planting/Mulched garden bed (3 plants/m2)	465	m2	\$30.00	\$13,950.00
7.04	<i>Grassing</i>				
	Irrigated grass (existing allowing for repair)	500	m2	\$5.00	\$2,500.00
	<b>SUBTOTAL</b>				<b>\$24,220.00</b>

**SUBTOTAL OF LANDSCAPE WORKS  
(not inc. GST)**

**\$1,356,120.00**

## Exclusions

GST

Preliminaries

Lighting

Consultants fees

Earthworks

Design and Construction contingency

Maintenance and establishment

This opinion provides illustrative calculations and indicative costs and should not be used as a substitute for a full and final costing of the works. It is not a recommendation by Aspect Studios Pty Ltd to participate in or to abstain from the project and cannot be relied upon as a definitive statement of the total cost of the project. Aspect Studios Pty Ltd does not accept any responsibility for and expressly disclaims and excludes all liability for any use of or reliance on this opinion or any loss or damage of whatever nature (including consequential loss), howsoever incurred, which is suffered by any person acting on or refraining from acting because of anything contained in this opinion.

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**AGENDA ITEM NO.:** 13.8

**TO:** Council on 28 November 2017

**DIRECTOR:** Simon Bradley, Director Infrastructure and Environment

**REPORT AUTHOR:** Gene Fong, Urban Strategy Designer

**SUBJECT:** Charles Cane / Parndo Yerta Reserve Masterplan

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## 1. EXECUTIVE SUMMARY

The purpose of this report is for Council to endorse the strategic direction of the Charles Cane / Parndo Yerta Reserve Masterplan, after the consideration of community and stakeholder feedback and discussion throughout Council Workshops.

Various assessments and engagement processes have revealed Charles Cane / Parndo Yerta Reserve is valued as an open space and for its green nature and desired passive uses by the community and retention of organised sport and functionality of soccer, cricket and lacrosse.

In addition, to enhance the passive use there was a high demand for establishing a playspace, to increase shade and vegetation, and provide safer pedestrian access and more community focused flexible activities.

The draft Masterplan provided in **Attachments 1-12** proposes a multifunctional facility with the provision of protective netting buffer, public toilet access, shade and seating, playspace, fitness track stations, increase vegetation, pedestrian and bike link, highlighting the existing sculpture, informative signage, improved access and clubroom connectivity.

In September 2017 residents surrounding Charles Cane / Parndo Yerta Reserve were engaged with a survey questionnaire outlining the key ideas of the proposal and given a summary up to that point of the engagement outcomes. As a result, majority of the respondents were supportive of all components proposed such as the playspace, fitness equipment and many comments related to strongly agreeing with the design intent. In particular, there was a high support for a pedestrian crossing.

These facility upgrades highlighted in the draft Masterplan are particularly important within the Churchill Road precinct area, where there are limited recreation opportunities and are also timely, given the higher density development planned and constructed in the area.

## 2. RECOMMENDATION

- (1) Council having considered Item 13.8 Charles Cane / Parndo Yerta Reserve Masterplan, endorse the strategic direction of the Charles Cane/ Parndo Yerta Reserve Masterplan (as presented in Attachments 1-12).

## 3. RELEVANCE TO CORE STRATEGIES / POLICY

**Strategic Plan to 2020 Theme 2 – Place** “Loved heritage, leafy streets, fabulous places”

Strategy 2.1	Respect the past, create our future	The Masterplan for Charles Cane / Parndo Yerta Reserve is relevant to achieving the strategy PLACE in all aspects as it provides guidance to create better access to quality Loved open space for the future and increased greenery.
Strategy 2.2	Loved parks and places	
Strategy 2.3	An accessible City	
Strategy 2.4	A greener future	

**Strategic Plan to 2020 Theme 4 – Services** “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1	Excellence in Infrastructure	The development of this masterplan is in line upgrading of existing infrastructure to provide excellence.
Strategy 4.2	Sound Financial Management	
Strategy 4.3	Responsible Waste Management	
Strategy 4.4	Accountable and people-focused services	

### Intelligent Community Indicators

Nil

## 4. REGIONAL IMPACT

The development as a Masterplan for Charles Cane / Parndo Yerta Reserve does not have any regional impact as the reserve caters predominately for local user groups.

## 5. COMMUNITY INVOLVEMENT

### Engagement with the community identified:

- Charles Cane / Parndo Yerta Reserve as open space and its green nature and views of the reserve and surrounding areas is highly valued
- Establishment of a playspace at Charles Cane / Parndo Yerta Reserve was highly desired, in addition to other features which would enhance passive use, increase shade and increase vegetation
- There was a clear preference investment in both parks for Junior Play Equipment, nature play and public art.

### Engagement with key Stakeholders sporting clubs identified:

- There are no aspirations to relocate and they have high demand and anticipate growth in their membership and possible increase use in the future for some.
- There is an understanding by all sporting clubs the high demand for passive uses at the Reserve and the Clubs were open to the idea of adding additional activities on the peripheries of the Reserve such as a playspace and outdoor fitness stations and shelters.

## 6. DISCUSSION

The purpose of this report is to advance the Charles Cane / Parndo Yerta Reserve Masterplan, based on the strategic outcomes of community, stakeholder and workshop engagement, will which help deliver the City of Prospect's Strategic Plan.

### Background

Council commenced the process to prepare a Masterplan for Charles Cane / Parndo Yerta Reserve and George Whittle Reserve in late 2016. As the project proceeded it became apparent the two reserves had two very different purposes although located along the Churchill Road Precinct area.

A comprehensive Masterplan process has been undertaken with the assistance of the consulting firm URPS and Aspect Studios. This included the following elements:

- 1. Site Assessment:** To develop an understanding of the precinct area in terms of the current features, facilities, views and links to the surrounding area etc.
- 2. Council workshop 1:** A workshop was held at Charles Cane / Parndo Yerta Reserve with Elected Members on 11 October 2016 to gather input to the development of guiding principles for the project and identify key issues and opportunities and test and refine the engagement strategy.
- 3. Stakeholder Engagement:** Stakeholder engagement was undertaken with existing user groups (Soccer, Lacrosse and cricket clubs and skaters) as well as other with key stakeholders such as DPTI (transport) and developers adjoining the reserves to understand the current uses of the reserves, issues/ opportunities and aspirations for the future.

4. **Community Engagement Day:** 1,800 post cards were sent to residents in the surrounding precinct areas and posters were used to promote a community engagement day in December 2016 at Charles Cane / Parndo Yerta Reserve to gauge an understanding of what is valued about the reserves now, how people use them now and what they would like to see in the future.
5. **Council Workshop 2:** A second workshop was held with Elected Members on 7 February 2017 to discuss the outcomes of both the stakeholder and community feedback processes. Options for each of the reserves were also presented and discussed with Elected Members.
6. **Desktop Research Paper and Assessment:** An independent assessment was undertaken in respect to the capacity of the Reserve to meet the sporting needs of the existing formalised sporting uses whilst introducing a playspace and other passive features. Of the existing formalised sport, cricket was identified as potentially requiring a larger buffer zone in order to avoid future conflicts between increased sporting activities and passive use.

Desktop research shows that there are only three Reserves in the City of Prospect that cater for organised sport, and the Council already has a very low provision of open space. The demand for organised sport (such as cricket, lacrosse and soccer) played at Charles Cane / Parndo Yerta Reserve is highly likely to remain the same and coincidentally so is the demand for public open space and other passive recreation facilities as a result of higher density development occurring in the precinct.

Engagement with adjacent Councils has reinforced the demand for organised sport and lack of opportunities in adjacent Council areas to cater for additional clubs, however existing school sporting grounds may be an 'untapped' resource for providing grounds for organised sport.

7. **Council Workshop 3:** A third workshop was held on 11 July 2017 the outcome 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.
8. **Stakeholder Engagement 2:** A second round of stakeholder engagement was 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 have been incorporated into the revised Masterplan design taking into consideration storage areas, community signage, spectator shelters, warm up areas, ambulance access, and location of fitness zone.
9. **Council Workshop 4:** At the Council Workshop held on 12 September 2017, Council were presented an updated draft Masterplan with discussion focused on the feedback received from the facilities current user groups, car parking considerations, public facilities and storage.
10. **Stage 2 Community Feedback:** In September 2017 residents surrounding Charles Cane / Parndo Yerta Reserve were engaged with a survey questionnaire with key ideas of the draft proposal and given an overview of the previous

engagement outcomes. As a result, majority of the respondents were supportive of all components proposed such as the playspace, fitness equipment and many comments related to strongly agreeing with the design intent. In particular, there was a high support for a pedestrian crossing.

These various assessments and engagement processes have revealed Charles Cane is valued as an open space and for its green nature and views and organised sport activation. The need for establishing a playspace in addition to enhance passive use, increase shade and vegetation, providing safer pedestrian access and more community focused flexible activities is highly desired.

## Design Proposal

The Masterplan for Charles Cane / Parndo Yerta Reserve provides the following design opportunities as shown in **Attachments 1-12** Charles Cane / Parndo Yerta Masterplan:

- **Protective Netting Buffer:** The protective netting sits between the field and playspace and outdoor fitness station to avoid conflicts between sporting activities and increased passive uses
- **Public Toilet Access:** Provides access to toilets to accommodate the growing public demand
- **Shade and Seating:** Installation of new spectator seating, BBQ and shelter opportunities
- **Playspace:** Design a playspace along the periphery of Elizabeth Street to link with the existing club rooms
- **Fitness track stations:** A series of outdoor fitness equipment to allow for multiuse activities
- **Increase Vegetation:** Emphasis on establishing vegetation around the periphery for natural shade and natural protective buffer
- **Pedestrian and Bike Link:** Create better 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:** Formalised planting and retain as an unstructured play feature with surrounding grass.
- **Informative Signage:** Install community and event signage board.
- **Improve Access:** Investigate signalised intersection and pedestrian crossing to access the reserve
- **Clubroom Connectivity:** Develop an outdoor entertaining area between clubrooms and playspace and create an outdoor veranda area at the clubrooms to complement the outdoor entertaining area and spectator uses.

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.

## Financial and Resource Implications

The Masterplan when endorsed will require further design work to create a shovel ready project. This will require further financial investment and Administration resources in the future. The project is not currently funded by the 2017/2018 Annual Business Plan may require future stages.

Opportunities to apply for Places for People Funding in the State Government future funding rounds is recommended to help finance the proposed Masterplan. An indicative cost estimate for the Masterplan indicates a Financial Investment of \$1 million, including Preliminaries, Structures, Playspace and Fitness, Architectural and Civil Works and Soft Landscaping as shown in **Attachments 13-14**.

Another source of income includes the City of Prospect's Open Space Reserve Fund policy adopted by Council in September 2016. The recommendation is for the project to be staged with the highest priority project to create a playspace and fitness activity.

## 7. CONCLUDING STATEMENTS

The adoption of the Charles Cane / Parndo Yerta Masterplan Reserve for the Churchill Road Precinct Area is a significant component to the future success of the precinct area, where there are already limited recreational opportunities and a growing number of apartment style dwellings planned and constructed in the area.

The outcomes of endorsing the strategic direction of this masterplan will result in greater community satisfaction and improved quality of public open space in the rapidly changing Churchill Road Precinct area.

---

## ATTACHMENTS

### **Attachments 1-12:**

Charles Cane / Parndo Yerta Masterplan

### **Attachments 13-14:**

Indicative Cost Estimate Charles Cane / Parndo Yerta Masterplan

# CHARLES CANE / PARNDO YERTA MASTERPLAN



City of Prospect  
Aspect Studios  
October 2017

# CHARLES CANE / PARNDO YERTA MASTERPLAN

The City of Prospect is preparing a master plan to guide future development and public realm investment in the Charles Cane/ Parndo Yerta Reserve. This master plan will help revitalise public spaces, and provide existing, new and future residents with great spaces and places to recreate and spend time.

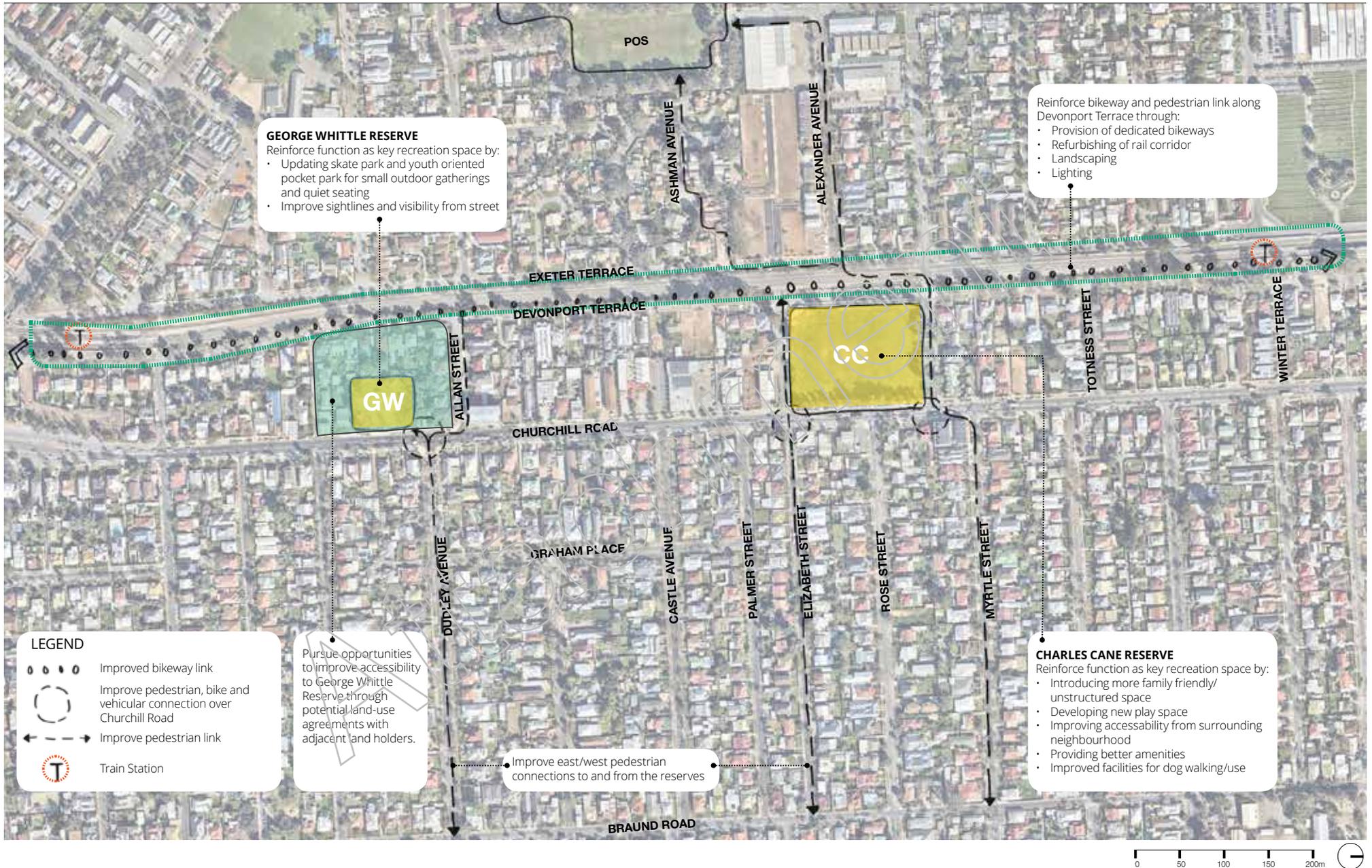
The master plan is timely given the changing nature of development occurring along Churchill Road and Devonport Tce such as apartment style living and mixed use development, which will see increased demand for quality public spaces, reserves and recreation facilities.



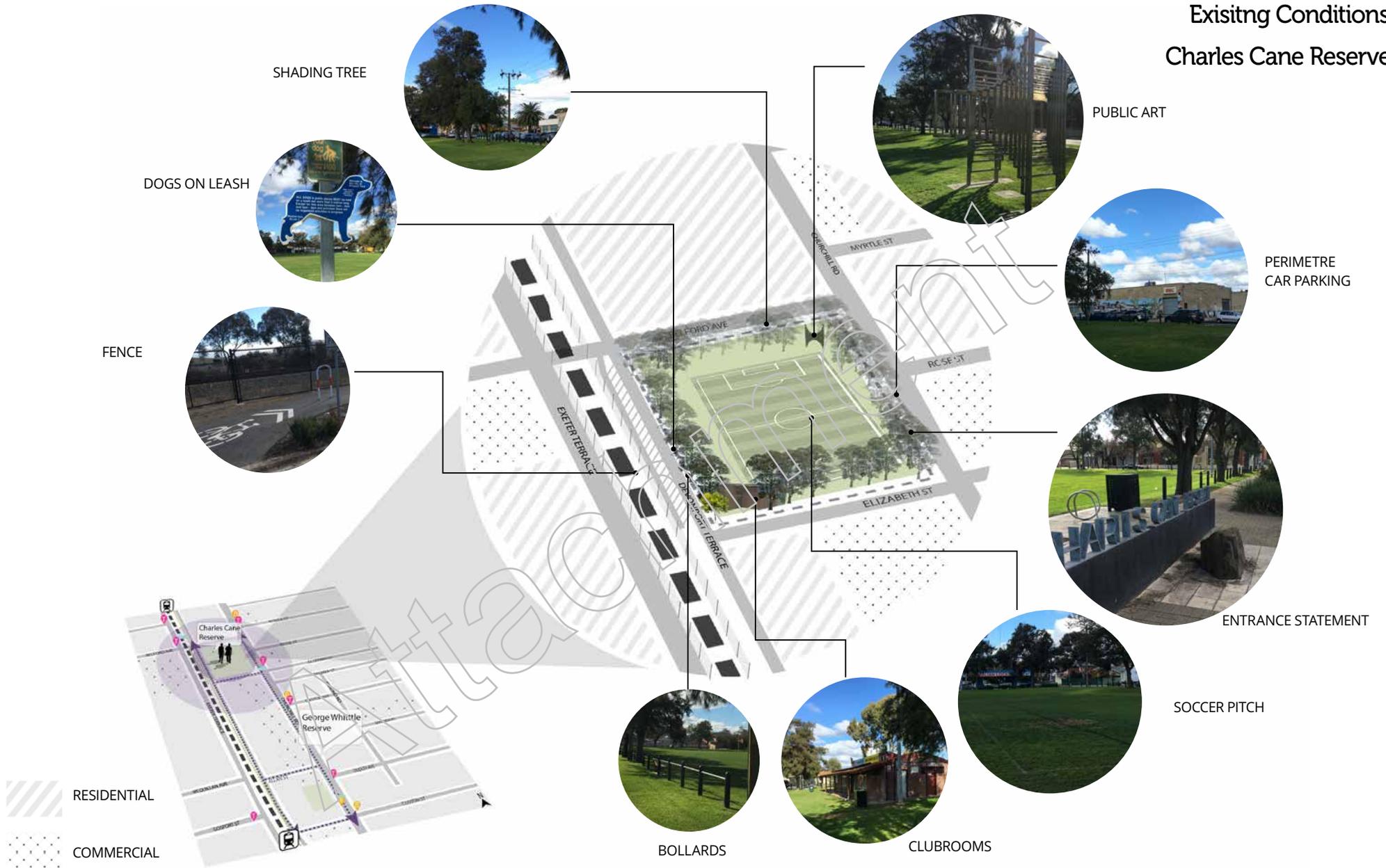
Location



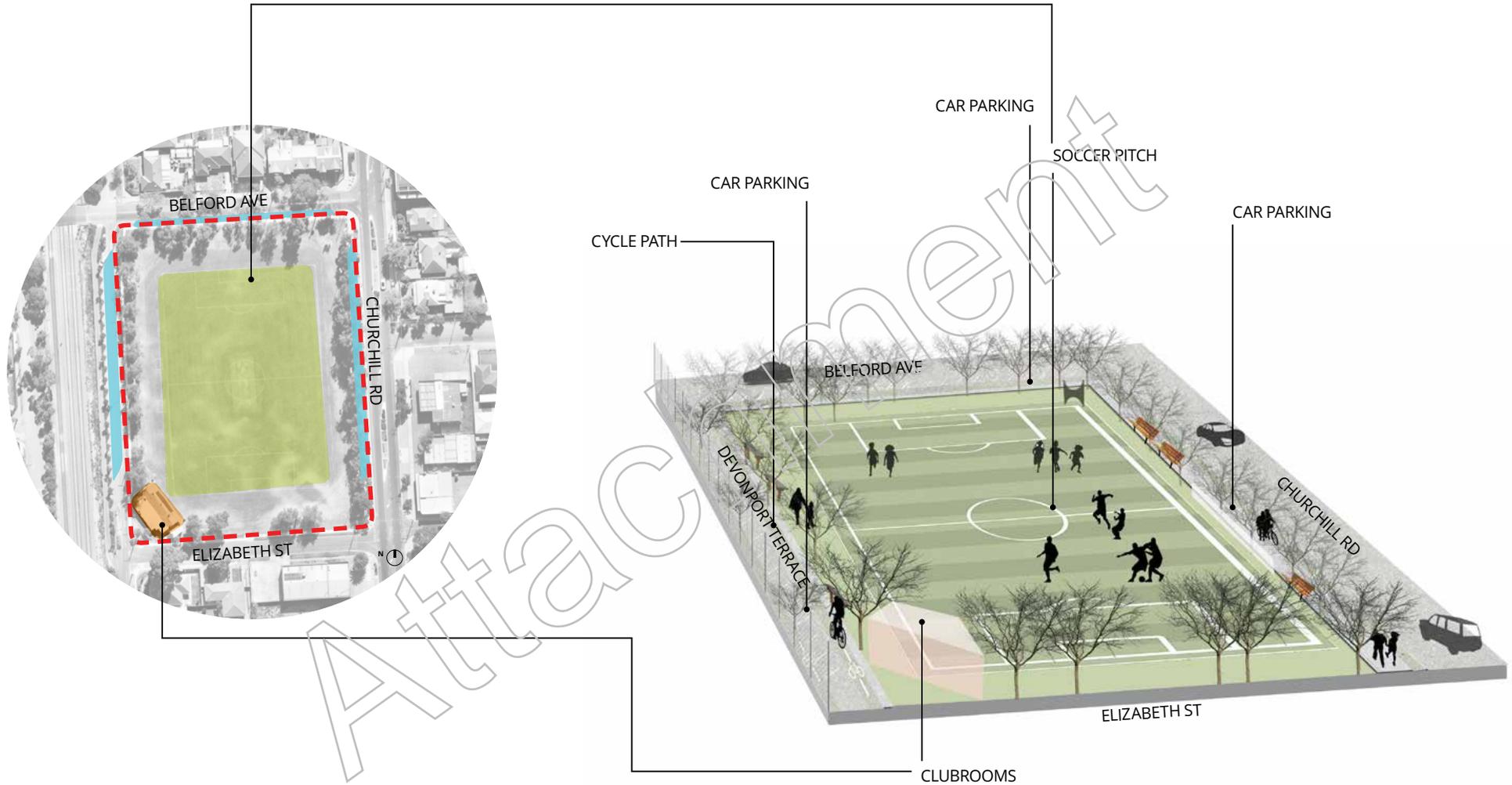
# Reserve function and connectivity



# Existing Conditions Charles Cane Reserve



# Current Park Activities - Charles Cane Reserve



# Key Features - Charles Cane Reserve

**CLUBROOM & TOILETS**



**PUBLIC ART**



**SEATING**



**EXISTING VEGETATION**



**BIN**



**SOCCER PITCH**



**STATEMENT WALL**



**FENCE - CLUBROOMS**



**FENCE - TRAIN**



**BOLLARDS**

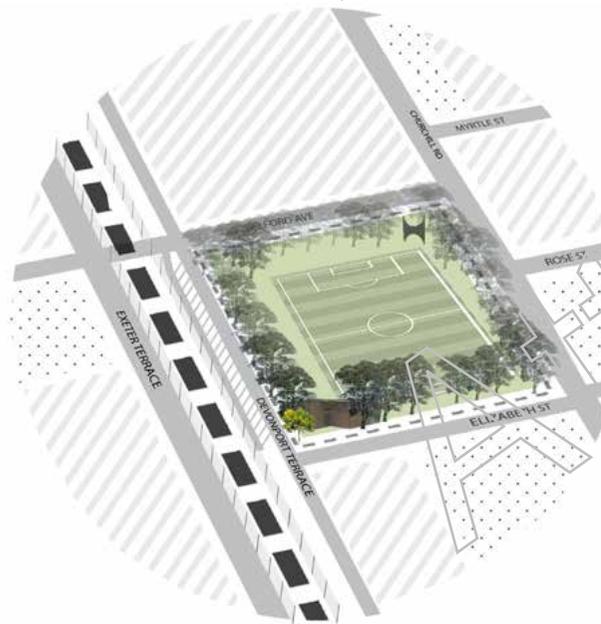


**CAR PARKING**



Key Features - Charles Cane Reserve

- 1 CLUBROOM & TOILETS
- 2 PUBLIC ART
- 3 SEATING
- 4 EXISTING VEGETATION
- 5 BIN
- 6 SOCCER PITCH
- 7 STATEMENT WALL
- 8 FENCE
- 9 BOLLARDS
- 10 CAR PARKING -Parallel & 45°



## ENGAGEMENT

To inform the preparation of the master plan and the development of concepts for the future development, a number of engagement activities were undertaken with stakeholders and the broader community.

The following engagement activities were undertaken to gather input from stakeholders and the community to inform the preparation of the master plan:

- Workshop with Elected Members.
- Targeted one on one meetings with key stakeholders including community groups, skaters and state government agencies.
- Community Engagement day.

Based on the engagement the following key directions are proposed for consideration in preparing the master plan for the reserve.

- Improve the amenity, safety and accessibility of key pedestrian and cycling connections
- Provide signage that creates a sense of arrival and place and improves wayfinding and understanding of what is on offer at each reserve
- Provide accessible and modern public amenities (eg toilets, seating, picnic tables, BBQs, shelter, water fountains etc)
- Retain the focus at the reserve for structured sport and consider opportunities for enhancing player and spectator experiences (eg spectator seating, night lighting)
- Retain the large, open and green space
- Provide a children's playspace that is considerate of safety issues associated with the proximity to roads and sporting activities and enables views of the railway line
- Consider the provision of a future function facility for community activities and use
- Provide quiet and shady places for relaxation and contemplation
- Provide landscaping for shade, cooling and improved amenity
- Consider opportunities for improving the provision of car parking in proximity to the reserve
- Consider the provision of exercise equipment as part of a future 'fitness trail' connected to other locations in the Council area



## FEEDBACK ENGAGEMENT

A second round of community engagement took place in the month of October 2017 to gather feedback on the draft masterplan design.

The feedback indicated a high number of support of all components proposed in the plan and respondents strongly agreed with the design intent. Also, indicated strong supportive feedback to improvements to the inclusion of a playground, fitness equipment, need for a pedestrian crossing and family type of activities.

In terms of improvements to the design it was highlighted the emphasis on improved access with a pedestrian crossing.



## CHARLES CANE/ PARNDO YERTA MASTERPLAN



The following are draft design opportunities based on the community feedback;

- Emphasis on establishing vegetation around the periphery for natural shade and natural protective buffer
- Increase spectator seating opportunities around the peripheries
- Provides 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

Charles Cane Reserve / Pamdo Yerta

Masterplan

DEVONPORT TERRACE

ELIZABETH STREET

BELFORD AVENUE

CHURCHILL ROAD



LEGEND

1. Upgrade Club House with new verandah
2. Allow access to toilet & upgrade
3. Playspace with shelters and BBQ facilities
4. Fitness track with stations
5. Min 6m high safety net
6. Investigate signalised intersection and pedestrian crossing
7. Investigate relocated pedestrian crossing (over Train line)
8. Existing sculpture
9. New pedestrian/ bike link through to Devonport Terrace from local bike network on Myrtle
10. Investigate better crossing access
11. Arrival Plaza
12. Outdoor Entertaining
13. Oval Alignment
14. Lacrosse/Soccer pitch boundary runoff zone
15. Increase storage facility
16. Ambulance Access
17. Community & event board signage
18. Solid mesh signage protection
19. Incorporate multiuse wall for balls

- Existing Tree
- + Proposed Tree
- Existing Lighting
- Netting Fence for protection during cricket games
- Proposed lighting in new playspace & fitness track
- Existing Seats
- Proposed Seats

SCALE: 1:500 @ A3 0 5 10 15 20m

Existing Trees to be retained where possible

Protective Netting ( Removable )

SECTION



Elizabeth Street

Footpath

Buffer

Planting

Linear Playspace

Buffer

Sports Field

PRECEDENTS



Shelter



Playspace



Playspace



Protective Netting Fence

## Opinion of Probable Cost: Preliminary Master Plan Options Charles Cane/Parndo Yerta Reserve

**Project** Charles Cane Reserve  
**Attention** Gene Fong

**Contact** Tim Conybeare  
**Date** 07/11/17

Please refer to the disclaimer at the end of this document

ITEM No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
<b>1.00</b>	<b>PRELIMINARIES</b>				
1.01	Establishment, insurances etc (Allowance) 10%	1	Item	\$90,000.00	\$90,000.00
	<b>SUBTOTAL</b>				<b>\$90,000.00</b>
<b>2.00</b>	<b>SITE PREPARATION</b>				
2.01	Minor earthworks, drainage and irrigation	1	no	\$30,000.00	\$30,000.00
	<b>SUBTOTAL</b>				<b>\$30,000.00</b>
<b>3.00</b>	<b>HARDSCAPE SURFACES</b>				
3.01	Footpath	935	m2	\$85.00	\$79,475.00
3.02	Aggregate concrete paving	70	m2	\$160.00	\$11,200.00
	<b>SUBTOTAL</b>				<b>\$90,675.00</b>
<b>4.00</b>	<b>FENCING</b>				
4.01	Boundary fence (allowance)	500	lin m	\$250.00	\$125,000.00
4.02	Protection netting	75	lin m	\$233.00	\$17,475.00
4.03	Sight screens	2	no	\$6,000.00	\$12,000.00
	<b>SUBTOTAL</b>				<b>\$154,475.00</b>
<b>5.00</b>	<b>FURNITURE AND STRUCTURES</b>				
5.01	Seat with backrest	7	no	\$1,500.00	\$10,500.00
5.02	Picnic setting	3	no	\$5,500.00	\$16,500.00
5.03	Bins	3	no	\$3,500.00	\$10,500.00
5.04	Drinking Fountains	2	no	\$3,500.00	\$7,000.00
5.05	Spectator Shelters	2	no	\$15,000.00	\$30,000.00
5.06	Shelter (6 x 6m)	2	no	\$13,500.00	\$27,000.00
	<b>SUBTOTAL</b>				<b>\$101,500.00</b>

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<b>6.00</b>	<b>FITNESS AND PLAYSPACE</b>				
6.01	Nature Playspace (allowance)	1	no	\$180,000.00	\$180,000.00
6.02	Fitness trail and 5 pieces of equipment (allowance)	1	no	\$25,000.00	\$25,000.00
	<b>SUBTOTAL</b>				<b>\$205,000.00</b>

<b>7.00</b>	<b>ARCHITECTURAL AND CIVIL WORKS</b>				
7.01	Architecture: Verandah	1	no	\$50,000.00	\$50,000.00
7.02	Architecture: Toilets	1	no	\$200,000.00	\$200,000.00
7.03	Relocate pedestrian crossing to train line	1	no	excl.	\$0.00
7.04	Churchill Road: lights and pedestrian crossing	1	no	excl.	\$0.00
	<b>SUBTOTAL</b>				<b>\$250,000.00</b>

<b>8.00</b>	<b>SOFT LANDSCAPE PLANTING</b>				
8.01	Soil amelioration and preparation	570	m2	\$8.00	\$4,560.00
8.02	<i>Semi-Advanced Trees</i>				
	50 litre containers / 1.8m high	44	No.	\$150.00	\$6,600.00
8.03	<i>Shrubs / groundcovers</i>				
	Planting/Mulched garden bed (3 plants/m2)	570	m2	\$30.00	\$17,100.00
8.04	<i>Grassing</i>				
	Irrigated grass (existing allowing for repair)	14,355	m2	\$5.00	\$71,775.00
	<b>SUBTOTAL</b>				<b>\$95,475.00</b>

**SUBTOTAL OF LANDSCAPE WORKS  
(not inc. GST)**

**\$1,017,125.00**

**Exclusions:**

Lighting

Consultants fees

Earthworks

Construction contingency

Maintenance and establishment

This opinion provides illustrative calculations and indicative costs and should not be used as a substitute for a full and final costing of the works. It is not a recommendation by Aspect Studios Pty Ltd to participate in or to abstain from the project and cannot be relied upon as a definitive statement of the total cost of the project. Aspect Studios Pty Ltd does not accept any responsibility for and expressly disclaims and excludes all liability for any use of or reliance on this opinion or any loss or damage of whatever nature (including consequential loss), howsoever incurred, which is suffered by any person acting on or refraining from acting because of anything contained in this opinion.

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ASPECT Studios Pty Ltd ABN 11 120 219 561

**AGENDA ITEM NO.:** 13.9

**TO:** Council on 28 November 2017

**DIRECTOR:** Simon Bradley, Director Infrastructure and Environment

**REPORT AUTHOR:** Sabrina Sopian, Traffic Engineer

**SUBJECT:** Traffic Conditions on Edwin Avenue, Rutherglen Avenue, Galway Avenue and North East Road

---

## 1. EXECUTIVE SUMMARY

At a Council meeting held on 26 September 2017 regarding traffic movement in Collinswood, Council resolved that:

*A report be provided to Council on the traffic conditions in the precinct which contains North East Road, Rutherglen Avenue, Galway Avenue and Edwin Avenue and the possibility of introducing new traffic control measures.*

Edwin Avenue, Galway Avenue and Rutherglen Avenue are part of the Nailsworth Collinswood Precinct, where a Local Area Traffic Management (LATM) study was conducted in 2007.

North East Road is owned and operated by Department of Planning, Transport and Infrastructure (DPTI). As such, Council does not collect data for these roads and does not have the authority to make any changes to this roadway. In accordance with Council's Strategic Traffic Management Policy, traffic management queries related to this road are directed to DPTI. North East Road forms a boundary for the Nailsworth Collinswood Precinct however does not lie within the Precinct Area itself. As such, it is not included in this report.

Council undertakes investigations in accordance with Council's Strategic Traffic Management Policy which notes that for problems with broader impacts on the surrounding network, such as addressing excessive speed and volumes, a holistic approach may be required through the LATM Study. It also outlines intervention criteria; a guideline which can be used to assess the need for the implementation of traffic management solutions.

### Background

For Edwin Avenue, in 2007 during the LATM Study while speeds were marginally higher than the intervention criteria, Edwin Avenue was not identified as requiring attention through the LATM Study.

For Edwin Avenue in 2012, to address concerns regarding local traffic issues at the bend, Council installed a pavement bar median to maintain traffic separation and yellow line marking to restrict parking.

For Edwin Avenue, in 2013 speeds were marginally higher than the intervention criteria, however Council administration indicated traffic management was not required at that stage.

For Rutherglen Avenue in 2007 during the LATM Study, whilst speeds were higher than the intervention criteria, traffic management issues were not specifically identified as requiring attention.

For Galway Avenue in 2007 during the LATM Study, speeds are approximately equal to the intervention speeds; however traffic management issues were not specifically identified as requiring attention.

### **Findings of Recent Inspection**

For Edwin Avenue, traffic volumes and speeds were approximately in agreement with that previously collected. Traffic appeared to be using Edwin Avenue as a cut-through, however this should be addressed holistically through a LATM in accordance with Council's Strategic Traffic Management Policy.

For Rutherglen Avenue, traffic volumes and speeds were approximately in agreement with that previously collected. As for Edwin Avenue, the majority of traffic was 'through' traffic, entering North East Road. Some of the traffic was also associated with the Caltex on the corner of North East Road and Rutherglen Avenue.

For Galway Avenue the majority of traffic was in the north-south direction, however some through traffic to and from Edwin Avenue and Rutherglen Avenue was observed (where the majority were utilising Edwin Avenue).

To address issues surrounding traffic speeds, volumes and through-traffic in accordance with Council's Strategic Traffic Management Policy, Council proposes to address these holistically in an updated LATM Study for this Precinct.

Council administration accordingly recommends that a budget bid for the Nailsworth Collinswood LATM Precinct be considered as part of the draft 2018/19 Annual Business Plan and Budget.

## **2. RECOMMENDATION**

**(1) Council having considered Item 13.9 Traffic Conditions on Edwin Avenue, Rutherglen Avenue, Galway Avenue and North East Road, notes the report and considers a budget bid for the Nailsworth Collinswood LATM Precinct for 2018/2019 financial year.**

## **3. RELEVANCE TO CORE STRATEGIES / POLICY**

### **Strategic Traffic Management Policy**

**Strategic Plan to 2020 Theme 4 – Services** "Leaders of the sector providing efficient, responsive, accessible services"

<p>Strategy 4.1 Excellence in Infrastructure</p> <p>Strategy 4.4 Accountable and people-focused services</p>	<p>The LATMs are reviewed periodically. This ensures that traffic management is up to date and responsive to changes over time.</p> <p>The LATMs involve a period of community consultation.</p>
--	--

### **Intelligent Community Indicators**

Nil

### **4. REGIONAL IMPACT**

Nil

### **5. COMMUNITY INVOLVEMENT**

No community consultation was undertaken in preparation for this report.

Once the budget has been approved, as part of the 2018/2019 budget bid for the Nailsworth Collinswood LATM Precinct, consultation with the broader community will be undertaken as required.

### **6. DISCUSSION**

#### **Current Context**

At a Council meeting held on 26 September 2017 regarding traffic movement in Collinswood Council resolved that:

*A report be provided to Council on the traffic conditions in the precinct which contains North East Road, Rutherglen Avenue, Galway Avenue and Edwin Avenue and the possibility of introducing new traffic control measures.*

Concerns were raised regarding traffic conditions on these streets, including excessive speed and 'through-traffic'.

Edwin Avenue, Rutherglen Avenue and Galway Avenue lie on the eastern side of the Nailsworth Collinswood Precinct, as per Figure 1.

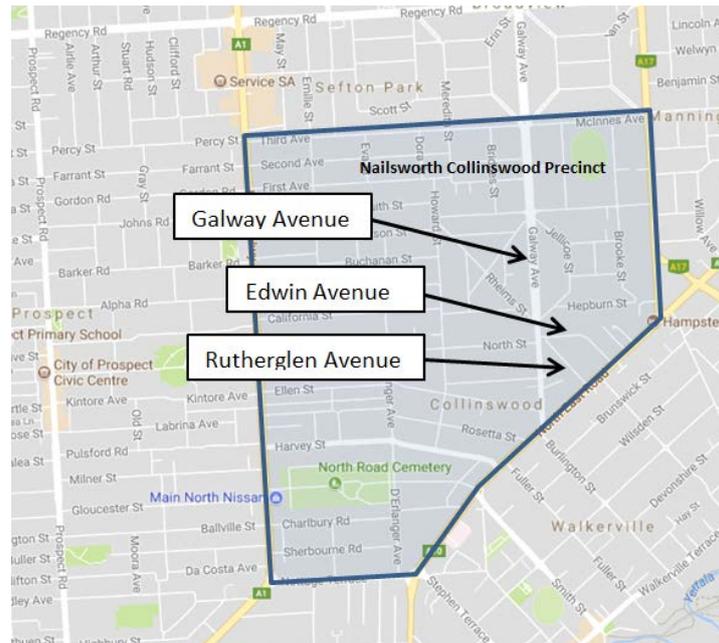


Figure 1

North East Road is owned and operated by DPTI. As such, Council does not collect data for these roads and does not have the authority to make any changes to this roadway. Traffic management queries related to this road are directed to DPTI. North East Road forms a boundary for the Nailsworth Collinswood Precinct however does not lie within the Precinct Area itself.

### **Council's Traffic Investigation Approach**

In 2007 Council adopted the Strategic Traffic Management Policy, which provides a framework for which to undertake the investigation and management of traffic on local roads throughout City of Prospect. The management of traffic issues such as speeding and cut-through behaviour can have an impact on traffic conditions on adjacent streets. Consequently, traffic issues that may have a broader impact are addressed utilising a holistic approach, on a precinct-by-precinct basis. The Strategic Traffic Management Policy states that:

*Council recognises that treatments applied in isolation can affect traffic conditions in other streets. Accordingly, Council will consider isolated problems in the context of the broader street network. Council has adopted several local traffic management precincts (refer "Local Traffic Precincts" Plan`) which will form the basis of traffic management reviews.*

These investigations are typically in the form of a Local Area Traffic Management (LATM) Plan within the defined precinct and require an appropriate consultation with the broader community.

In undertaking investigations, the Strategic Management Policy outlines intervention criteria; a guideline which can be used to assess the need for the implementation of traffic management solutions, and which can be used in conjunction with other resources, such as qualitative observations.

## History

Edwin Avenue, Galway Avenue and Rutherglen Avenue are part of the Nailsworth Collinswood Precinct, where a LATM study was conducted in 2007. North East Road itself was not covered in this study, as it does not lie within the LATM Precinct area. This LATM study assessed traffic data collected throughout the Nailsworth Collinswood Precinct, identified traffic issues and proposed resolutions to those traffic issues.

In conjunction with the LATM conducted in 2007, Council responds to concerns raised by residents and addresses this where possible. The below is a brief history of the studies and outcomes for each focus street in this Precinct.

### *Edwin Avenue*

During the LATM conducted in 2007, traffic management issues were not specifically identified for Edwin Avenue. Traffic data collected for Edwin Avenue during this study was as follows:

#### Western Direction

- Average Speed: 42.7km/hr
- 85th Percentile Speed: 51.9km/hr
- Volume in western Direction: 349

#### Eastern Direction

- Average Speed: 43.4 km/hr
- 85th Percentile Speed: 51.1km/hr
- Volume in western Direction: 579

Whilst traffic data for Edwin Avenue was marginally higher than the intervention criteria with respect to average and 85<sup>th</sup> percentile speed, Edwin Avenue was not identified as requiring attention through the LATM Study.

In 2012 Council also received concerns from residents regarding reduced visibility when rounding the bend midway along Edwin Avenue. A concern was also raised that allowing parking at this location resulted in vehicles having to cross the road centreline and increasing the potential for traffic conflict. As a consequence of concerns raised by residents, in 2012 Council implemented advisory signage on the approach to this bend. Council also installed yellow 'no parking' lines at this bend, together with a median safety bar, which consisted of line marking and yellow rumble bars, to prevent drivers crossing onto the wrong side of the road.

In 2013 a resident also raised concerns and traffic data was collected for Edwin Avenue separately. The average daily traffic volume was recorded as being 1,100 vehicles per day, less than the intervention criteria. It was reported by the traffic engineer that the 85<sup>th</sup> percentile speed was determined to be 51.8km/h; marginally higher than the intervention criteria and traffic management was not deemed warranted at that stage.

### *Rutherglen Avenue*

Traffic data collected for the LATM Study in 2007 was as follows:

Western Direction

- Average Speed: 40.9km/hr
- 85th Percentile Speed: 50.2km/hr
- Volume in western Direction: 398

Eastern Direction

- Average Speed: 45.7 km/hr
- 85th Percentile Speed: 56.1km/hr
- Volume in western Direction: 283

Rutherglen Avenue is a local road. Average speeds and 85<sup>th</sup> percentile speeds were higher than the intervention criteria; however Rutherglen Avenue was not identified as requiring attention through the LATM Study.

***Galway Avenue***

Traffic data collected for the LATM Study in 2007 was as follows:

Southern Direction

- Average Speed: 53.0km/hr
- 85th Percentile Speed: 60.2km/hr
- Volume in N-S Direction: 1995

Northern Direction

- Average Speed: 47 km/hr
- 85th Percentile Speed: 53.7km/hr
- Volume in western Direction: 2197

Galway Avenue is a major collector. Traffic speeds are approximately equal to the intervention speeds; however traffic management issues were not specifically identified for Galway Avenue during the LATM Study.

**Site Inspection*****Edwin Avenue***

Following Council's resolution in September 2017, two site inspections were conducted of this location during weekdays, one between 3:00pm-4:00pm and another between 4.30pm and 5.30pm. Observations during the site inspections support the data collected in 2007, in that traffic volumes appeared to be reasonable for this street classification. Whilst this is the case, approximately 5% of the traffic is residential whilst 95% appears to be cut-through traffic. In recognising that some cut-through traffic was observed, this should be addressed holistically through a LATM, in accordance with the Strategic Traffic Management Policy. Vehicle speeds were also observed to be reasonable, and vehicles were observed to be driving at appropriate speeds around the bend.

Low levels of parking occupancy were observed on Edwin Avenue between Galway Avenue and the bend. Low to medium levels of occupancy was observed between the bend and North East Road.

### ***Rutherglen Avenue***

A site inspection was also conducted for Rutherglen Avenue, between 4.30pm and 5.30pm.

Observations indicated that traffic volumes appeared to be approximately in agreement with that previously collected. As for Edwin Avenue, the majority of traffic was 'through' traffic, entering North East Road. Some of the traffic was also associated with the Caltex on the corner of North East Road and Rutherglen Avenue. As with Edwin Avenue, in recognising that some cut-through traffic was observed, this should be addressed holistically through a LATM, in accordance with the Strategic Traffic Management Policy.

### ***Galway Avenue***

A site inspection was also conducted of Galway Avenue, where observations included:

- The majority of traffic was in the north-south direction
- Some 'through-traffic' was observed; drivers were utilising local streets to travel from North East Road to Galway Avenue and vice versa.
- The majority of this 'through-traffic' was observed to be using Edwin Avenue, in preference over Rutherglen Avenue

### **Conclusion**

Traffic issues regarding speed, volumes and cut-through traffic on these streets, and other streets in this Precinct, should be addressed holistically through the LATM Process in accordance with the Strategic Traffic Management Policy.

### **Financial and Resource Implications**

The LATM Study for the Nailsworth Collinswood Precinct is expected to involve the identification of traffic management issues for that Precinct. This would be at a cost of \$35,000. It is also expected that potential mitigation measures will be proposed and a process of community consultation undertaken. An outcome of the LATM is to then recommend the most appropriate mitigation measures for identified issues.

### **Proposed Action**

Council's LATM allocation for this financial year has already been fully committed. As a consequence, if Council wants to pursue this LATM in the current year, resources from elsewhere in the budget would need to be identified. At this stage no additional resources have been identified by Council administration for reallocation without impacting on the delivery of the 2017/18 commitments. A budget bid for the 2018-2019 year will be prepared and submitted as part of the budget process.

## 7. CONCLUDING STATEMENTS

In order to address traffic management issues identified for Edwin Avenue in accordance with the Strategic Traffic Management Policy, Administration proposes to submit a budget bid for the Nailsworth Collinswood Precinct in the 2018/2019 financial year.

Two options have been identified by staff:

1. Undertake a LATM Study for this precinct within the current financial year (2017/2018) using reallocated resources. This will significantly impact the ability to deliver this year's program.
  2. Undertake a LATM Study for this precinct in 2018/2019 following consideration of a budget bid as part of the Annual Business Plan process.
- 

## ATTACHMENTS

**Attachments 1-64:** Nailsworth Collinswood Precinct Local Area Traffic Management (LATM) Plan



City of Prospect

# Nailsworth & Collinswood

## Local Area Traffic Management Plan

### Principal Contacts

Paul Simons

February 2008

Ref No 20070137RA3

Attachment

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Attachment

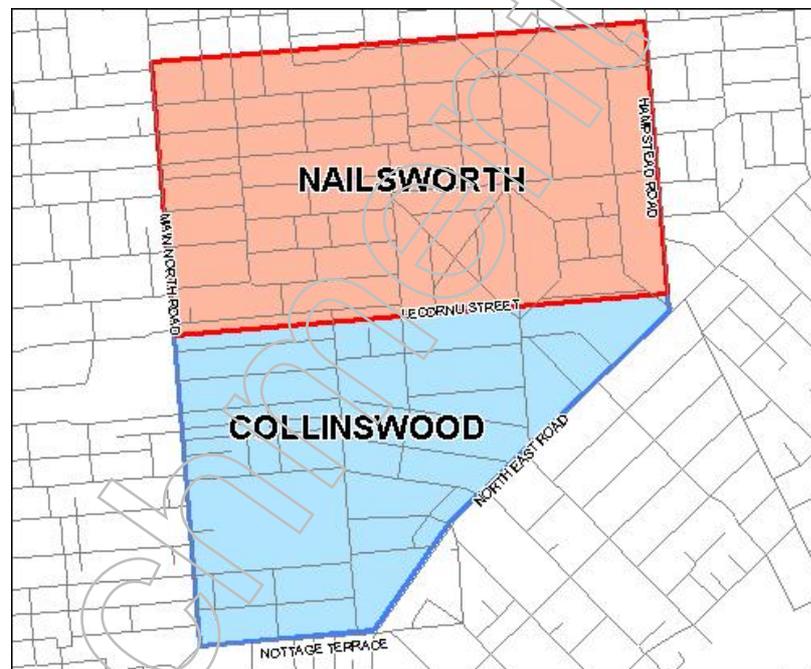
## Document History and Status

Rev	Description	Author	Rev'd	App'd	Date
A	Final	PCS	Justin Commons Council	PCS	13/2/08

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# 1. Introduction

In mid 2007, the Prospect Council engaged Tonkin Consulting to prepare a Local Area Traffic Management (LATM) plan for the Nailsworth and Collinswood precincts as shown in the following plan.



The development of the plan was the first LATM undertaken following Council's adoption of a Traffic Management Policy (May 2007) for the whole city.

In October 2007 Council endorsed a **Draft LATM Plan for Community Consultation** (ref 20070137RA2). The plan proposed several significant treatments including road closures and one-way street restrictions. The purpose of the consultation was to :

- Assess the general level of support for the measures
- Identify the potential impacts and consequences of the options
- Identify alternative or additional road closure options.

Widespread consultation subsequently occurred between November 2007 and February 2008.

This report summarises the outcomes of the community consultation and recommends changes to the proposed traffic management measures within Nailsworth and Collinswood.

The Draft LATM Plan for Community Consultation contains considerable background material used in the development of the plan. This information is only reiterated where required within this report. The Draft Plan should be retained as a valuable documentation of earlier consultation and traffic data collection.

This Final report is submitted for the endorsement of Council to guide future traffic management within the Nailsworth and Collinswood precincts.

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## 2. City Wide Traffic Management

In May 2007 Council adopted a Traffic Management Policy that established a framework for the management of traffic on local roads throughout Prospect. The Policy identifies a range of factors by which Council and the community will assess the need for future traffic management intervention, based on the five interrelated Statements. The Policy also includes a number of supporting comments many of which have particular relevance to the Nailsworth and Collinswood precincts, as summarised below.

*Management of the local road network must balance the needs of all road users.*

*Council will approach traffic management on the basis of local area precincts.*

*Council will approach traffic management on the basis of a strategic road hierarchy and functional road use.*

*Council will base the need for traffic management interventions on defined guidelines.*

*The selection of traffic control treatments must be proportional to the significance of the problem being addressed.*

*Fundamental to the policy is the need for a clear understanding of the users and uses of a particular road or road network. Council recognises that in seeking a “balance” between the various road uses, that compromise will sometimes be required between maximising safety, accessibility and amenity.*

*As most of the streets within the City of Prospect are local streets, Council will have a primary focus on access requirements for local residents. Consequently, **Council will seek to avoid the local street network being used by extraneous through traffic; that is “rat-running”.***

*Local area traffic management is generally associated with the installation of physical traffic measures and/or regulations to influence the existing behaviour of road users, in order to create safer and more amenable street environments, particularly in local residential areas.*

*Council recognises that treatments applied in isolation can affect traffic conditions in other streets. Accordingly, Council will consider isolated problems in the context of the broader street network.*

Council recognises that the road network throughout Prospect is very “permeable” with multiple points of access and egress onto the arterial roads. In the absence of defined east-west collector routes (to supplement the arterial road network), **it is inevitable that some external through traffic will be experienced on these roads.**

There are two fundamental approaches to this particular issue:

- (1) Nominate certain east-west collector routes to supplement the arterial network, and in turn, accept higher traffic volumes on those roads, or
- (2) Accept that the east-west local streets are all equal and share the external through traffic demands.

Retrospectively “overlying” a modern road hierarchy onto older road networks is typically very difficult. Traffic restrictions and/or road closures would be required in a number of streets to establish the new collector route. Traffic volumes in that particular route would increase and exceed normal thresholds for residential environments. The amenity of the collector routes would be reduced to the benefit of the wider area

**This position is not supported, and Council will therefore not identify and develop any east-west collector roads. The vast majority of Council roads have been identified as “local streets”.**

**In accepting some level of external through traffic will use the local road network, it is important that this demand is, as far as reasonably practical, shared across the network.**

## 3. Process to Date

### 3.1 Previous Consultation in Nailsworth and Collinswood

It is important to recognise that Council has endeavoured to resolve traffic management issues within these precincts over several years, and that a significant amount of consultation has occurred with the whole community east of Main North Road. The Draft LATM report outlines some of this recent history.

Unfortunately, these efforts have failed to reach a strong consensus on the significance of the problem and more importantly, the appropriateness of remedial treatments. For example, with specific regard to McInnes Avenue and Collingrove Avenue, earlier proposals to install raised plateaux along the roads to control speeds were met with opposition. Similarly, the installation of a blanket 40 km/h speed limit only received slightly better than 50% support from the broader community.

### 3.2 Process to Date

The Draft LATM Plan was developed through consultation with the community together with relevant data collection, as summarised below :

- Call for public submissions (July 2007)
- Formation of a Residents Group covering both Nailsworth and Collinswood
- Speed and volume traffic data throughout the network
- Origin Destination surveys in a number of key streets
- Collision data for the 5 year period 2002-2006
- Review of background documentation including Council's Development Plan and Strategic Bicycle Plan
- Site investigations

The draft report was prepared through consultation with an informal Residents Group that assisted in the identification of key issues and possible treatments / priorities. The draft report was also presented through informal discussion at a meeting of the relevant Ward Councillors.

The Draft LATM Plan for Consultation has undergone widespread community consultation (November 2007 – February 2008) including :

- Summary of treatments posted to all residents
- Two public displays (Council offices and community library)
- Several references in the Creative Community newsletter
- Various references / articles in the Messenger newspaper
- Independent telephone interviews to verify the responses received from the formal feedback sheets
- Correspondence with emergency services
- Correspondence and discussions with the adjoining Councils (Port Adelaide Enfield Council and Town of Walkerville)
- Meetings with the Nailsworth Primary School and key sporting clubs

There has been ongoing communication with the Residents Group during this process.

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## 4. Summary of Key Issues

The Draft LATM Plan for Consultation summarised the key traffic management issues in the area as follows. This summary does not infer that conditions in other streets should not be addressed, rather that these locations represent the worst cases that justify particular attention. The Draft LATM Plan included a list of site specific issues that require further investigation and treatment.

### McInnes Avenue

- Traffic volumes ~ 1700-2000 vpd
- 85<sup>th</sup>ile speeds 53-64 km/h
- At least 18% of cars that entered the area in McInnes Street at Hampstead Road were recorded leaving the area onto Main North Road (0700-1100)
- 20% of traffic exiting McInnes Ave onto Hampstead Road originated from either Third Ave or Second Ave at Main North Road (1400-1800)

### Collingrove Avenue

- Traffic volumes ~ 1800-2400 vpd
- 85<sup>th</sup>ile speeds 53-58 km/h
- At least 8% of cars that entered the area in Collingrove Avenue at Hampstead Road were recorded leaving the area onto Main North Road (0700-1100)
- 14% of traffic exiting Collingrove onto Hampstead Road originated from California Street (1400-1800)

### Third Avenue

- Traffic volumes ~ 1000-2200 vpd
- 85<sup>th</sup>ile speeds 45-59 km/h
- High volumes and speeds between Galway Avenue and Meredith St
- 9% of cars that entered the area in Third Avenue at Main North Road drove straight through and were observed leaving the area from McInnes Avenue (0700-1100)
- 8-11% of traffic in Third Avenue could be regarded as rat running along McInnes Avenue during the afternoon

### Howard Street (between Balfour St and Buchanan St)

- Traffic volumes ~ 1900 vpd
- 85<sup>th</sup>ile speeds 55-61 km/h
- Volumes south of California Street generally 1100 vpd
- High volumes north of California Street are related to rat running between California Street and Collingrove Avenue

### California Street

- Traffic volumes ~ 1600-2000 vpd
- 85<sup>th</sup>ile speeds 50-58km/h
- Peak volumes between D'Erlanger Avenue and Rolfe Street confirm north south movement (D'Erlanger-Rolfe-Balfour-Emilie)
- 14% of traffic entering California Street WEST exited Collingrove Ave EAST (1400-1800)

### Emilie Street

- Traffic volumes ~ 1300-1800 vpd
- Dominant northbound movement
- 85<sup>th</sup>ile speeds 47-52km/h (south of Mawson Street where Emilie is largely unrestricted)
- Important internal access route to shops and Nailsworth primary school
- Potential north-south through route to Regency Road

### D'Erlanger Avenue

- Traffic volumes ~ 1400-2150 vpd
- Dominant southbound movement (following closure of median in Nottage Terrace)
- 85<sup>th</sup>ile speeds 44-52 km/h (although 85<sup>th</sup>ile speed in May 2004 recorded as 70.5 km/h south of Charlbury Road)
- 28% of southbound traffic in D'Erlanger Avenue (south of California Street) originated from California Street at Main North Road
- Rat running from Main North Road to North East Road via California Street, D'Erlanger Avenue and Harvey Street

### Harvey Street

- Traffic volumes ~ 1700-2750 vpd
- 85<sup>th</sup>ile speeds 48-52km/h east of D'Erlanger Avenue
- 21-32% of traffic in morning could be considered rat running between North East Road and Main North Road
- 32-43% of traffic in afternoon could be considered rat running between North East Road and Main North Road

### North Street

- Traffic volumes ~ 1000 vpd
- 85<sup>th</sup>ile speeds 48-65km/h
- Potential supplementary east west route – note high 85<sup>th</sup>ile speeds

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## 5. Draft Treatments for Consultation

### 5.1 Background

The Draft Report for Consultation presented strong evidence of high volumes and high speeds in several streets that warrant some form of intervention.

Furthermore, the results of the community consultation and discussions with the Residents Group have demonstrated a strong desire to “do something”. There is a strong underlying concern for traffic conditions in the area as reflected by the Biennial Community Surveys, previous attempts to address the problems, and more recent consultation.

On this basis, the Residents Group broadly considered the options available to address the problems identified, particularly the universal issues associated with traffic volumes (through traffic).

Two broad options were considered :

- The installation of traffic control devices to **discourage** the use of the network by extraneous through traffic without unduly restricting accessibility. Treatments include road humps, plateaux, slow points and other similar treatments designed to slow traffic.
- The installation of measures that physically **prevent** use of the network by non locals. Treatments include half or full road closures, one way streets and turning prohibitions.

**The Residents Group generally showed a preference to consider road closures and similar treatments to effectively PREVENT through traffic from using the area.**

The challenge was to develop a system of closures that effectively controls the level of rat running without simply shifting the problem to adjacent streets, while maintaining an acceptable level of internal accessibility for residents.

The Residents Group have acknowledged that the objective should not be the prevention of all external traffic, as this would be virtually impossible without an excessive number of road closures which would seriously affect internal traffic movements.

**It is worth reiterating that Council's Traffic Policy acknowledges that the area is very permeable and that some through traffic will be inevitable.**

There are approximately 3,500 residences within area that will generate a substantial amount of traffic. Industry accepted planning guidelines suggest that standard residential developments generate around 8 trips per day per residence. On this basis, the area itself is likely to generate approximately 28,000 vehicles movements per day within the precincts. These movements include those to/from the arterial road network as well as those within the local area (e.g. to/from school or shops).

Accordingly, the importance of maintaining internal accessibility should not be understated as the predominance of traffic movements are likely to be "locally" generated rather than being "external" through traffic. There are significant land uses within the area that generate local traffic movements. These include the Sefton Plaza and Collinswood Shopping Centres, the Nailsworth Primary School, Broadview Oval, other reserves, churches and community facilities.

The Draft LATM Plan for Consultation was developed on the basis of nine primary treatments including four road closures, three one way restrictions, one driveway link and one roundabout.

Recognising the potential sensitivity of the road closure and one way street recommendations, the Draft Plan was put forward in principle with a view to :

- Assessing the general level of support for the measures
- Identifying the potential impacts and consequences of the options
- Identifying alternative or additional road closure options.

## 5.2 Summary of Treatments

The suggested treatments were grouped as PRIMARY TREATMENTS (that were required to address a known problem) and SECONDARY TREATMENTS (that could be considered in the first instance (although not essential) or may be required to subsequently address a shift in travel patterns).

### Primary Treatments

Primary treatments were identified as :

1. Third Ave / Meredith St – **Diagonal Closure**
2. Howard Street / Balfour Street – **Full Closure** of Howard Street
3. North Street / Howard Street – **Full Closure** of North Street
4. Balfour Street / Emilie Street - **Roundabout**

5. McInnes Avenue - **One Way Street** Westbound between Myponga Terrace and Poltawa Terrace
6. Collingrove Avenue - **One Way Street** Eastbound between Myponga Terrace and Poltawa Terrace
7. Emilie Street - **One Way Street** Northbound between First Avenue and Third Avenue
8. Harvey Street / D'Erlanger Avenue – **Two Half Road Closures**
9. D'Erlanger Avenue - **Driveway Link** between Charlbury Road and Redmond Street

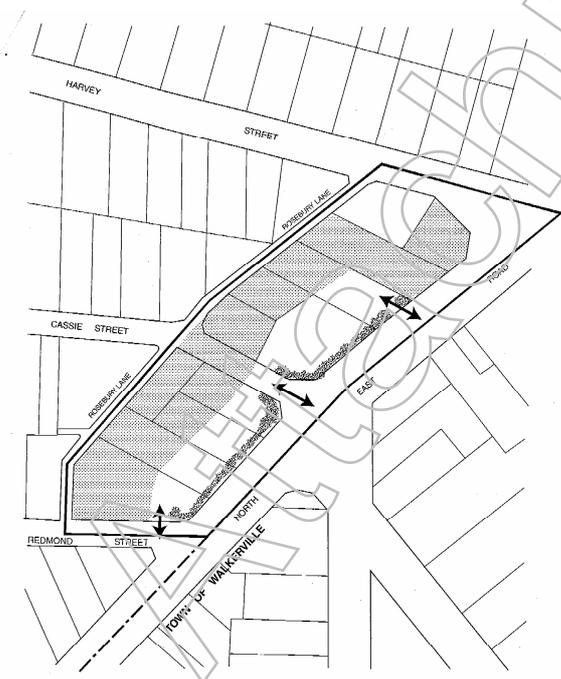
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## Secondary Treatments

Several secondary treatments were also identified for future consideration if/when required by traffic volumes and subject to the effect of the primary treatments. These treatments were identified as :

1. Rolfe Street - Full Closure or One Way Street
2. Asquith Street – Mawson Street – Buchanan Street – Full Closures
3. Roseberry Lane – Full Closure to vehicle access
4. Cassie Street – the potential closure as identified in Council’s Development Plan (District Centre Zone – Collinswood Policy Area) as shown below
5. Hampstead Road / McInnes Avenue – Peak Hour Turning Restriction

The Draft LATM Plan for Consultation outlined the potential benefits and issues associated with each of these treatments. **This information was presented to the community in the form of a Circular and Questionnaire as shown in Appendix A.**



District Centre – Collinswood Policy Area

The Desired Character of the Policy Area is of a lively Neighbourhood Centre accommodating a range of retail activities within the western portion of the Policy Area (bound by Cassie and Redmond Streets) and a mix of community uses and offices within the eastern portion of the zone (bounded by Cassie and Harvey Streets).



**PROSPECT (CITY)  
NEIGHBOURHOOD CENTRE  
COLLINSWOOD  
CONCEPT PLAN  
Fig NCe/2**

Consolidated - 9 August 2007

## 6. Consultation Outcomes

### 6.1 Overview

The following section summarises the responses to the community and stakeholder consultation including the formal responses to the feedback sheet and a separate independent telephone interview survey commissioned by Council. In addition, several petitions have been received by Council in regard to the Draft Plan, and many discussions have been held with residents in person (at the community displays) and telephone.

**Viewed holistically, there is considerable community concern (and opposition) to the proposed introduction of road closures and one way streets in the area.** However, this is not altogether surprising as the very nature of the treatments will inconvenience more residents than those that stand to benefit.

Accordingly, we need to caution against rejecting the draft proposals simply on the basis of a popular consensus. Rather, consideration should be given to the potential consequences of the specific treatments relative to the problems that they mitigate or resolve (this is discussed further in Section 7).

Accordingly, this section considers both the quantitative and qualitative feedback to the Draft LATM Plan for Consultation.

### 6.2 Response Sheets

There were 531 responses made on the formal feedback sheet. Responses were received from residents across the precincts and (at face value) appeared to be representative of the affected streets without being particularly biased toward any particular locality or road. A detailed summary of the results from the Feedback Sheets is included in Appendix B.

### 6.3 Telephone Interviews

Truscott Research Pty Ltd was commissioned to undertake a statistically valid sample survey of the precinct by telephone interviews. The purpose of the survey was to confirm whether the written responses were representative of the community or biased toward those with objections to the proposal. The surveys also enable the opinions of the "silent majority" to be determined. 351 residents were interviewed during January 2008. Truscott Research has prepared a separate report documenting the outcomes of these surveys, although relevant aspects are summarised herein.

## 6.4 Web Based Responses

The community was able to respond electronically to the feedback sheet via the Council's web site. Approximately 100 responses were received in this manner.

## 6.5 Petitions

Six petitions have been received from groups of residents regarding the Draft LATM Plan for Consultation. The following summary refers.

### **California Street 79 signatories**

*"We the undersigned residents of California Street, express our concern at the Nailsworth and Collinswood Draft Traffic Management Plan. As currently formulated the Plan is likely to lead to a significant increase in traffic volumes in California Street while doing nothing to reduce excess speed. We request that Prospect Council give consideration to other measures which will better address our concerns."*

### **Cassie Street 71 signatories**

*"We the undersigned oppose the closure of Cassie Street for the development of the shopping centre."*

### **Draft LATM Plan 517 signatories**

*"We, the undersigned residents of Collinswood / Broadview / Nailsworth do not support the current traffic management plan. This proposal does not address the problem but merely redirects additional traffic down selected streets therefore placing additional burden on these residents. This petition requests no road closures and a review of speed limits."*

### **Burwood Ave 62 signatories**

*"As residents of Burwood Avenue, Nailsworth, we would like to express our views and concerns regarding the proposed Management DRAFT Traffic Plan for the Nailsworth/Collinswood precinct.*

*We understand that there is an issue with speeding and "rat-running" between the main roads. The current proposal has excluded any control of this specifically on Burwood Avenue that is a long street with direct access from Main North Road to North East Road by doglegging onto D'Érlanger and Rosetta Streets. We are especially concerned for the children and elderly that live on the street and for the large number of people who use the Nailsworth Surgery at No. 2 Burwood Avenue. Increased traffic would be detrimental to their safety.*

*We would like to see the blanket use of a 40km speed limit in the area incorporating speed humps, roundabouts or chicanes where necessary. These measures will deter the "rat-runners" and those who speed through but still allow local residents to move freely within the local area to access schools, shopping centres, medical cares and the major roads without any undue inconvenience or difficulty."*

**Draft LATM Plan 139 signatories**

*"We the residents of the Prospect Council area hereby submit our opposition to the proposed local ara traffic management plan by way of our signatures on the enclosed petition.*

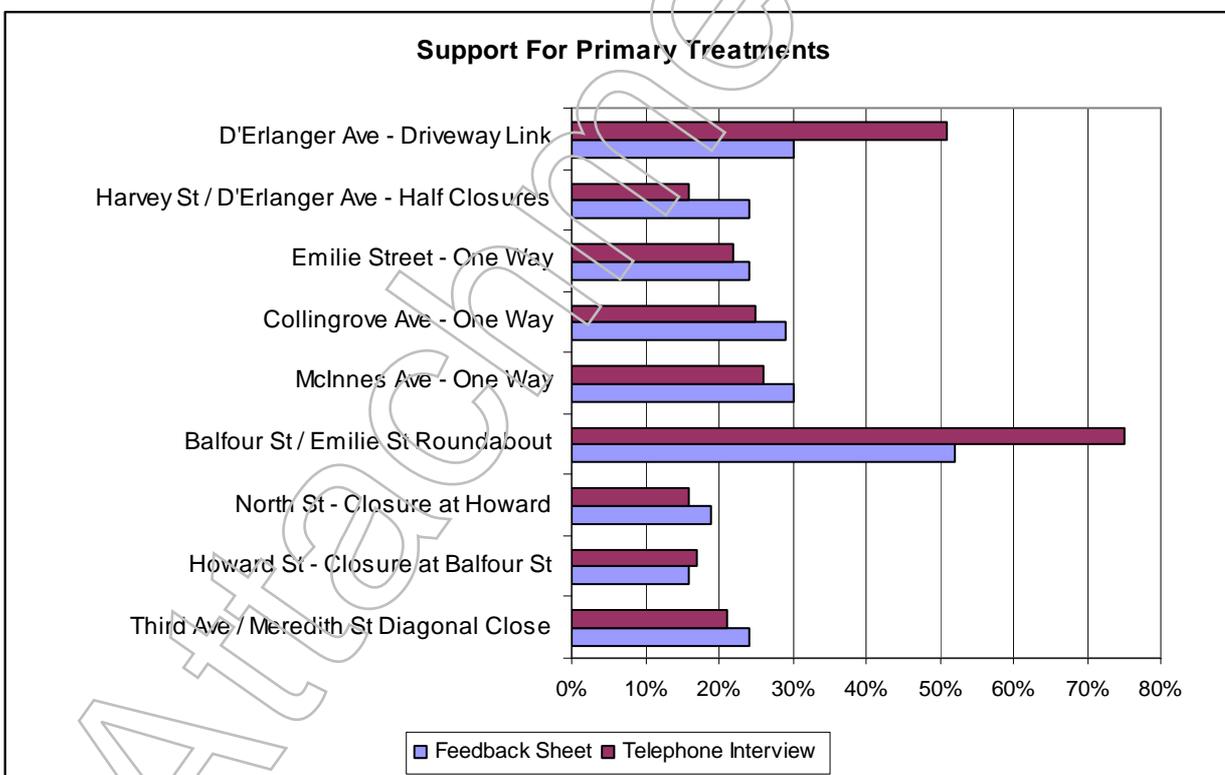
*We feel that the proposed road closures outlined in this plan will only redirect traffic into neighbouring streets thereby inconveniencing emergency services and greatly restricting access by residents to their own local businesses and community facilities."*

**Draft LATM Plan 181 signatories**

*"People against the Prospect Council regarding the road closures in the Nailsworth/Collinswood Precincts."*

**6.6 Results – Primary Treatments**

The following table summarises the level of support for each of the primary treatments.



While the installation of the roundabout at the junction of Emilie Street and Balfour Street was well supported, as was the installation of a driveway link on D'Erlanger Avenue (to a lesser degree), the installation of road closures was typically only supported by less than 20% of the community.

This general outcome was reaffirmed through the telephone interviews that asked residents to comment on their level of support for different traffic measures in principle (without being site specific). Roundabouts were supported by 83% of residents, driveway links by 60%, while diagonal or full road closures were only supported by 25% and 22% of the community respectively.

The overwhelming general concern associated with the road closures and one way streets was the reduction in local accessibility to important community facilities throughout the area including shops, schools and sporting facilities. There was a general sentiment that rat-runners will simply find other streets to travel, and therefore the problems will simply shift to adjoining roads.

**One of the primary goals of the consultation was to assess the general level of support for the measures (particularly the road closures and one way restrictions). The collective opinion from the quantitative and qualitative feedback is that the majority of the community is reluctant to accept these forms of restriction.**

Consideration has also been given to the level of support for specific treatments from residents in those specific streets. Given that these residents are the most likely to benefit from the treatments, we would anticipate a higher level of support for each treatment. The following summarises the level of support from residents of the affected roads.

### Third Avenue Closure

Number of responses from residents in Third Avenue	21
Level of support from residents for this treatment	62%
Level of support from the whole community for this treatment	21-24%

### Howard Street Closure

Number of responses from residents in Howard Street	21
Level of support from residents for this treatment	29%
Level of support from the whole community for this treatment	16-17%

### North Street Closure

Number of responses from residents in North Street	22
Level of support from residents for this treatment	45%
Level of support from the whole community for this treatment	16-19%

### McInnes Avenue – One Way

Number of responses from residents in McInnes Avenue	16
Level of support from residents for this treatment	50%
Level of support from the whole community for this treatment	26-30%

### Collingrove Avenue – One Way

Number of responses from residents in Collingrove Avenue	17
Level of support from residents for this treatment	65%
Level of support from the whole community for this treatment	25-29%

### Emilie Street – One Way

Number of responses from residents in Emilie Street	4
Level of support from residents for this treatment	25%
Level of support from the whole community for this treatment	22-24%

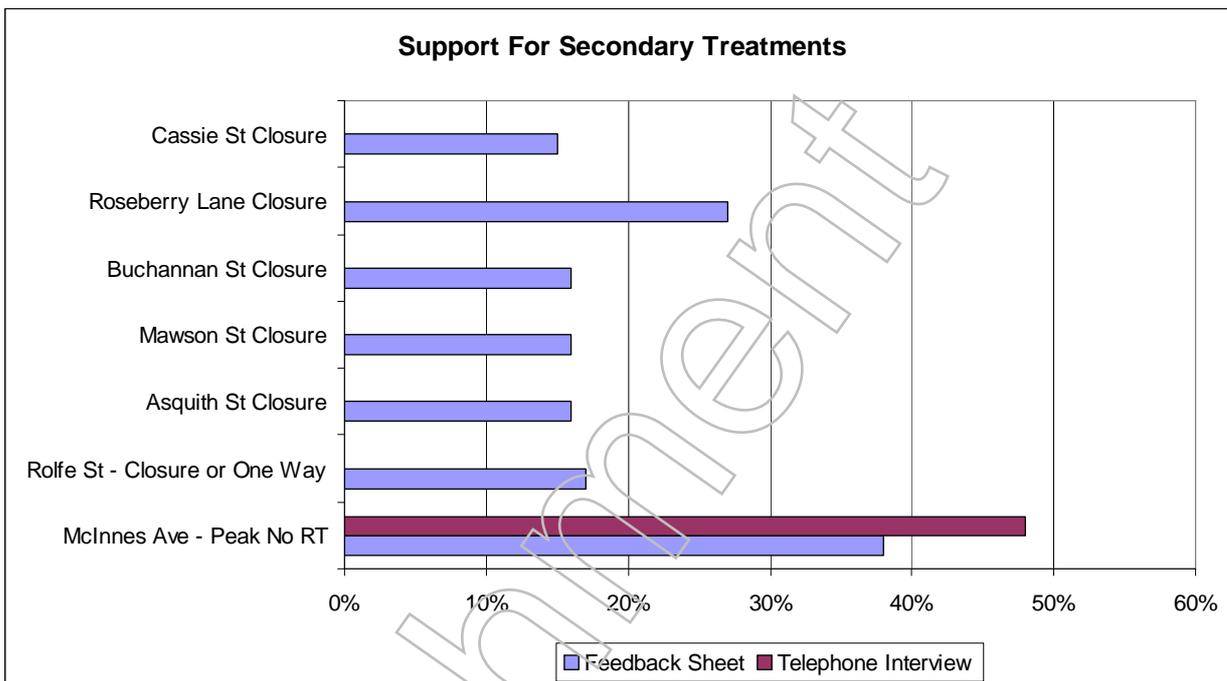
### Harvey Street – Two Half Road Closures

Number of responses from residents in Harvey Street	26
Level of support from residents for this treatment	46%
Level of support from the whole community for this treatment	16-24%

**These results confirm a higher level of acceptance of the treatments from the residents in the treated streets. Notwithstanding, in many cases the level of support is still less than 50%, and again the primary concern related to the loss of accessibility.**

### 6.7 Results – Secondary Treatments

The following table summarises the level of support for each of the secondary treatments. Note that the telephone interviews only referred to the peak hour right turn restriction at Hampstead Road and McInnes Avenue, and did not refer to the other secondary treatments.



This data reaffirms the communities concern and lack of support for measures that significantly reduce local accessibility within the precincts.

### 6.8 Stakeholder Consultation

Council was obliged to consult with the adjoining Council areas (Port Adelaide Enfield and Walkerville) and Department of Transport Energy and Infrastructure before implementing traffic control measures that might influence traffic conditions in the adjoining road networks. Similarly, Council was required to consult with the emergency services.

#### Port Adelaide Enfield Council

The Council has indicated that, subject to the nature of the final recommendations contained in this report, it will need to consult with residents within its area (between Regency Road and McInnes Avenue). Proposals for Third Avenue, Meredith Street and McInnes Avenue could reduce accessibility for residents north of McInnes Avenue and Third Avenue, and/or could result in some redistribution of traffic within the area.

As a general principle, the Council Administration advised that it does not generally support road closures. Council's formal response to date is included in Appendix C.

### Walkerville Council

The Walkerville Council noted that some of the proposed treatments will limit direct access to destinations within their Council including, the Walkerville Primary School, St Andrews School and St Monica's School.

The Council also provided comment on the possible closure of Cassie Street (secondary treatment) as part of the potential shopping centre in this area. The Council noted that if Cassie Street was closed, the junction in Harvey Street / Fuller Street and North East Road would become the only opportunity to cross between Walkerville and Collinswood. Council suggested that Cassie Street be retained open. Council's formal response is included in Appendix C.

### South Australia Police

The Draft Plan was disseminated to all police who operate from the Holden Hill Branch including General Duty Patrols, Traffic Patrols and CIB Investigators. No concerns were raised and the Police advised that "... *the proposals will not cause any significant access issues for police operating in the area...*" SAPOL's formal response is included in Appendix C.

### Metropolitan Fire Service

The MFS raised concerns over the FULL closure of roads in general, noting that :  
"*... whenever a street is closed to through traffic at any point other than at the end it has the potential to cause misdirection of Emergency Services...*"

These concerns relate specifically to the closure of Third Avenue, Howard Street and North Street (as complete road closures). In these situations, the MFS preferred option is "*...to maintain all throughways at all times, and for consideration to be given to alternative treatments including roundabouts and driveway links*".

Notwithstanding, the MFS was not concerned with the other primary treatments as the PARTIAL closure of roads and other restrictions (eg one way streets) should not reduce response times. The MFS response is included in Appendix C.

### SA Ambulance

At the time of preparing this report the Ambulance Service had not responded to Council's invitation to comment on the Draft LATM plan.

### Department of Transport Energy and Infrastructure

At the time of preparing this report DTEI had not responded to Council's invitation to comment on the Draft LATM plan.

## 6.9 Qualitative Feedback

One of the other goals of the community consultation was to identify the potential impacts of the various measures. While many residents cited general concerns of inconvenience and the risk of traffic shifting into other streets, there was also valuable feedback describing the consequences of the treatments with regard to loss of access and lack of suitable alternative routes. The following sections summarise the common concerns raised in regard to the specific treatments.

### General Comments

- Reduced access to schools and shops
- Inconvenience / time delays (with reference to increased travel time and vehicle emissions)
- Few of the treatments address excessive speeds
- Traffic will simply move to adjoining street
- Overall traffic volumes/pressure won't change – simply redistribute
- Too complicated for local access (with regard to aged community)
- Measures only benefit the minority at the expense of the majority
- Solution is too excessive for extent of problem

### Third Avenue / Meredith Street

- Additional traffic into Burgan St and Scott St
- Prevents access to Regency Road
- Traffic would move to Staffa Street, Bridge St and Iona
- Potential increase in volumes on Second Avenue
- Prevents access to Galway Avenue and Hampstead Road for residents west of closure in Third Avenue
- Reduced access to Alice Street

### Howard Street / Balfour Street

- Reduced access to Buchanan St from the south
- Reduced access to shops from Galway Ave
- Reduced north-south access for local residents
- Additional traffic would use Balfour Street (and Emilie Street)
- Difficult access to Collinswood Shops from East Terrace
- Reduced access to Walkerville (Primary School) from Asquith Street
- Reduced access to Hampstead Road for residents in Balfour Street
- Potential increase in traffic in Rheims Street

### McInnes Avenue

- The Broadview reserve becomes a large roundabout with increased traffic in the side roads (Myponga Terrace and Poltawa Terrace)
- Reduced access to Hampstead Road and oval/playground from LeCornu St
- Reduced access to school from Beryl Street Broadview (will have to use Jellicoe and LeCornu Streets)
- Some driver will re-route to Galway Ave – Regency Rd, but right turn onto Regency Rd is less safe than left turn from McInnes Avenue

### Collingrove Avenue

- Reduced access for residents in affected road section
- Potential increase in traffic volumes in Verco St
- The Broadview reserve becomes a large roundabout with increased traffic in the side roads (Myponga Terrace and Poltawa Terrace)
- Potential queues and delays for drivers turning into Hampstead Road as eastbound traffic is concentrated in one road
- Residents of Hepburn Street will have to use Brooke-Hepburn or Verco to access Galway

### Harvey Street

- Traffic increase in Currie Street and Newbon Street
- Inconvenient access to Collinswood shops from Harvey Street (west) – significant inconvenience and reduced access for Cassie Street
- Difficult access from Harvey Street (west) to northern facilities including (for example the library and shops)
- Reduced access to Main North Road and North East Road for residents in Harvey Street – no convenient alternative route

- Reduced access to/from Main North Road for Rosetta Street residents
- Prevents access to Nottage Terrace for residents in Harvey St
- Reduced access to D'Erlanger from Main North Road
- Reduced access to Redmond Street
- Traffic increase in Newbon Street for access into Harvey from D'Erlanger
- Reduced access to Doctor Surgery on Main North Road (south of Harvey) from east of North East Road – will impact on Rosetta Street and Newbon Street
- Does not address traffic entering from NE Road and turning into Howard Street-California Street
- Traffic increase in Rosetta Street and Howard Street
- Reduced access to Sherebourne Road and Charlbury Road from NE Road. Harvey St is only safe place to turn right into area (right turn from Nottage into Corbin not safe either)

#### North Street / Howard Street

- Increased traffic volumes in Ellen Street
- Increased traffic volumes in Le Cornu Street
- Reduced access to Galway from west of closure
- Reduced access to the west (shops and schools) for residents in North Street east of closure
- Increased traffic volumes in Salisbury Terrace
- Reduced access to Burwood Ave Doctors from east of Howard
- Potential increase in speeds in Howard Street (due to removal of Stop Signs and creation of T Junction)
- Significant inconvenience to resident on SW corner
- Potential increase in volumes in French and Rheims

#### Emilie Street

- Potential increase in traffic volumes along Ellen St
- Reduced access to shops and school from north of one way street
- Reduced access for southbound traffic from the shops (to D'ÉrLanger)
- Additional traffic would use Balfour Street
- Southbound traffic will use surrounding streets and not Main North Road
- Reduced access to school (via local streets) for residents north of Third Avenue

## 7. Discussion

### 7.1 Preamble

The Draft LATM Plan for Consultation raised the following two questions :

***Are traffic volumes and speeds in Nailsworth and Collinswood unacceptable ?***

and if so

***What form of treatment is reasonable ?***

**The data collected and results of the community consultation clearly indicate several roads with unacceptable traffic volumes and high speeds.** The area is very permeable with numerous entry and exit points to the surrounding arterial roads. There is clear evidence that many roads are being used by traffic simply passing through the area between arterial roads.

**The challenge has been to develop a system of closures that effectively controls the level of rat running without simply shifting the problem to adjacent streets, while maintaining an acceptable level of internal accessibility for residents.**

As previously noted, Council's Traffic Management Policy contains various guiding principles that should be used in determining a suitable level of treatment for the area. These principles include :

- Council will seek to avoid the local street network being used by extraneous through traffic or that is "rat-running"
- However, as the area is very "permeable" with multiple points of access and egress onto the arterial roads, it is inevitable that some external through traffic will be experienced on these roads.
- Council will not identify and develop a specific east-west collector road through this precinct. The vast majority of Council roads have been identified as "local streets" and should be managed equitably
- In accepting some level of external through traffic will use the local road network, it is important that this demand is, as far as reasonably practical, shared across the network

- The need to strike a balance between the various road uses and that compromise will sometimes be required between maximising safety, accessibility and amenity
- The selection of traffic control treatments must be proportional to the significance of the problem being addressed.

One of the other notable outcomes of the community consultation was the high level of emotiveness with regard to the significance of the problem (in certain streets) and the reasonableness of the level of treatments being proposed. That is, the opinions of many residents are quite polarised with some strongly opposed to road closures and others strongly in support of these measures (or at least the need for some intervention).

*The following section therefore endeavours to quantify the key issues, the relationship to the primary intervention treatments, and the likely outcomes and consequences of each option.*

Consideration is also given to alternative treatments that might be considered if Council decides not to proceed with the various treatments as they were presented in the Draft LATM Plan.

## 7.2 Third Ave / Meredith St – Diagonal Closure

### Key Issues

- Traffic volumes in Third Avenue 1000 – 2200 vpd
- Traffic volumes in McInnes Avenue 1700 vpd
- Traffic volumes in Meredith Street 700 vpd (which is clearly higher than the amount of traffic will be generated along this street alone)
- 8-11% rat running traffic in the peak hours

### Advantages

- Prevents east-west through route along Third Avenue and McInnes Street
- Traffic volumes in Third Avenue east of the closure would potentially be halved to less than 1000 vpd
- Traffic volumes would significantly reduce in Meredith Street
- Traffic volumes in McInnes Avenue would (only) be reduced by the level of rat-running that might be prevent (potentially 100-200vpd).

### Disadvantages

- There is a risk that some east-west **through traffic** may shift onto Second Avenue and Staffa Street (and to a lesser degree Iona Street) during the peak hours. In the morning peak, this is a less direct route and traffic would be required to “back-track” from along McInnes Avenue – Galway Avenue – Staffa Street – and either First or Second Avenue.
- The proposed right turn restriction at McInnes Avenue and Hampstead Road will further reduce this risk of rat-running in the morning peak.
- It is difficult to estimate the amount of **through traffic** that might re-distribute to these alternative routes, although it is expected to be only a small proportion of the existing level of rat-running.
- **Local traffic** movements that currently use Third Avenue for access to the Sefton Plaza Shopping Centre will be affected. In particular, local traffic from areas east of the closure will have to find an alternative route, most likely Staffa and Iona Street, Meredith Street and continue along Third Avenue, or to a lesser degree Erin Street, Burgan Street and Scott Street (PAE Council)
- It is difficult to estimate the amount of local traffic that might use these alternative routes, although it might amount to 100-200vpd.
- The closure will prevent access northbound to Regency Road, although other routes are available including Galway Avenue.
- The closure will prevent access to Galway Avenue and Hampstead Road for residents in Third Avenue west of the closure. These local movements will potentially re-distribute onto Meredith Street and Staffa or Iona Street.

### Summary

While the proposed treatment will offer significant benefits to residents along Third Avenue and Meredith Street, and to a lesser degree McInnes Avenue, the potential consequences are considered relatively significant. The full closure has not been supported by the MFS and while the PAE Council has not yet consulted with its residents north of Third Avenue, it is likely that the Council will not support the treatment.

### Recommendation

A driveway link/entry traffic control device be installed on Third Avenue at the intersection with Meredith Street (refer Appendix D). The device would assist in discouraging through traffic and further reducing speeds in the immediate area, without actually preventing access. Note that the proposed treatment of McInnes Avenue (refer below) and the introduction of the peak hour right turn ban from Hampstead Road will also assist reducing rat-running.

### 7.3 Howard Street / Balfour Street – Full Closure of Howard Street

#### Key Issues

The proposed closure of Howard Street was aimed at addressing the rat-running that is occurring via California Street, Howard Street and Collingrove Avenue.

- Traffic volumes in Collingrove Avenue 1800-2400 vpd
- Traffic volumes in Howard Street 1900 vpd
- Traffic volumes in California Street 1600-2000 vpd
- 8-14% rat running in the peak hours

#### Advantages

- Traffic volumes in California Street and Collingrove Avenue would reduce by 300-400vpd
- Traffic volumes along Howard Street would also reduce by similar amounts, potentially more as north – south local traffic finds alternative routes.

#### Disadvantages

- Reduced north – south accessibility for local residents particularly :
  - access to / from Hampstead Road from south of Balfour Street
  - access to / from southern areas for Buchannan Street, Mawson Street and Asquith Street
- Local traffic is likely to redistribute onto Balfour Street, Bourke Street and Emily Street
- it is difficult to estimate the amount of local traffic that might be displaced onto alternative routes, although it might in the order of 300-500vpd
- Reduced access to Hampstead Road for residents in Balfour Street
- East-west rat-running traffic may redistribute into alternative routes most notably LeCornu Street (given the proposed closure of North Street)
- It is difficult to estimate the amount of through traffic that might re-distribute onto these alternative routes, although it might be in the order of 100vpd
- The treatment does not specifically address community concerns over speeds in California Street in particular

#### Summary

While the closure will effectively prevent rat-running along California Street-Howard Street and Collingrove Avenue, the treatment will result in a loss of local accessibility in the area and potential redistribution of local traffic. While LeCornu Street is relatively narrow and indirect, the risk of some through traffic re-distributing into this road should not be discounted. Furthermore, the community also highlighted that the treatment does not address concerns over high speeds along California Street.

### Recommendation

A driveway link/entry traffic control device be installed on Howard Street at the intersection with Balfour Street (refer Appendix D). The device would assist in discouraging through traffic and further reducing speeds in the immediate area, without actually preventing access.

Furthermore, consideration could be given to alternative traffic control measures along California Street to reduce speeds and further discourage rat-running. Options include the installation of two driveway link/entry devices or the regular placement of plateaux, speed humps, or angled slow points. Subject to further design investigations, these options could be considered through direct consultation with residents in California Street.

Numerous residents have also expressed concern over traffic speeds and volumes in Burwood Avenue. While existing speeds and volumes were not identified as Key Issues in the Draft Plan, the potential treatment of California Street with traffic control devices might add some justification to review Burwood Avenue in the same manner. It is recommended that traffic conditions in Burwood Avenue be monitored following the installation of any devices in California Street, and if required, consideration should be given to the installation of similar controls in Burwood Avenue. This could be undertaken in conjunction with future resurfacing of the road.

## 7.4 North Street / Howard Street – Full Closure of North Street

### Key Issues

The proposed closure of North Street was identified to largely address the predicted re-distribution of rat-running traffic onto Burwood Avenue and North Street, as a result of the closure of Howard Street. Existing traffic volumes are not excessive (1000vpd), although 85%ile speeds are high (48-65km/h)

### Advantages

The closure would significantly reduce existing traffic volumes in North Street and prevent any future redistribution of traffic into this route.

### Disadvantages

- Potential risk of alternative route establishing via California St – LeCornu St – Rheims St and Galway Ave
- Reduced accessibility for residents east of the closure

### Summary

If Council accepts the previous recommendation not to proceed with the closure of Howard Street, there is less justification for the closure of North Street.

### Recommendation

Consideration could be given to the installation of a roundabout at the intersection of Howard Street and North Street. This treatment will prevent the isolated high speeds along both roads while maintaining access. This treatment will also address the four right angle collisions that have occurred at the intersection. This treatment could be investigated through direct consultation with the immediate residents near the corner.

## 7.5 Balfour Street / Emilie Street – Roundabout

### Key Issues

Traffic conditions at this intersection have been identified as a concern to the community for several years.

### Advantages

- Improved vehicle control through junction
- Improved definition of give way requirement
- Reduction of speeds along Balfour Street

### Disadvantages

There are no significant disadvantages with this proposal.

### Summary

This treatment was well supported by the community and should be retained in the LATM plan for this area.

## 7.6 McInnes Avenue and Collingrove Avenue One Way Streets between Myponga Terrace and Poltawa Terrace

### Key Issues

#### McInnes Avenue

- Traffic volumes ~ 1700-2000 vpd
- 85<sup>th</sup>ile speeds 53-64 km/h
- 18 – 20% rat running in the peak hours notably along Third Avenue and Second Avenue.

#### Collingrove Avenue

- Traffic volumes ~ 1800-2400 vpd
- 85<sup>th</sup>ile speeds 53-58 km/h
- 8-14% rat running in the peak hours notably along Howard Street and California Street

### Advantages

- Would assist in reduction of east – west through traffic (although the main reductions in volumes would have been derived from the separate closures of Third Avenue and Howard Street discussed above)
- Speeds should be reduced by narrowing roadway and integration of landscaping
- Traffic volumes on both roads would be balanced and would result in an increase of around 300vpd in McInnes Avenue and reduction of around 300vpd from Collingrove Avenue
- Parking availability will be increased around the reserve

### Disadvantages

- Will result in additional circulating traffic in Poltawa Terrace and Myponga Terrace
- Reduced access for residents in affected road section
- Potential queues and delays for drivers turning into Hampstead Road as traffic existing the area will be concentrated in Collingrove Avenue
- Additional traffic would use Myponga Terrace to leave the precinct via McInnes Avenue (to avoid possible delays at the Collingrove Avenue junction with Hampstead Road).
- It is difficult to estimate the amount of additional traffic that might use Myponga Terrace, although it could be in the order of 400vpd (if 20% of traffic leaving the area chose to use McInnes Avenue to egress onto Hampstead Road).

### Summary

The Residents Group recognised that both McInnes Avenue and Collingrove Avenue provide important connections for the precinct to Hampstead Road. Accordingly, neither road can be closed, and as far as practical, the two roads should be treated in the same way to manage traffic flows equitably. Nonetheless, traffic volumes and speeds are high and need some level of intervention.

In principle, the proposed one way streets are still considered a reasonable outcome for McInnes Avenue and Collingrove Avenue, and would reduce speeds along the roads while maintaining access and sharing the traffic volumes.

While the installation of other forms of traffic controls (road humps or plateaux) along these roads has been previously met with opposition from the community, these treatments remain valid alternative options to discourage rat-running and control speeds.

### Recommendation

At this stage we recommend retention of the one-way proposals subject to further detailed investigations. In particular, detailed turning counts should be undertaken at the junctions of McInnes Avenue and Collingrove Avenue with Hampstead Road. This will enable potential queuing and delays to be examined in greater detail so that the risk of additional traffic using Myponga Terrace can be assessed. Consideration should also be given to appropriate improvements to lane and turning provisions at both junctions.

## 7.7 Emilie Street – One Way Street between First Avenue and Third Avenue

### Key Issues

- Traffic volumes 1300-1800 vpd with a dominant northbound movement
- 85<sup>th</sup>ile speeds 47-52km/h (south of Mawson Street where Emilie is largely unrestricted)
- Important internal access route to shops and Nailsworth primary school

### Advantages

- Traffic volumes along Emilie Street would reduce by around 25% or 350-450vpd
- Access TO the Sefton Plaza Shops is preserved for local traffic from the southern area of the precinct.
- Access TO the Nailsworth School is preserved for local traffic from the southern and eastern areas of the precinct

### Disadvantages

- Minimal effect on speeds – particularly in the wider section of road between Emilie Street and First Avenue which is untreated by the proposal
- Local traffic FROM the Sefton Plaza Shops would have to use Main North Road and re-enter the area via any of the roads south of First Avenue, including Davies Terrace, Jones Street, Thomas Street, Balfour Street or California Street.
- The total amount of traffic that would be dispersed onto these roads would be similar to the reduction in traffic from Emilie Street (350-450vpd)
- Reduced local access to the Nailsworth Primary School (via local streets) for residents north of Third Avenue

### Summary

This treatment appears to provide a reasonable reduction in traffic volumes along Emilie Street without unduly restricting accessibility for local movements associated with the nearby shops or school. We believe that it is a reasonable compromise that is in accordance with Council's Traffic Management Policy.

### Recommendation

This treatment should be retained in the LATM plan for this area.

## 7.8 Harvey Street / D'Erlanger Avenue – Two Half Road Closures

### Key Issues

- Traffic volumes 1700-2750 vpd
- 85<sup>th</sup>ile speeds 48-52km/h east of D'Erlanger Avenue
- 21-32% of traffic in morning peak could be considered rat running between North East Road and Main North Road
- 32-43% of traffic in afternoon peak could be considered rat running between Main North Road and North East Road

### Advantages

- The two half road closures would completely prevent of east – west rat-run through traffic along Harvey Street
- Traffic volumes along Harvey Street would reduce by 500-800 vpd
- Local traffic would still be able to EXIT the area via D'Erlanger Ave and Harvey St onto Main North Road and North East Road

### Disadvantages

- Local traffic will not be able to ENTER the broader area via Harvey St
- Local traffic entering from Main North Road is likely to spread onto other roads (Burwood Ave and California St) as well as Currie Street and Newbon Street
- Local traffic entering from North East Road will need to use other routes including Howard St and Rosetta St.
- Won't prevent the north-west to south-east movement (via California Street, D Erlanger Avenue and Harvey Street)
- Drivers in Harvey Street (west) are effectively prevented convenient access to the Collinswood shops on North East Road
- Difficult local access from Harvey Street (west) to facilities in the northern part of the precinct (eg library, shops and school), with a resulting potential that local traffic will use Newbon Street and Currie Street as the right turn out to Main North Road is not convenient and less safe.
- Reduced local access to Main North Road (for Harvey Street East) and North East Road (for residents in Harvey Street West) and there are no convenient alternative route
- Reduced access from Main North Road for Rosetta Street residents

- Prevents access to Nottage Terrace for residents in Harvey St (west) while residents in Harvey Street (east) will be required to drive “around the block” in Howard Street and Rosetta Street
- Reduced access to Doctor Surgery on Main North Road (south of Harvey Street) from east of North East Road – will impact on Rosetta Street and Newbon Street
- The closures do not address speeds in Harvey Street between D’Erlanger Avenue and North East Road
- The closures do not address traffic volumes between North East Road and Howard Street
- Reduced access to Sherebourne Road and Charlbury Road from North East Road. Harvey Street is the only safe place to turn right into area (right turn from Nottage into Corbin not safe either)

### Summary

Harvey Street remains one of the most significant traffic challenges for Council.

Harvey Street is functionally similar to McInnes Avenue and Collingrove Avenue as it provides important connectivity with the arterial road network. For example, it is the only junction with a protected right turn lane in North East Road and no peak hour turning restrictions.

However, traffic volumes and speeds are undesirable (particularly between North East Road and D’Erlanger Avenue) and the level of rat-running is clearly very high.

There are no simple solutions to these issues. The installation of the proposed road closures will prevent through traffic from using Harvey Street, but will significantly disrupt local accessibility.

On balance we believe the road closures unduly restrict local access and result in too much displacement of local traffic into other roads. On the basis that PREVENTION is too much of an impost, consideration should be given to other traffic measures that DISCOURAGE rat-running without actually stopping accessibility.

### Recommendation

Consideration should be given to alternative traffic control measures along Harvey Street (between North East Road and D’Erlanger Avenue) which would discourage rat-running through traffic without restricting accessibility, and that specifically target vehicle speeds along the road section. The preferred scheme could be based on the following elements :

- The installation of a driveway entry/link near the bend in Harvey Street adjacent to Roseberry Lane to “separate” the residential area from the commercial strip along North East Road

- Continuation of road plateaux between D'Erlanger Avenue and North East Road (potentially in conjunction with the driveway entry/link)
- Kerb build-outs within the parking lanes to enhance landscape opportunities (adjacent the plateaux).

Other options include:

- The installation of a roundabout at the junction with Howard Street (subject to design considerations)
- The installation of other traffic control devices such as angled slow points or centre of the road blisters (refer Appendix D)

We recommend that alternative concept options be developed for ongoing discussion with residents in Harvey Street.

## 7.9 D'Erlanger Avenue - Driveway Link between Charbury Road and Redmond Street

### Key Issues

This treatment was primarily focused at reducing high speeds in the vicinity of the cemetery.

### Advantages

- Establishes a threshold to the cemetery section of narrow road and footpath
- Retains access in both directions
- Controls speeds along the narrow section of the road

### Disadvantages

- Possible minor delays / queuing around the device when drivers approaching concurrently in opposite directions

### Summary / Review

- There were very few significant concerns raised by the community in regard to this treatment.

### Recommendation

This treatment should be retained in the LATM plan for this area.

## 7.10 Secondary Treatment Options

The secondary treatment options were only put forward as possible initiatives that might be required subject to changes in traffic flows following the introduction of the primary treatments. As some of the primary treatments have now changed we suggest the possible road closures of Asquith Street, Mawson Street and Buchannan Street be disregarded for further consideration. Similarly, we suggest that the treatment of Rolfe Street is not warranted at this stage (either closure or one way street).

The closure of Cassie Street was not identified from the perspective of traffic management. Rather it has been identified in Council's Development Plan as a possibility to enable development of the Collinswood shopping strip. From the view point of traffic management, the closure of Cassie Street will displace additional traffic into Harvey Street by removing a supplementary access to / from North East Road. The Cemetery advised that Cassie Street is the primary access for vehicles (including hearses) to the Cemetery. Accordingly, we would caution Council against the closure of Cassie Street for the development of the shops without maintaining some level of accessibility.

The introduction of a peak hour right turn prohibition from Hampstead Road into McInnes Avenue was supported by 38-48% of residents. If the closure of Third Avenue and Meredith Street is not progressed at this stage, the prohibition is a relatively simple restriction on east-west rat-running in the morning peak (e.g. 7:30am – 9:00am Mon to Fri).

However, the restriction was secondary to the proposed one way streets in McInnes Avenue and Collingrove Avenue. That is, if the turning prohibition was introduced before the one way system was introduced, southbound traffic in Hampstead Road could simply drive onto Collingrove Avenue and turn right into this road. Accordingly, we recommend retention of right turn prohibition as a possible secondary treatment.

The possible closure of Roseberry Lane was identified as a possible secondary treatment to reduce traffic loads and minimise pedestrian / vehicle conflict in the narrow lane. The closure could be achieved with the installation of bollards which would prevent vehicle access while maintaining pedestrian movements. The only potential disadvantage is that the closure would remove an alternative access to the shops from North East Road. Several residents indicated that it is safer to turn into Harvey Street (with a protected right turn lane) from North East Road, rather than turning right at the intersection with Cassie Street. The community suggested an alternative to the closure would be to limit access along the Lane to one direction from Harvey Street to Cassie Street (and prevent northbound movements). This alternative is considered reasonable and is recommended for Council's consideration. Any further consideration to the closure of the Lane should be undertaken subject to any future development of the strip shopping area and consideration of Cassie Street.

## 8. Summary and Recommendations

The following recommendations are provided for Council's consideration and endorsement. The recommendations differ from the Draft LATM Plan for Consultation with the removal of the various full road closures in the Plan. The Plan is shown in Appendix E.

### 8.1 Third Avenue / Meredith Street

A driveway entry/link traffic control device be installed in Third Avenue at the intersection with Meredith Street. This treatment could be investigated through direct consultation with the immediate residents near the corner.

### 8.2 California Street

Council initiate consultation with residents of California Street with a view to the installation of 2 driveway entry/link traffic control devices along the road (subject to detailed design considerations). Alternative traffic control measures that could be considered include the regular placement of plateaux, speed humps, or angled slow points.

### 8.3 Burwood Avenue

Traffic conditions in Burwood Avenue should be monitored following the installation of any devices in California Street, and if required, consideration should be given to the installation of similar controls in Burwood Avenue (to those installed in California Street). This could be undertaken in conjunction with future resurfacing of the road.

### 8.4 Howard Street / Balfour Street

A driveway entry/link traffic control device be installed in Howard Street at the intersection with Balfour Street. This treatment could be investigated through direct consultation with the immediate residents near the corner.

### 8.5 North Street / Howard Street

The installation of a roundabout at the intersection of Howard Street and North Street. This treatment could be investigated through direct consultation with the immediate residents near the corner.

### 8.6 Emilie Street / Balfour Street

We recommend the installation of a roundabout at this intersection.

### 8.7 Emilie Street

We recommend the installation of the one way street between First and Third Avenues as outlined in the Draft Plan.

### 8.8 McInnes Avenue and Collingrove Avenue

We recommend retention of the one-way proposals (as outlined in the Draft Plan) subject to further detailed investigations. In particular, detailed turning counts should be undertaken at the junctions of McInnes Avenue and Collingrove Avenue with Hampstead Road. This will enable potential queuing and delays to be examined in greater detail so that the risk of additional traffic using Myponga Terrace can be assessed. Consideration should also be given to appropriate improvements to lane and turning provisions at both junctions.

### 8.9 Harvey Street

Council initiate consultation with residents of Harvey Street with a view to the installation of the following treatments (subject to detailed design considerations) :

- The installation of a driveway entry/link near the bend in Harvey Street adjacent to Roseberry Lane to “separate” the residential area from the commercial strip along North East Road
- Continuation of road plateaux between D’Erlanger Avenue and North East Road
- Kerb build-outs within the parking lanes to enhance landscape opportunities (adjacent the plateaux).

Other options include:

- The installation of a roundabout at the junction with Howard Street (subject to design considerations)
- The installation of other traffic control devices such as angled slow points or centre of the road blisters (refer Appendix D)

### 8.10 D’Erlanger Avenue

We recommend the installation of a driveway link in D’Erlanger Avenue between Charlbury Road and Redmond Street as shown in the Draft Plan.

### 8.11 Hampstead Road / McInnes Avenue

The introduction of a peak hour right turn prohibition from Hampstead Road into McInnes Avenue be implemented subject to other possible changes in McInnes Avenue.

### 8.12 Roseberry Lane

We recommend the Lane be restricted to one way traffic (southbound) between Harvey Street and Cassie Street. Further consideration should be given to the closure of the Lane subject to any future development of the strip shopping area and consideration of Cassie Street.

Attachment

## Appendix A

### Draft LATM Plan Circular and Questionnaire

Attachment



**PRIMARY TREATMENT 1**  
**Third Ave / Meredith St – Diagonal Closure**



**Advantages**

- The closure will significantly reduce traffic volumes in Third Avenue
- A reduction of east – west rat-running along McInnes Ave
- A reduction in north – south traffic to Regency Road

**Disadvantages**

- Some through traffic may shift onto Second Avenue, particularly in the morning peak. (note Secondary Treatment Options)
- Potential inconvenience for local traffic accessing Sefton Plaza from east of Meredith St

**PRIMARY TREATMENT 2**  
**Howard Street / Balfour Street – Full Closure of Howard Street**



**Advantages**

- Reduction of east – west through traffic along California Street, Collingrove Avenue and McInnes Avenue
- Reduction in traffic volumes along Howard Street

**Disadvantages**

- Reduced north – south accessibility for local residents, particularly access to / from Hampstead Road from south of Balfour Street

**PRIMARY TREATMENT 3**  
**North Street / Howard Street – Full Closure of North Street**



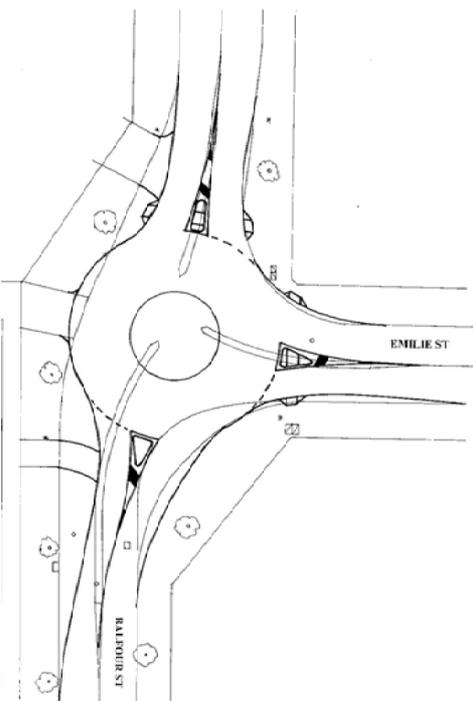
**Advantages**

- Necessary to prevent alternative east – west rat-run associated with the closure of Howard Street (ie along Burnwood St – North St – Galway Ave)
- Reduction of speeds along North Street

**Disadvantages**

- Potential risk of alternative route establishing via California St – LeCornu St – Rheims St and Galway Ave
- Reduced accessibility for residents east of the closure

**PRIMARY TREATMENT 4**  
**Balfour Street / Emilie Street - Roundabout**



**Advantages**

- Improved vehicle control through junction
- Improved definition of give way requirement
- Reduction of speeds along Balfour Street

**Disadvantages**

- No impact on vehicle volumes

**PRIMARY TREATMENT 5**  
**McInnes Avenue**  
**One Way Street Westbound between Myponga Terrace and Polltawa Terrace**



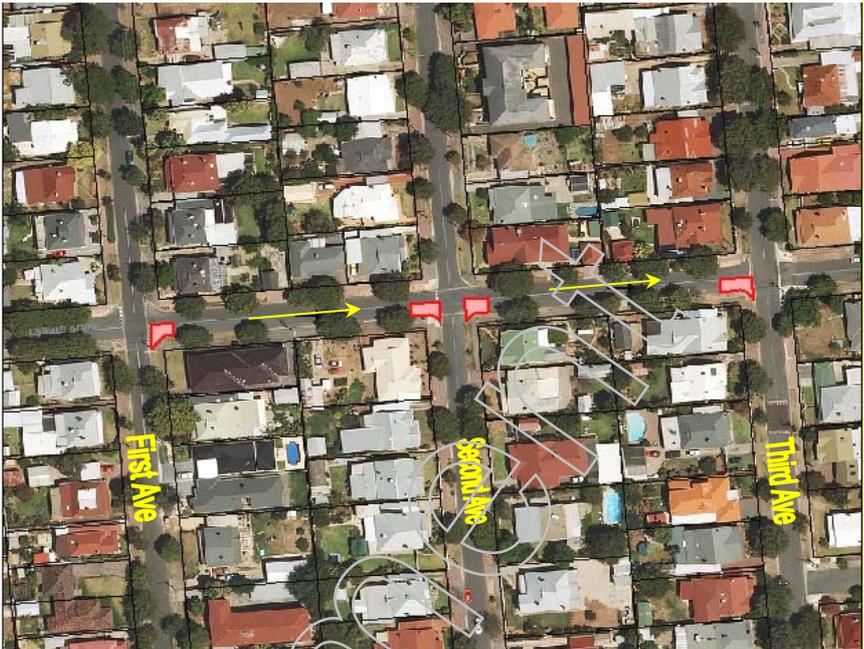
- |  |  |
|--|--|
| <p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Will assist reduction of east – west through traffic</li> <li>• Parking availability will be increased around the reserve</li> <li>• Speeds should be reduced by narrowing roadway and integration of landscaping</li> </ul> | <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• May result in additional circulating traffic in Polltawa Terrace and Myponga Terrace</li> </ul> |
|--|--|

**PRIMARY TREATMENT 6**  
**Collingrove Avenue**  
**One Way Street Eastbound between Myponga Terrace and Polltawa Terrace**



- |  |  |
|--|--|
| <p><b>Advantages</b></p> <ul style="list-style-type: none"> <li>• Will assist reduction of east – west through traffic</li> <li>• Parking availability will be increased around the reserve</li> <li>• Speeds should be reduced by narrowing roadway and integration of landscaping</li> </ul> | <p><b>Disadvantages</b></p> <ul style="list-style-type: none"> <li>• May result in additional circulating traffic in Polltawa Terrace and Myponga Terrace</li> </ul> |
|--|--|

**PRIMARY TREATMENT 7**  
**Emile Street – One Way Street Northbound**  
**between First Avenue and Third Avenue**



**Advantages**

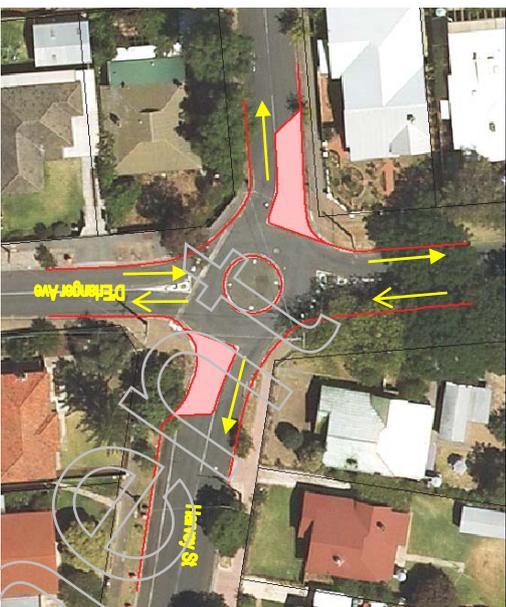
- Reduction in traffic volumes along Emile Street by around 25%
- Maintains access to School and Shops

**Disadvantages**

- Minimal effect on speeds
- Southbound traffic likely to use Main North Road and re-enter the area via California Street (or Burwood Ave) and D'Erlanger Avenue

Attachment 48

**PRIMARY TREATMENT 8**  
 Harvey Street / D'Erlanger Avenue – Two Half Road Closures



- Advantages**
- Complete prevention of east – west rat-run through traffic
  - Significant reduction in traffic volumes along Harvey Street
  - Local traffic can still exit the area via D'Erlanger Ave and Harvey St

- Disadvantages**
- Local traffic will not be able to enter the broader area via Harvey St
  - Local traffic entering from Main North Road is likely to spread onto other roads (Burwood Ave and California St)
  - Local traffic entering from North East Road will need to use other routes including Howard St and Rosetta St.
  - Won't prevent the north-west to south-east movement (via California Street, D'Erlanger Avenue and Harvey Street)

**PRIMARY TREATMENT 9**  
 D'Erlanger Avenue  
 Driveway Link between Charlbury Road and Redmond Street



- Advantages**
- Retains access in both directions
  - Controls speeds along the narrow section of the road
  - Establishes a threshold to the cemetery section of narrow road and footpath

- Disadvantages**
- Local congestion around device

## SECONDARY TREATMENTS

These secondary treatments are not considered as essential as the Primary Treatments listed above or may be required to subsequently address a shift in travel patterns.

### **Hampstead Road / McInnes Avenue**

The Residents Group gave consideration to imposing a No Right Turn prohibition from Hampstead Road into McInnes Avenue during the morning peak traffic period (7:30-9:00am). Under the Primary Treatments, traffic could still turn right into McInnes Avenue and then filter through the area (by various indirect routes) to Main North Road. The peak hour turning restriction would further limit the potential for rat-running during the morning peak.

### **Rolfe Street**

#### **Full Closure of Rolfe Street or One Way Street**

The closure of Rolfe Street was put forward as an additional treatment to prevent the route from D'Erlanger Avenue – California Street – Rolfe Street – Balfour Street – Emilie Street. Traffic volumes in California Street between D'Erlanger Avenue and Rolfe Street are approximately 500 vpd higher than the other traffic volumes in California Street. An alternative option might be to establish a northbound one way street in Rolfe Street, to complement the proposed one way street in Emilie Street (between First and Third Avenues).

### **Asquith Street – Mawson Street – Buchanan Street**

With the closure of Third Avenue, Howard Street and associated treatments in McInnes Avenue and Collingrove Avenue, there may be pressure from rat-runners to find alternative routes. The Residents Group noted that some traffic (travelling from Main North Road to Hampstead Road) may choose to use Jones Street, and then Asquith Street or Mawson Street to access Collingrove Avenue.

### **Roseberry Lane – Closure**

Roseberry Lane is a narrow lane that provides access to the loading area of the shopping centre and a few house frontages. Residents raised various concerns over conditions in the lane, including speeds and conflicts with pedestrians and cyclists. Closure of the lane between Cassie Street and Harvey Street with bollards would maintain access through the Lane for vulnerable road users.

### **Cassie Street Closure**

Council's Development Plan provides for the possible closure of Cassie Street between Roseberry Lane and North East Road, to facilitate the potential development of the shopping centre sites. At face value, the closure will place additional traffic volumes in Redmond Street and Harvey Street for access to/from the centre. Existing traffic volumes in Cassie Street are approximately 900 vpd which would be displaced into other roads. Right turns from North East Road into Cassie Street are currently permitted outside of the peak hours (7-9am Mon-Fri). Closure of Cassie Street would effectively further reduce the number of access roads into the overall area, putting further pressure on Harvey Street in particular.

## Appendix B

### Summary of Feedback Sheet Responses

Attachment

Total Number of Feedback Sheet Responses 531

% of all responses

### Does that Plan Address Your Concerns

Yes	84	20%
Yes with Modifications	106	26%
No	222	54%
Total Response to This Question	412	100%

### Third / Meredith - Diagonal Closure

Strongly Agree	40	13%
Agree	88	29%
Disagree	55	18%
Strongly Disagree	125	41%
Total Response to This Question	308	100%

Support	24%
Disagree	34%
Nil Answer	42%

### Howard / Balfour - Full Closure of Howard

Strongly Agree	36	10%
Agree	50	15%
Disagree	48	14%
Strongly Disagree	210	61%
Total Response to This Question	344	100%

Support	16%
Disagree	49%
Nil Answer	35%

### North / Howard - Full Closure of North

Strongly Agree	34	10%
Agree	68	20%
Disagree	52	16%
Strongly Disagree	180	54%
Total Response to This Question	334	100%

Support	19%
Disagree	44%
Nil Answer	37%

### Balfour / Emilie - Roundabout

Strongly Agree	133	38%
Agree	143	41%
Disagree	21	6%
Strongly Disagree	53	15%
Total Response to This Question	350	100%

Support	52%
Disagree	14%
Nil Answer	34%

### McInnes Ave - One Way and Angle Park

Strongly Agree	47	14%
Agree	110	33%
Disagree	57	17%
Strongly Disagree	123	36%
Total Response to This Question	337	100%

Support	30%
Disagree	34%
Nil Answer	37%

### Collingrove Ave - One Way and Angle Park

Strongly Agree	42	12%
Agree	113	34%
Disagree	48	14%
Strongly Disagree	134	40%
Total Response to This Question	337	100%

Support	29%
Disagree	34%
Nil Answer	37%

**Emilie Street - One Way**

Strongly Agree	34	10%
Agree	95	27%
Disagree	64	18%
Strongly Disagree	163	46%
Total Response to This Question	356	100%

Support	24%
Disagree	43%
Nil Answer	33%

**Harvey / Derlanger - Half Closures**

Strongly Agree	44	13%
Agree	85	25%
Disagree	58	17%
Strongly Disagree	159	46%
Total Response to This Question	346	100%

Support	24%
Disagree	41%
Nil Answer	35%

**Derlanger - Driveway Link**

Strongly Agree	45	14%
Agree	113	35%
Disagree	54	17%
Strongly Disagree	108	34%
Total Response to This Question	320	100%

Support	30%
Disagree	31%
Nil Answer	40%

**Hampstead / McInnes - Peak No Right Turn**

Strongly Agree	75	24%
Agree	129	41%
Disagree	36	12%
Strongly Disagree	71	23%
Total Response to This Question	311	100%

Support	38%
Disagree	20%
Nil Answer	41%

**Rolfe - Closure or One Way**

Strongly Agree	27	9%
Agree	62	21%
Disagree	49	17%
Strongly Disagree	153	53%
Total Response to This Question	291	100%

Support	17%
Disagree	38%
Nil Answer	45%

**Asquith - Mawson - Buchanan Streets - Closure**

Strongly Agree	29	9%
Agree	57	18%
Disagree	54	17%
Strongly Disagree	174	55%
Total Response to This Question	314	100%

Support	16%
Disagree	43%
Nil Answer	41%

**Roseberry Lane - Closure**

Strongly Agree	46	15%
Agree	98	32%
Disagree	44	14%
Strongly Disagree	121	39%
Total Response to This Question	309	100%

Support	27%
Disagree	31%
Nil Answer	42%

**Cassie Street - Closure**

Strongly Agree	27	8%
Agree	55	16%
Disagree	74	22%
Strongly Disagree	178	53%
Total Response to This Question	334	100%

Support	15%
Disagree	47%
Nil Answer	37%

## Appendix C

### Stakeholder Feedback

Attachment



**SOUTH AUSTRALIA POLICE**  
KEEPING SA SAFE

Your Ref  
Our Ref **PCO 2008/1800**  
Enquiries  
Telephone  
Facsimile

*PCS,*  
**RECEIVED**  
**17 DEC 2007**

11 December 2007

*SR,*  
Holden Hill Local Service Area  
2a Sudholz Road  
Holden Hill SA 5088

Mr P C Simons  
Team Leader Roads & Traffic  
Tinkin Consulting  
5 Cooke Terrace  
WAYVILLE SA 5034

Dear Sir

I refer to your letter dated 9 November, 2007 concerning road closures and other treatments in the Nailsworth and Collinswood areas. This area is the responsibility of the Holden Hill Local Service Area.

The Draft Local Area Traffic Management Plan was disseminated to all police who operate from Holden Hill. This includes General Duties Patrols, Traffic Patrols and Criminal Investigation Branch investigators. The Traffic Management Plan was available for viewing by the workforce over a period of ten days and members were invited to comment in writing to the Manager, Holden Hill Traffic Enforcement Section.

No members raised any issues, negative or otherwise, relative to the proposed treatments. It is, therefore, my view, that the proposals will not cause any significant access issues for police operating in the area outlined in the draft.

Should you wish to discuss the matter further, please do not hesitate to contact me on 8207 6132

Yours sincerely

*Ian McDonald*

Ian McDonald  
Chief Inspector  
Acting Officer in Charge  
HOLDEN HILL L.S.A.



Government  
of South Australia

RECEIVED  
- 2 JAN 2008

BY:.....



If calling please ask for:  
Mr Kevin Murphy

Telephone:  
8204 3849

Reference:  
Northern Planning and Administration Manager

28<sup>th</sup> December '07

Mr P C Simons,  
Tonkin Consulting

Dear Sir

In response to your letter dated the 9<sup>th</sup> Nov '07 regarding the proposed changes to the local area traffic management for Nailsworth and Collinswood I respond on behalf of the SA Metropolitan Fire Service (MFS) to these proposed changes.

These proposed changes are addressed as the Primary and Secondary Treatments and I will respond to the proposal in the order presented.

#### Primary Treatments 1 and 2

Total closure of Meredith and Howard Streets raise a concern that whenever a street is closed to through traffic at any point other than at the end it has the potential to cause misdirection of Emergency Services whenever an incorrect street number or location is stated in an emergency call.

Such misdirection of emergency resources will have a significant impact on timely intervention for the protection of life and property conservation where these deployed resources are forced to divert or find alternative response routes.

It is the MFS preferred option to maintain all throughways at all times, however, it is also acknowledged that heavy traffic volumes by other than local residents has a large impact on the local community. As an alternative the MFS would prefer that the proposed total closure of Meredith and Howard Streets be revised and consideration be given for Roundabouts or Driveway Links at these indicated closures.

All available alternative routes will impact on response times into this area as the local streets have narrow carriageways, local residential parking in the streets and some weight/speed restrictions. All of these conditions will increase emergency service response time.

#### Primary Treatment 3.

This proposal again represents a total closure at the central point on North Street and such a closure will result in increased response times for MFS appliances into the area. The local MFS station is positioned in Johns Road Prospect and the response route via California Street and LeCornu Street is again through heavily congested streets with very narrow carriageways, in fact traffic parking conditions in LeCornu street at times preclude normal cars from negotiating the street. It should be mentioned here that this street is to have a parking restriction imposed that allow parking on one side of the street only at all times.

The only alternative response route to this area is via Nottage Terrace and North East Road into Galway Avenue. This represents a considerable time and distance imposition and again under such conditions timely intervention for Life and Property in an emergency will be compromised by such changes.

It is again the MFS preferred option to have this location considered for a Roundabout.

For Primary Treatments 4 5 6 7 8 and 9 the MFS does not consider that these will impact on the Emergency Response of Fire appliances as the partial closures and proposed restrictions will still allow the responding appliances access. It is however, most important that the width of the carriageway is sufficient width so as to allow the appliances to negotiate through these restrictions. A width of 3.5 metres is desirable with approach angles so sharp that the rear wheels/tyres have to ride up and over curbing and landscaping. A further consideration is to allow sufficient clearance where solid barriers are to be installed. Such barriers being railings, posts and bollards.

#### Secondary Treatments.

The proposed changes for Hampstead Road/McInnes Avenue represent no obvious concerns at this time.

Similarly the changes to Collingrove Avenue do appear to impact on response conditions.

Rolfe Street is noted for possible closure or one way traffic flow. The MFS considers the one way option the better one, alternatively a Driveway Link would also be acceptable.

Asquith Street-Mawson Street-Buchanan Street.  
Asquith & Buchanan Streets hold similar concerns as Primary Treatment 3. The blockage of Emily Street at the junction of Mawson street is of serious concern to the MFS ability to respond to an Emergency Incident. If the road closures are adopted at Asquith and Buchanan streets the MFS response times for any incident in Mawson street will be considerably delayed.

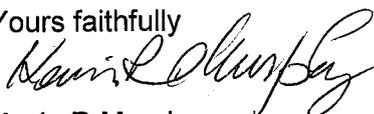
Along with the other proposed closures in the area access into this area will require longer travel distances and times. Additionally any closures or redirection will require consideration for fire plug locations and indicator placements.

#### Roseberry Lane

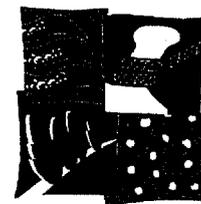
All indications are that the proposed bollards will be centrally located on the laneway with a fixed style used. Again the MFS requests that removable or a drop down style of bollard be considered. The total closure of these important access laneways will inhibit the MFS ability to properly surround the commercial structures that exist in the event of a fire emergency, such limiting factors will have the potential to extend the fire to adjoining properties which results in greater loss of property.

In the event of changes to the local traffic management within the proposed project scope the MFS requests that due consideration be given to the limitations imposed on response times for emergency incidents. It should also be considered that in the event of a structure fire or other emergency the responding appliance may not be the local Prospect unit and any closures or restrictions will have a high impact on the ability of the MFS to negotiate and act in a timely manner.

Yours faithfully



Kevin R Murphy  
**DISTRICT OFFICER (NPAM)**



CITY OF  
Port Adelaide Enfield

19 December 2007

Mr Mark Goldstone  
Chief Executive Officer  
City of Prospect  
PO Box 171  
PROSPECT SA 5082

CITY OF PROSPECT	
City of Prospect	
Record Number	108/42
- 2 JAN 2008	

Dear Mr Goldstone

**Re: Nailsworth - Collinswood Draft Local Area Traffic Management**

I refer to correspondence received from Tonkin Engineering on behalf of the City of Prospect seeking Council's comment on the Draft Local Area Traffic Management (LATM) Plan for the Nailsworth and Collinswood area.

Please be advised that the above proposal was tabled at the Council meeting held on 11 December 2007. The following was resolved at that meeting:

*"Cr. Hubycz moved that Council resolve that:*

- 1. The report on the Nailsworth-Collinswood Draft Local Area Traffic Management be received and noted.*
- 2. The City of Prospect be advised that no further action be taken on the Nailsworth-Collinswood Draft Local Area Traffic Management to allow the Director, Technical Services to arrange a meeting with relevant officers from each council to discuss the project, its likely impact on the City of Port Adelaide Enfield residents and businesses and the necessary adjustment to the timelines set down for the project.*

*Cr. Jamieson seconded*

**CARRIED."**

Therefore in accordance with item (2) of the above resolution, it is requested that no further action be taken on the Nailsworth-Collinswood Draft Local Area Traffic Management Plan at this stage until the Director Technical Services meets with other relevant councils to discuss the impact of the project on the City of Port Adelaide Enfield residents/businesses.

If you require any further information or would like to discuss this further, please contact me on telephone 8405 6737.

Yours faithfully

**Mike Goody**  
**MANAGER**  
**TECHNICAL SERVICES DESIGN**



## The Corporation of the Town of Walkerville

ABN 49 190 949 882

66 Walkerville Terrace, Gilberton, S.A. 5081  
P.O. Box 55, Walkerville, S.A. 5081

RECEIVED  
05 FEB 2008

BY: SB

Telephone: (08) 8344 7711

Facsimile: (08) 8269 7820

Email: walkervl@walkerville.sa.gov.au

http://www.walkerville.sa.gov.au

Your Ref: 0272008071

Please Quote Ref: 0302 0014

Enquiries To: Mark Draper

4 February 2008

Mr. P Simons  
Team Leader Roads & Traffic  
Tonkin Consulting  
5 Cooke Terrace  
Wayville SA 5034

Dear Paul,

### Nailsworth – Collinswood Draft Local Area Traffic Management Plan

Thank you for your letter of the 9<sup>th</sup> of November 2007 regarding the draft LATM for Nailsworth – Collinswood.

The proposed treatments will have limited direct impact on Walkerville Council however it should be noted that the restrictive nature of the treatments will prevent residents of Nailsworth and Collinswood from using their local streets to access destinations within Walkerville (Walkerville Primary School, St. Andrews School and St Monica's School). The proposal will force many local residents to use the already congested arterial network (at peak periods) to travel to and from the Walkerville Schools. The plan will achieve its objective of reducing "rat-running" however in doing so I believe that it will severely restrict the convenience of the local network for local residents.

It is noted that the possible closure of Cassie (between Roseberry Lane and North East Road) is mentioned in the plan to facilitate the potential development of the existing shopping centre sites. As this treatment is a secondary treatment and is therefore not considered as essential as other treatments it is assumed that the likelihood of this work proceeding in the near future is relatively low. The closure would mean that the junction of Harvey Street, Fuller Street and North East Road will be the only opening in the central median between Nottage Terrace and Galway Avenue which will permit traffic to cross between Walkerville and Collinswood. This junction will receive an increase in traffic (diverted from Cassie Street) which will be forced to use an intersection that is not controlled by traffic lights thus creating an unnecessary risk for local residents crossing between suburbs. It is suggested that Cassie Street should remain open so that local residents can cross between the suburbs at an intersection controlled by traffic lights.

Yours sincerely



**Mark Draper**  
**Manager Works & Infrastructure**

DOCUMENT6

Attachment

## Appendix D

### Example Traffic Control Devices

Attachment

### Typical Centre of Road Blister



### Typical Driveway Entry / Link

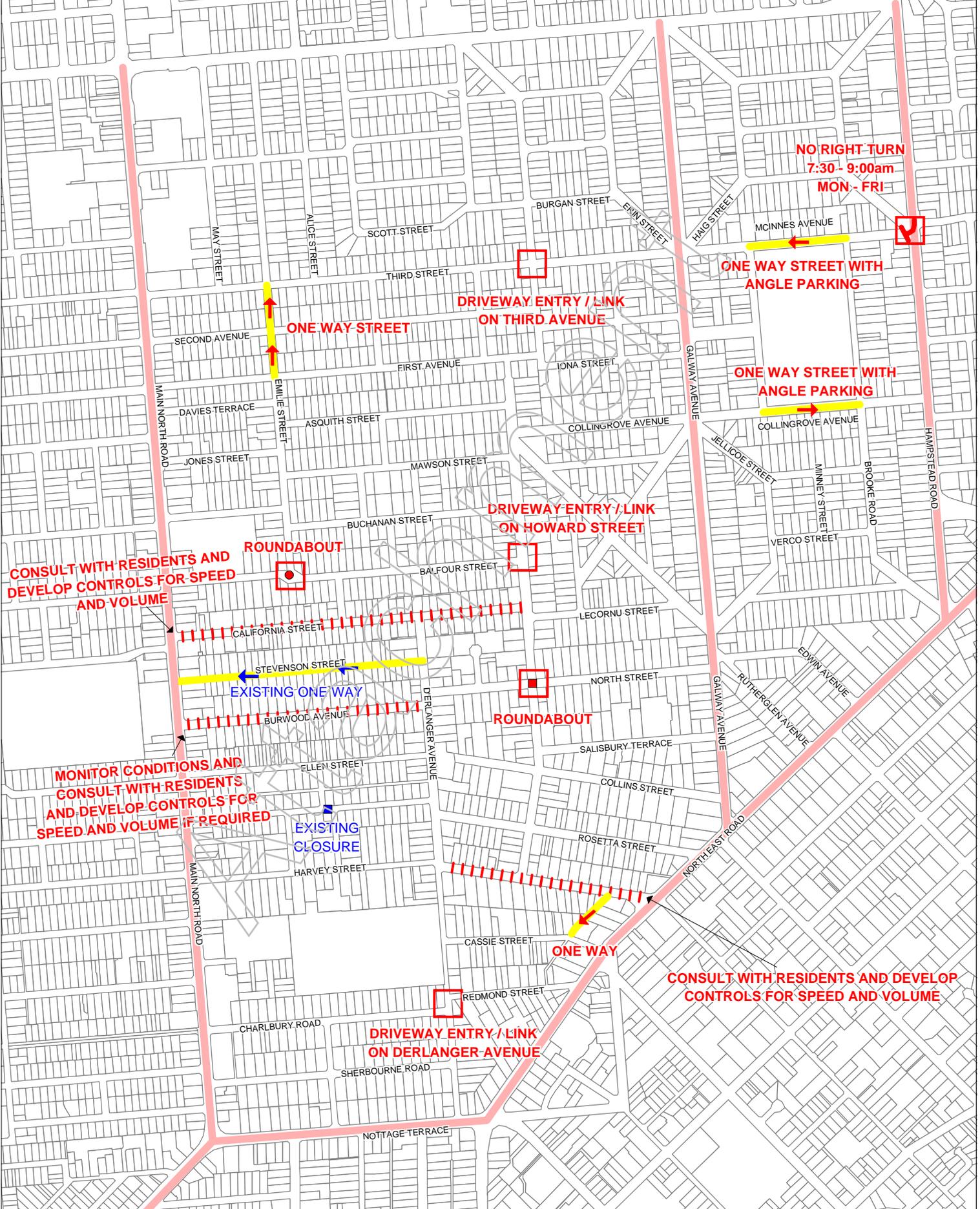


## Appendix E

### Traffic Management Plan

Attachment

# NAILSWORTH AND COLLINSWOOD LATM



**AGENDA ITEM NO.:** 13.10

**TO:** Council Meeting on 28 November 2017

**DIRECTOR:** Simon Bradley, Director Infrastructure and Environment

**REPORT AUTHOR:** Gene Fong, Urban Strategy Designer

**SUBJECT:** North Park Lands Concept Plan Proposal

---

## 1. EXECUTIVE SUMMARY

The purpose of this report is for Council to note the partnership between City of Prospect, City of Adelaide, and State Government for the Northern Park Lands.

A Partnering Framework and Principles guide has been developed and supported by the City of Adelaide as the custodians of the Park Lands. This will guide the governance, funding and delivery of these initiatives and applied to the partnering development of Denise Norton / Pardipardinyilla and Yam Daisy Park / Kantarilla in the Northern Park Lands.

Furthermore, a Project Prospectus for the Northern Activity Hub has been prepared for consideration in partnership with the City of Adelaide to progress delivery of the North Park Lands Concept Plan Proposal. The prospectus will be submitted to the State Government for Consideration for future capital funding.

## 2. RECOMMENDATION

**(1) Council having considered Item 13.10 North Park Lands Concept Plan Proposal, notes the report and supports the Project Prospectus for the Northern Activity Hub and Prospect Road Gateway as presented in Attachments 1-9.**

---

## 3. RELEVANCE TO CORE STRATEGIES / POLICY

**Strategic Plan to 2020 Theme 2 – Place** “Loved heritage, leafy streets, fabulous places”

Strategy 2.1	Respect the past, create our future	The Concept Plan for the North Park Lands is relevant to achieving the strategy PLACE in all aspects as it provides guidance to create better access to quality Loved open space for the future and increased greenery.
Strategy 2.2	Loved parks and places	
Strategy 2.3	An accessible City	
Strategy 2.4	A greener future	

**Strategic Plan to 2020 Theme 4 – Services** “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1 Excellence in Infrastructure	The development of this Concept Plan is in line upgrading of existing infrastructure to provide excellence.
Strategy 4.2 Sound Financial Management	
Strategy 4.3 Responsible Waste Management	
Strategy 4.4 Accountable and people-focused services	

**Intelligent Community Indicators**

There are no direct links to the indicators.

**4. REGIONAL IMPACT**

The park is not part of the ERA (Eastern Regional Alliance). It recommended as a Regional facility according to the Park Lands Management Strategy 2015-2025.

**5. COMMUNITY INVOLVEMENT**

No community engagement was undertaken in the preparation of this report.

**6. DISCUSSION**

The purpose of this report is to present for consideration the Project Prospectus which seeks capital funding from the State Government to progress delivery of Stage 1 of the North Park Lands Concept Proposal.

**Background**

On 29 November 2016, City of Adelaide Council considered a Motion of Notice in relation to the upgrade of the Northern Park Lands and resolved;

‘That the CEO:

1. Engagement with the State Government and City of Prospect to discuss options for all parties to work together to upgrade the Northern Park Lands, in line with our Landscape Management Strategy and
2. Identify if there is any funding available from the State Government \$20m Park Lands Demonstration Projects Fund. ’

On 18 April 2017, Council were informed of the intention to collaborate with Primary Stakeholder City of Adelaide on formalising a funding submission to the State Government. The key objective was to seek funds from the State Government to

reflect the desired uses of the local growing population of inner metro areas and improve functionality and visual appeal, strengthen connections and safety.

In Mid 2017 the State Government allocated \$200,000 to City of Prospect to support early planning and design work for the enhancement of the Northern Park Lands in with the directions of the Adelaide Park Lands Management Strategy 2015-2025.

### **Partnership Agreement and Framework**

In August 2017, the Adelaide Park Lands Authority considered and supported the Partnering Framework and Principles for application as part of the development of the Northern Park Lands concept plan by the City of Adelaide and City of Prospect.

Table 1 below is the Partnering Framework and Principles developed to guide the partnering for the Adelaide Park Lands proposals, which will direct the governance, funding and delivery of these initiatives.

Table 1

<b>Partnering Principles</b>	<b>Description</b>
Custodianship	Recognising the role of the City of Adelaide as custodian of the Adelaide Park Lands for the benefit of all South Australians through its care, control, ongoing management and funding. Recognising the role of Councils that border the Adelaide Park Lands in representing the interests of their communities through advocacy and advice. Fostering the role and capacity of the community to act as custodians for the Adelaide Park Lands.
Funding	Achieving funding models which are equitable and sustainable, reflecting the role of the Adelaide Park Lands for many communities, and which consider whole-of-life costs. Allocation and management of project funds in line with land and asset management responsibilities.
Shared & informed Decision Making	Ensuring decision making responsibility is transparent and equitable, with appropriate delegation to organisations with land management and funding responsibility. Ensuring stakeholder organisations (including Councils which border the Adelaide Park Lands) perform an advisory role in decision making to represent their strategic directions and communities of interest. Ensuring decisions are informed by research and consultation.
Prospect Prioritisation	Ensuring individual project priorities are established from a whole of Adelaide Park Lands view, considering the strategic objectives of both State and Local government, our communities and any other key stakeholders.
Project Delivery	Identifying and implementing appropriate and innovative models of project delivery, recognising the skills and capacity of each organisation.

Following this on 12 September 2017, based on the consideration of advice from the Adelaide Land Lands Authority, City of Adelaide resolved in part that:

1. Adopts the Park Lands Park Lands Partnering Framework included in Table 2 in item 7.4 on the Agenda for the meeting of Council held on 12 September 2017 for purposes of the Pardipardinyilla (Park 2) and Kantarilla (Park 3) Adelaide Park Lands Concept Plan with the City of Prospect.
2. Approves progression of the Pardipardinyilla (Park 2) and Kantarilla (Park 3) Adelaide Park Lands Concept Plan with City of Prospect.

On 28 September 2017, a signed partnership agreement between City of Prospect and City of Adelaide was confirmed to work collaboratively and that the \$200,000 funds from the State Government would be held in a trust account with Kelledy Jones Lawyers as the financial manager.

In the agreement it was settled the project will be managed by a Project Control Group consisting of representative from the City of Adelaide, City of Prospect and the State Government (Office of Design and Architecture).

### Prospectus Proposal

The Northern Activity Hub and Prospect Road Gateway Project Prospectus in **Attachments 1-9** presents a high-level and long term vision (structure plan and visualisations) for Denise Norton / Pardipardinyilla and Yam Daisy Park / Kantarilla in the Northern Park Lands.

The proposal aims to enhance the recreation and open space needs of the existing and growing communities in the residential and business areas and to act as a regional destination for all metropolitan Adelaide. This strengthens the connections between the City and the suburbs by supporting cycling and walking and creating an urban address and gateway will increase the quality and amenity of the landscape and the beauty of the Park Lands.

The project Stages outlined below identifies three project stages.

Stage	Cost Estimate	Outcome
Stage 1 <ul style="list-style-type: none"> <li>• Destination playspace + central plaza</li> <li>• Central promenade</li> <li>• Urban Address (edge paths, lighting and landscape)</li> <li>• Prospect Road Gateway (edge paths, lighting and landscape)</li> </ul>	\$5 million	Subject to the initial funding submission to State Government.
Stage 2 <ul style="list-style-type: none"> <li>• Picnic and discovery play</li> <li>• Community activity hub</li> <li>• Park Lands Trail enhancement</li> <li>• Woodland park ( Yam Daisy Park)</li> </ul>	\$3 million	Will be subject to future funding consideration by the State Government, City of Adelaide and City of Prospect.
Stage 3 <ul style="list-style-type: none"> <li>• Multi-use community sports building</li> <li>• Oval lighting</li> </ul>	\$3 million	Delivery of the multi-use community sports building and associated

		infrastructure, will be subject to discussion with future licensee of the community sport facilities in Denise Norton Park.
--	--	---

### **Financial and Resource Implications**

The State Government has allocated \$200,000 grant towards the Northern Park Lands as Demonstration Grant for design development. No financial contribution from City of Prospect and City of Adelaide are required for this funding arrangement. The long term financial plan does not allocate any future funds for implementation of this project at this stage.

## **7. CONCLUDING STATEMENTS**

The Project Prospectus will be submitted to the Deputy Premier for consideration.

The commencement of concept planning for Denise Norton / Pardipardinyilla and Yam Daisy Park / Kantarilla in the Northern Park Lands will continue in partnership between City of Prospect and City of Adelaide.

The Project Control Group aims to present a draft concept plan to the Adelaide Park Lands Authority in early 2018 and Council will be updated on the progress in accordance to the outcomes.

---

## **ATTACHMENTS**

**Attachments 1-9:** North Park Lands Prospectus Proposal

# Northern Activity Hub + Prospect Road Gateway Shaping the Future of the Park Lands

North Park Lands – Denise Norton Park / Pardipardinyilla



November 2017



# A Partnering Approach

## Shaping the future of the Park Lands

In mid-2017 the State Government granted \$200k to the City of Prospect to progress early planning and design work for the enhancement of the North Park Lands.

In response, the City of Adelaide and City of Prospect are working together on preparation of a concept plan for the enhancement of Denise Norton Park/ Pardipardinyilla and Yam Daisy Park / Kantarilla.

**This Project Prospectus presents a high-level vision (structure plan and visualisations) for these Parks and proposes delivery of the Northern Activity Hub and Prospect Road Gateway as the first steps (Stage 1) toward realisation of the vision.**

**This staging and funding proposal is a partnership between the City of Adelaide and City of Prospect in recognition of the important role the Park Lands perform in supporting City and near City population growth and quality of life for all South Australians.**

The proposal aligns with the strategic objectives of the State Government and each Council aimed at improving quality of life through open space and recreation opportunities.



# Adelaide Park Lands Management Strategy 2015-2025

## Shaping the future of the Park Lands



The **Northern Activity Hub** is one of the *Adelaide Park Lands Management Strategy 2015-2025* big moves adopted by the City of Adelaide in November 2016 and the State Government in August 2017.

### Northern Activity Hub Big Move:

**Improve the facilities in the park adjacent to the Adelaide Aquatic Centre to create a large activity hub. The Bush Magic playspace will be expanded and integrated more closely with the Aquatic centre café with new shade and picnic areas. A new fitness circuit will link to the community courts. Access to the park will be improved through new crossings linking to the pedestrian and cycling networks in the City of Prospect.**



This prospectus forms the basis of an early submission for funding and delivery from the State Government's Planning & Development Fund or other available sources.

*"I want to create more meeting places for people in the Park Lands. I want people to say when they say where shall we meet for lunch, to say the Adelaide Park Lands. These places need to have a wide range of facilities including shade, toilets, seating, drinking fountains and rubbish bins. They also need to have activities and events that will attract people to them."*

Shape the Park Lands 2015

# Denise Norton Park / Pardipardinyilla + Yam Daisy Park / Kantarilla

A Long Term Vision for the North Park Lands

**Enhancement of Parks 2 + 3 to meet the recreation and open space needs of the existing and growing communities in the City of Prospect, North Adelaide and surrounds and to act as a destination for metropolitan Adelaide. Strengthening the connections between the City and suburbs will support cycling and walking and investment in the Urban Address and Gateways will increase the quality and amenity of the landscape and celebrate the Park Lands.**

## Project Overview

- Enhanced park, destination playspace and central plaza that offers diverse recreation options for a range of users and improves connections through the Park Lands and between the City of Adelaide and City of Prospect.
- A partnership between the State Government, City of Adelaide and City of Prospect is pursuit of shared strategic objectives

## Outcomes

- Places of play, activity and respite: A park for everyone that supports population growth, our changing lifestyles, health and wellbeing. Places for play, formal sport, informal recreation, running and walking.
- Connected places and spaces: A system of connected and legible places and spaces enabling safe movement via paths and trails linking North Adelaide, the Park Lands and City of Prospect.
- Welcoming and attractive places: Places of diverse landscapes and natural beauty providing a range of recreational, sensory and stimulating experiences of discovery.
- Memorable and distinctive places: Landscaped entry points and edges to welcome and draw people into the Park Lands.
- Sustainable and enduring places: Places that thrive in the face of a changing climate through improved management of water. Enhancing the role of Park Lands in broader City carbon neutral targets and in managing Urban Heat Island effect.
- Increase patronage to the Adelaide Aquatic Centre through enhancements to the broader park which create a complementary destination.

## Strategic Links

- 30 Year Plan for Greater Adelaide
- City of Adelaide 2016-2020 Strategic Plan
- Adelaide Park Lands Management Strategy
- City of Prospect Strategic Plan
- City of Prospect Open Space Strategy

<b>Stage 1</b> <ul style="list-style-type: none"> <li>Destination playspace + central plaza</li> <li>Central Promenade + Park Land Trail</li> <li>Urban Address (edge paths, lighting and landscape)</li> <li>Prospect Road Gateway (edge paths, lighting and landscape)</li> </ul>	<b>\$5M</b> Subject of this submission
<b>Stage 2</b> <ul style="list-style-type: none"> <li>Picnic and discovery play</li> <li>Community activity hub</li> <li>Park Lands Trail enhancement</li> <li>Woodland park - Yam Daisy Park</li> </ul>	<b>\$3M</b>
<b>Stage 3</b> <ul style="list-style-type: none"> <li>Multi-use community sports building</li> <li>Oval lighting</li> </ul>	<b>\$3M</b>



# Denise Norton Park / Pardipardinyilla + Yam Daisy Park / Kantarilla

## A Long Term Vision for the North Park Lands

### Denise Norton Park + Yam Daisy Park Structure Plan

A high level preliminary structure plan is presented below and shows the vision for Denise Norton Park + Yam Daisy Park. This is for illustrative purposes only and represent a series of propositions, not solutions.



### Northern Park Lands Precedent images



1 - High quality Urban Address



2 - Picnic and Discovery Play



3 - Gateways



4 - Destination Play and Central Plaza



5 -Community Activity Hub



6 - Community Sports and Recreational Zone



7 - Central Promenade and Park Lands Trail



8 -Woodland Park

# Northern Activity Hub + Prospect Road Gateway (Denise Norton Park)

## Stage 1 Proposal

**Enhanced park, destination playspace and central plaza that offers diverse recreation options for a range of users and improves connections through the Park Lands and between the City of Adelaide and City of Prospect.**

### Stage 1 - Delivery Time Frames

- Preliminary concept design - Late 2017 (funded)
- Final approved concept design - Autumn 2018 (funded)
- Construction: Commencing mid 2018 (subject to funding)

**Urban Address:** High quality Urban Address incorporating Fitzroy Terrace frontage to support movement along the edge of the Park Lands and act as an invitation to explore the park. The Urban Address will incorporate lighting, landscaping and seating.

**Destination Play and Central Plaza:** New destination regional playspace and central plaza which optimises universal play opportunities and acts as a centrepiece of an enhanced park.

**Central Promenade and Park Lands Trail:** Improvements to the path network through the park, strengthening links between North Adelaide and the inner suburbs, and the quality of the Park Lands Trail experience.

**Gateway:** High-quality gateway through the Park Lands, linking Prospect Road and O'Connell Street. The gateway will feature landscaping and lighting at intersections, avenue and median plantings, shared-use paths on both sides of the road and pedestrian lighting.



# Northern Activity Hub + Prospect Road Gateway (Denise Norton Park)

## Stage 1 Proposal

### Park 2 + 3 Structure Plan



### Northern Park Lands Precedent images



1 - High quality Urban Address



2 - Destination Play and Central Plaza



3 - Central Promenade and Park Lands Trail



4 - Gateway - Prospect Road



# Denise Norton Park / Pardipardinyilla

## Long Term Vision + Staging Plan



### STAGE 1

- ① **Urban Address:** High quality Urban Address along the Fitzroy Terrace frontage to support movement along the edge of the Park Lands and act as an invitation to explore the park. The Urban Address will incorporate lighting, landscaping and seating. An improved crossing for Fitzroy Terrace connecting the Braund Road Bike Boulevard to the Park Lands will encourage and support safe movement.
- ② **Destination Play and Central Plaza:** New destination regional playspace which optimises universal play opportunities and acts as a centrepiece of an enhanced park. The playspace will connect and integrate with the Aquatic Centre through creation of a Central Plaza which will act as a meeting point.
- ③ **Central Promenade and Park Lands Trail:** Shared use pedestrian/cycle Promenade acting as a major gateway to the park, connecting the Braund Road Bike Boulevard through the park to O'Connell Street. The intersection of the Central Promenade with the Park Lands Trails will provide a link with Jeffcott Street and the North/South Bikeway (Lefevre Terrace) as dedicated cycling routes. The Promenade will incorporate lighting and seating and provide a central spine for day/night markets.

### STAGE 2

- ④ **Picnic and Discovery Play:** Irrigated and landscaped area for picnics and gatherings set amongst established trees between the Central Promenade and community oval. The space will incorporate seating, shelters and bbqs. Nature and discovery play elements will encourage children and families to explore the park and use the oval.
- ⑤ **Community Activity Hub:** Activity hub created by resurfacing and lighting the existing tennis courts, constructing a new community court for other ball games, creating a small plaza incorporating seating, shelter, bbq and drinking fountain. A pedestrian crossing across Prospect Road will link this hub to Park 3.
- ⑥ **Fitness loop with exercise equipment** encircling the ovals.

### STAGE 3

- ⑦ **Multi-use community sports building (Out of scope):** High-quality facility to support community sport on the adjacent ovals.

# Denise Norton Park / Pardipardinyilla + Yam Daisy Park / Kantarilla

## Long Term Vision + Staging Plan



### STAGE 1

- ① **Urban Address:** High quality Urban Address along the Fitzroy Terrace frontage to support movement along the edge of the Park Lands and act as an invitation to explore the park. The Urban Address will incorporate lighting, landscaping and seating. An improved crossing across Fitzroy Terrace connecting the Braund Road Bike Boulevard to the Park Lands will encourage and support safe movement.
- ② **Central Promenade and Park Lands Trail:** Shared use pedestrian/cycle Promenade acting as a major gateway to the park, connecting the Braund Road Bike Boulevard through the park to O'Connell Street. The intersection of the Central Promenade with the Park Lands Trails will provide a link with Jeffcott Street and the North/South Bikeway (Lefevre Terrace) as dedicated cycling routes. The Promenade will incorporate lighting and seating and provide a central spine for day/night markets.
- ③ **Northern Gateway:** High-quality gateway through the Park Lands creating a sense of arrival and celebration, linking Prospect Road and O'Connell Street. The gateway will feature landscaping and lighting at intersections, avenue and median plantings, shared-use paths on both sides of the road and pedestrian lighting.

### STAGE 2

- ④ **Community Activity Hub:** Activity hub created by resurfacing and lighting the existing tennis courts, constructing a new community court for other ball games, creating a small plaza incorporating seating, shelter, bbq and drinking fountain. A pedestrian crossing across Prospect Road will link this hub to Park 3.
- ⑤ **Woodland Respite:** A place of respite and discovery will be created in Park 3 through enhanced natural landscape, incorporation of wandering trails, nature play and sculptural discovery. Seats, shelter and lighting will encourage people to spend time in the park. A mid-block pedestrian crossing will link this park to Park 4 and the popular North Adelaide Dog Park.
- ⑥ **Fitness loop with exercise equipment** encircling the ovals.

**AGENDA ITEM NO.:** 13.11

**TO:** Council Meeting 28 November 2017

**DIRECTOR:** Nathan Cunningham, Director Community and Planning

**REPORT AUTHOR:** Darren Starr, Manager Development Services

**SUBJECT:** Community Engagement Charter 2017 Consultation Draft Response to State Planning Commission

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## 1. EXECUTIVE SUMMARY

This matter is presented to Council due to the following recommendation being supported by Council's Strategic Planning and Development Policies Committee resolved at its meeting of 13 November 2017:

### *Item 10.2 Community Engagement Charter 2017 Consultation Draft*

- (1) *Strategic Planning and Development Policies Committee having considered Item 10.2 Community Engagement Charter 2017 Draft for Consultation receives and notes the Report.*
- (2) *Recommends that Council staff provide a draft submission to Council prior to presenting to the State Planning Commission on the issues as outlined in the discussion of this Report and request further detail as to how the Community Engagement Charter will apply to the generation of or amendment to Development Plans or Design Codes.*

***Carried Unanimously***

The Community Engagement Charter is a requirement of the *Planning, Development and Infrastructure Act 2016* (PDI Act) and is to be used to develop the engagement process associated with the preparation and amendment of the key documents in the new planning system such as:

- State Planning Policy
- Regional Plans
- The Planning and Design Code
- Designation of Local Heritage Places
- Design Standards
- Infrastructure Schemes.

The Charter is intended to establish a measurable approach to community engagement in planning, excluding development assessment. The *Planning, Development and Infrastructure Act 2016* outlines that the charter should:

- *Ensure that the community has timely and meaningful opportunities to participate in, or access information about, planning policy setting*
- *Weight community engagement towards the early stages of policy-setting and scale it back when dealing with an advanced or settled policy*
- *Ensure that information about policy development is readily accessible, expressed in plain language and in a form that facilitates participation*
- *Support the use of participation methods that foster constructive dialogue and debate, and have regard to the significance or likely impact of a proposed policy*
- *Keep the community informed throughout the engagement process of their input and how it will be, or has been, used to shape policy.*

The Minister for Planning, State Planning Commission, Councils, Joint Planning Boards and private entities will be responsible for developing and implementing an engagement strategy in accordance with the Charter when preparing or amending, State Planning Policy, Regional Plans, The Planning and Design Code, Designation of Local Heritage Places, Design Standards and Infrastructure Schemes.

The Community Engagement Charter will not apply to development applications. Consultation on development applications submitted under the *Planning, Development and Infrastructure Act 2016* are broadly established in the Act and will be further defined in regulation which is yet to be prepared by the State Government.

Council staff, having considered the desires of the Elected Body (as articulated through various planning and engagement exercises) has prepared a draft response (submission) to the State Planning Commission for the support of Council. It covers the parameters that will guide engagement with communities, the need to identify the financial and resource implications for Councils and the practical application of the Charter and notes the engagement processes recommended in the draft guide are regularly being undertaken by local government already.

## **2. RECOMMENDATION**

- (1) Council having considered Item 13.11 Community Engagement Charter 2017 Draft for Consultation Submission to State Planning Commission receives and notes the Report.**
- (2) Council endorses the draft submission to the State Planning Commission on the Community Engagement Charter 2017 Draft for Consultation attached to this report.**

**3. RELEVANCE TO CORE STRATEGIES / POLICY**

3.1 The Community Engagement Charter is a requirement of the *Planning, Development and Infrastructure Act 2016*.

3.2 **Strategic Plan to 2020 Theme 1 – People** “Know, empower, celebrate, educate and activate our community”

Strategy 1.1	Know our community	Community engagement is a core role in understanding and knowing our community.
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**Intelligent Community Indicators**

2. Knowledge Workforce	A labour force that creates economic value through its knowledge, skills and ability to use information effectively	Community engagement provides the opportunity for a collaborative relationship with Council to share knowledge and skills, build relationships and identify leaders to champion positive change.
3. Innovation	Intelligent Communities pursue innovation through a relationship between business, government and institutions (i.e. universities)	
6. Advocacy	Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change	

**4. REGIONAL IMPACT**

Given the short timeframe to respond it is unclear whether the ERA will submit a response to Community Engagement Charter 2017 Consultation Draft.

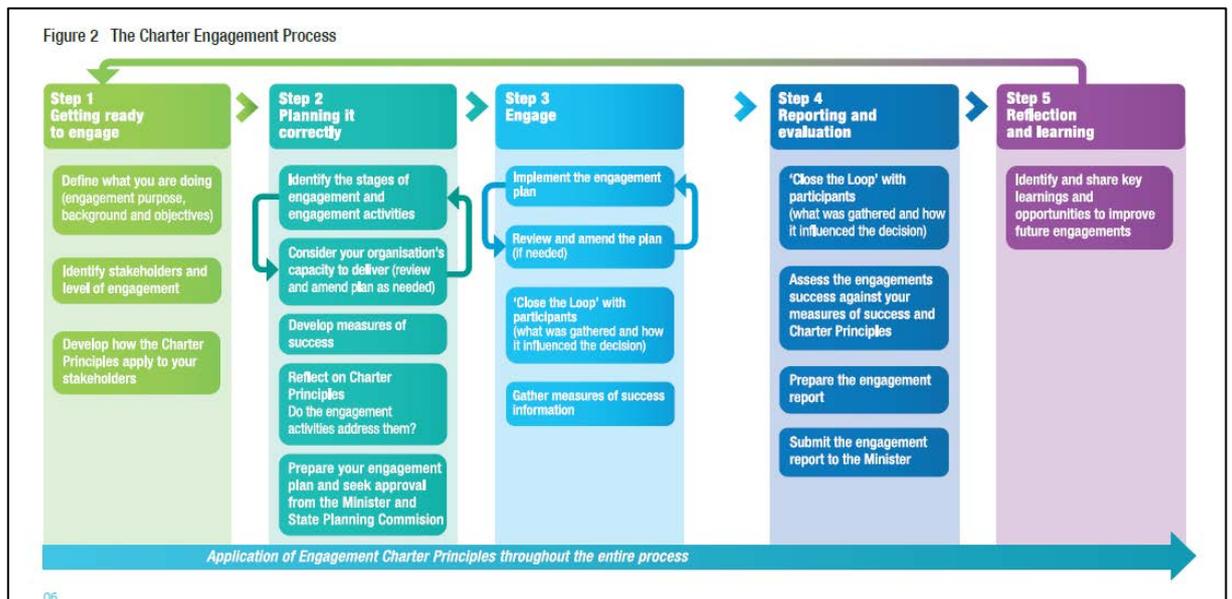
**5. COMMUNITY INVOLVEMENT**

The State Planning Commission has been responsible for developing the Community Engagement Charter 2017 Consultation Draft (**Attachment 3-16**).

The Community Engagement Charter 2017 Consultation Draft has been circulated for a 6 week consultation period until 8 December 2017.

This is the second engagement process that will inform a final Charter to be developed for presentation to the Minister. As part of this process a 'Draft Guide to the Community Engagement Charter 2017' has also been released for consultation and comment. The Guide provides advice on developing and implementing an engagement plan.

Figure 2 from the Guide (outlined below) summarises the proposed engagement process.



## 6. DISCUSSION

The State Planning Commission is seeking feedback on the Community Engagement Charter 2017 Consultation Draft and the Draft Guide to the Community Engagement Charter 2017.

Council previously provided feedback to the State Planning Commission on the Discussion Draft (Stage 1) of the Community Engagement Charter 2017 in October 2017. Council's previous response to the Draft Charter has been considered and with proposed changes adopted in 'Principles' including:

- Removal of duplicated wording and concepts
- Removal of reference to requiring 'complete information'
- Need to reinforce 'continual improvement'
- Introducing 'fit for purpose' and removing unnecessary supporting text.

The Charter now comprises four components; being 'mandatory requirements', 'principles', 'performance outcomes' and 'measuring performance'.

The mandatory requirements govern who e.g. Councils or land owners must be notified and consulted in particular circumstances. The manner in which consultation must take place is not specified by the Charter; rather, the principles and performance outcomes provide guidance for the undertaking of community engagement within the new planning system under the *Planning, Development and Infrastructure Act 2016* (PDI Act).

The Principles contained within the Consultation Draft of the Community Engagement Charter 2017 are:

1. Engagement is genuine

2. Engagement is inclusive and respectful
3. Engagement is fit for purpose
4. Engagement is informed and transparent
5. Engagement is reviewed and improved

The principles are further clarified in the performance outcomes which must be reported against at the conclusion of the engagement process.

The performance outcomes and the corresponding principles are outlined below:

1. Engagement is genuine

Performance Outcome – People had faith and confidence in the engagement process

2. Engagement is inclusive and respectful

Performance Outcome – Affected and interested people had the opportunity to participate and be heard.

3. Engagement is fit for purpose

Performance Outcomes – People were effectively engaged and satisfied with the process

People were clear about the proposed change and how it would affect them

4. Engagement is informed and transparent

Performance Outcomes – All relevant information was made available and people could access it

People understood how their views were considered, the reasons for the outcomes and the final decision that was made.

5. Engagement is reviewed and improved

Performance Outcome – the engagement was reviewed and improvements recommended.

Under the provisions of the Draft Community Engagement Charter reporting mechanisms are to be developed in an engagement plan.

The Draft Guide to the Community Engagement Charter 2017 sets out the detail of how engagement plans should be developed and engagement processes measured. The Guide recommends elements of the International Association of Public Participation (IAP2) processes while allowing flexibility to determine alternate approaches to consultation if more appropriate. It is worth noting that the City of Prospect Community Engagement & Consultation Policy is also based on the principles of IAP2.

Key elements of the development of a community engagement plan include defining why Council is engaging, identifying stakeholders and the level and stage of engagement, determine the scope of influence of engagement and examine capacity to deliver (resources). At the conclusion of engagement processes a report will be required to be prepared and submitted to the State Planning Commission and as part of that process authorities are encouraged to 'close the loop' by informing participants of the results of the engagement process.

The Draft Guide to the Community Engagement Charter 2017 contains a series of examples and information relating to community engagement and an Engagement Plan template.

### **Use of the Community Engagement Charter by Council**

The Community Engagement Charter will initially be used primarily by the State Planning Commission as it develops the new State Planning Policies the Planning and Design Code and Infrastructure Scheme pilot programs. The State Planning Commission is responsible for maintaining the charter and must review the charter at least every five (5) years.

Council will be required to use the Community Engagement Charter and its engagement process should it be proposed to make amendments to the proposed Planning and Design Code in the future, this will in effect replace the current process that Council currently undertakes when it undertakes a Development Plan Amendment (DPA).

Based on the information currently available it appears as though this process would involve the following steps:

#### Step 1: Getting ready to engage

- Define what is being engaged on, identify stakeholders and level of engagement

#### Step 2: Planning to engage

- Identify engagement stages and activities, consider capacity to deliver the necessary engagement, prepare an 'Engagement Plan' and submit it to the Minister for Planning for approval

#### Step 3: Engagement

- Undertake engagement as per the approved Engagement Plan, report back to engagement participants (close the loop).

#### Step 4: Reporting

- Assess the engagement process against the nominated measures of success and Community Engagement Charter principles. Prepare an engagement report that is submitted to the State Planning Commission.

#### Step 5: Reflection

- Reflect on the success of the engagement process and lessons learnt.

## Financial and Resource Implications

The Community Engagement Charter 2017 Consultation Draft remains silent on the resource implications for councils or detail of State Government assistance associated with implementing the Community Engagement Charter. There appears to be a commitment to strengthening community engagement at the planning strategy and policy levels with associated increased resource implications (in time, funding and staff commitments) directed toward these areas.

The Draft Charter does outlined that an on-line tool kit will be developed to enable future users of the Charter to have extra guidance, tools and access to examples of 'best practice'. It also identifies that implementation assistance will be available for Councils to help consider how they will frame their engagement programs in accordance with the Charter in advance of being required to formally undertake this role, however detail of this assistance is not currently available.

## 7. CONCLUDING STATEMENTS

The Community Engagement Charter 2017 Consultation Draft outlines the rationale for the Community Engagement Charter, the statutory framework that requires the Charter and the key elements of community engagement proposed under the *Planning, Development and Infrastructure Act 2016* (PDI Act).

The Draft Guide to the Community Engagement Charter 2017 contains further detailed information of the issues to consider in developing a community engagement plan as well as a template for developing an Engagement Plan. It is clear from this document the key stages of the an engagement process that a relevant authority of entity will be required to undertake as part of the provisions of the *Planning, Development and Infrastructure Act 2016* (PDI Act). The process allows some flexibility around how these requirements are undertaken with an engagement plan being required to document an engagement process and how it meets the key aspects of the Community Engagement Charter.

Templates, checklists and resources are provided as part of the Draft and Draft Guide to the Community Engagement Charter 2017.

The financial and resource implications of the Charter are not detailed in the draft documents and need to be further articulated so that councils can establish the likely implications and whether the desired engagement outcomes are manageable and achievable.

A draft response from Council to the State Planning Commission on the content of the Community Engagement Charter 2017 Consultation Draft and Draft Guide to the Community Engagement Charter 2017 is contained in **Attachment 1-2**.

## ATTACHMENTS

**Attachments 1-2:** Draft response to the State Planning Commission

**Attachments 3-16:** Community Engagement Charter 2017 Consultation Draft

**Attachments 17-60:** Draft Guide to the Community Engagement Charter 2017

Ref. xxx

Xxx December 2017

Chairperson Mr Tim Anderson QC  
The State Planning Commission  
GPO Box 1815  
ADELAIDE, SA 5001

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Dear Mr Anderson

### **COMMUNITY ENGAGEMENT CHARTER 2017 – DRAFT FOR CONSULTATION**

City of Prospect welcomes the opportunity to comment on the Community Engagement Charter 2017 Draft for Consultation released by the State Planning Commission (the Commission) following on from comments provided to the Commission on the Discussion Draft (Stage 1) in October 2017.

Council is aware that the Commission is responsible for preparing the Charter and City of Prospect wishes to assist the Commission in this role by providing feedback on the current draft.

Council considered the Community Engagement Charter 2017 Draft for Consultation at its 28 November 2017 Council Meeting and agreed to provide a submission to the Commission. Feedback comments are summarised to include the following matters which Council trusts will be taken on board in further progressing the Charter:

- In general, the Community Engagement Charter 2017 Draft for Consultation and accompanying Draft Guide to the Community Engagement Charter, have provided a clear set of parameters that will guide engagement with communities under the provisions of the *Planning, Development and Infrastructure Act 2016* (PDI Act) including 'mandatory requirements', 'principles', 'performance outcomes' and mechanisms for 'measuring performance'.
- While the Draft Guide to the Community Engagement Charter has provided templates, checklist and information, Council is still concerned that the financial and resource implications for Councils and the practical application of the Charter need to be further considered to ensure desired engagement outcomes are manageable and achievable.
- It is noted that the Draft Guide to the Community Engagement Charter recommends elements of the International Association of Public Participation (IAP2) processes while allowing flexibility to determine alternate approaches to consultation if more appropriate. It is worth noting that the City of Prospect Community Engagement & Consultation Policy is also based on the principles of IAP2 and the engagement processes recommended in the draft guide are regularly being undertaken by local government already.

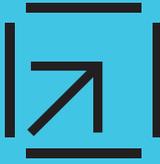
City of Prospect is mindful that both the Community Engagement Charter and Guide to the Community Engagement Charter are still in draft form and will be further refined by the State Planning Commission prior to presentation to the Minister for Planning. Council provides this feedback to assist with the update of the Community Engagement Charter and Guide to the Community Engagement Charter.

Looking forward to your consideration and awaiting your response.

Yours faithfully

**Cate Hart**  
Chief Executive Officer

Attachment



**STATE  
PLANNING  
COMMISSION**



**Community  
Engagement Charter 2017**  
Consultation Draft



**Government of South Australia**  
Department of Planning,  
Transport and Infrastructure

## Message from the State Planning Commission

The new *Planning, Development and Infrastructure Act 2016* was designed to improve the way we plan in South Australia.

The Act establishes Community Engagement Charter, an initiative to change the way we consult our communities. In the past, our system for notifying affected communities about establishing or changing planning policy has been too rigid and restricted and has not always reached the people affected.

The Charter defines a more flexible, effective and meaningful framework for engagement that will:

- foster better planning outcomes that takes account of community views and aspirations
- establish trust in the planning process, and
- improve the community's understanding of the planning system.

The State Planning Commission wants to see a vast improvement in the engagement process. This means finding new and innovative ways to engage with communities and other interest groups as the new planning system is rolled-out.

The Commission will also be responsible for making sure the Charter is complied with and may provide direction, or step in, if it considers the standard of engagement anticipated by the Charter has not been met.

A community panel process has been used to help shape the principles and outcomes of this Charter, supported by further community, council and industry consultation. In response to the feedback, a draft Engagement Charter Guide has been prepared for release with the Charter for consultation. It will provide guidance on engagement processes, practices and behaviours that satisfy the principles.

The Charter will help build community trust and confidence in the planning system by providing an engagement framework that is robust and adaptable. We intend to promote genuine engagement through our own activities.

We now invite the community, planning and development specialists and others to provide feedback on this statutory draft which will assist us in completing the Charter over the coming months.

## What is the role of the Charter?

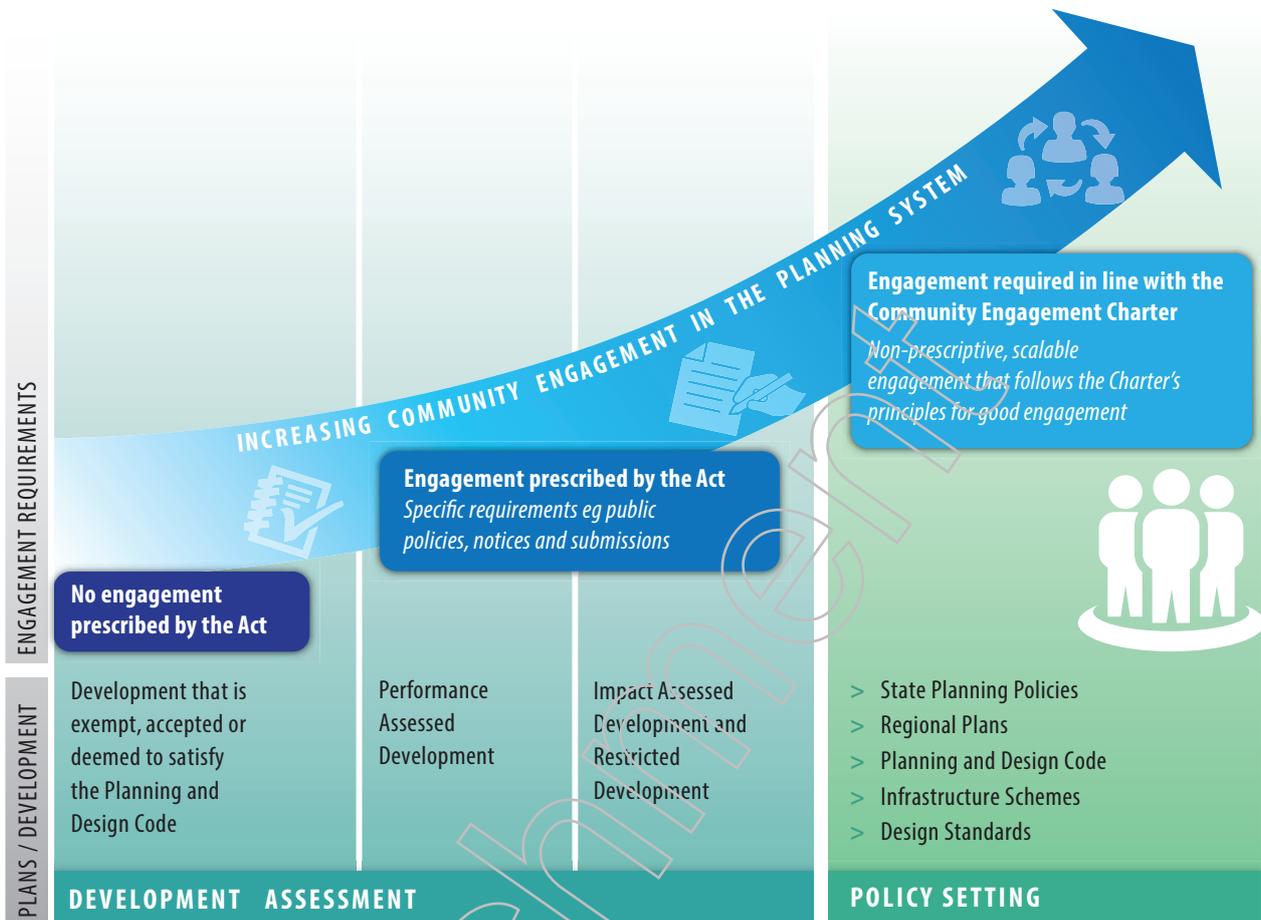
The Charter has a statutory role under the *Planning, Development and Infrastructure Act 2016*. The Act prescribes that the Charter must be used to guide public participation with respect to the preparation and amendment of designated instruments as set out in the table below. It also contains methods to measure the success and effectiveness of the engagement process.

Designated instruments and schemes	Entity
State Planning Policies	State Planning Commission
Regional Plans	Joint Planning Board State Planning Commission
The Planning and Design Code	Chief Executive Officer of DPTI State Planning Commission Council Joint Planning Board Government Agency
Design Standards	State Planning Commission
Infrastructure Delivery Scheme	Scheme Co-ordinator

Under the Act, entities that are responsible for preparing or amending designated instruments are required to comply with the Charter for the purposes of consultation. They are responsible for the preparation and implementation of a community engagement plan that meets the principles and performance outcomes of the Charter. However, the State Planning Commission may specify that the entity consults with a particular person or body.

If the State Planning Commission considers an entity has not complied with the Charter, it may require that entity to do so. The State Planning Commission or the Minister for Planning is not compelled to accept any of the above documents until it is satisfied with the engagement process. If necessary, the State Planning Commission may undertake the engagement on behalf of the entity and recover the associated costs.

The Charter does not have a statutory role in the assessment of development applications. Separate and specific requirements for the public notification of certain classes of development applications are outlined in the Act and the procedures to be followed will be subsequently determined by regulation.



**COMMUNITY ENGAGEMENT IN THE PLANNING SYSTEM**

(As required by the Planning, Development and Infrastructure Act, 2016)

Attachment 6

## Structure of the Charter

The charter includes the following components:

- **Mandatory requirements:** Requirements that override the principles and performance outcomes.
- **Principles:** A set of principles which guide engagement.
- **Performance outcomes:** The outcomes you would see from successful engagement
- **Measuring performance:** Types of measures for measuring performance.

## Mandatory requirements

An entity to which this Charter applies must comply with the following mandatory requirements that are applicable, based on the consultation category below. Where the mandatory requirements do not apply, an entity must have regard to, and seek to achieve, the principles and performance outcomes that apply under the Charter.

The State Planning Commission, or an entity acting with the approval of the State Planning Commission, may adopt an alternative way to achieving compliance with the mandatory requirements if the State Planning Commission is satisfied that the alternative way is at least as effective in achieving the public consultation requirements under the Charter. An entity will therefore need to obtain the approval of the State Planning Commission for any variation of the mandatory requirements.

Consultation Category	Mandatory requirement
Proposals that are specifically relevant to a particular Council or Councils (where Council did not initiate the proposal).	That Council or Councils must be directly notified of the proposal and consulted.
Proposals that are generally relevant to councils.	The Local Government Association must be notified in writing and consulted.
A proposal to enter a place within the Planning and Design Code as a place of local heritage value.	The owner of any land on which the place resides, must be directly notified in writing of the proposal and consulted for a minimum period of four weeks.
A proposal to amend the Planning and Design Code to include any heritage character or preservation policy that is similar in intent or effect to a local heritage listing.	The owner of any land on which the place resides, must be directly notified in writing of the proposal and consulted for a minimum period of four weeks.
Infrastructure delivery scheme.	Landowners affected by the scheme must be directly notified in writing of the scheme under section 166 of the PDI Act for a minimum of four weeks.

## Principles

The following principles describe what is important when engaging under this Charter. The principles guide good engagement.

The application of the principles is mandatory and they must be considered when a decision maker determines the appropriate approach to engagement. Each engagement may have a different purpose, and may be undertaken in different places, with different outside influences and with different people involved.

The principles are a reference point for good engagement. If a decision maker can 'tick off' on each of the principles as the engagement strategy is designed and delivered, then the public can have confidence that the engagement will be appropriate and effective.

The principles are:

**01****Engagement is genuine****02****Engagement is inclusive and respectful****03****Engagement is fit for purpose****04****Engagement is informed and transparent****05****Engagement is reviewed and improved**



## Performance outcomes

To provide clarity about these principles the following descriptions and performance outcomes have been developed to inform what successful achievement of each principle would look like. The performance outcomes must be considered in the preparation of the engagement process and must be reported against at the conclusion of the process.

### Engagement is genuine

All parties are genuine in their participation. Those conducting the engagement use their best endeavors to proactively seek community involvement and genuinely listen to and understand the range of views. Those participating are open to a range of perspectives and are well informed. Participants respect that their views may not prevail.

#### *Performance outcomes*

People had faith and confidence in the engagement process.

### Engagement is inclusive and respectful

Affected and interested people can have their say and be heard, regardless of background or status. People are involved early so that they can influence the process and the thinking from the start. All views are acknowledged and considered.

#### *Performance outcomes*

Affected and interested people had the opportunity to participate and be heard.

### Engagement is fit for purpose

The process matches the significance of the planning change. It is value-for-money, targeted, flexible, scalable and timely.

#### *Performance outcomes*

People were effectively engaged and satisfied with the process.

People were clear about the proposed change and how it would affect them.

### Engagement is informed and transparent

People have access to all relevant information at the time it is needed so that they can participate fully. They understand what is happening, why it is happening and what the consequences are. When decisions are made, the reasons behind them will be explained.

#### *Performance outcomes*

All relevant information was made available and people could access it.

People understood how their views were considered, the reasons for the outcomes and the final decision that was made.

### Engagement is reviewed and improved

After each engagement exercise, the process is reviewed to see whether the principles have been met and what can be done to improve the process next time.

#### *Performance outcomes*

The engagement was reviewed and improvements recommended.

## Measuring performance

Engagement is undertaken to achieve better outcomes, decisions, projects and policies. Establishing engagement objectives, and then measuring progress helps to gauge how successful the engagement process has been. Evaluation can build transparency and accountability. It can contribute to the evidence base, identify good engagement practice and improve future practice.

Planning for evaluation should commence as early as possible in the engagement process. The scope of activities in the evaluation will vary based on the purpose and scale of the engagement. Early planning enables identification of the criteria that could be used to measure success and the information to be collected to support this, as well as what tools and resources are required. Early evaluation planning also provides an opportunity to clarify the purpose and objectives of the engagement process.

There are a range of ways that performance can be measured including surveys, capturing the number of responses received, the general tone of feedback and a range of other techniques.

Following are some examples of the types of measures that could be considered when preparing an engagement plan.

The Guide assists in planning for evaluation in the engagement plan.

Consideration in measuring performance		
Principles	Performance outcomes	Types of measures
Engagement is genuine	People had faith and confidence in the engagement process	<p><i>Primary</i></p> <p>Was there an opportunity for different knowledge and perspectives to be shared?</p> <p><i>Secondary</i></p> <p>How did people interact with each other, and did the process build community capacity?</p> <p>Would people participate in a similar process in the future?</p>
Engagement is inclusive and respectful	The affected and interested people had the opportunity to participate and be heard.	<p><i>Primary</i></p> <p>Did everyone who is impacted and/or interested have an opportunity to participate?</p> <p>Was there an opportunity for different knowledge and perspectives to be shared?</p> <p><i>Secondary</i></p> <p>What was the level of emotion and controversy?</p>
Engagement is fit for purpose	People were effectively engaged and satisfied with the process.	<p>Did people feel the process enabled appropriate input?</p> <p>Did people understand how to participate in the engagement?</p> <p>Did people understand what was being proposed?</p>
Engagement is informed and transparent	<p>All relevant information was made available and people could access it.</p> <p>People understood how their views were considered and reasons for the outcomes.</p>	<p><i>Primary</i></p> <p>Did people have access to the information they needed?</p> <p>Was community input considered in the final decision?</p>
Engagement is reviewed and improved	The engagement was reviewed and improvements recommended.	<p><i>Primary</i></p> <p>Were learnings about the process documented?</p>

## Definitions

### State Planning Policies

The State's overarching goals or requirements for the planning system (and to be given effect through the various instruments prepared in the system).

[www.saplanningportal.sa.gov.au/our\\_new\\_system/state\\_planning\\_policies](http://www.saplanningportal.sa.gov.au/our_new_system/state_planning_policies)

### Regional Plans

A long-term vision for a region or area, including provisions about the integration of land use, transport infrastructure and the public realm, and including maps and plans that relate to spatial patterns that are relevant to the long-term vision.

[www.saplanningportal.sa.gov.au/our\\_new\\_system/regional\\_planning](http://www.saplanningportal.sa.gov.au/our_new_system/regional_planning)

### Planning and Design Code

A comprehensive set of policies, rules and classifications which may be selected and applied in the various parts of the State for the purposes of development assessment and related matters within the State. The Code will include the use of zones, subzones, overlays and policies.

[www.saplanningportal.sa.gov.au/our\\_new\\_system/planning\\_and\\_design\\_code](http://www.saplanningportal.sa.gov.au/our_new_system/planning_and_design_code)

### Design Standards

A design standard that relates to the public realm or infrastructure, which may specify design principles, design standards, or design guidelines.

### Infrastructure Delivery Schemes

A scheme approved by the Minister for Planning in relation to the provision of basic or general infrastructure, and the funding arrangements associated with the provision of that infrastructure.

[www.saplanningportal.sa.gov.au/our\\_new\\_system/infrastructure\\_schemes](http://www.saplanningportal.sa.gov.au/our_new_system/infrastructure_schemes)

### Designated Entity

A person or entity that is approved by the Minister for Planning to undertake the legislative processes, (including engagement) involved in preparing or amending a designated instrument.

### Designated Instrument

A state planning policy, regional plan, the planning and design code and a design standard are Designated instruments



Attachment



## Consultation

### The Community Engagement Charter and Guide is open for comment

A number of engagement activities will be run by the State Planning Commission during the 6 week formal consultation process including:

- general community feedback on-line via the SA Planning Portal
- written submissions invited from the general community
- a survey for planning professionals and practitioners on the SA Planning Portal
- further consultation with the Practitioner Group
- feedback invited specifically from the Planning Together Panel.

Submissions on the draft Charter and Guide may be made as follows:

By: 8 December 2017  
 Email to: DPTI.PlanningEngagement@sa.gov.au  
 Comment on: [www.saplanningportal.sa.gov.au](http://www.saplanningportal.sa.gov.au)  
 On line survey: [www.saplanningportal.sa.gov.au](http://www.saplanningportal.sa.gov.au)  
 Mail to: The State Planning Commission  
 GPO Box 1815, Adelaide, SA, 5001

### Engagement to date

The first Discussion Draft of the Charter released for informal comment in August 2017 was prepared with significant contribution by a public Planning Together Panel. This Panel was also influenced and guided by the “Practitioner Group” and the more widely represented “Larger Stakeholder Group”.

The feedback received on the Discussion draft has assisted the State Planning Commission refine the Charter and build on the work of the Panel. This includes exploring in greater detail implementation measures that will assist authorities in making decisions about how to engage, the community’s role in the engagement process, and how to evaluate the success (or otherwise) of the engagement process.

The 6 workshops and 25 submissions received during the engagement on the discussion draft also assisted the State Planning Commission in preparing the draft Guide which is also now available for comment.

We have been working with three key groups to prepare the draft Charter. These groups include:

- **Planning Together Panel** - a randomly selected, statistically representative group of 50 community members who were tasked with developing the draft Charter in collaboration with representatives from the planning sector and other groups with an interest in planning. This group met for four full days over two weekends in July 2017. An outline of the Panel’s work is provided attached.
- **Practitioner Group** - a hand-selected group of senior planning professionals (encompassing local and state government, peak bodies and consultants) tasked with providing industry perspective and context for the Panel and ensuring the Charter’s ‘decision-making framework’ is relevant and practical in a strategic planning policy setting. This group met prior to the first Panel session and their advice was considered by the Panel in their deliberations.
- **Broader Stakeholder Group** - includes planning practitioners and groups and individuals with an interest in the planning system (around 50 people), who contributed knowledge and experience of the planning system as part of the Panel discussions.

These groups continue to be provided opportunities to input in the Charter and Guide.

Input into the Charter’s development has also been sought from the broader public through yourSAy.sa.gov.au.



## Our Next Steps

On completion of consultation the State Planning Commission will collate the feedback into a report for the Minister for Planning, along with the draft Charter and Guide, for consideration.

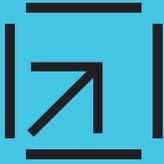
Over the first 12 months or so, the Charter will primarily be used by the State Planning Commission as it develops the designated instruments as set out in the Act. The work entailed in developing the new State Planning Policies and the Planning and Design Code library, as well as the Infrastructure Scheme pilot programs, will be an opportunity for the Charter to be tested and reviewed, allowing the State Planning Commission to evolve the document in collaboration with the intended 'end-users'.

During this time an on-line tool kit will also be developed to enable future users of the Charter to have extra guidance, tools and access to examples of 'best practice'.

## Ongoing refinement

Being the first of its kind, it is recognised that the Charter will need to evolve over time. In its first year, it will primarily be applied to the development of the new State Planning Policies, the Planning and Design Code, and Infrastructure Schemes required under the Act. As the State Planning Commission prepares these documents, it will test the Charter and its application to allow for its ongoing evolution. During this time the State Planning Commission welcomes feedback to assist in monitoring and improving the Charter.

Implementation assistance will be available for Government agencies, Councils and other practitioners to help consider how they will frame their engagement programs in accordance with the Charter well in advance of them being required to formally undertake this role.



**STATE  
PLANNING  
COMMISSION**

**DRAFT**  
**Guide to the  
Community  
Engagement Charter 2017**



**Government of South Australia**

Department of Planning,  
Transport and Infrastructure

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# The Charter

## Introduction

The Community Engagement Charter (the Charter) is the first of its kind in Australia, putting consultation and participation at the forefront of the planning process.

The Charter is a central component of the *Planning, Development and Infrastructure Act 2016* (the Act), which is the most significant change to South Australia's planning system in over 20 years. In drafting the new legislation it was recognised that there was a need to improve community participation in planning processes and encourage innovation in engagement methods.

The Charter establishes an outcome-based, measurable approach for engaging community members on planning policy. It provides a flexible framework that enables fit-for-purpose engagement rather than prescriptive minimum standards.

The Act states that the Charter must seek to:

- Ensure that the community has timely and meaningful opportunities to participate in, or access information about, planning policy setting
- Weight community engagement towards the early stages of policy-setting, and scale it back when dealing with an advanced or settled policy
- Ensure that information about policy development is readily accessible, expressed in plain language and in a form that facilitates participation
- Support the use of participation methods that foster constructive dialogue and debate, and have regard to the significance or likely impact of a proposed policy,
- Keep the community informed throughout the engagement process of their input and how it will be, or has been, used to shape policy.

The Government of South Australia has acknowledged the importance of good engagement through its Better Together community engagement framework. The Charter follows the key principles of this framework and adds to it by focusing specifically on the planning system.

## Why is engagement in the planning system important?

People expect to have a role in the matters that impact their lives. In the past, many people's first interaction with the planning system was when a new house or shopping centre or other form of development was built near them or a tree was cut down without their understanding the planning policy that enabled this to occur.

The Charter seeks to change this by increasing the community's knowledge of the planning system and inviting their input early when developing the planning policies that will shape the places they value.

The Charter seeks to support community engagement, not for engagement's sake, but to add value to the planning process and deliver improved planning outcomes.

## What is the legislative role of the Charter?

The Act requires that the Charter be established by the State Planning Commission. The Act sets out requirements for the Charter's implementation, including the consideration of engagement plans and reports by the Commission.

## Who does the Charter apply to?

The following entities are required under the Act to comply with the Charter when proposing and establishing changes to particular planning instruments:

- State Planning Commission
- Chief Executive of the Department of Planning Transport and Infrastructure
- Infrastructure Scheme Coordinators and government agencies
- Councils
- Joint Planning Boards

## What does the Charter apply to?

The Charter must be used to develop the engagement process associated with the preparation or amendment of the planning instruments and schemes listed in **Table 1**.

**Figure 1** shows the process for preparation or amendment of these planning instruments and when community engagement fits in.

## What does the Charter not apply to?

The Charter does not have a statutory role in the assessment of development applications. Separate and specific requirements for the public notification of certain classes of development applications are outlined in the Act and the procedures to be followed will be subsequently determined in regulations (yet to be prepared) under the Act.

**Table 1 - Planning instruments and schemes to which the Charter applies**

Planning Instruments and schemes	Role
<b>State Planning Policies</b>	Provide the government's overarching goals or requirements for the planning system. They are to be taken into account when preparing other statutory instruments.
<b>Regional Plans</b>	Set the long-term vision for an area of the state, and must align with any relevant State Planning Policies.
<b>Planning and Design Code</b>	Set the rules and process for assessing development applications. Will replace Development Plans.
<b>Design Standards</b>	May specify design principles and standards and provide design guidance in relation to the public realm and infrastructure (e.g. public roads, footpaths, lighting, stormwater)
<b>Infrastructure Schemes</b>	Are legally binding arrangements for the delivery of basic and essential infrastructure within a defined area.

## What is the role of the State Planning Commission?

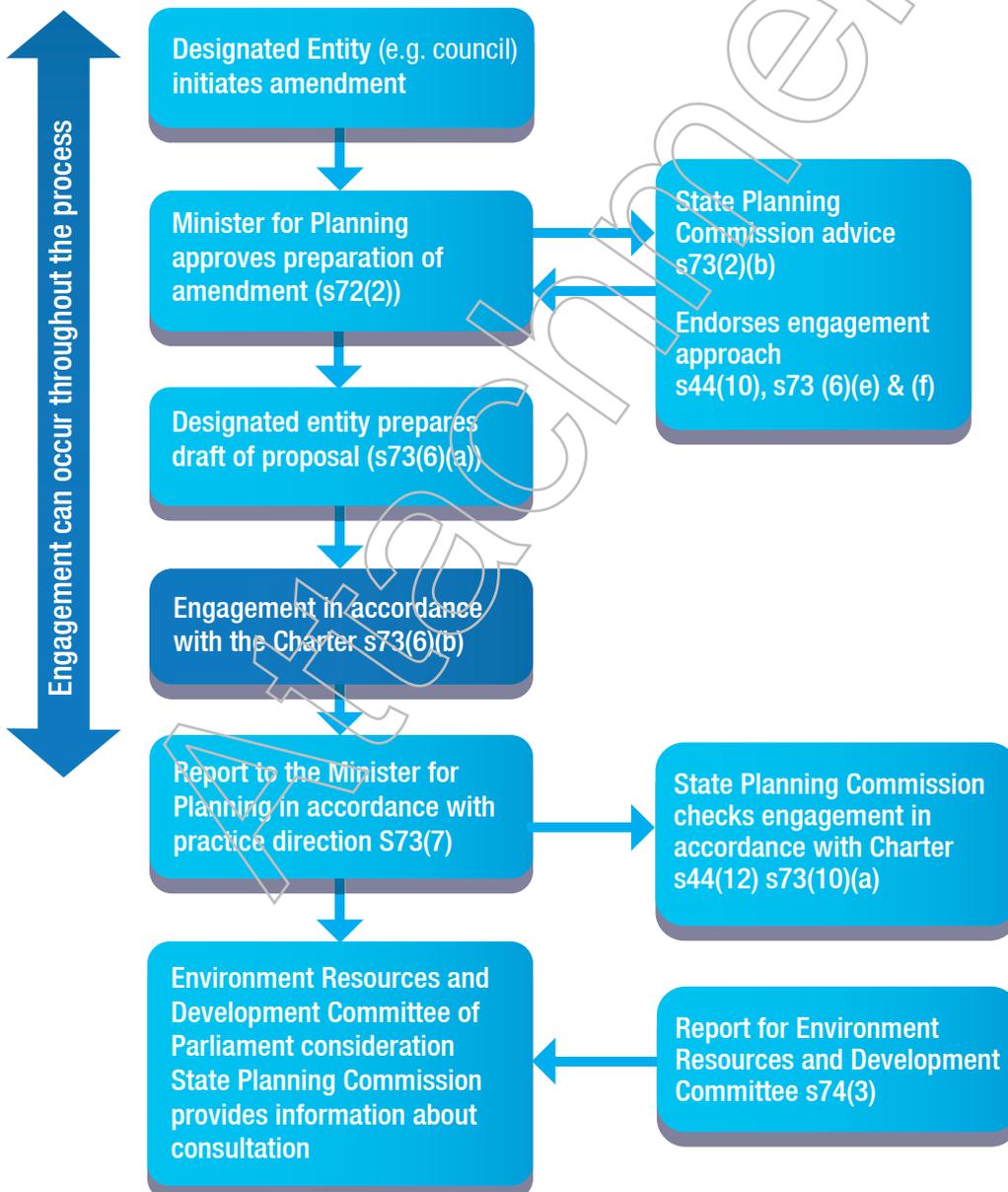
The State Planning Commission is responsible for establishing and maintaining the Charter, which must be reviewed at least every 5 years.

Engagement plans required under the Charter are to be submitted to the Minister for Planning for approval, who acts on the advice of the State Planning Commission. Once the engagement on the instrument has been finalised, the instrument is required to be submitted to the Minister along with a public consultation report in accordance

with a practice direction. If the Minister considers that the Charter requirements may not have been sufficiently met, he/she may consult with the State Planning Commission and ask them for advice as to whether they consider the Charter has been satisfied by the engagement conducted.

The State Planning Commission will use lessons learnt from reviewing the effectiveness of engagement to support ongoing sector-wide improvements in community engagement.

**Figure 1 - Process for preparing or amending designated planning instruments in accordance with the Planning, Development and Infrastructure Act, 2016**



## What might the Charter look like in action?

The Charter outlines five principles that describe what is important when engaging on changes to planning instruments and the outcomes sought by the community when they are involved in an engagement process.

**Table 2** outlines these principles what they might look like in practice.

**Table 2 - Engagement Charter Principles in Practice**

Charter Principle	Performance Outcomes	How the principle may look in practice
<p><b>Engagement is genuine</b>  <i>All parties are genuine in their participation. Those conducting the engagement use their best endeavours to proactively seek community involvement and genuinely listen to and understand the range of views. Those participating are open to a range of perspectives and are well informed. Participants respect that their views may not prevail.</i></p>	<ul style="list-style-type: none"> <li>People had faith and confidence in the engagement process.</li> </ul>	<ul style="list-style-type: none"> <li>A variety of opportunities are provided to participate (e.g. time of day, day of the week, online, face-to-face) to genuinely seek input.</li> <li>Information is presented in an easy-to-understand and accessible language and is available in multiple languages and formats, including graphics and other visual forms.</li> <li>Those engaging are open to considering change to a proposal as a result of engagement feedback.</li> <li>Engagement actively seeks input to shape proposals early in their development.</li> <li>The proponent is available to the process.</li> <li>Engagement allows adequate notice and time for input. Should a final proposal be presented, people have adequate time to understand and provide comments before the proposal is adopted.</li> </ul>
<p><b>Engagement is inclusive and respectful</b>  <i>Affected and interested people can have their say and be heard, regardless of background or status. People are involved early so that they can influence the process and the thinking from the start. All views are acknowledged and considered.</i></p>	<ul style="list-style-type: none"> <li>Affected and interested people had the opportunity to participate and be heard.</li> </ul>	<ul style="list-style-type: none"> <li>Engagement is tailored to support people of different ages, backgrounds, abilities and perspectives to participate.</li> <li>Effort is made to ensure that those affected or interested are aware of the proposal and engaged through the most direct means possible.</li> <li>Engagement actively seeks input to shape proposals early in their development.</li> <li>All comments and views are captured and considered.</li> <li>Participation methods encourage constructive discussion and debate. Real and potential conflicts are acknowledged in an open and non-judgemental way and those tensions are held in respectful dialogue.</li> </ul>
<p><b>Engagement is fit-for-purpose</b>  <i>The process matches the significance of the planning change. It is value-for-money, targeted, flexible, scalable and timely.</i></p>	<ul style="list-style-type: none"> <li>People were effectively engaged and satisfied with the process.</li> <li>People were clear about the proposed change and how it would affect them.</li> </ul>	<ul style="list-style-type: none"> <li>The “reach” of the engagement is determined based on the extent of the impact of the proposal and the level of community interest.</li> <li>Engagement activities address specific issues and/or matters of contention.</li> <li>Engagement activities are appropriate to the significance and likely impact of the proposal.</li> <li>Engagement activities match the scope of influence the community has in the proposal (i.e. what they can or cannot influence).</li> </ul>
<p><b>Engagement is informed and transparent</b>  <i>People have access to all relevant information at the time it is needed so that they can participate fully. They understand what is happening, why it is happening and what the consequences are. When decisions are made, the reasons behind them will be explained.</i></p>	<ul style="list-style-type: none"> <li>All relevant information was made available and people could access it.</li> <li>People understood how their views were considered, the reasons for the outcomes and the final decision that was made.</li> </ul>	<ul style="list-style-type: none"> <li>Information about the proposal is provided in a timely fashion and is readily available online or at request.</li> <li>Information is presented in an easy-to-understand language and format, uses visual tools or scenarios where possible, and builds knowledge from the starting point of community understanding on the matter.</li> <li>The process of the engagement, proposal development and when and how people can provide input and about what they can influence or not is clearly articulated.</li> <li>Engagement materials and activities articulate the key drivers for the proposal: what is the imperative, need, issue or opportunity that it will address.</li> <li>The potential impacts of the proposal and on-ground development outcomes, including those that may be contentious, are clearly articulated.</li> <li>Feedback is provided to participants at the end of each stage of engagement and at the end of the process, that outlines the input gathered and how it will be, or has been, used to inform the proposal and why. A decision maker’s reasons for supporting a particular outcome demonstrate that alternatives have been considered.</li> </ul>
<p><b>Engagement is reviewed and improved</b>  <i>After each engagement exercise, the process is reviewed to see whether the principles have been met and what can be done to improve the process next time.</i></p>	<ul style="list-style-type: none"> <li>The engagement was reviewed and improvements recommended.</li> </ul>	<ul style="list-style-type: none"> <li>As the engagement plan is implemented, debriefs occur after each activity is completed to determine if any changes are required.</li> <li>At the conclusion of the engagement process, debriefs occur that identify lessons learnt and learnings are shared with peers.</li> <li>Engagement plans contain measures of success for the engagement undertaken. Where possible the community will be involved in setting measures about performance.</li> <li>Measures consider what successful engagement would mean for the community and the proponent (e.g. government).</li> <li>Engagement reports at the end of projects report and measure the outcomes of the engagement.</li> </ul>

## What is the role of this Guide?

This Guide provides step-by-step advice on putting the Charter into action when developing and implementing an engagement plan associated with the preparation or amendment of a designated planning instrument.

It is recognised that there are many organisations across South Australia- such as local governments - who have been actively engaging with their communities about planning using innovative and

best practice techniques. It is intended that this Guide reinforces and builds on this work to move towards great engagement broadly across the planning system.

This Guide does not set prescriptive, one size fits all approaches for community engagement. Instead it provides prompts to stimulate thinking about why you are engaging and encourages you to tailor your engagement approach to fit your project's and community's unique characteristics.

## How to use this Guide

This Guide presents 5 key steps when developing and implementing your engagement (**Fig. 2**). Considering this process will enable you to tailor your engagement so that it suits your needs, whilst also addressing the directions of the Charter.

This Guide does not provide prescriptive templates. You can use your own or those suggested.

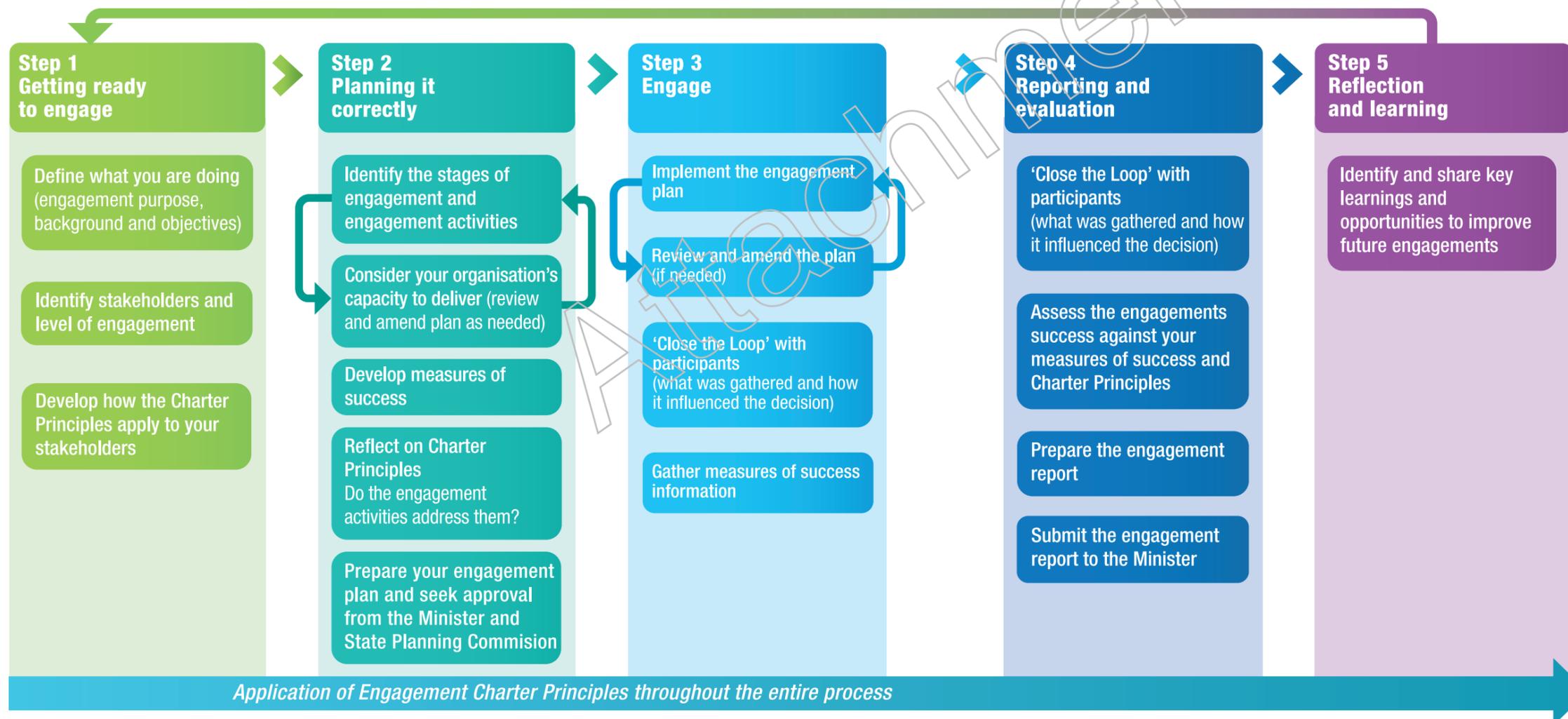


A series of actions are provided at the end of each step.

Completing these actions will enable you to build and implement your engagement plan.

**A checklist is provided at the end of this Guide to assist you in determining if you have all actions in place to meet the Charter's requirements.**

Figure 2 The Charter Engagement Process



## Step 1 Getting ready to engage

Define what you are doing  
(engagement purpose,  
background and objectives)

Identify stakeholders and level  
of engagement

Develop how the Charter  
Principles apply to your  
stakeholders

This first step involves getting ready to engage and includes ensuring that you are clear about who you are engaging, why you are engaging them and what their scope of influence is.

### Define what you are engaging on

In preparing for your engagement it is essential to have clear project team agreement on what is being engaged on and why. This will ensure from the outset that the best process is followed. It's important to be on the same page, as all your engagement activities will stem from this point on.

It is also important at this stage that you understand what engagement may have already been undertaken as this will influence who you engage with and how you go about it.

Defining what you are doing involves being clear about the planning decision you are focused on and articulating aspects such as:

- What proposed planning instrument you are engaging on?
- Is it being proposed or amended?
- Why it is being initiated (e.g. what are the key drivers, what issues are looking to be resolved or what opportunities are looking to be maximised)
- Any relevant background or history
- The location/area that it applies to.

Being clear about what you are doing and why will assist you with designing and implementing an appropriate engagement plan.

## Determine the scope of influence

Determining your approach to engagement and the activities you will deploy depends on the level of influence people will have in the decision making process.

At the project's outset it is important to define the 'scope of influence' that applies to the decision at hand. This means identifying the extent to which the community, through their participation in engagement activities, can influence the final decision.

There may be aspects of the proposed planning instrument (i.e. the proposal) that are not negotiable (e.g. the geographic extent of a zone amendment) but others that are (e.g. specific conditions within a zone amendment).

Determining the scope of influence will enable you to identify the appropriate engagement activities in step 2. For instance, where there is a lot of room to move in a proposal, use techniques that encourage people to contribute diverse ideas (e.g. a workshop for open ideas sharing). Where there is less room to move, you may create activities that seek feedback on particular options only.

It is important that the community understands from the outset what aspects of the proposal they can influence and those they cannot. This must be clear in communication materials.

## Identify stakeholders and the level of participation

In preparing for your engagement it is essential to have clear project team agreement on who your stakeholders are, their interest in the proposal and the level of participation they will have in the engagement. Agreeing on these things will determine the 'reach' of your engagement and the engagement activities you later identify.

**Reach** refers to those who the engagement is targeted at and whose participation is desired. This could be those people impacted (positively or negatively) by the decision and/or those that have a particular interest. Reach can therefore be defined by a locality, geographical area, people, communities and/or groups.

To determine the level of engagement, this Guide recommends the International Association of Public Participation (IAP2) Spectrum (**Fig.3**), as it is well known and used by councils. The spectrum is the foundation of 'Better Together' the State Government's approach to engagement. If desired, alternative engagement frameworks can be used to determine your approach to engagement.

Identifying the level/s of participation for your engagement requires two steps:

1. **Identifying stakeholders** who are likely to have an interest and/or be impacted (positively or negatively) by the proposal and what this interest or impact is.
2. **Identifying the levels of engagement for each stakeholder** by considering:
  - Their level of INTEREST in the proposal and
  - The extent to which the proposal IMPACTS them.

It is important to recognise that in establishing or amending the various planning instruments the engagement will likely:

- Involve multiple levels on the IAP2 Spectrum.
- Differ depending on the level of impact and/or interest that the decision may have for members of the community.
- Be dependent on the 'promise to the public' and the extent to which the community can influence what is being proposed.

**Figure 3 IAP2 Public Participation Spectrum**

The International Association of Public Participation (IAP2) Spectrum provides a guide to help define the public's role in any engagement process. A key element of the IAP2 Spectrum is identifying your 'promise to the public'. The further along the Spectrum, the greater the scope of influence available.

	 Inform	 Consult	 Involve	 Collaborate	 Empower
<b>Public participation goal</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<b>Promise to the public</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

**Increasing scope of influence** 

## Engagement Charter Principles in practice

Now that you have identified your stakeholders, consider how the Charter Principles may apply to them.

Points to consider to ensure your stakeholders have the best opportunity to contribute include:

- Cultural needs
- Age related needs or preferences
- Language needs
- Preferred means of communication
- Accessibility requirements (physical ability and also timing and location of engagement)
- Particular forums or processes of stakeholder for providing feedback.

These considerations will inform the engagement activities developed in Step 2.

### Diversity

Every community is unique. The reach of your engagement may require you to work with stakeholders of different cultural, professional or religious etc. backgrounds. Considering particular needs or preferences in how your stakeholders engage will maximise the most they and you get out of the process.

## Step 1 Actions



Discuss as a project team what your engagement purpose is, the background and your objectives. These will ultimately form part of your Engagement Plan.

### For example:

#### Engagement purpose:

*To engage on the establishment of a Climate Change Policy that will apply to the whole of South Australia.*

#### Engagement background:

*Establishing a Climate Change Policy for South Australia is a requirement of the Planning, Development and Infrastructure Act 2016. The Policy is one of four State Planning Policies, which are designated instruments of the Act required to support the delivery of the new planning system. The Climate Change Policy will ensure that development in South Australia is resilient and mitigates and responds to the impacts of climate change. The Act requires that community engagement be conducted on the Policy's establishment in accordance with the requirements of the community engagement charter.*

#### Engagement objectives:

- *Obtaining localised knowledge and perspective to inform climate change mitigation and adaptation approaches*
- *To ensure stakeholders can provide early input to inform the development of the Climate Change Policy*
- *To ensure stakeholders are aware of the proposed changes to the Climate Change Policy*
- *To ensure that all affected and interested stakeholders have the ability to provide input*



Determine the scope of influence of the community and stakeholders. Highlight what aspects of the proposal are negotiable (open to change) and those which are not negotiable (not open for change).

#### For example:

##### Negotiable

What elements of the proposal can stakeholders influence

- Specific conditions within the zone amendment, being...
- etc.

##### Not Negotiable

What elements do the stakeholders not have any opportunity to influence? This may be due to safety, technical or legislative requirements.

- The geographic extent of an amendment of an existing zone to an urban corridor zone
- etc.



As a project team conduct a stakeholder and community analysis to identify:

- Your stakeholders
- Their level of interest in the proposal
- The level to which they are impacted by the proposal
- Their anticipated expectations for the engagement and their scope of influence
- The level of participation they can expect in the engagement
- Any engagement they may have previously been involved in

#### For example:

Stakeholder analysis for changing zoning of an area as an amendment to the Planning and Development Code. These are for example only. The stakeholders and levels of engagement will be specific to the nature and significance of your proposal.

Stakeholder	Level and nature of Interest and Impact	Expectations	IAP2 Level
<b>Property/Business owners within the zone</b>	High interest and impact as zone change will affect their participation	That they will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed	Involve
<b>Neighbouring land owners</b>	Medium interest and impact as zone change will impact some qualities of their neighbourhood	That they will be made aware of the proposal, have an opportunity to participate, influence the outcome and be kept informed	Consult
etc			



Through the lens of the Charter Principles, consider how the characteristics of your stakeholders and community will need to be considered in the design of your engagement.

**For example:**

Stakeholder	Engagement need or avenue
Chinese community	Information brochure in Mandarin
Climate change officers in local government	Local Government Climate Change Officers Group
Regional community with limited internet	Hard copy materials in community hubs (e.g. libraries and sporting clubs)
etc.	etc.



Consider how to best demonstrate the tangible impacts of policy changes through visual and graphic means appropriate to your stakeholders and the nature of the policy changes.

**For example:**

*For a policy that will effect built form consider 'now' versus 'future' drawings or visualisations.*

Attachment

## Step 2 Planning it correctly

Identify the stages of engagement and engagement activities

Consider your organisation's capacity to deliver (review and amend plan as needed)

Develop measures of success

Reflect on Charter Principles  
Do the engagement activities address them?

Prepare your Engagement Plan and seek approval

Now that you know what you are engaging on, why it is important, what you want to achieve, who you want to engage with and the level of engagement required, you can put your mind to identifying and selecting the engagement activities to be undertaken.

### Identify stages of engagement and engagement activities

#### Stages of engagement

The Charter encourages engagement to be weighted towards engagement at an early stage and scaled back when dealing with a settled or advanced policy. As such your engagement is likely to occur over multiple stages- at least early in the proposal's development and once the draft proposal is prepared.

Different stakeholders may be engaged at each stage and the primary level of engagement may change at each stage. For example you may involve or collaborate with residents in the development of a draft proposal (Stage 1) and then consult with them on the draft proposal (Stage 2). You may consult with the wider community only as part of Stage 2.

**Attachment B** demonstrates how the level of engagement may change across the stages of a proposal's development for the various designated instruments.

Determining the stages of engagement require you to consider:

- That engagement it is likely to occur over multiple stages.
- The objective of each stage. Is it early input to inform a draft feedback on the proposal's development; or notification that the proposal is complete?
- The primary level of engagement for each stage.
- The timeframes in which these stages of engagement must occur.

### Engagement activities

Determining your engagement activities will require you to consider:

- The Charter Principles (see **Table 2**)
- The characteristics of your stakeholders and what their needs may be in the engagement e.g. the venue, timing and communication requirements. (Use methods tailored to stakeholders that they are comfortable with by reflecting on your stakeholder analysis and assessment against the Charter Principles in Step 1).
- The level of engagement required. If for instance, if you are simply ‘informing’ then a public press advertisement or letter may suffice. However if you are ‘consulting’ you may feel that inviting submissions, or holding a community event is more appropriate.
- Any mandatory requirements for engagement. (refer **Fig. 4**)
- The scope of influence stakeholders have to influence the outcome of the proposal. (Choose activities that gather the level of information needed to develop the proposal and that set the right level of community expectation.)
- The information that needs to be provided for the community to build their understanding of the matter so they can provide informed feedback. (Provide information in plain language and consider visual tools or scenarios to demonstrate on-ground development outcomes.)
- How you will ‘close the loop’ with stakeholders. This involves providing them feedback about the results of engagement and how it will be, or has been used to inform the development of the proposal.

**Attachment B** provides some guidance about the types of activities that can be conducted for different levels of engagement.

The Charter provides flexibility about how the engagement takes place. The important thing is to ensure that the Charter Principles and any statutory obligations (**Fig. 4**) are adhered to in the approach you take.

When developing your engagement approach remember to:

- Be clear about the scope of influence that is available in relation to the decision being made, and
- Ensure that the engagement techniques used match the scope of influence.

### Figure 4 Statutory Obligations for engagement

The Planning Development and Infrastructure Act identifies a number of mandatory requirements for engagement in relation to the preparation and amendment of statutory instruments which must be reflected in engagement plans established under the Charter.

Consultation Category	Mandatory requirement
Proposals that are specific to a particular Council or Councils (where a Council did not initiate the proposal).	Council(s) must be directly notified of the proposal and consulted.
Proposals that are generally relevant to councils.	The Local Government Association must be notified in writing and consulted.
A proposal to enter a place within the Planning and Design Code as a place of local heritage value.	The owner of the land on which the place is situated, must be directly notified in writing of the proposal and consulted for a minimum of four weeks.
A proposal to amend the Planning and Design Code to include any heritage character or preservation policy that is similar in intent or effect to a local heritage listing.	The owner of the land on which the place is situated, must be directly notified in writing of the proposal and consulted for a minimum of four weeks.
Infrastructure delivery scheme.	Landowners affected by the scheme must be directly notified in writing of the scheme for a minimum of four weeks.

## Determine your capacity to deliver

### How ready is your organisation to deliver your engagement plan?

It is important to ensure that you have the resources (e.g. people, skills, finances, materials, venues) to implement your engagement plan.

Reflecting on your organisation's readiness will help identify areas that need more support or resourcing and the good engagement work that is already happening.

Preparation of the engagement plan and consideration of your organisation's capacity to deliver may lead you to amend your engagement plan.

Similarly, as the engagement plan is implemented, it may be subject to change as new issues or ideas emerge.

**Table 3 Charter Engagement Measures**

Considerations in measuring performance		
Principles	Performance outcomes	Types of measures
<b>Engagement is genuine</b>	People had faith and confidence in the engagement process	<p><i>Primary</i></p> <p>Was there an opportunity for different knowledge and perspectives to be shared?</p> <p><i>Secondary</i></p> <p>How did people interact with each other and did the process build community capacity?</p> <p>Would people participate in a similar process in the future?</p>
<b>Engagement is inclusive and respectful</b>	Affected and interested people and parties had the opportunity to participate and be heard.	<p><i>Primary</i></p> <p>Did everyone who is impacted and/or interested have an opportunity to participate?</p> <p>Was there an opportunity for different knowledge and perspectives to be shared?</p> <p><i>Secondary</i></p> <p>What was the level of emotion and controversy?</p>
<b>Engagement is fit-for-purpose</b>	People were effectively engaged and satisfied with the process.	<p>Did people feel the process enabled appropriate input?</p> <p>Did people understand how to participate in the engagement?</p> <p>Did people understand what was being proposed?</p>
<b>Engagement is informed and transparent</b>	All relevant information was made available and people could access it easily. People understood how their views were considered and the reasons for the outcomes.	<p><i>Primary</i></p> <p>Did people have access to the information they needed?</p> <p>Was community input considered in the final decision?</p>
<b>Engagement is reviewed and improved</b>	The engagement was reviewed and improvements recommended	<p><i>Primary</i></p> <p>Were learnings about the process documented?</p>

## Develop measures of success

Consider how the ‘success’ of your engagement process will be measured. It is important to do this early, as you will need to incorporate the methods for collecting information into the engagement so it can be evaluated and you can ultimately determine whether the principles of the Charter have been met. This information will be needed as part of your reporting to the Minister and the State Planning Commission when you submit your initial or amended planning instrument.

**Table 3** shows the areas in which engagement can be measured. These measures were developed with the assistance of the community during the preparation of the Charter. The Charter identifies some measures as being of primary importance and places secondary importance on others.

In developing measures of success, consider what a successful engagement would look like for:

- The project team
- The decision maker
- The community and stakeholders.

The extent to which you can collect information that helps you measure the success of your engagement process will differ depending on the level of participation. It is expected that the higher the level of participation on the IAP2 Spectrum, the easier the engagement will be to measure as more direct contact is generally occurring with the public at this level and it is easier to gather feedback (e.g. via a survey or feedback form). This differs to the example of a widespread information campaign ‘advertising’ that consultation is occurring on a draft document and seeking input via an online survey. In this scenario, it is much more difficult to measure who has been ‘reached’ by the engagement and their level of satisfaction with the process.

## Reflect on the Charter Principles

Reflect on the Charter Principles (**Table 2**) and assess how well your engagement plan addresses them.

Make any adjustments to ensure they are adequately represented, along with all statutory requirements.

How well your engagement plan addresses the principles will be a major consideration of the Minister and the State Planning Commission in approving your engagement plan.

## Prepare your engagement plan

Using the information gathered through steps 1 and 2, prepare your engagement plan.

The Charter does not prescribe a particular template for the plan. The important thing is that it captures the information outlined in the steps of this Guide.

You may use your organisation’s engagement plan template, another template or the example shown in **Attachment C**. This template is also available on the Better Together website ([www.bettertogether.sa.gov.au](http://www.bettertogether.sa.gov.au)) along with other great engagement tools.

## Seek State Planning Commission approval

You are required to submit your engagement plan to the Minister for Planning, who acting on advice of the State Planning Commission, will consider it for approval.

## Step 2 Actions



Determine the stages of engagement required for your proposal. Consider the engagement's objective(s), stakeholders, level of engagement and timeframes for each stage.

For example:

Stage	Objective	Stakeholders	Level of engagement	By When
<b>Stage 1</b>	We will engage early to enable stakeholders to understand the proposal and give their input into the development of the first draft.	Ministers Residents Interest groups	Involve	January 2018
<b>Stage 2</b>	We will refine and test the draft proposal and provide feedback to stakeholders arising from the early engagement.	Ministers Residents Interest groups Wider community	Consult	April 2018
<b>Stage 3</b>	We will inform stakeholders that proposal is completed and to provide feedback on the draft engagement.	Ministers Residents Interest groups Wider community	Inform	August 2018



Determine the engagement approach to be conducted for each stage of the engagement. Outline the activity/technique, resourcing and timing.

For example:

Stage	Engagement Level & Objective	Stakeholders	Technique/s	Who & Where	Estimated Timing
<b>Stage 1</b>	INVOLVE to obtain early input into the development of the proposal	The State Planning Commission	State Planning Commission meeting/paper	Project Manager DPTI Offices	January 2018
	As above	Ministers	Ministerial Briefing	Project Manager DPTI Offices	January 2018
	As above	Residents	Community open day	Engagement Officer Local reserve	February 2018
	As above	Interest Group	Stakeholder workshop	Engagement Officer Community Centre	February 2018
<b>Stage 2</b>	To CONSULT/seek adoption of the draft proposal for the purposes of stage 2 engagement and to INFORM how the results of stage 1 were taken into account	The State Planning Commission	State Planning Commission meeting/paper	Project Manager DPTI Offices	April 2018
	CONSULT on the draft proposal and INFORM how the results of stage 1 were used	Ministers	Ministerial Briefing Stage 1 results report	Project Manager DPTI Offices	April 2018
	As above	Residents	Letter Online feedback form Submissions Stage 1 results report	Engagement Officer	May 2018
	As above	Interest Groups	As above	Engagement Officer	May 2018
	To CONSULT on the draft proposal	General public	Public ad Social media Media release	Engagement Officer	May 2018
<b>Stage 3</b>	To INFORM about the final proposal and how the results of stage 2 were used	Ministers	Ministerial Briefing	Project Manager DPTI Offices	April 2018



Consider your organisation's capacity to deliver the engagement plan.

Key questions to ask include:

- What resources do we have available to implement this engagement plan (both financial and staffing)?
- Do we have the internal capacity to deliver this engagement process (i.e. the skills and expertise)?
- How else might we resource this engagement plan?
- How do we build our internal capacity to deliver this (or any future) engagement plan?
- Do we need to adjust the engagement plan to match our available capacity?
- Are there any opportunities to collaborate and share the responsibilities for engagement?



Identify measures of success for your engagement for areas in Table 3 (focusing on the primary measures as a minimum). Consider what success would look like for the project team, decision maker and stakeholders. Determine how you will collect the data or information required for the measures as part of the implementation of your engagement.

**For example:**

Measure	How measure
<ul style="list-style-type: none"> <li>■ Number of stakeholder groups</li> </ul>	<ul style="list-style-type: none"> <li>■ Attendance sheet for workshops</li> <li>■ Web or social media hits or promotions reach</li> </ul>
<ul style="list-style-type: none"> <li>■ Extent that participants' comments influence the final position</li> </ul>	<ul style="list-style-type: none"> <li>■ Engagement report(s) that outline the themes of the feedback and how they have influenced the policy's position</li> </ul>
<ul style="list-style-type: none"> <li>■ Activities tailored to match the scope of influence of the community</li> <li>■ Activities tailored to stakeholder groups</li> <li>■ Information materials clearly articulated the proposal, its impacts and the engagement process</li> </ul>	<ul style="list-style-type: none"> <li>■ Description of activities undertaken</li> <li>■ Participant feedback form on workshop experience</li> </ul>



Include a table in your engagement plan that outlines how the engagement approach addresses each of the Charter Principles. Refer to **Table 2** for examples of the Charter Principles in practice but make them specific to the actions your engagement will deliver. Also ensure that the activities you have selected consider the specific needs of the stakeholders you identified in Step 1.

**For example:**

Charter Principle	How the principle can be addressed
Inclusion and participation is genuine	<ul style="list-style-type: none"> <li>Open day held on weekend to maximise opportunity for people to attend.</li> <li>Etc.</li> </ul>
People affected are meaningfully engaged and those interested have an opportunity to participate	<ul style="list-style-type: none"> <li>Letterbox drop/direct email to those immediately affected.</li> <li>Etc.</li> </ul>
Differing views are acknowledged, respected and considered	<ul style="list-style-type: none"> <li>Invitation only workshop(s) held for most affected stakeholder group(s) and tailored to their needs</li> <li>Etc.</li> </ul>
People have access to complete information that they can understand, they know about proposals and the impacts of the potential outcomes	<ul style="list-style-type: none"> <li>Information brochure (online and hard copy) in basic language clearly articulates the proposal, potential impacts, engagement process and invites feedback/participation</li> <li>Etc.</li> </ul>
Engagement processes make clear the reasons for the outcomes and the decisions	<ul style="list-style-type: none"> <li>Community engagement report prepared at the end of each stage of engagement summarising the feedback received and how it has been, or will be, used to inform the decision.</li> <li>Etc.</li> </ul>
Engagement is accountable and improving	<ul style="list-style-type: none"> <li>Measures of success are identified and measured at the conclusion of the engagement and reported on in the Engagement Report to the State Planning Commission.</li> <li>Etc.</li> </ul>
Engagement is targeted, flexible, scalable and specific	<ul style="list-style-type: none"> <li>Engagement activities included the following activities to involve the broader community and the following to target specific stakeholder groups...</li> <li>Etc.</li> </ul>
People recognise that decision making often involves some interests being supported and others not	<ul style="list-style-type: none"> <li>Key messages prepared and used across all engagement activities to articulate the key drivers for the proposal.</li> </ul>



Prepare an engagement plan for your project which includes the information gathered through Steps 1 and 2.



Submit your engagement plan to the Minister and the State Planning Commission for consideration for approval.

## Step 3 Engage

Implement the Engagement Plan

Review and amend the plan (if needed)

'Close the Loop' with participants informing them what was gathered and how it influenced the decision

Gather measures of success information

Once the engagement plan is prepared, approved by the State Planning Commission and the resources are available, the engagement process can be delivered.

### Implement the engagement plan

Deliver the engagement activities in line with your engagement plan.

### Review and amend your plan

As the engagement gets underway, you may need to review and amend your plan as new issues or ideas emerge; you learn more about the community, and/or your resourcing needs change. This may mean rethinking the activities you have planned and/or, the timing of the engagement or you may need to change who you engage with. As you review your actions, consider the resourcing requirements and adjust your plan as required.

Be flexible. Actively review and change direction if you need to throughout the engagement.

The reality is that all engagement plans will change in some way.

## Close the loop

As you complete the stages of the engagement, 'close the loop' and provide information back to participants (such as those who attended a workshop or forum or the broader community) summarising the information that was gathered and how it will be, or has been, used.

An important direction of the Charter is to ensure that participants involved in engagement are shown that their input was heard and whether or not it has impacted the proposal. Doing so shows participants that their participation was valued and meaningful, and that the engagement and policy process is open, transparent and accountable.

The Charter does not require a set format to do this. The important thing is to ensure that by closing the loop you summarise the diversity of feedback received, outline how the information has been, or will be, used to inform the proposal, and does so in a way that is accessible to stakeholders.

Options for closing the loop include:

- Preparing an engagement report and providing it to participants and/or the wider public at the end of each stage of engagement.
- Providing closing statements at the end of activities, such as workshops, reiterating the kinds of feedback received during the event and how the information will be used.
- Sharing the results of the engagement online in information brochures or other published means.
- Conducting information events or presentations to groups on how the engagement results have influenced the evolved proposal.

## Gather measures of success

As you implement your engagement activities, ensure you are gathering the required information, data and observations to support the analysis of the measures of success identified in Step 2. You will need this information to be able to complete your engagement report (in Step 4), which is submitted to the Minister and the State Planning Commission.

If multiple people are running different engagement activities, ensure that everyone is aware of the data collection requirements for their activities, prior to any activities being implemented.

Ensure that people have the tools to gather the information you need (e.g. feedback form, attendance sheet, web analytic tools) and the specific details you need (e.g. attendance numbers events, postcodes of participants, names of organisations).

### Step 3 Actions



Implement the Engagement Plan and actively review and amend as required.



As your engagement progresses, provide feedback to participants (and/or the wider community) at the end of activities or stages to summarise the information gathered and how it will be, or has been, used to inform the proposal.



As the engagement progresses, gather the information required to measure the success of your engagement.

## Step 4 Reporting

'Close the Loop' with participants  
(what was gathered and how it  
influenced the decision)

Assess the engagements success  
against your measures of success  
and Charter Principles

Prepare the engagement report

Submit the engagement  
report to the State Planning  
Commission

Step 4 involves reporting on what you heard during the engagement, how this input has been used to inform the final proposed planning instrument and how well the engagement achieved its measures of success.

### Closing the loop

An important direction of the Charter is ensuring that people know how their feedback was used to influence a planning outcome.

If your project involved a multi-stage engagement, you will have already closed the loop with your stakeholders and community at the end of each engagement activity and stage.

Once the proposal for the planning instrument has been completed, you need to again close the loop with your stakeholders and community about the feedback received and how it has been used to inform the proposal.

Remember, **'closing the loop'** is not just something that occurs at the end of the process when you submit your instrument to the State Planning Commission for approval.

Instead, it may occur multiple times as you provide feedback after each engagement activity or stage regarding information that has been gathered and how it has been used.

### Review measures of success

At the end of the project it is important to determine how successful the engagement has been.

Understanding what went well in your engagement and what could have gone better will help inform future engagements. The information gathered will also form part of your engagement report to the Minister and the State Planning Commission.

Using the information collected, analyse how well your measures of success were achieved and how well the principles of the Charter were addressed.

Your measures of success will (at the very least) have considered the primary engagement measures in **Table 3**. You may also like to reflect on the secondary measures.

Questions to consider in reviewing the engagement's success include:

- Was there an opportunity for different knowledge and perspectives to be shared?
- How did people interact with each other, and did the process build community capacity?
- Would people participate in a similar process in the future?
- Did everyone who is impacted and/or interested have an opportunity to participate?
- Was there an opportunity for different knowledge and perspectives to be shared?
- What was the level of emotion and controversy?
- Did people feel the process enabled appropriate input?
- Did people understand how to participate in the engagement?
- Did people understand what was being proposed?
- Did people have access to the information they needed?
- Was community input considered in the final decision?

- Were learnings about the process documented?
- Did engagement result in a better planning outcome?

The questions you can answer will depend on the information and data gathered and the observations made.

### Prepare your engagement report

You are required to submit an engagement report in accordance with a practice direction, along with the final proposed planning instrument (or amended version of), to the Minister. If the Minister considers that the Charter requirements may not have been sufficiently met, he/she may consult with the State Planning Commission and ask them for advice as to whether they consider the Charter has been satisfied by the engagement conducted.

This engagement report should outline the engagement conducted, the feedback received and how that feedback was used to shape the final proposed policy.

The engagement report must also include an evaluation of the effectiveness of the engagement that considers whether:

- The measure of success been achieved
- The principles of the Charter been achieved
- All mandatory requirements been met.

### Step 4 Actions



At the end of the project report back to participants and the community regarding:

- The decision outcome
- How input gathered via the engagement has been used to inform the ultimate proposed planning instrument.



Compile the data collected and gather project team opinion to determine the level to which your measures of success have been achieved.

Also cross check how the engagement was delivered against the Charter Principles to identify where the engagement worked and where there were challenges.



Prepare your engagement report and submit it to the Minister and the State Planning Commission along with the completed proposed planning instrument.

## Step 5 Reflection & learning

Identify and share key learnings and opportunities (improve future engagement)

This final step involves reflecting on the engagement process to identify key learnings and opportunities to improve future engagement processes.

### Reflect on the engagement

As a project team reflect on how well the engagement went. Record and share your learnings to improve future engagement processes.

Key questions to ask include:

- What went well?
- What was challenging?
- What would you change if the same or similar situation presented itself again in the future?
- Was there anything you could have done better?
- Were the measures useful in understanding the success of the engagement?
- How could you incorporate these learnings into your next engagement process?

The important thing is to celebrate your successes and hard work, and where short fall is recognised, identify what you would do differently in the future.

Share your engagement journey with your colleagues and the industry to help improve their engagement skills.

Consider doing a presentation to staff or at an industry event, or share your story in a publication or as a case study on the Planning Portal.

### Step 5 Actions



Conduct a lessons learnt exercise with your project team and share your engagement journey with your peers or industry.

## Checklist

### Step 1

- ✓ Decide as a project team, your engagement's purpose, background and objectives. These will ultimately form part of your engagement plan.
- ✓ Determine the scope of influence of the community and stakeholders. Highlight what aspects of the proposal are negotiable (open to change) and those which are not negotiable (not open for change).
- ✓ Consider how to best demonstrate the tangible impacts of policy changes through visual and graphic means appropriate to your stakeholders and the nature of the policy changes.

### Step 2

- ✓ Determine the stages of engagement required for your proposal. Consider the engagement objective, stakeholders, level of engagement and timeframes for each stage.
- ✓ Determine the engagement approach to be conducted for each stage of engagement. Outline the engagement objective, level of engagement, stakeholders, activity/technique, resourcing and timing.
- ✓ Consider your organisation's capacity to deliver the engagement plan.
- ✓ Identify measures of success for your engagement for the areas in **Table 3** (focusing on the primary measures as a minimum). Consider what success would look like for the project team, decision maker, stakeholders and community. Determine how you will collect the data or information required for the measures as part of the implementation of your engagement.
- ✓ Include a table in your engagement plan that outlines how the engagement approach addresses each of the Charter Principles. Refer to **Table 2** for examples of the principles in practice but make them specific to the actions your engagement will deliver. Also ensure that the activities you have selected consider the specific needs of stakeholders you identified in Step 1.

- ✓ Prepare an engagement plan for your project which includes the information gathered through steps 1 and 2.

- ✓ Submit the plan to the Minister and the State Planning Commission for approval.

### Step 3

- ✓ Implement the engagement plan and actively review and amend as required.
- ✓ As your engagement progresses, provide feedback to participants (and/or the wider community) at the end of each activity and stage to summarise the information gathered and how it will be, or has been, used to inform the proposal.
- ✓ As the engagement progresses, gather the information required to measure the success of your engagement.

### Step 4

- ✓ At the end of the project report back to participants and the community regarding: the decision outcome and how input gathered via the engagement has been used to inform the ultimate proposed planning instrument.
- ✓ Compile the data collected and gather project team opinion to determine the level to which your measures of success have been achieved. Also cross check how the engagement was delivered against the Charter Principles to identify where the engagement succeeded and where there were challenges.
- ✓ Prepare your engagement report and submit it to the Minister and the State Planning Commission along with the completed proposed planning instrument.

### Step 5

- ✓ Conduct a lessons learnt exercise with your project team and share your engagement journey with your peers and industry.

Attachment

# Attachment A

Examples of the varying levels of engagement that may be used throughout an engagement process for different designated instruments or schemes.

*(These are examples only and not designed to provide direction for real projects)*

Instrument or scheme to be prepared or amended	Examples of the levels of engagement that could be used throughout the process to prepare or amend an instrument or scheme	
<b>State Planning Policies</b>	<b>Inform</b>	stakeholders and the broader community that the instrument is being prepared/amended and communicate opportunities for involvement
	<b>Consult</b>	stakeholders to gather information to inform the preparation/ amendment of the instrument
	<b>Involve</b>	stakeholders in the identification of key directions for preparing/ amending the instrument
	<b>Consult</b>	on the draft instrument
	<b>Inform</b>	stakeholders and the broader community about how input gathered via the engagement has or has not been used to prepare/amend the instrument and communicate the final outcome that has been delivered
<b>Regional Planning</b>	<b>Inform</b>	stakeholders and the broader community that the instrument is being prepared/amended and communicate opportunities for involvement
	<b>Collaborate</b>	with stakeholders to gather information to inform the preparation/ amendment of the instrument
	<b>Consult</b>	with the broader community to gather information to inform the preparation/amendment of the instrument
	<b>Consult</b>	on the draft instrument
	<b>Inform</b>	stakeholders and the broader community about how input gathered via the engagement has or has not been used to prepare/amend the instrument and communicate the final outcome that has been delivered
<b>Planning &amp; Design Code</b>	<b>Inform</b>	stakeholders and the broader community that the instrument is being prepared/amended and communicate opportunities for involvement
	<b>Collaborate</b>	with stakeholders to gather information and together shape the preparation/amendment of the instrument
	<b>Consult</b>	with the broader community to gather information to inform the preparation/amendment of the instrument
	<b>Involve</b>	stakeholders in the identification of key directions for preparing/ amending the instrument
	<b>Consult</b>	on the draft instrument
<b>Inform</b>	stakeholders and the broader community about how input gathered via the engagement has or has not been used to prepare/amend the instrument and communicate the final outcome that has been delivered	

Instrument or scheme to be prepared or amended	Examples of the levels of engagement that could be used throughout the process to prepare or amend an instrument	
<b>Design Standards</b>	<b>Inform</b>	stakeholders and the broader community that the instrument is being prepared/amended and communicate opportunities for involvement
	<b>Consult</b>	stakeholders to gather information to inform the preparation/ amendment of the instrument
	<b>Involve</b>	stakeholders in the identification of key directions for preparing/ amending the instrument
	<b>Consult</b>	on the draft instrument
	<b>Inform</b>	stakeholders and the broader community about how input gathered via the engagement has or has not been used to prepare/amend the instrument and communicate the final outcome that has been delivered
<b>Infrastructure Schemes</b>	<b>Involve</b>	stakeholders to identify key directions or features to inform the draft scheme outline
	<b>Consult</b>	stakeholders and the broader community about how input gathered via the engagement has or has not been used to prepare/amend the scheme and communicate the final outcome that has been delivered

Attachment 46

# Attachment B

Example engagement tools for different levels of engagement (IAP2)

		Providing Information	Maintaining Awareness/ Updating Information	Identify Concerns and Issues	Develop Objectives/ Visions	Develop Options	Test Ideas   Prioritise Options	Build Relationships and Involvement	Potential for Consensus/ Agreement	Potential to Reach Large Numbers	Suitable for People who don't readily participate	Suitable for small groups/individual contact	Obtaining input into decision making	Make decisions	Satisfy statutory Requirements
<b>Inform</b>	Advertisement/ Media	✓	✓						✓						✓
	Letter/Phone Call/ Door Knock	✓		✓				✓		✓	✓				
	Newsletter/ Brochure	✓	✓						✓						
	Internet/Social Media	✓	✓	✓			✓		✓	✓			✓		
	Signs/Maps/ Models	✓	✓						✓						
	Public Display/ Exhibition	✓						✓		✓	✓			✓	
<b>Consult</b>	Submissions			✓					✓		✓	✓			✓
	Telephone Hotline	✓		✓					✓		✓				
	Surveys			✓			✓		✓	✓			✓		
	Presentations to Existing Groups	✓		✓								✓			
	Public Meetings	✓		✓					✓				✓		✓
	Seminar/Forum	✓	✓	✓					✓						
	Community Event	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	Open Day Information Session	✓	✓	✓				✓	✓	✓	✓				

		Providing Information	Maintaining Awareness/ Updating Information	Identify Concerns and Issues	Develop Objectives/ Visions	Develop Options	Test Ideas   Prioritise Options	Build Relationships and Involvement	Potential for Consensus/ Agreement	Potential to Reach Large Numbers	Suitable for People who don't readily participate	Suitable for small groups/individual contact	Obtaining input into decision making	Make decisions	Satisfy statutory Requirements
<b>Involve</b>	Meetings with key Individuals	✓	✓	✓				✓				✓	✓		
	Local Community Group Meetings	✓	✓	✓		✓	✓	✓				✓	✓		
	Workshops	✓		✓	✓	✓	✓	✓	✓			✓	✓		
	Value Management Workshop	✓			✓	✓	✓	✓	✓					✓	
	Participatory Design Exercise	✓			✓	✓	✓	✓	✓				✓		
	Search Conference	✓		✓	✓	✓		✓	✓				✓		
<b>Collaborate</b>	Consultative Committee	✓	✓					✓	✓				✓		
	Community Forum/ Precinct Committee	✓	✓					✓	✓				✓		
	Advisory/ Reference Group	✓	✓					✓	✓				✓		
	Steering/ Management Committee	✓	✓					✓	✓				✓	✓	
	Board/Authority	✓	✓					✓	✓				✓	✓	✓

# Attachment C

Engagement Plan Template

Attachment

A dark blue circle with a white border containing the text "Engagement Plan" in white.

Engagement  
Plan

# Engagement Plan

An engagement plan takes you through a step by step process to guide planning, engaging and reporting successful and appropriate engagement activities for your project.

Attachment



## Engagement Plan

### ENGAGEMENT PLAN

**Project:** \*Insert title\*

**Prepared By:** \*Insert name\*

**Date:** \*Insert date\*

*The red guiding text has been provided to prompt your thinking about what you may need to consider for each stage. You can delete it as you go and replace with text relating to your project.*

### BACKGROUND INFORMATION

Gather and compile background information on the project, from its very beginning through to its current status.

Work with staff and stakeholders, review past reports or strategies and research related studies, media articles and press releases.

Draft a clearly written background information statement and a project purpose statement.

*If you have followed the **Prepare** process you can simply copy and paste this information here.*

*Please visit the Better Together website to see what tools you can use to help guide you.*

[www.bettertogether.sa.gov.au/prepare](http://www.bettertogether.sa.gov.au/prepare)

### PURPOSE OF ENGAGEMENT

Craft a clear statement that summarises:

- the purpose of the project,
- the opportunity to be explored,
- the problem to be solved,
- the decision to be made and
- the 1of influence the community can have on the project outcome.

A clear statement should be:

- reflective of the needs of decision makers and the public
- expressed clearly in common language
- a statement that the majority of stakeholders can live with.
- Keep the language concise and to the point.
- Where possible limit its length to one paragraph

Engagement  
Plan

## ENGAGEMENT OBJECTIVES

Engagement objectives are where you can start to 'unpack' your engagement purpose statement.

Here you can be really clear about each stage of engagement.

Remember – a good objective is Succint, Measurable, Achievable, Realistic and Timely (SMART)

For example, you may have developed the following purpose statement

*“The purpose of the engagement is to consult with affected stakeholders during May 2016 to seek their level of support for the proposed laneway closure for an upcoming event in mid July 2016”*

Your objectives may then be to:

- Inform the community of the proposed laneway closure at the beginning of May 2016 and the rationale as to why this is required.
- Promote engagement opportunities and timeframe input is required by during May 2016.
- Consult with directly affected stakeholders via a survey to identify how they currently use the laneways and how their needs can be considered in the negotiable aspects of the closure.
- Inform the community the consultation period has closed end of May 2016 and when you will be in touch with them about the outcome - June 2016.
- Follow up any queries or concerns and summarise key themes in survey using an engagement report.
- Inform the community of how their input was considered by distributing the feedback report by mid June 2016.
- Provide a project information update to explain the closure of the laneways by start of July 2016.


 Engagement  
Plan

## STAKEHOLDER AND COMMUNITY ANALYSIS

*This table identifies stakeholders who may be impacted by the decision and those who will influence the outcomes of the engagement process. The level of impact / influence will help to determine the level of stakeholder engagement and communication required.*

*\*There are a number of tools you can use to identify your stakeholders. Please visit the Better Together website to see examples to suit your project.  
<http://bettertogether.sa.gov.au/prepare>*

Stakeholder	Interest / Impact / Influence	Expectations	IAP2 Level
<i>Ministers</i>	<i>High interest, impact and influence.</i>	<i>That they will remain informed of community feedback and the engagement process as it progresses</i>	<i>Involve</i>
<i>Business owners</i>	<i>Medium interest / high impact / medium influence</i>	<i>That they will be invited to participate in the decision to ensure their needs are considered during the closure</i>	<i>Consult</i>
<i>Traffic users and pedestrians</i>	<i>Medium interest / high impact / low influence</i>	<i>That they will know how to easily access alternate routes during closure and know when it is occurring</i>	<i>Inform</i>
<i>Event organisers</i>	<i>High interest / high Impact / high influence</i>	<i>That they will receive the support required from the Department to facilitate a successful event</i>	<i>Consult</i>
<i>General public (community)</i>	<i>Medium interest / low impact / low influence</i>	<i>A good experience at the event</i>	<i>Inform</i>


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**ENGAGEMENT SUMMARY TABLE**

Project Stage	Engagement Level & Objective	Stakeholders	Technique/s	Who & Where	Estimated Timing
<i>List the stage</i>	<i>State the IAP2 level to be used (Inform, Consult, Involve, Collaborate, Empower) and the objective of the engagement activity for each stage.</i>	<i>List key stakeholder groups from your stakeholder identification worksheet. Stakeholder list may vary per project stage.</i>	<i>Describe the activity and techniques being used for each stage - eg mail out, workshop, online survey, focus group</i>	<i>Insert name/s of responsible officer and where the activity is to occur</i>	
<i>Planning</i>	<i>Involve</i>	<i>Ministers</i>	<i>Ministerial briefing</i>	<i>Department</i>	<i>Month 2016</i>
<i>Planning</i>	<i>Consult</i>	<i>Event Organisers</i>	<i>On site meeting Briefings Traffic planning session</i>	<i>Traffic engineers Communications department Community Engagement Coordinator</i>	<i>Month 2016</i>
<i>Planning</i>	<i>Consult / Inform</i>	<i>Business owners Traffic and pedestrian users</i>	<i>Information update/flyer Website Online and hard copy survey Door Knock business</i>	<i>Community Engagement Coordinator</i>	<i>Month 2016</i>
<i>Feedback</i>	<i>Inform</i>	<i>Business owners Traffic and pedestrian users Event Organisers Ministers</i>	<i>Feedback report Website update</i>	<i>Community Engagement Coordinator</i>	<i>Month 2016</i>
<i>Implementation</i>	<i>Inform</i>	<i>Business owners Traffic and pedestrian users, community</i>	<i>On site signage for alternate route Media release, website, social media.</i>	<i>Signage team Community Engagement Coordinator</i>	<i>Day / Month / Year</i>

You may need to develop an Action Plan or program to outline when and how these activities will be implemented and by whom.

Check with your agency if they have a project management system with a template or tools that may assist with this.

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## KEY MESSAGES

Consider developing key messages with your project team / working group to communicate consistent messages during the engagement process.

These key messages will form the basis of all communications materials and for use with stakeholder meetings.

Key messages could include:

- Relevant background information
- High level project/policy/initiative overview
- Project / initiative timeframe
- Purpose of the engagement process
- Overview of engagement process / key timing
- What can the community influence and how will feedback be used
- What is your promise to the public? (refer to [IAP2 Spectrum](#))
- Outline what is negotiable and what is NOT negotiable.
- Status of funding – i.e. if your initiative is not currently funded, let the community know during the engagement process to manage expectations.


 Engagement  
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## PARAMETERS AND LIMITATIONS

Consider your available budget to conduct engagement activities. This can impact the kind of techniques you may use. Think about budget considerations for the engagement – separate to the project budget.

Consider the timeline of key dates and project milestones for delivery of your project. Ensure that the dates comply with any specific legislative requirements.

These types of considerations can be parameters or limitation to your project engagement, which needs to be considered in the planning.

Type of limitation/parameter	
Staff capacity and skills	<i>e.g. Our Communications staff member is unavailable during June 2016 – we will need to consider using external resources to assist us to develop our information</i>
Government meeting dates information may be required by	<i>It will be important to provide a summary of the feedback at the departments meeting by 15 June 2016</i>
Legal requirements you need to abide by	
Time to engage a consultant if required	
Time needed to complete engagement	
Consultation period	
Key organisational milestones	
Adverts/Notices dates	
Dates of face to face activities	


 Engagement  
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Negotiable and Not negotiable	Negotiable	Not Negotiable
	<b>What elements do stakeholders not have any opportunity to influence?</b> <b>This may be due to safety, technical or legislative requirements</b>	
	<i>Length of laneway required for closure</i>	<i>Height of temporary fencing required (as per Australian Standards)</i>
	<i>Alternate route can be negotiated</i>	<i>Timeframe lane closed for (as per event requirements)</i>

Engagement Risks	Issue	Response
	<i>IT systems such as online survey does not work properly</i>	<i>Prepare and provide hard copies as well</i> <i>Speak with IT about options if this occurs</i>
	<i>Stakeholders you want to engage with not participating</i>	<i>Ensure a variety of communication and engagement techniques</i> <i>Door knock the businesses with a high level of impact</i>



**Engagement  
Plan**

## REPORTING BACK

How will you respond to your participants	Who will do it	When
<i>Phone call/email follow up as issues raised during survey process</i>	<i>Project team</i>	<i>During engagement in May 2016</i>
<i>Build on FAQs on website and update during engagement process</i>	<i>Community Engagement Coordinator</i>	<i>During engagement in May 2016</i>
<i>Formal feedback report</i>	<i>Community Engagement Coordinator</i>	<i>June 2016</i>

## EVALUATION

What success looks like for:	The project team	The decision maker	The stakeholders

Evaluation measure	How we will measure	Who will do it
How successful was the engagement?		
What could we do better?		
What did we learn?		



## Engagement Plan

### CHECKLIST

**Before you send your engagement plan for sign off take some time to think....have you?**

- ✓ Had input from others in your team or work group?
- ✓ Asked for some feedback and proof reading?
- ✓ Spoken with the Better Together team about your approach?

**It is useful to read over your plan with others to identify how you have met each of the Better Together Principles**

- ✓ We know why we are engaging
- ✓ We know who to engage
- ✓ We know the history
- ✓ We start together
- ✓ We are genuine
- ✓ We are relevant and engaging

### SIGN-OFF

**Discuss with the project manager who is the appropriate body to sign off this Engagement Plan. Obtain their approval prior to commencing with implementation.**

<b>Full Name:</b>		
<b>Position Title:</b>		
<b>Signature:</b>		<b>Date:</b>



Attachment

**AGENDA ITEM NO.:** 13.12

**TO:** Council on 28 November 2017

**DIRECTOR:** Nathan Cunningham, Director Community & Planning

**REPORT AUTHOR:** Scott McLuskey, Senior Development Officer, Planning

**SUBJECT:** Anchovy Bandit - Application for Liquor Licence

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## 1. EXECUTIVE SUMMARY

- 1.1 Under the current Liquor Licensing Act, when a prospective licensee lodges an application for a new liquor licence the consent of the landlord and Council is sought. The application along with supporting documentation is then submitted to the Office of the Liquor and Gambling Commissioner (OLGC) who is the relevant authority responsible for the final decision on any liquor licence application.
- 1.2 Anchovy Bandit have applied to the OLGC for a Restaurant Liquor Licence for their premises at Tenancy 3, 94-98 Prospect Road, Prospect (refer **Attachment 1**). It is noted that the initial licence application departed from the trading hour restrictions imposed by the development approval, which cannot be varied or revisited (by the applicant or Council) through a liquor licence application. This has subsequently been amended to align with approved operating hours.
- 1.3 Community consultation was undertaken in relation to the initial licence application in accordance with Council's Liquor Licensing Policy. As required by the policy; the application is being presented to Council for consideration due to Council receiving submissions from seven residents against the proposed licence. The concerns raised in these submissions include; an increased likelihood of noisy behaviour by patrons leaving the cinema complex, the departure from the trading hours prescribed through the development approval and Council's Liquor Licensing Policy, and potential amenity impacts arising from service equipment and waste collection. All submissions indicated a desire for Council to consider this licence application in a manner consistent with how the Council considered the Palace Nova Prospect Cinema application.
- 1.4 During the preparation of this report, the applicant was made aware of concerns relating to the departure of the proposal from the trading hours authorised by the development approval. Anchovy Bandit subsequently amended their application to ensure consistency with the development approval, and to ensure consistency with the recent decision of Council in relation to the Palace Nova Prospect Cinema licence application. This amendment provides important consistency for the precinct.
- 1.5 Given this, it is recommended that Council advises the OLGC that it does not object to the proposed licensing application from the Anchovy Bandit, subject to the subject to the imposition of conditions. (Similar to those suggested for the recent application at the same address).

## 2. RECOMMENDATION

- (1) Council, having considered Item 13.12 Anchovy Bandit - Application for Liquor Licence, advise Anchovy Bandit and the Liquor Licensing Commissioner that Council does not object to the grant of a Restaurant Liquor Licence for the premises at Tenancy 3, 94-98 Prospect Road, Prospect in accordance with the following amended trading hours;
- Monday to Saturday: 10:00am-12:00am
  - Sunday: 10:00am-11:00pm
- (2) The Liquor Licensing Commissioner be requested to adopt the following conditions, to ensure that the use would not unreasonably affect the amenity of the locality and would not unduly offend, annoy or disturb people who reside in the vicinity of the premises:
1. No garbage or refuse (including empty bottles and cans) is to be moved from inside the premises to outside storage bins or areas between the hours of 10:00pm and 7:00am the following morning, except for Sunday where no garbage or refuse (including empty bottles and cans) is to be moved from inside the premises to outside storage bins before 10.00am.
  2. Garbage and refuse is not to be collected by waste disposal or similar operators (other than those employed or organised by City of Prospect) between the hours of 10:00pm and 7:00am the following morning, except for Sunday where no garbage or refuse (including empty bottles and cans) is to be collected by waste disposal or similar operators from the outside storage bins before 10.00am.
  3. The licensee shall at all times have displayed at all exits from the premises clearly visible signs in the form of: "Out of respect for our neighbours, please leave these premises as quietly as possible."

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## 3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Development Act 1993*
- *Liquor Licensing Act 1997*
- Liquor Licensing Policy

**Strategic Plan to 2020 Theme 1 – People** “Know, empower, celebrate, educate and activate our community”

Strategy 1.3 Active living for every age, every stage	The establishment of licensed facilities, where appropriate, adds to the entertainment, recreation and social destination offerings within the Council area to our community.
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**Strategic Plan to 2020 Theme 3 – Prosperity** “More jobs, more investment, more activity, more vibrancy”

Strategy 3.1 A stronger local economy Strategy 3.2 A more vibrant night-time	The establishment of licensed facilities, where appropriate, provides greater diversity of trading hours and offerings within the Village Heart.
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**Intelligent Community Indicators**

Consideration of this licence application does not strengthen or diminish Council's performance against the relevant Intelligent Community Indicators.

**4. REGIONAL IMPACT**

This licensing application does not have any regional impact.

**5. COMMUNITY INVOLVEMENT**

- 5.1 Community consultation is required to be undertaken by the applicant once the licensing application has been submitted, as set out in the *Liquor Licensing Act 1997*.
- 5.2 Further, Council's Liquor Licensing Policy requires Council staff to undertake additional community consultation in respect of certain types of licence proposals. Upon receipt of correspondence concerning the proposed licensing application from Anchovy Bandit, letters were sent to property owners adjacent 94-98 Prospect Road, Prospect inviting feedback on the proposed licence.
- 5.3 As a result of one or both of the above notification processes, seven responses were received from nearby property owners all of whom raised objections to the proposed licence (refer **Attachments 2-22**). As a result of receiving those objections, this report has been prepared so that Council may consider whether to support or object to the Liquor and Gambling Commissioner granting the liquor licence.
- 5.4 Summarised briefly, the submissions highlighted the following concerns:
  - The consumption of liquor is likely to lead to noisier behaviour by restaurant patrons when leaving the premises, disturbing the otherwise characteristic quiet

amenity of surrounding residential street. Current experience with a nearby licensed restaurant indicates that behavioural issues arising from patrons leaving late at night are enhanced by the consumption of liquor.

- Noise issues may be exacerbated by the use of live music within the restaurants and also by an increased use of the on-site car parking facility, particularly given the loud, presently observed volumes of noise generated by a limited use of the car park. To resolve these issues, the on-site car parking facility should not be publicly accessibly outside of the building's operating hours.
- Given that the restaurant must cease all operation by 12am it is unclear why the licence proposes the consumption of liquor to occur until 1am, particularly given the greater potential amenity impacts associated with outdoor areas. Further, if the closing time of the restaurant is 1am, related servicing equipment such as air-conditioners would remain operational for longer hours, causing further amenity impact to nearby residents.
- Council's Liquor Licensing Policy anticipates that the operation of licensed premises should conclude at 10pm on Sundays.
- Council should recommend the imposition of conditions relating to the management and collection of waste in line with Council's recommendation to the OLG regarding the Palace Nova Prospect Cinema application.

5.5 In accordance with Council's Liquor Licensing Policy, those persons who made submissions regarding the proposed liquor licence have been invited to attend this Council meeting. Advice was also sent to all persons who made submissions regarding the changes to the proposed liquor licence made during the preparation of this report.

## 6. DISCUSSION

6.1 The Office of the Liquor and Gambling Commissioner is the authority for granting or rejecting applications for a liquor licence. The *Liquor Licensing Act 1997*, in its current form, requires that public consultation occur when a licence is proposed, such that the Commissioner can consider submissions from the public when making their determination. An applicant for a liquor licence is also required to notify the relevant Council of the liquor licence application, and to provide the Commissioner with a copy of any feedback prepared by Council.

6.2 It is noted that the State Parliament passed substantial changes to the *Liquor Licensing Act 1997* on Tuesday 14 November 2017. These changes follow a review of the Liquor Licensing system by Tim Anderson QC, released in July 2016. Council, through its December 2015 meeting, indicated support for the intent of the review which was to reduce red tape by streamlining assessment processes while maintaining a strong focus on public safety. It is understood that the changes passed by Parliament reflect this intent. Council staff will provide Elected Members with further detail regarding these substantial changes to the Liquor Licensing system as such details become available. For clarity, it is confirmed that this application will be assessed by the Commissioner against the current version of the *Liquor Licensing Act 1997*.

6.3 To assist in considering licence proposals, Council has adopted a Liquor Licensing Policy. The policy sets out guiding principles to be followed in the consideration of each proposal, which relate to the type of licence proposed. In this case, the type of liquor

licence proposed is a Restaurant Licence; which would permit the supply and consumption of liquor on the licensed premises in conjunction with the service of a meal by the licensee. The proposed Restaurant Licence would not permit the sale of take-away liquor.

- 6.4 As described earlier in this report, Council's Liquor Licensing Policy requires that additional public consultation be undertaken by Council for this type of licence application, and that a report be presented to Council for consideration if objections are received.
- 6.5 It is noted that a development approval is in place for the premises, which includes restrictions relevant to consideration of the licence application. The approved uses of the overall building are for shops, a cinema complex and offices, with associated car parking. The proposed licence would apply to one of the shop tenancies only. The development approval includes restrictions on the operating hours of the shops (7am – 12am, Monday to Sunday) and the occupant capacity of the building's ground floor (maximum of 250 persons total within all six shop tenancies at any one time).
- 6.6 It is also noted that the liquor licence application cannot vary the restrictions imposed by the development approval as described above (nor can Council vary the development approval in response to the liquor licence application). To this end, a discrepancy between the licence application and the relevant development approval is apparent. This discrepancy was drawn to the attention of the applicant who subsequently altered the application to ensure consistency with both the development approval and the recent decision of Council in relation to the Palace Nova Prospect Cinema licence application.
- 6.7 Once the application is lodged with the OLG, Council has a right to object to the proposal. Pursuant to Section 77(5)(g) of the Liquor Licensing Act, an objection may be made on the grounds that if the application were granted:
- 6.7.1 undue offence, annoyance, disturbance or inconvenience to people who reside, work or worship in the vicinity of the premises or proposed premises to which the application relates would be likely to result; or
  - 6.7.2 the safety or welfare of children attending kindergarten, primary school or secondary school in the vicinity of the premises or proposed premises to which the application relates would be likely to be prejudiced; or
  - 6.7.3 the amenity of the locality in which the premises or proposed premises to which the application relates are situated would be adversely affected in some other way.
- 6.8 As a result of the restrictions imposed by the relevant development approval, it is considered that the liquor licence would not give rise to increase parking demand beyond that expected during the assessment of the development application. Further, it is considered that the amendments to the licence proposal resolve concerns regarding trading hours and potential associated amenity impacts. It should be noted that the car park within the building is not proposed to be part of the licensed area nor is it under the control of the licensee, and the OLG cannot therefore impose conditions in relation to it.

- 6.9 Council's Liquor Licensing Policy was drafted with the intent to achieve an equitable approach to the establishment of licensed premises that balances the benefits of a vibrant community against the potential impacts licensed venues can have. To this end, the policy provides guidance as to conditions that should be applied to any licence where necessary to minimise the potential for disturbance to the local area.
- 6.10 It is considered that if conditions are imposed on the licence as anticipated by Council's Liquor Licensing Policy, the management of waste and services can occur without unreasonable impact on adjoining property owners. While the development approval allows for the management of waste associated with the building from 6am, it is noted that because of the particular impact associated with recycling waste from licensed premises that the recommended licence condition would require this type of waste to be handled no earlier than 7am.
- 6.11 While the conditions recommended through the Liquor Licensing Policy are intended to suitably minimise disturbance that may be caused to nearby residents, it is noted that the Liquor and Gambling Commissioner is empowered by the *Liquor Licensing Act 1997* to vary or revoke a liquor licence in response to unduly offensive, annoying, disturbing or inconvenient behaviour by the licensed premises or its patrons. As described within the Liquor Licensing Policy, Council will assist residents in lodging a complaint to the Liquor and Gambling Commissioner where evidence exists of regular or repeated poor behaviour.

### **Financial and Resource Implications**

There are no financial or resource implication arising from Council's consideration of this licensing application.

## **7. CONCLUDING STATEMENTS**

Given all of the facts of the matter; it is recommended that Council support the licence being granted by the Liquor and Gambling Commissioner subject to the imposition of appropriate conditions.

## **ATTACHMENTS**

**Attachments 1:** Liquor Licence Application

**Attachments 2-22:** Objections Received

## **FORM 1**

# **LIQUOR LICENSING ACT 1997**

## **NOTICE OF APPLICATION**

ANCHOVY BANDIT PTY LTD HAS APPLIED TO THE LICENSING AUTHORITY FOR A RESTAURANT LICENCE IN WITH 34(1)(C), EXTENDED TRADING AUTHORISATION & EXTENSION OF TRADING AREA IN RESPECT OF THE PREMISES SITUATED AT T-03 94-98 PROSPECT ROAD PROSPECT SA 5082 AND TO BE KNOWN AS ANCHOVY BANDIT.

EXTENDED TRADING AUTHORISATION INCLUDING PROPOSED OUTDOOR AREA IS SOUGHT FOR THE FOLLOWING TIMES:

- FRIDAY TO SATURDAY                      MIDNIGHT TO 1:00AM THE FOLLOWING DAY
- SUNDAY    8:00PM TO MIDNIGHT
- DAYS PROCEEDING A  
PUBLIC HOLIDAY                              MIDNIGHT TO 1:00AM THE FOLLOWING DAY
- SUNDAYS PROCEEDING  
A PUBLIC HOLIDAY                              8:00PM TO 1:00AM THE FOLLOWING DAY

THE APPLICATION HAS BEEN SET DOWN FOR HEARING ON 20/11/2017. ANY PERSON MAY OBJECT TO THE APPLICATION BY LODGING A NOTICE OF OBJECTION IN THE PRESCRIBED FORM WITH THE LIQUOR AND GAMBLING COMMISSIONER (AND SERVING A COPY OF THE NOTICE ON THE APPLICANT) AT LEAST 7 DAYS BEFORE THE HEARING DATE (VIZ 13/11/2017).

THE APPLICANT'S ADDRESS FOR SERVICE IS:

C/- OLIVER BROWN 28 VARDON AVENUE, ADELAIDE SA 5000

THE APPLICATION AND CERTAIN DOCUMENTS AND MATERIAL (INCLUDING PLANS) RELEVANT TO THE APPLICATION MAY BE INSPECTED BY PERSONS WITH A GENUINE INTEREST, WITHOUT FEE AT THE CUSTOMER SERVICE CENTRE, 91 GRENFELL STREET, ADELAIDE SA 5000, DURING A PERIOD SPECIFIED BY THE LIQUOR AND GAMBLING COMMISSIONER.

PH: 8226 8655

EMAIL: LIQUORANDGAMING@SA.GOV.AU

DATED: 13/10/2017

APPLICANT: ANCHOVY BANDIT PTY LTD

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**From:** Elizabeth Crisp  
**Sent:** Monday, 20 November 2017 3:59 PM  
**To:** Administration  
**Subject:** Attention Scott McLuskey re Liquor license for Anchovie Bandits and The New Nordic  
**Attachments:** New Nordic Objection.PDF

Hi Scott

Please find below the comments from the Prospect Residents Association regarding the liquor licenses for the two restaurants in the Maras complex namely Anchovie Bandits and The New Nordic.

I have not yet served on the New Nordic. I will do that tomorrow as I will need to deliver it to the Post Office box number at Semaphore.

- The biggest issue for this complex is going to be noise problems for local residents and liquor licensing decisions need to take this into consideration. (We are unsure whether either of these restaurants will be playing live music).
- The noise problem is already evident from the construction phase of the complex whereby neighbours are constantly being disturbed by the air-conditioning; they can hear the lifts and also hear conversations from the cinema car parks. (This is besides the noise issues from the poor management of the construction of the building). The design of the car park is poor such that noise from the parking facilities already echoes down the adjacent streets and there appears to be no noise reduction treatment in the off street car park.
- The noise problem is likely to increase once the cinemas and restaurants open as there are insufficient off street parking facilities and those that exist already indicate the noise problems that will occur. Once there are 53 cars coming and going from the off street parking indications are the noise problems will be exacerbated. There is no clarity about how the cinema or restaurant parkers will know when the car park is full and how the cinema will stop drivers going into the car park when it is already full and then needing to exit. If this is not managed and stopped from happening the noise problems will increase as a result of the poor design of the car park. Motor bikes in particular will be very concerning and may need to be banned from the car park with the current design and lack of noise dampening treatments.

- The cinema complex has a capacity of 235 patrons and the cinema and two restaurants have access to 53 off street parks after 6 pm. This means a number of patrons will need to park in nearby streets or be dropped off and collected by taxis. This has the potential to increase parking and noise problems in the surrounding streets particularly when taxis are idling near the complex or people are arriving or leaving the complex as they talk and slam car doors etc.
- The restaurants need to take into consideration the fact that they are adjacent to residential homes and people need to be able to get decent sleep especially during the week.
- We are of the view that the licenses for the restaurants need to be the same as the license for the cinema. The businesses need to close at midnight except for Sunday when they need to close by 11.00pm. Therefore last drinks should be served by 11.00pm to give people time to finish their drink and leave by midnight or on Sunday should finish by 10.30pm in order to leave by 11.00pm. If there is a special event such as new years eve they can apply for a special license for the particular occasion should they want extended hours.
- These conditions would give consideration to children's need for sleep, workers needing to get a decent amount of sleep and residents who are sick or have a disability. This is particularly important given the poor design of the off street car park, the noise problems that have already been identified, the number of cars that will need to park in surrounding streets and the number of residents who expressed concern about this prior to the plans being approved.
- We also continue to be concerned about people commencing to consume alcohol before 10.00am in the morning and do not support the licenses being granted before 10.00am. We would need to hear significant reasons to consider supporting a license being granted with drinking before 10.00am.
- I understand from talking to you that Anchovie Bandits have amended their hours sought to the same hours as the cinema namely 10.00am to midnight Monday to Saturday and 10.00am to 11.00pm Sunday. We would support this position but will raise a complaint should there be any noise problems for surrounding residents.

- Further I understand from talking to you that The New Nordic has not stated any hours in their application which means if approved they would be granted a license from 7.00am until midnight seven nights a week. We do not support this position and only support their hours of license to be the same as Anchovie Bandits and the cinema as detailed above and as the council has determined for the cinema and has been decided by the Liquor Licensing Commission.
- It has been agreed with the Liquor Licensing Commissioner for there to be a trial for the licensing hours for the cinema. There will be review in April next year or earlier if there are ongoing problems. We would include any problems with the restaurant licenses at this time if needed. It has also be agreed that no drinks will be served after 11.00pm when the cinemas close at midnight.
- Finally we believe the complex car park should be locked from 11.00pm Sunday or midnight Monday until Saturday until 7.00am in the morning to allow neighbours the best possibility of getting a reasonable night's sleep. Generally 7 hours sleep is seen to be the minimum that is needed for people to be healthy and able to function well in their everyday life. Anything less than this is unacceptable. We will pursue this further in the future when the level of noise problems from the car park and street parking are clearer.

Elizabeth Crisp  
President  
Prospect Resident's Association  
C/- Box 726  
Prospect East  
SA 5082  
prospect.residents.assoc@gmail.com  
<https://www.facebook.com/pages/Prospect-Residents-Association/532903980177553>

MOB:

**Scott McLuskey**

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**From:**  
**Sent:** Monday, 30 October 2017 2:57 PM  
**To:** Administration  
**Subject:** Re:Liquor Licence Applicatons

Nathan Cunningham

Director Community & Planning

Prospect Council

Dear Nathan,

It has come to our attention that "Anchovy Bandit" is applying for a liquor licence and the application is set down for the 20/11/17. With regard to liquor licence hours for outlets in the Palace Nova complex eg "Anchovy Bandit" & "New Nordic" & other proposed outlets in the near vicinity we urge Council to maintain the position adopted at Council meeting on 24/10/17 to facilitate consistency of provisions of liquor.

Regards,

Maree Angelou & Brian Iversen

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This email has been checked for viruses by Avast antivirus software.  
<https://www.avast.com/antivirus>

## Consumer and Business Services

1-just Licensing 1997

## Notice of objection to an application

### Where to lodge this Form

<b>Electronically</b> Scan and email to: <a href="mailto:CBSEApplications@sa.gov.au">CBSEApplications@sa.gov.au</a>	<b>Post</b> Licensing and Registration GPO Box 2169 ADELAIDE SA 5001	<b>In person</b> Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000	<b>More information</b> <a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a> Ph: 08 8226 8655
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### Objector Contact Details

Contact Name SHANE WILKINSON

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

### Licensee / Proposed Licensee details

Applicant name ANCHOVY BANDIT PTY LTD

Trading name ANCHOVY BANDIT

Address 94-98 PROSPECT ROAD PROSPECT SA 5082

Date of advertised hearing\* 20/11/2017

\*This is a mention date only. You will be notified in writing of a time and date the matter has been set down for a conciliation hearing.

### Grounds of objection

- That the grant of the application would not be consistent with the objects of the Act or would be contrary to the Act in some other way;
- The applicant is not a fit and proper person to hold a licence
- The premises isn't suitable to be licenced
- It will cause undue disturbance, annoyance or inconvenience to people in the area
- It will affect the "amenity" of the area
- I am concerned about the safety or welfare of children attending schools in the area
- There are enough options in the area for the public to attend a licensed premises (hotel only)
- There are enough options in the area for the public to buy alcohol (retail liquor merchant only)

### Reasons for this objection to be attached to this application

#### Service of Objection

- Copy of this notice given to the Licensee on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ OR
- I have not served a copy of this notice, but will do so at least 7 days before the hearing date  
**The objection will not proceed unless a copy is serviced within the required time**

#### Signature of Objector

SHANE WILKINSON  
 (name)

Signature \_\_\_\_\_

Date

06/11/2017

## Objection to the Application

---

Reasons for objection:

1. Operating beyond midnight is a breach of the Development Approval conditions, viz. **13. The hours of operation of the shops and cafes shall be limited to between 7:00am and 12:00am (midnight).**
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This includes weeknights where residents are being awoken and disturbed at a late hour (sometimes up until midnight) by yelling, car horns, slamming car doors, long, loud conversations, plus cars roaring off and speeding.

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9. Conditions relating to service and delivery vehicles and rubbish disposal and collection should be in line with Council’s recommendation relating to the Palace Nova Cinema Liquor Licensing Application.
10. The scope of the surrounding residential area which would be affected – conservatively estimated at 70 homes. This could increase if on-street parking extends further east/west from the cinema, or spreads to Myrtle, Milner and Daphne Streets.



On-street parking – Residential Streets

Off-street parking – Car Parks & Parking Bays

Potentially Affected Residential Properties (~70)

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ANCHOVY BANDIT PTY LTD HAS APPLIED TO THE LICENSING AUTHORITY FOR A RESTAURANT LICENCE IN WITH 34(1)(C), EXTENDED TRADING AUTHORISATION & EXTENSION OF TRADING AREA IN RESPECT OF THE PREMISES SITUATED AT T-03 94-98 PROSPECT ROAD PROSPECT SA 5082 AND TO BE KNOWN AS ANCHOVY BANDIT.

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PH: 8226 8655

EMAIL: LIQUORANDGAMING@SA.GOV.AU

DATED: 13/10/2017

APPLICANT: ANCHOVY BANDIT PTY LTD

Form CBS 33 (10/15)

# Notice of objection to an application

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## Objector Contact Details

Contact Name WENDY FEWSDALE

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

## Licensee / Proposed Licensee details

Applicant name ANCHOVY BANDIT PTY LTD

Trading name ANCHOVY BANDIT

Address 94-98 PROSPECT ROAD PROSPECT SA 5082

Date of advertised hearing\* 20/11/2017

\*This is a mention date only. You will be notified in writing of a time and date the matter has been set down for a conciliation hearing.

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- There are enough options in the area for the public to attend a licensed premises (hotel only)
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### Signature of Objector

WENDY DAWN FEWSDALE  
(name)

Signature \_\_\_\_\_ Date 06/11/2017

## Objection to the Application

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PH: 8226 8655

EMAIL: LIQUORANDGAMING@SA.GOV.AU

DATED: 13/10/2017

APPLICANT: ANCHOVY BANDIT PTY LTD

Version 1.0 (2015) (92)

# Notice of objection to an application

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## Objector Contact Details

Contact Name HUGH DAVID & VERITY ROBERTSON

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

## Licensee / Proposed Licensee details

Applicant name Anchovy Bandit Pty Ltd

Trading name ANCHOVY BANDIT

Address T03 94-98 Prospect Rd Prospect 5082

Date of advertised hearing\* 20/11/2017

\*This is a mention date only. You will be notified in writing of a time and date the matter has been set down for a conciliation hearing.

## Grounds of objection

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### Signature of Objector

HUGH DAVID ROBERTSON VERITY ROBERTSON  
(name)

Signature [Handwritten Signature] Date 6/11/2017



## Objection to the Application

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PH: 8226 8655                      EMAIL: LIQUORANDGAMING@SA.GOV.AU

DATED: 13/10/2017              APPLICANT: ANCHOVY BANDIT PTY LTD

Consumer and Business Services

Copyright © 2015

Notice of objection to an application

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Objector Contact Details

Contact Name LIZ & ROB THOMAS.

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

Licensee / Proposed Licensee details

Applicant name ANCHOVY BANDIT PTY LTD

Trading name ANCHOVY BANDIT

Address T03- 9A-98 PROSPECT ROAD PROSPECT 5082 SA.

Date of advertised hearing\* 20<sup>th</sup> NOVEMBER 2017

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Signature of Objector

ROBERT THOMAS. ELIZABETH THOMAS  
(name)

Signature [Signature] Elizabeth Thomas Date 6.11.17

## Objection to the Application

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PH: 8226 8655

EMAIL: LIQUORANDGAMING@SA.GOV.AU

DATED: 13/10/2017

APPLICANT: ANCHOVY BANDIT PTY LTD

Liquor Licensing Proposal – Anchovy Bandit. Submission

We object to the special circumstances licence for the following reasons:

1. It will cause undue disturbance, annoyance and inconvenience to people in the area.

The complex received development approval on the basis that the trading hours were from 7am to midnight. The extended trading application by Anchovy Bandit clearly contravenes development approval and needs to be amended. We strongly object to any variances in regards to trading hours on any day of the week or on public holidays. All businesses need to adhere to the car park being closed at midnight.

The original planning for the complex has changed with an additional 6 cinema's, the 2014 plan indicated a shortfall of 112 car spaces. This increase will place even more pressure on the car park and will necessitate patrons of the complex parking in residential streets. This will create more disturbance and annoyance. There will be no respite from the consumption of liquor as it will operate every day of the week for the cinema and Anchovy Bandit plus other restaurants in the complex. Also included in the noise level is from patron's foot traffic, going past houses that are only 4.6 m away from the footpath. The resulting car traffic will cause noise pollution and also the removal of refuse needs to be considered. We will also have to deal with noise from patrons dining on outside tables

2. It will affect the amenity of the area

Rose Street is a Residential area with a range of demographic from families with young children to the elderly. The residents in Rose Street have the right to be able to park in the street that they live in and be able to sleep without noise from patrons of the complex, who have had some drinks, wake them up. The complex will drastically increase car traffic causing much inconvenience and annoyance to the residents in the street. The consumption of liquor will also add to the noise level. We can currently hear the air conditioner operating as well as hearing conversations that workmen are having in the new car park. We are currently dealing with workmen operating outside the normal times 7am to 7pm, with no ability to stop this nuisance. We feel that without strict controls and policing of noise nuisance by council the rights of residents will not be respected and we will be confronted with constant noise late in the evening as we currently are.

It also needs to be stressed again that this is a residential area and as such the basic rights of the residents must be respected. We have the right to be able to sleep, with noise levels to be contained.

**AGENDA ITEM NO.:** 15.1

**TO:** Council on 28 November 2017

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

**REPORT AUTHOR:** Jo-Ann Tanti, Manager Governance and Administration

**SUBJECT:** Strategic Plan to 2020 Information Report –  
July to October 2017

---

## 1. EXECUTIVE SUMMARY

City of Prospect is committed to the delivery of services and initiatives that benefit all our residents and visitors both now and into the future. This report is provided to enable Council Members to monitor progression of the activities undertaken to satisfy the objectives of our strategic directions throughout the current business plan period as stated within the Strategic Plan to 2020.

Generally the information includes a description of the actions completed or in progress and the results or effect of an activity, to understand community expectations and measure our performance.

## 2. RECOMMENDATION

**(1) Council having considered Item 15.1 Strategic Plan to 2020 Information Report – July to October 2017, receives and notes the Report.**

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## 3. RELEVANCE TO CORE STRATEGIES / POLICY

**Strategic Plan to 2020 Theme 1 – People** “Know, empower, celebrate, educate and activate our community”

**Strategic Plan to 2020 Theme 2 – Place** “Loved heritage, leafy streets, fabulous places”

**Strategic Plan to 2020 Theme 3 – Prosperity** “More jobs, more investment, more activity, more vibrancy”

**Strategic Plan to 2020 Theme 4 – Services** “Leaders of the sector providing efficient, responsive, accessible services”

### **Intelligent Community Indicators**

There are no direct links to the indicators.

#### **4. REGIONAL IMPACT**

A number of the actions identified within the Strategic Plan to 2020 directly respond to the Council desire to work effectively across the region.

#### **5. COMMUNITY INVOLVEMENT**

No community engagement was undertaken in the preparation of this report.

#### **6. DISCUSSION**

Council has been informed of the actions completed towards achievement of the Strategic Plan through this quarterly information report.

If clarification is required on any of the information provided, please contact the relevant Director.

##### **Financial and Resource Implications**

Achievement of Council's Strategic Plan is determined within Council's Annual Business Planning Process, which includes the Annual Budget, Long Term Financial Plan, Infrastructure and Asset Management Plan and Rating Strategy.

#### **7. CONCLUDING STATEMENTS**

The Information Report is provided to ensure Council Members are supported in their understanding of the progression of the strategic goals, to inform the community and benefit the decision making process when delivering on expectations.

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#### **ATTACHMENTS**

**Attachments 1-22:** Strategic Plan to 2020 Information Report – July to October 2017



# PEOPLE

KNOW, EMPOWER, CELEBRATE, EDUCATE AND ACTIVATE OUR COMMUNITY

## STRATEGY 1.1 Know our community

### OUTCOME

#### 1.1.1 A community connected with others

#### TARGETS

- Year on year increase in proportion of residents who regularly engage with 5 or more neighbouring households
- Increase in social connectivity within the city through engagement in community activities.

#### ACTIONS

##### Volunteer Programs

- Council's Justice of the Peace program continues to provide an important service to our residents, relying upon 20 volunteers over two sites - Civic Centre and Thomas Street Centre, to provide 3,151 occasions of support during this reporting period.
- Volunteer involvement was essential to the success of the recent Spring Fair with nineteen volunteers providing over 279 unpaid hours.

##### Supporting our Older Residents

- Prospect Community Support team continues to provide a varied range of social activities and programs through funding from the Commonwealth Home Support Program (CHSP) for people 65 years and over and funding from the State Government Home & Community Care (HACC) program for people under 65 years on a Disability Support Pension.
- Increase in referrals from My Aged Care provider portal, an increase from the April-June quarter. This increase reflects national demand on the My Aged Care system as older Australians become more familiar and comfortable with the registration and assessment process.
- "Out Of The Square" Matinee Series concerts (last Friday of the month in the Town Hall) have seen near sold-out shows for July, August, September and October with between 130-150 people at each event. *Pictured* are two of the happy participants – Andrew Coumi and Dawn Blackborough.
- Men's Shed is proving to be highly successful and in-demand since the program and facility were temporarily closed earlier this year. Currently this program has a waitlist for new participants, and staff and volunteers are discussing and exploring options for expanding this program to include additional sessions and/or days each week. The group of gents hosted a very successful stall at the Prospect Spring Fair in October, with an expanded range of items produced for the event which included toys, chopping boards, candle holders and puzzles.



### OUTCOME

#### 1.1.2 A community which is understood by Council who is able to respond to their needs

#### TARGETS

- Year on year increase on the benchmark of 75% Resident Satisfaction Survey result relating to the range of programs, activities and initiatives offered by Council.

- 60% satisfaction rating in consultation methods from the Resident Satisfaction Survey (up from 43% in 2015).

#### ACTIONS

- The Resident Satisfaction Survey was undertaken in August with a good result of 68% overall satisfaction rating of 3.7 out of 5, a decrease from 74% in 2015, and exceeding a local government sector benchmark of 3.4 out of 5. There was a 59% Response to Community needs rating surpassing the 51% result of 2015.
- To gain a better understanding of our community, staff attended a recent 2016 Census Data Seminar conducted by the Australian Bureau of Statistics (ABS) on 21 August. The session provided an overview of the emerging trends for Australia and South Australia (which can be applied to City of Prospect) as well as information about the different ABS products available to access the data.

#### OUTCOME

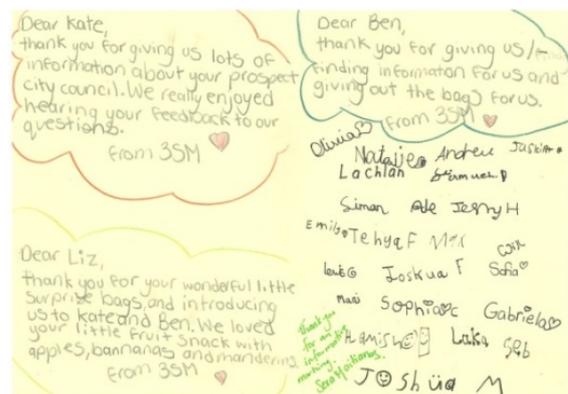
##### 1.1.3 A strong community network linked to local community organisations

#### TARGETS

- Contact details and descriptions of services detailed on SA Directory of Community Services for all of the clubs, community groups and agencies located and working within City of Prospect are current and up to date.
- Yearly increase in the number of local organisations liaising with council to provide initiatives for community participation.

#### ACTIONS

- The Community Support Fund program supported 16 Applications totalling \$27,944. Grants - Equipment Purchase \$1,184, Facilities Improvement - \$6,000, Community Development Programs - \$10,250, Community Events \$8210, and Environmental projects \$2,300.
- A mini video documentary was produced by staff and made accessible through a link from Council's web page to highlight the achievements of Prospect Community Garden.
- On 18 October staff visited Broadview Baptist Church to learn more about their recent "adoption" by Rostrevor Baptist Church and discussed ways in which the Church could engage with the Prospect community to provide services and activities in response to needs, particularly in the Broadview area.
- During September we hosted two school visits which provided an insight into the services and opportunities provided by Council. Year 3 students from Rosary School learnt about the ways Council look after the environment and help keep people safe. Students from Prospect Centre learnt about careers in local government and the current projects across the City of Prospect, followed by a tour of the community garden. Both groups of students enjoyed the experience of sitting in the Chamber.



*Pictured:* A thank you card from the Year 3 Class from Rosary Primary School.

- The Men's Probus Club of Prospect celebrated their 35th birthday on 11 October and acknowledged the support provided by Council over the years. "...Many thanks for coming to our 35th birthday yesterday. We are a small club but very enthusiastic and we appreciate you making your time available. We appreciate how you see us as an important part of the Prospect Community" wrote John Lumsden, Club Secretary.



*Pictured: Mike Oxspring (Prospect Probus Chairman), Rachel Sanderson, David Waterhouse (recipient of Life Membership), David Simpson (Probus South Pacific Board, Rotary District Probus Chairman), Lynne Layng (Prospect Rotary Chairperson) at the Prospect Men's Probus Club 35 Birthday Celebration.*

## STRATEGY 1.2 Environmentally active, sustainably focused

### OUTCOME

#### 1.2.1 Community learning focused on environmental impacts and issues

##### TARGET

- Number of community learning opportunities focused on environmental issues provided and number of participants.

##### ACTIONS

- KESAB has been engaged to undertake a face-to-face education campaign focusing on Multi-Unit dwellings, due to the relatively high turnover of residents. Eight unit blocks from the suburbs of Prospect, Nailsworth and Collinswood comprising a total of 50 residences were contacted during the door knocking education program. The education program promoted the hard waste collection service (to deter illegal dumping), information on the process of recycling and organics (to reduce contamination rates in recycling and green organics bins) and sought feedback on why some residents do not participate in recycling.

### OUTCOME

#### 1.2.2 Council activities and Community events are supported by a no waste approach

##### TARGET

- A zero (0) waste to landfill outcome at events.

##### ACTIONS

- A 'no waste' strategy was utilized at the recent Prospect Spring Fair at Broadview Oval (28 October) It included the use of a three bin system, bin covers to assist with waste decisions, and the use of bio degradable / fully compostable plates cups and cutlery. Adelaide Green Clean were engaged to sort the compostable, recyclable and general waste from the event.
- A no waste strategy is being adopted by the Prospect Community Support team for their CHSP and HACC funded social programs. This includes the continuing use of biodegradable cups as well as replacing individual coffee and sugar sachets with loose coffee and sugar to assist with waste minimization.



### OUTCOME

#### 1.2.3 Community environmental initiatives are supported and encouraged

**TARGET**

- Number of community environmental initiatives supported and encouraged by Council.

**ACTIONS**

- Council has continued to partner with the Eco Bums Nappy Library Service to promote the use of cloth nappies. Council offers a free loan kit, where residents have the opportunity to try out different types, sizes and brands of modern cloth nappies for two weeks to help find the perfect system.
- Council continues its worm farm and compost bin incentive scheme. Worm Farming and Compost Bins are available for purchase at customer service, Council discounts these items by 30%, alternatively residents can purchase elsewhere and apply for a rebate form Council. The rebate is \$20 per Worm Farm or Compost Bin purchased, and a \$10 rebate per compost stirrer purchased.

**STRATEGY 1.3 Active living for every age, every stage****OUTCOME****1.3.1 Community services, recreation areas and facilities are able to meet the current and future needs for all stages of life****TARGETS**

- Two stakeholder forums per year to review Council areas and facilities and guide Council's asset management plan.
- By 2020 all Council buildings will be accessible to every age at every stage.

**ACTIONS****Fund My Neighbourhood**

- During August, September and October, Council supported Round 1 of *Fund My Neighbourhood*, an initiative of the State Government which gives community members an opportunity to put forward their ideas to improve their neighbourhood.
  - Council promoted the initiative to community members via display of posters and flyers, direct emails to local community groups and posts on Council's website and social media.
  - Cost estimates were provided for project ideas put forward by community members in City of Prospect and recommendations were made as to which project ideas would be supported "in principle" to progress to the public voting stage.
  - Of the 9 projects nominated, 4 were eligible and progressed to the public voting stage, while 5 did not progress to the public voting stage as they were either ineligible or not supported by Council.
  - An email was sent to community members who nominated a project idea, either congratulating them on their idea progressing to the voting stage or offering them assistance to refine their idea for submission in Round 2 2018.
  - Voting opened 18 October and closes 20 November.

**Caring for our Older Residents**

- Prospect Community Support continues to provide individual advice and support for our older residents as they navigate the many changes to aged care. In particular, many of our older residents have difficulty in accessing the *My Aged Care website*; an Australia wide referral point for all aged care service provision.

Activities include:

- Resident access to one-on-one registration sessions and further assistance with calls through to the *My Aged Care* customer service Centre to make requests for services and referrals on behalf of the client.
- Domestic Assistance & Home Maintenance services to our older residents. Services include gutter/window/spring cleaning, handyman services to change tap washes/light globes and home modification services to assist with grab rail installation.
- In collaboration with Hearing Australia a free hearing workshops was arranged for participants of the mobility exercise groups and Men's Shed participants.

**OUTCOME****1.3.2 Lifelong learning opportunities are developed and promoted****TARGET**

- More than 2,000 lifelong training outcomes conducted annually.

**ACTIONS**

- The Digital Hub conducted 273 one-on-one training sessions for the quarter. Group sessions and community events had 356 participants, with a total of 629 outcomes for the July – October quarter, a slight increase than the same period last year.
- The Digital Hub ran/will be running 3 x My Gov information sessions across Sept/Oct in conjunction with the Department of Human Services (demystifying how to access government services online).
- Council's English as a Second Language Program is growing and in September we welcomed new volunteer Suzanne Napier as a 1:1 tutor to meet the increasing demand for people wanting to have individual tutoring sessions. From 1 July – 31 October we have assisted 30 students to improve their English speaking, reading and writing via the weekly group class and provision of 68 individual tutoring sessions.
- In collaboration with Town of Walkerville, Council staff presented a public forum focussed upon the new Commonwealth 'My Aged Care' program and the availability of services to promote a greater sense of safety and security, empowerment, wellbeing and quality of life.
- Participation at the 'Men's Shed' social program remains successful with an ever increasing waitlist for this popular program (funded by CHSP and HACC programs).

**OUTCOME****1.3.3 Accessible library, toy library and local history services are available for all****TARGETS**

- Successful delivery of an accessible community hub including a new Library and Innovation Centre by the end of 2019.
- 5% annual increase in participation and utilisation of Library services.

**ACTIONS**

- CLIC Project Management: Project Managers Jim Allen & Associates have been appointed to drive the design and construction of the new Community Hub, Library and Innovation Centre (CLIC). By using a managing contractor methodology to the tendering of packages for works, their approach will ensure that the construction and fitout can occur in the least possible amount of time and within the desired timeframe, which has been extended through confirmations from the Department of Education and Child Development to 31 December 2019 (from 2 August 2019).
- CLIC Facility Design: Architects JPE Design Studio have been appointed to design the CLIC, and have developed a preferred concept scheme based on Elected Member, Council staff and community feedback.
- CLIC Project Costing: Rider Levett Bucknall have been appointed to provide advice on anticipated costs for construction and fit out of the CLIC, with their advice informing revisions to the design concept so as to ensure an appropriate and accurate budget is set. The concept has been priced at a total of \$16.2m, including contingencies. Other consultants (such as services engineers, heritage advisers, and traffic and parking consultants) have been engaged to ensure that all possible design issues are considered.
- CLIC Project Funding and Sale of Assets: A review of the funding options available to Council has confirmed that the project remains affordable. Contract negotiations have commenced with the preferred bidder for 132-134 Prospect Road, while the other site (82 Johns and 218 Main North Road) has been released to market for Expressions of Interest and has so far generated significant interest.

- CLIC Transitional Arrangements: Following endorsement by Council of a three site solution (Town Hall, Thomas Street and Walkerville Depot) for occupation during the construction period, internal layout plans for each site have been prepared and discussed with Council staff. An audit of existing furniture and equipment has also been undertaken, which will allow for reuse of existing assets during the transition period, and/or reuse in the new CLIC (or in other Council facilities).
- There was a 5% drop in visitation of the Thomas Street Centre compared to the same period last year with 31,000 people walking through the doors. This is a minor drop in relative terms, and most likely comes down to what library programs and events were held rather than any drop in the day-to-day popularity of the facility.
- The Local History Digitisation Project continues to progress well with volunteers coming on board to assist in the scanning process in the last quarter.
- The Toy Library continues to gain popularity with the community with a significant 15% increase in borrowings compared with the same period last year.
- The Prospect Library Writing competition was again well supported by the community with 108 children entering stories to be judged. The presentation evening was held in July with children, parents/guardians and teachers attending to accept their awards.

## OUTCOME

### 1.3.4 A community who are involved and participate in decision making and community leadership

#### TARGETS

- Year on year increase in the number of community representatives participating in engagement strategies.
- Year on year increase in overall youth engagement.
- 60% satisfaction rating with Council engagement strategies.

#### ACTIONS

- Council's CLIC Community Reference Group continued to meet over this reporting period, providing valuable input to the development of the spatial requirements and broad design layout for the new facility.
- Two community consultation surveys were prepared and sent to local residents seeking feedback on playground upgrades at their local playground. These include:
  - Prospect Gardens/Narnu Wirra – many responses indicated that the locals are very passionate about this park and the majority supports the need for an upgrade of the playground area. Out of 172 surveys that were sent out, Council received 43 responses, with almost half of those residents expressing interest to be further involved in the design process.
  - JW Rattley Reserve – the majority of responses received were positive, supporting the proposal to upgrade the playground at this reserve. Out of the 225 surveys that were sent out, Council received 26 responses with 15 of those residents expressing interest to be further involved in this project.
- Council volunteers undertook a participant survey at the Prospect Spring Fair asking the attending community about their experience on the day of the event. 77 people were surveyed and their feedback and responses will inform planning the 2018 event. Key Reponses supported the dog friendly event and general layout and program with 56 % attending a Prospect Fair for the first time with 75% attending as all-age family groups.
- 2017 Winter Jams - an initiative of Club5082 and Music SA who joined forces during the July school holidays to offer twenty-five aspiring musicians aged from 13 – 17 to take part in a three day program covering topics including song writing for beginners, sound recording, professional stagecraft and stage set-up. Participants worked together in groups to create music and got the chance to sing their songs live in front of an audience at Club5082 on Saturday night. Click on the link to view a short video and hear what the participants had to say.  
<https://www.facebook.com/MusicSA.Adelaide/videos/10159280566970517/>



- Prospect Arts Action Network (PAAN) member met on three (2) occasions – including the launch of the new Light Box Gallery exhibition by Cathy Brooks and Peter Lindon and selecting the 22 finalists for the 9th Prospect Portrait Prize. The City Wide Public Art Roundtable (CWPAR) members met three times, including assessing the Temporary Public Art Grants and Main North Road Masterplan – Arts Strategy.

## STRATEGY 1.4 Celebrate our diverse and creative community

### OUTCOME

#### 1.4.1 A City rich with cultural experiences, arts activities and events

#### TARGETS

- Council supports an annual increase in diversity of events, either directly or indirectly.
- Year on year increase in community initiated events/activities.

#### ACTIONS

- Prospect Spring Fair held on 28 October exceeded all our expectations with an estimated 6,000 people attending the event at Broadview Oval for the first time. 70% of people surveyed came from 5082 and 5083 postcodes with 30% from areas outside the Prospect Council area. 10% of people surveyed stayed between 4 to 6 hours with 60% staying between 1 and 2 hours.
- Prospect Gallery presented four (4) exhibitions from July - October 2017:
  - A Prospect of Prospects – Stephanie Raddock (25 June – 23 July)
  - Side by Side II – Invited Artists (6 August – 3 September)
  - Beastie Boy - Kurt Bosecke (10 September – 8 October) *image below*
  - Transmitting Cultural Memory – Susan Bruce and Keith Giles (15 October – 12 November)

Attendances at these four exhibitions and to the Gallery were in excess of 3099 people.



### OUTCOME

#### 1.4.2 A respected and celebrated culturally diverse community

#### TARGETS

- Events within the City are inclusive and reflect our diverse community.
- Year on year increase in the satisfaction rating (number of respondents) from the Resident Satisfaction Survey who feel that Prospect is an inclusive and welcoming community.
- Deliver on recommendations each year to achieve the Reconciliation Action Plan by 2020.

#### ACTIONS

- City of Prospect's Spring Fair in its new location at Broadview Oval on Saturday 28 October 2017 was a huge success. Collaborations and discussions with the community, clubs and local businesses delivered great ideas and great utilisation of the Oval. The event embraced our north / eastern community and nearly doubled our Fair numbers from a previous maximum of about 3,500 people to over an estimated 6,000 people.

Stallholders, demonstrations and participate registrations reflected a diverse mix of an estimated 66 stallholders. There was a great variety of food and a good number of registrations from previous St Helens Park stallholders.

Over the last few months we worked on developing a clear understanding about what the local community expected of its brand new Fair/event.

Over 20 performances ranging from yoga and belly dancing to rap and pop music entertained the crowds that were consistently steady all day from 10am.

Using hay bales to create event spaces within the event, we secured the participation of 10 sporting clubs including for the 'come and try' areas. A dog friendly event, we had fly-dog demonstrations, dog micro chipping and a dedicated kid's activity area. For the first time we had two stages of entertainment and demonstrations – a community stage and a main stage for announcements and our larger acts.

Great weather and our new event plans, saw us successful in attracting and engaging local clubs, groups and residents to participate and connect with the aim of building a safer, healthier community.

- The Draft Reconciliation Action Plan (RAP) - Innovate RAP developed by the working group was reviewed by staff and feedback and comments considered and included as appropriate. It was lodged with Reconciliation Australia on 23 June 2017 for review and approval. The resulting RAP will come back to Council as a report for final endorsement once considered by Reconciliation Australia.
- Staff from across the organisation participated in Aboriginal Heritage and Legislative Awareness Training conducted by the Department of State Development, Aboriginal Affairs and Reconciliation on 24 August. The session provided an overview of the Aboriginal Heritage Act 1988 and discussed Aboriginal sites, objects and remains within the City of Prospect area.
- Staff attended the LGA Reconciliation Action Plan Forum on 22 September to discuss the development and progression of Council's Reconciliation Action Plan (RAP) and learn more about Aboriginal Affairs across South Australia.



Attachment



# PLACE

LOVED HERITAGE, LEAFY STREETS, FABULOUS PLACES

## STRATEGY 2.1 Respect the past, create our future

### OUTCOME

**2.1.1 In partnership with the community, a City recognised for its diversity, its range of local attractions, its local history, character, heritage and stories**

#### TARGETS

- Year on year increase in the satisfaction rating from the Resident Satisfaction Survey of a city recognised for its range of local attractions, its local history, character, heritage and stories.
- Year on year increase in the number of Heritage Grant applications received.

#### ACTIONS

- Twelve (12) heritage grant applications were received in the 2017/18 round of grants compared to nine (9) in 2016/17.
- An assessment of the merits of the proposed works was undertaken and eleven (11) projects were assessed as worthy of a grant and one (1) application was not eligible for funding (not within a Heritage Conservation Area or Heritage Listed).

### OUTCOME

**2.1.2 A city recognised for high quality and interesting design and built form**

#### TARGETS

- Year on year increase in community satisfaction relating to building design.
- Year on year increase in community satisfaction rating in respect to development across our city.

#### ACTIONS

- The inaugural Prospect Excellence in Urban Design Awards was announced on the 19th of July, with 50 people in attendance. The awards were established to celebrate new outstanding development in our City, and further encourage good building design which seeks to improve the liveability and investment potential of Prospect. Two awards were received:
  - Commendation for the Apartment & Townhouse Development category to, Canopy @44 Churchill Road.
  - Excellence in Commercial Development to the Prospect Cinema Complex at 98 Prospect Road.

### OUTCOME

**2.1.3 Diverse development is encouraged on Main Road corridors**

#### TARGETS

- Annual review of the outcomes of the Urban Corridor Zone relative to our vision of diversity.
- Complete Urban Corridor Zone & Interface Areas DPA by end of 2016/2017.

#### ACTIONS

- The Urban Corridor Zone and Interface Areas Policy Review DPA underwent two (2) months of community and agency consultation included a letter box drop of 1255 properties within and adjacent to the Urban Corridor Zone, two information sessions and meetings with local school children. Information sheets were

prepared and interactive 3D design and resource material was available on Council's website. A Public Meeting was held on 9 August 2017 to hear verbal submission on the DPA where nine (9) presentations were made.

- The Draft Urban Corridor Zone and Interface Areas Policy Review DPA was amended following consultation and the amended DPA was presented to Council's Strategic Planning & Development Policies Committee on 13 November 2017, with the Committee resolving to recommend to Council that the DPA is endorsed and submitted for approval.

## STRATEGY 2.2 Loved parks and places

### OUTCOME

#### 2.2.1 Look after what we love; the character, native fauna, stories, neighbourhoods, people, parks and colour

##### TARGET

- Year on year increase on the baseline of 80% satisfaction rating from the Resident Satisfaction Survey (relating to Parks).

##### ACTIONS

- The Resident Satisfaction Survey was undertaken in August with a great result of 78% (7 out of ten respondents) satisfied with Council's maintenance of the city's reserves, parks, gardens and ovals, reporting a high satisfaction rating of 4.1 out of 5, equal to the 2015 survey results.

### OUTCOME

#### 2.2.2 Engaging and innovative Parks which provide a range of accessible leisure opportunities

##### TARGET

- The Open Space Strategy is endorsed, budgeted and implemented each year as outlined in the strategy.

##### ACTIONS

- Work continues on the Open Space Strategy with the following areas identified for focused improvements:
  - Stronger strategic links to the 2020 Strategic Plan and alignment with Loved Parks and Places
  - Link to Council's Community Engagement strategy/policy and consultation procedure
  - Revise and review all future development and priority of each park and reserve
  - Mapping of playspaces distances and analysis
  - Review and update all demographic data once the 2016 full Census is released
  - Evaluate purchasing and land strategy and land acquisition targets
  - Revise financial implication and budget feasibility
- Demolition contract for 93 Charles Street has been awarded providing for the stormwater retention planning and works in the calendar new year.

### OUTCOME

#### 2.2.3 A community involved in design, maintenance and upgrade of our parks and places

##### TARGET

- Year on year increase towards a minimum of 10% of local residents involved in the design, upgrade and maintenance of parks and places.

##### ACTIONS

- Maintenance of some of our most frequently used parks and gardens increases during spring and summer to cater for changes in weather conditions and an overall increase in the usage of our parks by the community. Since being upgraded Memorial Gardens has become more popular than ever which has seen a need to increase the frequency and level of maintenance required.

- Two community consultation surveys were prepared and sent to local residents seeking feedback on playground upgrades at their local playground. These include:
  - Prospect Gardens/Narnu Wirra – many responses indicated that the locals are very passionate about this park and the majority supports the need for an upgrade of the playground area. Out of 172 surveys that were sent out, Council received 43 responses, with almost half of those residents expressing interest to be further involved in the design process.
  - JW Rattley Reserve – the majority of responses received were positive, supporting the proposal to upgrade the playground at this reserve. Out of the 225 surveys that were sent out, Council received 26 responses with 15 of those residents expressing interest to be further involved in this project.
  - A survey was conducted during the Broadview Oval Spring Fair to inform the local community and the public in regards to the proposal for the fitness track that will be incorporated around Broadview Oval. We received all positive responses supporting the implementation of the track. Council received 25 survey responses from the fair. A large number of the public also provided verbal feedback supporting the track however we were unable to quantify these numbers.

## OUTCOME

### 2.2.4 Public art across the City that inspires and delights community and visitors

#### TARGET

- High levels of feedback (reaction) to new installations of public art.

#### ACTIONS

- The City Wide Public Art Roundtable met on two occasions to consider the draft Main North Road Masterplan and Arts Strategy. The 2017 Temporary Public Art Grant program received four (4) applications and the Roundtable also supported two (2) proposal's; Bridgette Minuzzo for 'Give Me Shelter (bus shelter installations) and St Helens Kindy for a new mural on their wall.
- The Roundtable gave feedback on the Memorial Gardens play area upgrade - resulting soundshell and toilet block mural designs by James Dodd. This resulted in new designs being developed for consideration at their meeting on 23 November for completion before the end of the year.
- A new moasic mural by Tyler Mario was installed at the corner of Pulsford and Prospect Roads as part of the 2016/17 Small Public Art Grant Program.



## STRATEGY 2.3 An accessible City

### OUTCOME

#### 2.3.1 Key areas are accessible and linked

#### TARGET

- Finalise Master Plan by end of 2017/2018 and establish one (1) upgraded East-West connection by 2020.

#### ACTIONS

- 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. As well as 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 at Thomas Street.

- This investigation was undertaken and Council Members were briefed at a Workshop held on 5 September 2017. It was highlighted that the feasibility of providing a right hand turn from Thomas Street and signalised intersection would need further feasibility investigation and funds to pursue in the next financial year.
- A pilot project area has been determined around the area Stevenson Ave to link to the Prospect Oval Precinct area.
- Round 2 Business Stakeholder Engagement has taken place along the Central Precinct of Main North Road. The engagement has been undertaken with a door knocking technique to touch base with the local business and check whether the designs are on track.

## OUTCOME

### 2.3.2 Connected/ integrated bicycle and pedestrian networks across the City and linked to other areas

#### TARGET

- Partner with the Australian Bicycle Council to include Prospect within the biennial National Cycling Participation Survey to measure users of the Prospect network.

#### ACTIONS

- In conjunction with the Devonport Terrace to Gawler Greenway Route, the bicycle route along Braund Road is an important north-south link for cyclists. The bicycle signage and strategic plateaus at intersections have been completed on Braund Road, identifying the local bicycle route in this area.

## OUTCOME

### 2.3.3 A City well serviced by public transport

#### TARGETS

- Increase in the level of public transport services particularly addressing peak hour issues.
- Year on year 5% increase in patronage of community transport options.

#### ACTIONS

- Council's Community Bus program continues to enjoy popularity particularly amongst our older residents. Details of the number of passenger trips is provided as follows:

July-	280
August-	305
September-	99
October-	291
<b>Total -</b>	<b>1175</b>



- Monthly day Trips (2nd Monday of month) remain popular with both buses being utilised for each trip.
- Community transport provides transport to/from CHSP Community events (Community lunch/Zoo trip/Bowls/Friendship Group) which accounts for approx. 50% of passenger trips
- Twice weekly Shopping runs are still strongly supported by Prospect Community with new clients coming on board each month
- There are eleven (11) volunteer drivers and/or assistants contributing to the on-going success of this program
- Presence of Community Bus at Prospect Spring Fair lead to some promising enquires from prospective clients and volunteer drivers.

## STRATEGY 2.4 A greener future

### OUTCOME

#### 2.4.1 Attractive streets with leafy tree canopies

**TARGET**

- Identify all streets that will not achieve “green tunnel” street canopy coverage by the end of 2016 and incorporate into the program for 2017/18.

**ACTIONS**

- The Street Tree Planting Program and White Cedar Replacement Program continues
- Council intends to continue the Jacaranda tree planting along Prospect Road and locations will be scoped this financial year to allow for a budget bid to be submitted for planting next financial year. This project contributes to a green tunnel effect down one of our most significant and important streets in our city.

**OUTCOME****2.4.2 A City recognised for its flora, fauna and biodiversity****TARGET**

- Thriving gardens and verges under Council’s control.

**ACTIONS**

- The cyclic weed removal program is undertaken year round and extends to weed spraying of standard dolomite or loam verges/nature strips.
- Routine Precinct Services maintenance includes top up of dolomite or loam verges/nature strips as identified.
- Programmed maintenance of landscaped garden beds on Prospect Road and Churchill Road has continued in accordance with requirements.
- Programmed maintenance of Fitzroy Buffer was undertaken in September 2017.
- Programmed maintenance of traffic control devices landscaped areas was last undertaken in September 2017. The next scheduled maintenance is in November 2017.



*Johns Rd traffic control devices*

- New, attractive nature strips have recently been planted to improve aesthetics to various areas across the city. These include:
  - The nature strip along Carter Street next to the On The Run (OTR),
  - Nature strips at the intersections of Galway Ave, Collingrove Ave, French St and Jellicoe St,
  - Prospect Road planting extension along Flora Tce next to Cena Café,
  - Devonport Terrace opposite 143 Devonport Tce: establishment of a small native nature strip,
  - Toronto Street planting along the dead-end nature strips to visually screen Torrens Road and create a sound buffer for residents at the end of Toronto St,
  - Planting of seasonal attractive flowers – petunias along Prospect Road and at the Memorial Gardens rose garden.

**OUTCOME****2.4.3 Committed to having a reduced environmental footprint**

**TARGET**

- Year on year reduction in our environmental footprint for all of Council's activities.

**ACTIONS**

- The Draft Environmental Action Plan for 2017-21 was recently endorsed by Council and administration is currently developing a community engagement strategy for the Draft Environmental Action Plan.

**OUTCOME****2.4.4 'Green' strategies are established within development activities across the City****TARGET**

All Development Approvals to have landscaping conditions (where appropriate) which are enforceable and that our policies support this position.

**ACTIONS**

- The Prospect Development Plan contains a number of objectives and principles of development control that relate to the need to have landscaping in association with urban development. Council staff regularly apply a condition of planning consent or development approval around the need for landscaping and that is should be maintained to a standard to the satisfaction of Council

Attachment 14



# PROSPERITY

MORE JOBS, MORE INVESTMENT, MORE ACTIVITY, MORE VIBRANCY

## STRATEGY 3.1 A stronger local economy

### OUTCOME

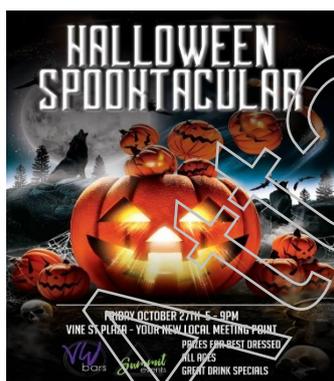
#### 3.1.1 A busy and vibrant local business environment focused on the Prospect Village Heart

### TARGETS

- A vacancy rate no higher than 3% in the Village Heart and no higher than 5% elsewhere.
- Footfall in Village Heart increased by 100% year on year.

### ACTIONS

- A Village Heart Marketing Committee has been formed comprising of property owners and businesses to determine the best way to apply the funds generated by the Prospect Village Heart / High Street Policy Area. Economic Development staff hosted a meeting of local traders to further refine a marketing strategy for the Village Heart Precinct. The traders working in this group have made a number of suggestions including building the brand identity around "Prospect Road" to develop a comparable but distinct offer to other high street areas in Adelaide. Traders have decided to engage a graphic artist to develop a flexible logo and tagline that can form the backbone to any future marketing campaigns, as well as suggesting possible next stages. Additionally, council staff engaged with the local community through a stall at the Spring Fair to help further contribute to the graphic artists brief. Local design firm Toolbox will present options to the traders in early December. This new brand identity will be the cornerstone of a new social media campaign, and allow traders to promote the precinct independently.
- Prospect's Vine Street Plaza was transformed into a lively and trendy outdoor hub on Friday evenings from 27 October with a program that will run from 5-8pm every Friday till March 2018. Offering a place for locals to meet and relax, alfresco dining, cool tunes and pop up bar. Presented by Summit Events and VW Bars and supported by City of Prospect, Vibes on Vine is part of Councils Village Heart Activation program and aims to encourage people to visit and socialise on Prospect Road in the evenings.



### OUTCOME

#### 3.1.2 Investment, employment and development encouraged across our City

### TARGETS

- A 100% increase in the value of completed development on our corridors year on year.
- Annual Business and Employment Survey to identify improved activity levels year on year.

**ACTIONS**

- **Export Hub – Incubator Submission**  
We have lodged a submission with the Commonwealth’s Incubator Support Initiative to establish a business incubator at the ABC building (referred to as the Export Hub). We have worked in conjunction with the University of Adelaide to develop a program which will support start-ups and entrepreneurs develop ideas, work them into a saleable project, service, or platform; test the market, and take their business to market and attract funding. Staff are negotiating with the ABC to potentially secure space.

**OUTCOME****3.1.3 A City with strong and relevant relationships with Local, State and Federal Governments****TARGET**

- Sentiment measured via annual CEO 360 degree performance review process.

**ACTIONS**

- **KPMG Panel Discussion: Making Smart Cities a Reality**  
In August KPMG hosted a Smart Cities event for representatives of South Australian local governments. City of Prospect CEO Cate Hart presented on the use of ICF indicators, the ‘triple helix’ approach to innovation, and Prospect’s Smart Cities projects. This event allowed council staff to collaborate with other local governments, private sector vendors and firms through a series of workshops and round tables. Discussions with representatives of Ruckus Wireless (a supplier on indoor/outdoor WIFI solutions) highlighted that Prospect Fast Wi-Fi is among the fastest in the country.

**STRATEGY 3.2 A more vibrant night-time****OUTCOME****3.2.1 A City with more people on the streets and more places to go at night****TARGETS**

- 100% increase in pedestrian footfall after 5pm in the Village Heart year on year.
- 20% of businesses to create peak demand after 5pm.

**ACTIONS**

- Refer to Village Heart Marketing Committee 3.1.1.
- Refer to Vibes on Vine 3.1.1 and CLUB5082 Program.

**OUTCOME****3.2.2 A City with after-hours family friendly activities in our buildings, parks and open spaces****TARGET**

- Annual increase in the use of our buildings, parks and open spaces as measured through the Resident Satisfaction Survey.

**ACTIONS**

- A joint funding application ‘Connected Places’ under the Commonwealth Smart Cities and Suburbs Program has been lodged in conjunction with the City of Burnside, Town of Walkerville, Campbelltown City Council, Port Adelaide Enfield, and Playford. The project includes the use of sensors in our parks to improve safety and security, asset management and development of apps for the community. This project has moved through the first round of consideration, and is awaiting approval.
- For the July – September period there were 36 external, 96 regular and 86 internal bookings for the Prospect Town Hall. Hires included birthday parties, christening, family celebrations, weddings, dance classes, Prospect Eco- Markets, local school events, Music Business SA, community meetings, concerts and programs for people with mental health issues.

## STRATEGY 3.3 Leverage our digital advantage

### OUTCOME

#### 3.3.1 A high level of take up of high speed/high capacity technology

#### TARGET

- Use the annual Business and Employment Survey to understand the value of trade that is occurring on-line.

#### ACTIONS

- City of Prospect staff has developed a business survey which will seek to measure business sentiment, the use of e-commerce platforms, online marketing, and growth. This survey will be open to the business community for a period of time in October. Participation in this survey will be supported by a social media campaign through Network Prospect and City of Prospect channels with a chance to win a gift certificate to Basilico Café. Survey responses closed on 12<sup>th</sup> October 2017.

### OUTCOME

#### 3.3.2 Knowledge workers are supported in the City with a range of network and business opportunities

#### TARGETS

- Year on year increase in the number of businesses as part of Network Prospect
- Over 50% of Network Prospect participants attend more than one annual event.

#### ACTIONS

- A Network Prospect event on starting a small business was run in conjunction with Eastside Business Enterprise Centre (BEC) on 9 August 2017. The event was held at Komodo Café and attended by over 30 people. Additional resources for new businesses and budding entrepreneurs are available through City of Prospect's Economic Development staff and Eastside BEC.

## STRATEGY 3.4 International Prospect

### OUTCOME

#### 3.4.1 Council is engaged in the global economy, actively seeking diverse business investment

#### TARGET

- Six significant engagements in any given year and across more than one investment type.

#### ACTIONS

- The Australia China Business Council Property Committee was hosted by City of Prospect on the 29th of August. The Committee had 12 Australian based Chinese property developers, who were interested in smaller scale apartment developments. They were given an overview of investment opportunities in Prospect by the Mayor. In particular, the development that had occurred on Prospect and Churchill Roads were outlined. Mr Sandy Rix from Jensen Plus provided a brief outline of the Main North Road Master Plan and elements of an investment attraction strategy. This event generated a number of leads for the sale of the Depot site, the Prospect Road site, and the City of Prospect in general. Economic Development staff have followed up with attendees, providing additional information and sides for their consideration.

### OUTCOME

#### 3.4.2 Promoted and known internationally as Adelaide's most intelligent community

**TARGET**

- Highest ranked Intelligent Communities Forum (ICF) City in South Australia.

**ACTIONS**

- City of Prospect has signed a Memorandum of Understanding with the University of Adelaide to collaborate on Smart City and Business Incubation projects. City of Prospect participated in the launch of the University of Adelaide's Smart City Consortium and was recognised for its collaboration with the University on a range of new projects.
- Council hosted a delegation of key Government officials from Dan Nang in Vietnam on the 12th of September. The delegation was introduced by Nick Falkner, Director of the Australian Smart Cities Consortium at the University of Adelaide. Da Nang is recognized for its University and Smart City initiatives. As such there was a good exchange of ideas between Council staff and those of the Da Nang Government.

Attachment



# SERVICES

LEADERS OF THE SECTOR PROVIDING EFFICIENT, RESPONSIVE, ACCESSIBLE SERVICES

## STRATEGY 4.1 Excellence in Infrastructure

### OUTCOME

#### 4.1.1 Taking great care of all of Council's Assets

### TARGETS

- Consistently 75% or higher rating in Resident Satisfaction Survey.
- Asset sustainability ratio to align with Audit committee targets.
- Infrastructure & Assets Management Plan comprehensively reviewed annually.

### ACTIONS

- Tenders for Prospect Oval Grandstand roof replacement and Nailsworth Community Hall asbestos removal/ roof replacement have been let, with works to be undertaken in February and March 2018 respectively.
- Council's Precinct Services Program has continued during this quarter to proactively maintain the City's streets, with each being serviced once every two years.
- The reconstruction of Brussels Street was recently completed including the replacement of kerbs, replacement of the northern side asphalt footpath out of pavers, construction of stormwater drainage and resurfacing of the roadway. The new stormwater infrastructure will not only improve storm water drainage in Brussels Street, but also in the upstream catchment area.
- Following the most recent condition assessments, Council are currently reviewing and renewing the Asset management plan to better reflect the actual condition of the assets and the required intervention levels to maximise the efficiency of Council's works programs.

## STRATEGY 4.2 Sound Financial Management

### OUTCOME

#### 4.2.1 Sourcing funding partners and pursuing new revenue streams

### TARGETS

- An annual increase in funding partners and new revenue streams achieved.

### ACTIONS

- In addition to Council's recurrent grants, Council has been successful in receiving grants for the following projects:
  - Northern Parklands Redevelopment \$200,000
  - Rose Street Entrance \$145,000

### OUTCOME

#### 4.2.2 Council continues to increase its corridor development and its commercial and retail sector rate income

### TARGETS

- 1% shift to these sectors each year off a 2015/16 base of 17%.

**ACTIONS**

- Council has received applications for seven (7) significant developments within its Urban Corridor Zone in the last quarter with an estimated value in excess of \$17 million dollars.

## STRATEGY 4.3 Responsible Waste Management

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**OUTCOME**

### 4.3.1 Waste collection and recycling services meeting community need and enhancing the amenity of the City

**TARGETS**

- Year on year increase in customer satisfaction of waste collection and recycling services as measured through the Resident Satisfaction Survey.

**ACTIONS**

- As part of Council's new waste contract, the collection of hard waste can now include E-waste. This will likely reduce the number of old televisions and other electrical goods illegally dumped on Council verges.
- A new waste calendar for 2017/18 has been made available to the community through Council's website. The Calendar provides information on when bins are to be collected and the types of waste and recyclables that should be placed in each bin.

**OUTCOME**

### 4.3.2 Innovation in waste management to align with environmental goals

**TARGETS**

- Waste collection data collected by 2020 and shared as appropriate.
- A framework is developed that delivers at least one innovative waste management practice each year.

**ACTIONS**

- East Waste commenced services on 1<sup>st</sup> October 2017. Investigations will continue on a framework for innovative waste management as part of member services.

## STRATEGY 4.4 Accountable and people-focused services

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**OUTCOME**

### 4.4.1 Open and accountable practices and decision making processes throughout Council's operations

**TARGETS**

- Year on year increase in support of Council's decision making processes from Resident Satisfaction Survey.

**ACTIONS**

- The biennial survey of our city residents was undertaken throughout the first quarter of 2017-2018. 7 in 10 respondents (72%) indicated that open and accountable decision making by the council is important with a high importance rating of 4.3 out of 5. The satisfaction rating was mixed at 3.3 out of 5 and 34% indicated they are satisfied.
- Youth Qualitative Forums were undertaken to garner the perspectives of our under 18's and 18-25 year old residents. Unlike the main resident survey, the data captured was of a qualitative nature, providing visionary and like to have services and facilities for future business deliberations.

- A review of our meeting procedures increased councils focus on those matters of interest to our residents with the removal of general business items and limiting of en-bloc voting to information matters only.
- The Management Team have made a commitment to each other and the organisation with the setting of guidelines and a determination 'to maximise our potential in the delivery of services in order to improve our communities'. An additional monthly workshop was introduced to unpack and resolve the progression of operational difficulties, improving accountability and the increase of performance monitoring.

## OUTCOME

### 4.4.2 Service delivery is visible to and appreciated by the community

#### TARGETS

- Ten (10) services reviewed annually with a view to improve the customer experience.
- Community to be informed of what we are going to do, when and why.

#### ACTIONS

A Service Delivery/Customer Service Review has been conducted to implement the first 14 of the proposed 42 actions. A detailed report can be found in the Audit Committee Agenda 16 October 2017. These solutions were all focussed at improving the Customer Experience, or removing internal obstacles to providing great Customer Service and included:

##### Wave 1

- Template for simple action plans, consistent format & approach
- Clearer alignment of activities to Strategic Plan, interpretation can be too broad
- Improve/extend method to distribute/access information for staff without access to a workstation

##### Wave 2

- Increased capability in change management across leadership team
- Clearly set expectations for timeliness/quality
- Communicate our standards externally
- Consolidated visual perspective on timing of
- Understand how the communications strategy will be rolled out

##### Wave 3

- Improved Work plan/ work program/business planning
- Rigor around "saying no", or dealing with conflicting priorities
- Increase use of external website
- Increase use of internal experts
- Communications & engagement planning for large projects
- Create simple FAQs for common/easy questions

The service innovation review saw us achieving 85% completion of the projects.

## OUTCOME

### 4.4.3 Known for "making our customers' day"

#### TARGETS

- Spontaneous and unsolicited positive customer feedback is recorded and celebrated.

#### ACTIONS

Records of positive feedback have been established with the following an example of the responses received:

- A thank you was received from a resident for the 'very prompt street sweeping' in front of their house. The operator was commended for doing a 'fantastic job' even when access was impeded by a parked car.
- A note of gratitude expressing appreciation for the planting of 'gorgeous Spotted Gums' along Galway Avenue and the addition of the sculpture at the Collingrove Avenue roundabout.
- Resident regarding a barking dogs issue: -

*"Many thanks for your recent support in dealing with barking dogs at ..... We believe the penny may have dropped at last."*

- Thank you was received from a member of the Community Reference Group on the engagement process for CLIC and the workshop held with the architects to reflect on some initial design concepts.
- A thank you card from the Year 3 Class from Rosary Primary School.
- The Prospect Fair is over for another year. And what a Fair it was! Probably the best ever. Broadview Oval works extremely well as a venue - felt so spacious yet so full of things to see and do.
- Chuffed for our small voluntary group to be acknowledged on the community day we presented last year – great Prospect Council personnel could see our vision for a very different style event – and make it happen!!!
- A Prospect resident thanked our Customer Services and Field Staff for their prompt response in dealing with a tree management issue.

## OUTCOME

### 4.4.4 Improved systems and on-line services meet the needs of the community

#### TARGETS

- Year on year increase in the number of services able to be transacted end to end online.
- All complaints to lead to system improvements.

#### ACTIONS

- Work is progressing on the implementation of Civica's Community Portal. The portal provides several additional facilities, including the ability for residents to register themselves as users. This will allow residents to create work requests more readily and track the progress of their requests. Residents will also be able to have access to their records, including rates and animal registrations.
- Council has recently undertaken a second round of advertising electronic rate notice delivery via BPAY View. Council now has 398 ratepayers subscribed to the service, receiving their rate notices electronically into their banks internet banking system. At this point, the ratepayer has the option to view the bill and make payment via BPAY, all within the banks internet banking system.

**AGENDA ITEM NO.:** 15.2

**TO:** Council on 28 November 2017

**DIRECTOR:** Nathan Cunningham, Director Community & Planning

**REPORT AUTHOR:** Chris Newby, CLIC Project Lead

**SUBJECT:** Project Update – Community Hub, Library & Innovation Centre (CLIC)

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## 1. EXECUTIVE SUMMARY

The Project Executive Group (PEG) met twice during the reporting period (on 7 November and 20 November 2017) and received reports on the progress of the CLIC project (refer **Attachments 1-12**) as well as the feedback received from the Community Reference Group on the concept design (refer **Attachments 11-29**).

The CLIC project has seen progress on a number of fronts, with a major milestone reached at the Special Council meeting of 14 November 2017 (at which time the concept plan and overall budget were endorsed). There has been positive feedback on the concept design from the Community Reference Group, as well as from Elected Members, staff and volunteers, including at a charrette (design workshop) undertaken on 21 November 2017 where Elected Members, Community Reference Group Members and senior staff received a presentation from the architects and provided feedback on the initial design of the external expression of the building, as well as preliminary internal layouts.

Transitional arrangements are progressing, with Walkerville Council receiving a report on 20 November recommending a lease agreement to allow occupation of their depot by City of Prospect staff during the construction of the CLIC. The Walkerville CEO has subsequently advised that the Council has deferred a decision on the proposed lease agreement, to allow for further information on the associated costs and for consideration of the potential impacts on nearby residential properties.

The release to market of the Main North Road / Johns Road site was celebrated with a launch event held in the heritage-listed Tram Barn, and has been followed by a number of one-on-one site inspections with interested parties. Contract negotiations with the preferred bidder for 132-134 Prospect Road are continuing positively.

## 2. RECOMMENDATION

- (1) Council having considered Item 15.2 Project Update – Community Hub, Library & Innovation Centre receives and notes the progress update for the Community Hub, Library and Innovation Centre for the period 24 October 2017 until 28 November 2017.**
-

### 3. RELEVANCE TO CORE STRATEGIES / POLICY

- Council's Community Engagement and Consultation Policy (adopted November 2012) provides the framework to engage and consult with our community such to enable their participation in and contribution to Council's decision making.

#### **Strategic Plan to 2020 Theme 1 – People** “Know, empower, celebrate, educate and activate our community”

Strategy 1.1	Know our community	The Community Engagement Plan for the project is based upon the requirement to 'know' our communities, be inclusive of a broad cross section of our residents and ensure that residents are well informed of the steps being taken for the development of the CLIC.
Strategy 1.2	Environmentally active, sustainably focused	
Strategy 1.3	Active living for every age, every stage	
Strategy 1.4	Celebrate our diverse and creative community	

#### **Strategic Plan to 2020 Theme 2 – Place** “Loved heritage, leafy streets, fabulous places”

Strategy 2.1	Respect the past, create our future	Delivery of the CLIC will be based upon that aspect of the Strategic Plan referring to 'fabulous places', requiring a high quality facility that is loved by our communities.
Strategy 2.2	Loved parks and places	
Strategy 2.3	An accessible City	
Strategy 2.4	A greener future	

#### **Strategic Plan to 2020 Theme 3 – Prosperity** “More jobs, more investment, more activity, more vibrancy”

Strategy 3.1	A stronger local economy	The CLIC's location in the heart of Prospect Road, in combination with the improved community facilities and longer hours of accessibility, will contribute to more vibrancy in this part of the city.
Strategy 3.2	A more vibrant night-time	
Strategy 3.3	Leverage our digital advantage	
Strategy 3.4	International Prospect	

**Strategic Plan to 2020 Theme 4 – Services** “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1 Excellence in Infrastructure	The strategies within Theme 4 of the Strategic Plan speak to Council’s requirement that the CLIC is delivered on time and on budget according to our standards of excellence.
Strategy 4.2 Sound Financial Management	
Strategy 4.3 Responsible Waste Management	
Strategy 4.4 Accountable and people-focused services	

**Intelligent Community Indicators**

3. Innovation	Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).	The new facility has the potential to provide for new relationships with businesses and institutions, whilst allowing access to broadband technologies and continuing to provide services to improve the community’s skills in the use of technology.  There is also a clear desire to ensure that the building will achieve a high level of environmental sustainability.
4. Digital Equality	Allowing everyone access to broadband technologies and skills to use them	
5. Sustainability	Economic growth while reducing the environmental impact of that growth	

**4. REGIONAL IMPACT**

While the patronage of the CLIC is likely to include people from beyond the boundaries of City of Prospect, the CLIC is unlikely to have a significant regional impact and is not being delivered in partnership with nearby Councils.

**5. COMMUNITY INVOLVEMENT**

Refer attached detailed report as presented to the CLIC Project Executive Group.

**6. DISCUSSION**

Refer attached detailed report as presented to the CLIC Project Executive Group.

**Financial and Resource Implications**

Nil.

## **7. CONCLUDING STATEMENTS**

The reporting period has seen good progress made on the project, with reports to the Project Executive Group providing a high level of insight and transparency. Staff and community engagement has been positive, with good traction being maintained on the project overall, while potential risks are being appropriately managed.

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## **ATTACHMENTS**

**Attachment 1-12:** Community Hub Library and Innovation Centre Update

**Attachment 13-28:** Community Reference Group – Concept Design Feedback

**AGENDA ITEM NO.:** 4.1

**TO:** CLIC Project Executive Group on 20 November 2017

**REPORT AUTHOR:** Chris Newby, CLIC Project Lead

**SUBJECT:** Project Planning and Delivery Update

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## 1. EXECUTIVE SUMMARY

The CLIC project has seen progress on a number of fronts, with a major milestone reached at the Special Council meeting of 14 November 2017, at which time the concept plan and budget were endorsed. There has been positive feedback on the concept design from the Community Reference Group, as well as from Elected Members, staff and volunteers.

Transitional arrangements are progressing, with Walkerville Council receiving a report on 20 November recommending a lease agreement to allow occupation of their depot by City of Prospect staff during the construction of the CLIC. Walkerville CEO has subsequently advised that the Council has deferred a decision on the proposed lease agreement, to allow for further information on the associated costs and for consideration of the potential impacts on nearby residential properties.

The release of the Main North Road / Johns Road site was celebrated with a launch event held in the heritage-listed Tram Barn, while contract negotiations with the preferred bidder for 132-134 Prospect Road are continuing positively.

## 2. RECOMMENDATION

**(1) Council is provided with a copy of this report (as amended) at its next ordinary meeting as an update on the progress of multiple parts of the overall Community Hub, Library and Innovation Centre project.**

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## 3. DISCUSSION & BACKGROUND

### 3.1 Sale of 132-134 Prospect Road

Initial meetings with the successful bidder and Council's legal advisers Minter Ellison informed the preparation of a draft contract and will inform the terms of a Land Management Agreement. These documents collectively will provide a guarantee that the development as described in the Expression of Interest will be undertaken in a timely manner (and as described). The draft contract includes terms consistent with the confidential resolution of Council, while the anticipated revenue outcome from the sale has been factored into the Council's long term financial plan and was presented in the financial model as part of considerations at the Special Meeting of Council.

The successful bidder has also shown a high level of willingness to accommodate Council's requests relevant to the construction of the Community Hub, Library and Innovation Centre (CLIC), which will maximise opportunity for construction efficiencies to be achieved. They have already indicated a willingness to partner with Council in the demolition and removal of the existing building. They are also keen to stay informed during the CLIC design process to ensure that their future development would have a positive physical and aesthetic relationship with the CLIC building. A copy of the endorsed concept plan (and the decision-making timeline) has subsequently been provided to them so that the fundamentals of Council's design can assist in informing their design approach.

### **3.2 Sale (or other tenure option) of 218 Main North Road and 82 Johns Road**

The site was released to market on Tuesday 31 October 2017, with a launch event held on site on Thursday 2 November 2017 in the heritage-listed Tram Barn. The event included a presentation from Mayor David O'Loughlin on the characteristics of City of Prospect, including its centrality within metropolitan Adelaide, accessibility to local high schools, its Smart21 status, its community demographics and lifestyle events, as well as the growth in new dwellings and capital values across the city.

CEO Cate Hart provided an overview of the desired future of Main North Road as a green corporate boulevard, before speaking about the characteristics of the site and the potential it offers. CLIC Project Lead Chris Newby provided insight into the opportunity that the current planning policy allows on the site, as well as some of the factors that would need to be considered in the planning assessment process, and CBRE's Ben Heritage spoke about the two stage Expression of Interest (EOI) process.

A recurring theme in each of the presentations was the importance of the proposed development (vision) that would form part of the EOI, and this was reinforced with a number of individuals during the site tour that followed the presentations.

There was a good mix of community representatives and investors at the event, and various interesting ideas to reinforce that the heritage-listed Tram Barn can be seen as a great asset for the site with plenty of options for adaptive re-use as part of the overall site redevelopment. The Tram Barn also looked fantastic for the event, which helped get people's creative thoughts flowing around various future options (and is testament to the efforts of Council staff member Natalie Buesnel and the Depot team in preparing the venue).

The UDIA and the Property Council have also distributed information broadly to their members. CBRE have already had contact from a few significant investors who were unable to attend the event, with a number of those attending the site in the following weeks for a tour with CBRE and senior Council staff. Those that attended would have seen that there was some significant competition in the room, so it is likely Council (through PEG) will see a number of enticing proposals at the close of the marketing campaign (23 November 2017) and prior to Best and Final Offers being sought (which will subsequently be presented to Council).

### **3.3 CLIC Architectural Design**

The iterative design process for the CLIC continues, with architects JPE continuing to work on the option previously presented to Council, following positive feedback from the Community Reference Group (on 25 October 2017) and from the subsequent

debrief at a workshop with Elected Members (on 30 October 2017). JPE also presented the scheme in its current form to all Council staff (on 2 November 2017), which has sparked a number of conversations about how the CLIC will be used in the future and how best to maximise its performance as a community-focused facility.

The preferred concept design was unanimously endorsed at a Special Meeting of Council on 14 November 2017. Elected Members took the opportunity to speak about their growing confidence and excitement in the project, and the trust in the team charged with its delivery.

There was a great energy for the project and a keenness to get into the detailed design. As such, there are a number of design workshops scheduled over the coming weeks to finalise the building design with Elected Members, and through discussions with our Community Reference Group as well as the Staff Reference Group (who will play an important role to ensure the functionality of the layout to maximise operational efficiencies).

### Design / Concept Specifics

The new building would be constructed adjacent the Town Hall, with car parking at the rear of the site (at grade) and additional parking provide in an undercroft / basement arrangement beneath the new building. The new building would have three storeys presenting to Prospect Road, with initial spatial planning suggesting gallery activities, library collection and associated services at ground level (referred to in plans as "upper ground level" but is located at the same level as the Town Hall floor).

Additional community space would be provided on the first floor, alongside some Council administration space, with an open stairwell to provide an essential visual and spatial connection between these two planes. The second floor (top level) would accommodate a commercial space for lease, located adjacent the remaining space provided for Council administration.

The Town Hall would be maintained as an event space, which would be utilised for some library activities at other times. Areas within the Town Hall would be adapted for community use, including meeting spaces, new toilets and a kitchen. The design of the scheme preserves an area of open space at the rear of the Town Hall, allowing for future development potential to be maintained and maximising available public open space in the interim.

The increased budget required to deliver the new facility (\$16.18m) was also endorsed at the Special Meeting, following careful consideration of potential funding options which are to be finalised through future deliberations on the budget and long term financial plan. The preliminary financial modelling demonstrated that the project remained affordable, and highlighted that the commercial office component of the building to be leased would be self-funding, and provide a long-term revenue stream for Council.

Given the level of detail provided within the scheme endorsed by Council, and the clear desire to ensure that the positive traction of the project is maintained, a development application for the new facility has been lodged. The application has been lodged with Council as the relevant authority, based on advice from the Minister for Planning that he is confident that the Council Assessment Panel (CAP) has the necessary independence to undertake the assessment role (refer **Attachment 1**).

An independent planning consultant will be presenting the report to the CAP at the earliest opportunity after designs are finalised.

The desktop review process with the Office for Design and Architecture South Australia (ODASA) has been brought forward in light of the endorsement of the concept scheme, and will commence on 22 November. The timing of the review, which will be completed at a second session with ODASA in early December, fits into the decision-making timeframe anticipated by the architects (provided to Council on 14 November). ODASA's involvement will provide independent expert insight into the design quality of Council's preferred option.

### **3.4 Project Construction Cost**

As advised to Council, ongoing independent review of the project by Rider Levett Bucknall (RLB) has revealed that the cost for construction and fitout of the new building would be higher than estimates previously obtained at earlier stages of the project, but consistent with (or lower than) the costs associated with similar benchmark developments of libraries and community facilities. Council's project team comprising key staff and consultants have had a strong focus in this area.

The inclusion of the Town Hall as an integrated component of the CLIC would be achieved through relatively minor architectural interventions (including a new kitchen and toilet facilities, as well as acoustic treatments), which would cost approximately \$740,000. An additional \$100,000 has been allocated to upgrade the Town Hall façade(s), which will ensure that the existing building will have an appropriate level of attention to its appearance through the redevelopment.

Based on the concept plans presented for endorsement, RLB has estimated a total cost of \$16.18m, which includes demolition and site clearing, site infrastructure, Town Hall refurbishment (including external works), new building works and fitout (including outdoor deck / terrace areas), loose furniture and fittings (in addition to reuse of existing), and a "warm shell" to the commercial space (which includes services and lighting, but excludes fitout). The cost also includes the undercroft and basement parking, as well as upgrades to the existing at-grade car park.

The figure also includes design development contingency, construction contingency, escalation costs and statutory charges. The Project Team will continue to work closely with RLB to achieve the development as economically as possible.

### **3.5 Transitional Arrangements**

Discussion has been held with the CEO of Walkerville Council, who presented a report to the November Walkerville Council meeting recommending that a lease on their depot site be entered into with City of Prospect. The proposal is to formalise a lease document for 20 months until August 2019, with possible extension until December 2019.

The lease would be based on retail and commercial lease parameters, but consistent with recent community facility leases by Walkerville. It was agreed (at an administrative level) that it was not a deal about making money, with City of Prospect to cover operating costs and administrative costs such as security for the site.

Discussion also touched on the need for respect of residential neighbours in respect of truck movements associated with depot operations (currently 7am start and consistent with City of Prospect's start time) once established on site, as well as City of Prospect's needs for storage of vehicles and materials.

Walkerville Council resolved to defer consideration of the item to allow for the provision of additional information concerning costs associated with the proposed leasing arrangement and the potential impact on nearby residential properties, with a desire that community consultation is undertaken to assist the Council in making a decision. Given that the concerns raised relate primarily to depot operations, with depot vehicles active in the local street network, investigations are being undertaken into potential alternate sites for depot operations (as a contingency plan).

It is anticipated that all internet and communications for the Walkerville site will be fully operational by 9 March 2018, while the Thomas Street Centre and Town Hall upgrades will be operational by 15 February 2018.

### **3.6 Funding Model and Long Term Financial Plan Impact**

Following feedback from the Workshop on 7 November 2017, staff updated the Long Term Financial Plan (LTFP) model to determine the impact of the recommended project scope and budget, which were subsequently presented as part of the information accompanying the report to Council on 14 November 2017. Adjustments to the LTFP model in order to fund the revised scope included:

- Increase of Asset Sale Income of \$0.5m (from \$6.1m to \$6.6m);
- Inclusion of Commercial Lease Income of \$120k per annum from 2020-2021 (based on the lower end of estimates provided by Knight Frank of \$315-\$325/m<sup>2</sup> pa);
- Inclusion of Recurrent Operational Savings identified in the 2017-2018 first budget review \$170k, effective from 2017-2018 and beyond, which would be additional to the operational savings previously identified by SGS (of \$160,000p.a.) through their economic and social analysis.
- Borrowing an additional \$2.25m (increased from \$8.66m to \$10.91m);

Annual loan repayments of \$207k for a period of 15 years could be funded by a one-off increase of the Rates Income in 2018-2019 by 0.9% to 3.65% plus Growth (up from 2.75%). Projected Rates increases would remain at 2.75% plus Growth for 2019-2020 and beyond.

With the inclusion of the above items, it was confirmed that Council would continue to achieve all of its 10 year (long term) key financial targets. In addition, it will achieve its individual year targets with the exception of the Operating Surplus Ratio in 2019-2020. This individual year is below the target range due to the introduction of depreciation and interest costs from the construction.

The LTFP confirms that Council has the cash reserves to meet the costs of this deficit year. Overall, the updated LTFP 10 year dashboard presents as follows:

Financial Indicator Description	Year Ended 30 June:												
	Annual Target	2016 Actual	2017 Estimate	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10
Operating Surplus Ratio - %	(1%) - 5%	0.5%	(1.5%)	1.2%	0.4%	(2.4%)	(0.4%)	0.0%	2.0%	3.3%	5.0%	5.2%	5.5%
Net Financial Liabilities Ratio - %	10% - 90%	32%	35%	56%	84%	82%	81%	75%	66%	56%	46%	35%	24%
Asset Sustainability Ratio - %	100%-120%	116%	119%	232%	369%	91%	89%	94%	89%	83%	100%	111%	112%

The updated LTFP along with the Prudential Report will be presented to the Audit Committee on 4 December 2017 for consideration.

### 3.7 Community Reference Group (CRG) Feedback

The CRG met at a special meeting on 25 October 2017 and received a detailed overview of the Design Option from Cate Hart, with ample time provided for round table discussion and opportunity for questions and answers.

The CRG members displayed a high level of understanding of the complexity of the decision making process required by Council for the CLIC project. The presentation and Design Option received general support from CRG members for the current design elements.

The comments received from Council's CLIC Community Reference Group in response to the Design Option have been extremely positive and reflect consideration given to a broad range of views and concerns within the Prospect community.

Despite these designs being 'scaled back' from those reviewed earlier by the CRG, there was a clear understanding that the design process had reached a point in the process where cost implications had become much clearer, hence the need to balance aspiration against affordability. There was support for the balance between community and staff areas, with the scheme providing more space for community use than for staff use. There was also support for the commercial space, with the CRG identifying that the additional floor area would future-proof the building for potential expansion if needed.

Additional information relating to the CRG is presented in another report within this agenda.

### 3.8 Demolition and Salvage

The project team are undertaking due diligence in determining what can be salvaged from the existing facility for reuse in other Council-owned buildings (or in the future CLIC), with an audit undertaken to identify what items would be suitable. The audit, and advice from Council's Project Manager, has confirmed that a considerable number of items of furniture and equipment could be reused during transition, with a smaller number of items suitable for reuse in other facilities.

The remaining items, (which are either at the end of their useful life expectancy or where the costs would be similar to that of providing new fixtures and fittings) such as the air conditioning units, are proposed to be left in situ for salvage by the demolition contractor.

Additional information relating to the demolition and salvage is presented in another report within this agenda (item 5.1).

### 3.9 CLIC Project Program and Milestones

Council's Project Manager has prepared an updated program based on the decision-making timeline presented to Council on 14 November 2017, and incorporating opportunities for community consultation and feedback. The additional milestones and revised timing is provided in the table below:

<b>Milestone</b>	<b>Initial Target Date</b>	<b>Revised Date</b>
Council workshop; business case, budget feasibility + commercial space evaluation	-	7 November 2017
Adoption of scheme /plans and budget by Council	30 October 2017	14 November 2017
Concept Design start	13 October 2017	14 November 2017
Establish Community Display at Council office and Library & Portal of the approved concept		15 November 2017
Council & CRG Design Charrette at JPE	-	21 November 2017
Council Meeting approve outcomes of Design Charrette	-	28 November 2017
Update Community Display at Council office, Library Portal of the latest design		29 November 2017
Staff Reference Group Session		30 November 2017
Meet the Design Team Event (Vine Street Plaza)		1 December 2017
Council Design Charrette		5 December 2017
CRG		6 December 2017
Additional Drop-in Session		8 December 2017
Formal Approval of Scheme & Development application by Council	30 October	19 December 2017
Update Community Display at Council Office, Library and Portal Development Plans plus CRG		21 December 2017
CAP	5 December	22 January 2018
Option A Managing Contractor RFP		Issue 4 Dec 2018

		Close 20 Dec 2018
Managing Contractor approval <i>(challenge to obtain competitive pricing given lead up to Xmas)</i>	19 December 2017	23 January 2018
Option B Managing Contractor RFP		Issue 11 Dec 2018 Close 15 Jan 2018
CRG		6 February 2018
Managing Contractor approval Option B	19 December 2017	13 February 2018 (special Council meeting)
Council Meeting: Design and Program Update		27 February 2018
Demolition Commence <i>(depending on CAP approval in January and relocation of staff)</i>	End of Jan 2018	7 March 2018
Demolition Completed	End of March 2018	End of April 2018
Design Completion (including documentation)	Mid- March 2018	18 May 2018
Council Meeting: Update Presentation of the final detailed design		22 May 2018
Construction Commence	1 May 2018	15 June 2018
Construction Completion	Mid July 2019	20 September
Relocation	Mid July to 2 August 2019	20 September to 30 September
Council Operational	2 August 2019	30 September 2019
Town Hall Works	30 September 2019	30 October 2019

#### 4. CONCLUDING STATEMENTS

Progress continues to be made on the various elements of the project including the sale of sites to fund the project, the design work required to progress to construction, and the transitional arrangements necessary to accommodate staff during the construction period.

The level of activity is increasing in the lead up to the Christmas period, which will see some important decisions made by Council as the design progresses.

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## **ATTACHMENTS**

**Attachment 1:** Advice from the Minister for Planning

Attachment

**AGENDA ITEM NO.:** 6.1

**TO:** CLIC Project Executive Group on 20 November 2017

**REPORT AUTHOR:** Brendan Lott, Manager Community Development

**SUBJECT:** Community Reference Group – Concept Design Feedback

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## 1. EXECUTIVE SUMMARY

This report (which is largely a duplicate of the report provided to the PEG at its meeting of 7 November 2017) is in response to Council's request at the 24 October 2017 meeting for staff to seek comment from Council's CLIC Community Reference Group (CRG) according to the current CLIC Design Option.

Ten (10) of the fourteen (14) members of the CRG met on the 25 October 2017 and received a detailed overview of the Design Option from Cate Hart, with ample time provided for round table discussion and opportunity for questions and answers.

The CRG members displayed a high level of understanding of the complexity of the decision making process required by Council for the CLIC project. The presentation and Design Option received general support from CRG members for the current design elements.

Comments from the group were captured as part of the minutes for the meeting in addition to the distribution of a hard copy of an on-line survey to capture further and more detailed responses to each of the design elements of the Design Option.

A copy of the minutes for the CRG meeting is provided as **Attachments 1-2** and a hard copy of the on-line survey is provided as **Attachments 3-17**.

## 2. RECOMMENDATION

- (1) **Council's CLIC Project Executive Group notes the findings of this report detailing the comments received from Council's CLIC Community Reference Group in response to the CLIC Design Option 13.4 and endorses the provision of this report to the Council meeting on 28 November 2017.**
- 

## 3. DISCUSSION & BACKGROUND

According to current CLIC design option 13.4 (Design Option), the following is a record and summary of the comments received from members of Council's Community Reference Group during the meeting held on the 25 October 2017 and follow-up on-line survey that captured responses to the various design elements of the Design Option.

### Comments received during the meeting 25 October 2017

#### **Internal Layout of the Facility**

- The availability and suitability of car parking to cater for staff, customers of CLIC and those using the available parking to access other amenities on Prospect Road.
- Council may consider developing services and public amenities to alleviate too much reliance upon car parking for the facility to operate effectively i.e. safer bike paths, community bus ring route, etc.
- The requirement to balance the sometimes conflicting requirements for quiet meetings and events, and those that will generate a lot of noise.
- Options for multi-use of spaces through the installation of flexible shelving, movable walls etc.
- The need to ensure that the Community Kitchen is located close to the event and meeting spaces.
- The importance of providing after-hours access to meeting spaces.
- There was support for the continued use of the Town Hall (keep the stage) for events and for larger Library events.
- The design feature of an open stairwell providing visual and spatial connection between two levels (sense of arrival from Prospect Road) received support.

#### **External Considerations for the Facility**

- Presentation of building to Prospect Rd. Some concern that the 14m scale could be overwhelming and that it may not be a welcoming feature.
- There was support from the CRG for the proposed connection of the new facility to the Town Hall. The visual amenity of the new facility would be enhanced by the roof line of the Town Hall.
- Accessibility to the new facility would be enhanced through the provision of a pedestrian crossing on Prospect road in front of the new facility.

#### **Cost Considerations**

- There was general agreement that the projected cost is a good balance between aspiration and affordability

### Responses received from the on-line survey

There was a good response to the on-line survey with nine (9) of the fourteen (14) members of the CRG providing a submission. One of the members Shaun Lyon (Little City) responded twice due to some technical difficulty, with the second submission providing a response to those questions not completed within the first submission.

The comments received from the fourteen (14) questions within the on-line survey are quite detailed and are not easily summarised within this report without losing some of their value. A full transcript of the responses is available as **Attachment 3-17**.

#### **4. CONCLUDING STATEMENTS**

The comments received from Council's CLIC Community Reference Group in response to the Design Option have been quite positive and reflect consideration given to a broad range of views and concerns within the Prospect community.

Having been involved and asked to comment upon earlier much more expensive Design Options, there was a concern going in to the meeting on the 25 October that CRG members would express disappointment that community aspirations and expectations for the facility would not be fulfilled by the most recent Design Option.

Instead, there was a clear understanding that the design process had reached a point in the process where cost implications had become much clearer hence the need to balance aspiration against affordability.

Following the endorsement of the concept scheme by Council on 14 November 2017, CRG members have been invited to attend the Elected Member design workshop (charrette) scheduled for Tuesday 21 November 2017, and will have their own separate charrette with the architects at a session to be scheduled in the near future.

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#### **ATTACHMENTS**

**Attachments 1-2:** Minutes of Council's CLIC Community Reference Group meeting held 25 October 2017

**Attachments 3-17:** Findings from an on-line Survey completed by members of Council's CLIC Community Reference Group in response to CLIC design option 13.4

## Community Reference Group

### Community Reference Group Meeting Notes

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- Date:** Wednesday 25 October 2017
- Time:** 5.30pm for 6pm start until 7.30pm
- Venue:** Reception Room, Civic Centre, 128 Prospect Road, Prospect
- Chair:** Cate Hart (Chief Executive Officer)
- Note taker:** Melissa O'Kelley (Senior Library Officer)
- Attendees:** Ali Blake, Caroline Ashmeade, David Kilner, Deputy Mayor Mark Groote, Frances McKenzie-Smith, Tyler Gates, Reb Rowe, Sharron Ward, Shaun Lyon, Sue Michael, Prue Blaikie
- Other Attendees:** Chris Newby (CLIC Project Lead), Luigi Rossi (Project Manager JAA), Ben Footner (Manager Library Services) and Brendan Lott (Manager Community Development).
- Apologies:** Jess Tovara, Vicki Rigney, Kym Whittington

#### 1. Welcome – (Brendan Lott)

#### 2. Concept Design Update – (Cate Hart, CEO)

- Reference to email sent from CEO to CRG on 11 October 2017 explaining previous designs presented to CRG on 27 September not being within budget.
- New concept design presented at tonight's CRG meeting has yet to be endorsed by Elected Members but they would like CRG feedback.
- Budget – costings are becoming firmer and more refined
- Carparking – the double deck car parking in previous concept designs was around \$5 million which isn't within budget. The new proposed carpark will meet policy requirements while slightly exceeding it. It may not meet 'citizen desire' but could lead to provisions for more efficient use of existing carparks along Prospect Road and encourage a walking/biking community.
- Town Hall – enhance by using for library activities but won't be a dedicated library space
- Design – 3 levels. All 3 full floors won't be needed immediately for council services. Proposed to build it but lease 450m<sup>2</sup> to commercial enterprise. It would be self-funding and would give options for council to utilise this space for future growth.
- Site context – area immediately behind the Town Hall will be retained as 'public open space.' No wrap-around of new building behind the Town Hall.
- Building description –
  - Carparking undercroft area – will be direct access from this area to building via lift/stairs. Carparking won't be visible from Prospect Road.
  - Lobby area height of 2 stories for 'sense of arrival'
  - Town Hall integration – utilised as much as possible including for library activities
  - New building consisting of Ground level, Level 1, Level 2
  - Commercial space on 2<sup>nd</sup> level fronting Prospect Road
  - Total floor area – 2496m<sup>2</sup> and 89 carparking spaces

#### 3. Questions – (Cate Hart, CEO)

- Q. How many staff will be using the car parking?
  - A. Not all staff drive to work and not are all full time so not easily quantifiable

- Q. Will there be timed parking?
  - A. Council can look into a policy regarding this
- Q. Will complementary services be developed/improved (eg safer bike paths, community bus on a ring route, etc) to alleviate carparking concern?
  - A. Council can explore developing these services
- Q. What kind of community meeting/events will be on the 1<sup>st</sup> level?
  - A. Quieter space for study but also utilised for larger events (eg Local History events). Also will be a standing Tuesday night booking for Council workshops and meetings. Room ideally will fit 100 people.
- Q. Can collection space be flexible in order to utilise that space for events?
  - A. It is the intention for shelving to be on castors and flexible for this purpose
- Q. Catering – Kitchen is located in Town Hall away from other event/meeting areas? Is this ideal?
  - A. This comment was acknowledged and can be looked into.
- Q. Will the stage remain in the Town Hall?
  - A. Yes
- Will there be after-hours community access to meeting spaces? Eleven on Level 1?
  - A. Yes

#### 4. Concept Design feedback form discussion (ALL)

##### Internal Use of the Building:

- Open stairwell providing visual and spatial connection between two levels (sense of arrival from Prospect Road)
  - Positive
- Town Hall is maintained and used as an event space/library activities
  - Positive

##### External Use of the Building:

- Presentation of building to Prospect Rd (height, presence, design elements, materials)
  - The scale will be 14m on Prospect Rd. Some concern that this could be overwhelming and not welcoming
- Connection and resulting presentation of building to Town Hall
  - Confirmed that there will be accessibility between the Town Hall and the Library
- Level of accessibility for various users
  - Feedback that there should be pedestrian crossing on Prospect Rd in front of building

##### Cost Considerations:

- Generally agreed that the projected cost is a good balance between aspiration and affordability

**Meeting closed at 7.20pm.**

Next meeting to be held on Wednesday 6 December 2017 at 6pm – 7.30pm (*refreshments available from 5.30pm*).

## Q1 Name / Group that you represent.

Answered: 10 Skipped: 0

#	RESPONSES	DATE
1	Nailsworth Primary	11/2/2017 8:16 PM
2	PAAN	11/1/2017 2:23 PM
3	Jess Tovar	10/30/2017 8:12 AM
4	Tyler Gates (Digital Hub)	10/29/2017 8:26 PM
5	Prospect Residents Association	10/28/2017 5:48 PM
6	Frances McKenzie-Smith Rhyme Time & English as a second language (ESL)	10/28/2017 1:12 PM
7	Ali Blake / Prospect and Enfield Kindergym	10/26/2017 9:50 PM
8	Shaun - Business	10/26/2017 11:41 AM
9	Prospect Local History Group	10/26/2017 11:18 AM
10	Shaun - Business	10/26/2017 10:10 AM

Attachment

## Q2 Entrance points from Prospect Road and the under-croft car park

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	both points are important	11/2/2017 8:16 PM
2	Cathy: this sure looks like an abbreviated version of what was first proposed but one good thing is the position of the gallery on the street side. That is a highlight, along with the grand entrance. It's great to hear that the community is the focus of the ground floor.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	Good and accessible.	10/29/2017 8:26 PM
5	Yes	10/28/2017 5:48 PM
6	Adequate	10/28/2017 1:12 PM
7	An entrance that makes a statement from Prospect Rd is important. The under-croft entrance is fine as long as it is safe and well lit.	10/26/2017 9:50 PM
8	Entrance from the rear or undercroft needs to be clearly signposted and have an even grade to assist older or less able-bodied people. Ditto people with pushers and people in wheelchairs. Avoid stairs.	10/26/2017 11:18 AM
9	Positive. Although a access point from Vine St open area behind the town hall I think would be more inviting and easy to figure out fro people who are coming to the center for the first time	10/26/2017 10:10 AM

Attachment

### Q3 Open stairwell providing visual and spatial connection between two levels (sense of arrival from Prospect Road)

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	makes a statement	11/2/2017 8:16 PM
2	P: Ratepayers will measure the value of 'arrival' much more in terms of how well their needs are met than by any grand gesture. A impressive stairway should not be at the expense of good function and noise abatement. Too iconic and it will become the subject of later mockery! Katie: From what I can deduce, there is quite a focus on the staircase being grand. I assume that this will require a significant amount of space, but hopefully be an important architectural feature in doing so. With this in mind, I am interested in the layout of the interior because the staircase will be utilised predominantly by Council and office staff using the top two floors. If this is the case...I assume that generally, there will not be a huge amount of traffic between the floors! Plus, I assume the grand staircases' most frequent users will be Council staff and commercial tenants who don't want to use the lift??	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	This offers a great sense of arrival and inviting space that blends the two levels together, encouraging visitors to the upper areas without feeling like they're leaving the community space.	10/29/2017 8:26 PM
5	as long as it doesnt impose to the extent that a welcoming human scale is not conveyed	10/28/2017 5:48 PM
6	Looks good	10/28/2017 1:12 PM
7	Vital and should make a statement.	10/26/2017 9:50 PM
8	Would prefer an escalator to make it easier for people, especially people with limited mobility. Escalators are very inviting and inclusive.	10/26/2017 11:18 AM
9	Really like this design feature	10/26/2017 10:10 AM

Attachment 17

## Q4 Town Hall is maintained and used as an event space / Library activities

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	sensible	11/2/2017 8:16 PM
2	C: Would like to see library events in the Town Hall.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	A good method to revitalise the hall and ensure Prospect's heritage remains at the centre of communal activity. A nice balance between history and modernisation.	10/29/2017 8:26 PM
5	yes	10/28/2017 5:48 PM
6	Full usage where possible and direct and easy access from inside the town hall to the ground floor of the new building	10/28/2017 1:12 PM
7	Great idea, especially if it sees the Town Hall being better utilised.	10/26/2017 9:50 PM
8	Yes - Provided it is refurbished to make it attractive. It also needs AV equipment eg PA system projector and screen in the Irish Harp Room.	10/26/2017 11:18 AM
9	If done right yes, opening up the connection in the existing town hall and cross over points of the new area as essential.	10/26/2017 10:10 AM

Attachment

## Q5 Majority of traditional Library services on the ground level

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	The library will be biggest community draw card so sensible for access	11/2/2017 8:16 PM
2	P: Yes, make the place where people arrive the friendliest, most people oriented part of the building. That includes the Gallery.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	Holding library services on the ground level grants a sense of connection between the library and Prospect Road, emphasising a closeness with CLIC and its community. It's also more accessible to the public, and allows quieter activities like meetings or private reading/studying to be undertaken upstairs, away from general commotion.	10/29/2017 8:26 PM
5	absolutely	10/28/2017 5:48 PM
6	Absolutely, the ground floor should be for the community and its services. First floor used for meetings and quieter community space	10/28/2017 1:12 PM
7	Yes, keep it accessible and part of the Village Heart, for the community	10/26/2017 9:50 PM
8	Fine.	10/26/2017 11:18 AM
9	Great idea	10/26/2017 10:10 AM

Attachment

## Q6 Include a commercial lease opportunity (income generation / cost offset)

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	provides possible future space while drawing in \$ in the short term	11/2/2017 8:16 PM
2	P: Yes, especially if it means this once in a generation opportunity can produce a building that works well and lasts well.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	A common sense option. This ties in with future-proofing the CLIC and offers the flexibility of more space should the CLIC expand.	10/29/2017 8:26 PM
5	needs must when the devil drives	10/28/2017 5:48 PM
6	Seems like a good solution to ensuring room for growth/changing needs in the future while recovering costs.	10/28/2017 1:12 PM
7	If the numbers add up this makes good sense, particularly as it allows for future growth. Do it once and do it right.	10/26/2017 9:50 PM
8	Fine.	10/26/2017 11:18 AM
9	This will be great for the center itself to have future room for expansion down the track and also bring a different group of people into the center. Having a melting pot of community, civic operations & commercial groups is fantastic.	10/26/2017 10:10 AM

Attachment

## Q7 Second and third level incorporates some community spaces and all of Council's administration activities

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	supported	11/2/2017 8:16 PM
2	It would have been lovely to have had a dedicated art centre in the spaces above the gallery.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	Logistically makes sense. A point raised was that Council might use the same meeting room space as the general public, which portrays a positive, integrated image. Steers away from the isolated, 'high council' vibe.	10/29/2017 8:26 PM
5	yes	10/28/2017 5:48 PM
6	As only 3 floors are planned (excluding undercroft) I read this to be the 1st and 2nd floor. I believe the community would only need to access the top (2nd) floor if services cannot be accommodated on the ground and 1st floors and/or if a roof open area/garden is available.	10/28/2017 1:12 PM
7	Having quieter public spaces upstairs makes good sense. A multi-purpose function space rather than standalone council chamber is an efficient use of space and resources.	10/26/2017 9:50 PM
8	Provided this is easily accessible, including after-hours access to meeting spaces.	10/26/2017 11:18 AM
9	Postitive	10/26/2017 10:10 AM

Attachment 21

## Q8 Describe how the community spaces 'most relevant to the group you represent' may best be utilised

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	N/A	11/2/2017 8:16 PM
2	<p>P: The new Art Gallery needs to be very similar in size to the current one. Too large and it will begin to compete with those belonging to much bigger institutions that are able to fund the considerable extra costs they incur. Without that extra support we'll end up with a white elephant. Much smaller and it won't be able to present our community exhibitions, the most popular we now do and absence of which will be most likely to aggrieve residents. In artistic terms, the current size makes it practical for artists without significant financial backing. With the exception of a 'Slot' gallery, as outlined in the PAAN deputation to Council (27/6/17), breaking up exhibition spaces into smaller chunks will render them cumbersome, much less flexible and effectively require council staff to mount multiple concurrent shows, each requiring roughly the same amount of behind the scenes support as a single larger one. K:reduced space, could we wrestle for higher profile? I would rather see the general public have access to the Gallery spaces than the dwindling art crowd we currently have now, otherwise we will be needing to continually fight for its relevance into the future. Are the slot Galleries out? As most artists exhibit for the purpose of exposing their work to a public audience... we must ask how can this best be achieved in this new facility? C:The new version does not have a dedicated art working space and I appreciate that all the community space has to be flexible ...however there is more to life than sitting around talking and listening, sometimes we just need to make and to have a functional space and encourage participation in workshops we need a wet/cleanup area next to or incorporated in a 'shared' space. Is the first floor the best place for this? What about having a community work space in the Irish Harrp room? The town Hall has a lot of floor space and it is under utilised, especially during the day. It would be great to reinvigorate the hall, perhaps having a room that can spill out into the hall on various occasions. Maybe movable walls or sliding doors that open up to the bigger space. C:It would be good to have some storage for art groups. Will the main gallery have a kitchenette, we will need one for openings. Please find a way to meet our community aspirations and think big/smart/positive about what you the council can deliver to our community. Future proof our creative and community. I think this new development is a priority, we only have one chance!</p>	11/1/2017 2:23 PM
3	Is available to all members of the community, can be booked online, is an open space thy can be used for whatever purpose, a blank canvas.	10/30/2017 8:12 AM
4	The Digital Hub is a flexible service that can operate almost anywhere within the community space, subject to noise levels and accessibility to power points (some clients come with devices that need charging). Rooms in the Town Hall could offer a comfortable, noise-controlled space for training purposes, though some might be concerned the service won't feel as integrated with the community and could isolate the Digital Hub from the library, similar to its present situation at Thomas St.	10/29/2017 8:26 PM
5	the PRA only needs a largish space once a year for its AGM it would be useful to have a display/notice of all Prospect's community groups somewhere in the not too grand entrance	10/28/2017 5:48 PM
6	Rhyme Time is a very noisy activity which needs a weekly booking space to accommodate ~80-100 children & carers with easy out of the way accerss to prams/pushers, a large screen projector and adequate storage for visual aids (puppets etc) doughnut cushions or equivalent and scattered seating. ESL utilises a classroom environment, with tables setup in a small group format with access to large screen wireless and magnetic whiteboard. Access to storage of learning materials, dictionaries etc. Plus access to tea/coffee facilities	10/28/2017 1:12 PM
7	The Town Hall would make an excellent space for our kindergym program if we could have access to a permanent storage space for equipment.	10/26/2017 9:50 PM
8	Separate room for local/family history services.	10/26/2017 11:18 AM
9	The center as a whole being a draw card for the village heart and bringing a wide variety of people consistently into the are will be great for all business.	10/26/2017 10:10 AM

## Q9 Presentation of building to Prospect Road (height, presence, design elements, materials)

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	support design presented	11/2/2017 8:18 PM
2	Please stress we would like to have display windows 2.5 m wide like Slot Gallery in Sydney. Then 24 hr art is visible.	11/1/2017 2:23 PM
3	Some might find the height of the building too much, but taller buildings will become the norm in Prospect and is an inevitable development. Presence seems to incorporate the idea of being inviting without coming off as cold, imposing, or grand.	10/29/2017 8:41 PM
4	Please, do not have a slab of prefabricated cement with some coloured panels/piping as a cheap way of adding interest	10/28/2017 6:08 PM
5	Good	10/28/2017 1:13 PM
6	3 storeys will sit well in the long term. Some sort of shelter to the footpath would be welcome. Please ensure the design of the frontage is of high standard with good quality finishes (no tacky colours and cheap gimmicks!).	10/26/2017 10:04 PM
7	Using the full height to the street front is good. Making use of the purpose of the zoning sets an example. It's very important that the facade is done right as to set the bench mark for future developments. A facade with soft touches can lower the IMPACT on the street. All concrete can be harsh as we've seen	10/26/2017 11:53 AM
8	No blank walls. Glass on ground floor. Find a way to create an historic ambience that coordinates with the Town Hall	10/26/2017 11:23 AM

Attachment 23

## Q10 Connection and resulting presentation of building to Town Hall

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	support design presented	11/2/2017 8:18 PM
2	sympathetic materials, colours, forms would be nicer	11/1/2017 2:23 PM
3	As previously mentioned, the design integrates the hall without compromising the heritage building and over-enveloping the hall. We want a balance with old and new, not a domination of the latter.	10/29/2017 8:41 PM
4	the plans presented seemed ok	10/28/2017 6:08 PM
5	Good	10/28/2017 1:13 PM
6	Great idea to connect the Town Hall to the new building. The narrow corridors are a slight concern. The Irish Harp Room as a divisible meeting space would work well and also provide greater privacy, should the immunisation clinic continue in there.	10/26/2017 10:04 PM
7	The connections points need fleshing out more to ensure they're welcoming and open so the town hall and new structure feel apart of the one complex	10/26/2017 11:53 AM
8	OK	10/26/2017 11:23 AM

Attachment

## Q11 Presentation of building to the West (over car park)

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	support design presented	11/2/2017 8:18 PM
2	Sensitivity to neighbours and fierce simmer afternoon sun may find a dual solution.	11/1/2017 2:23 PM
3	From memory, the concept seemed thought out.	10/29/2017 8:41 PM
4	as above - privacy for existing houses must be preserved	10/28/2017 6:08 PM
5	Adequate	10/28/2017 1:13 PM
6	While natural light is very important, too much glass exposed to the west creates other issues. Has a 'green wall' been considered or a mural?	10/26/2017 10:04 PM
7	the potential veranda can be great to soften that facade. The neighbors will consider themselves lucky compared to other developments and future developments I'm sure as they won't have a 15m wall 4m from their boundary	10/26/2017 11:53 AM
8	Shade. Outdoor spaces. Maybe tall trees to add screening during summer - maybe deciduous.	10/26/2017 11:23 AM

Attachment

## Q12 Availability, suitability and accessibility of car parking

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	very concerned re lack of. transport suggestions not sustainable.Think need to identify hidden away parking for council staff so car park is purely for community.	11/2/2017 8:18 PM
2	Will be difficult to find a car park; it will not be ample. Good that art works can be dropped off at basement lift entrance.	11/1/2017 2:23 PM
3	Many of the Digital Hub volunteers and staff regularly use public transport and can see the merit in providing a set car park space to encourage the use of public transport. This would free car parks for those who truly need it, such as aged persons or those with health issues.	10/29/2017 8:41 PM
4	enough parking is a must - the 2 biggest user groups of library facilities are the elderly and parents of young children and these people cannot easily catch public transport, cycle or walk to the library and need car parks so spaces must be assigned and "policed" for these users	10/28/2017 6:08 PM
5	Inadequate but most probably the only option. I assume that, if the commercial lease goes ahead then the 89 parking spaces will permanently reduced as X number of spaces will be part of the lease arrangements.	10/28/2017 1:13 PM
6	Excellent that it will be at the current level not multi-deck. As long as 'park and ride' is discouraged through times parking, I think it will be fine.	10/26/2017 10:04 PM
7	Council setting the standard for carparks is crucial for the long term success of the village heart. 89 capacity - 40 avg council staff, 20 commercial tenant leaves for 29 for the community center which may not be enough for peak periods. Currently there is capacity on street and around the area to meet the peak demand. however looking 5-10 yrs down the track when when there and many more developments and all follow the council example any capacity will quickly vanish. I agree that it's not suitable to include extra parking in the construction at great cost. A long term parking plan for the whole area needs to be fleshed out in more detail. I'm not convinced that utilizing the spaces behind existing establishments will work long terms as those occupiers will need the space and it's only a matter of time before the are developed. For the village heart to be a draw card and bringing people from other suburbs this needs to work. Norwood parade seem to have done it will with off street parking	10/26/2017 11:53 AM
8	If car-parking is to be limited, complementary measures need to be taken eg alternative parking nearby; safe and accessible cycling and walking trails from other parts of the City, with an east-west orientation; community bus with a circuit focused on the Civic Centre.	10/26/2017 11:23 AM

## Q13 Level of accessibility for various users

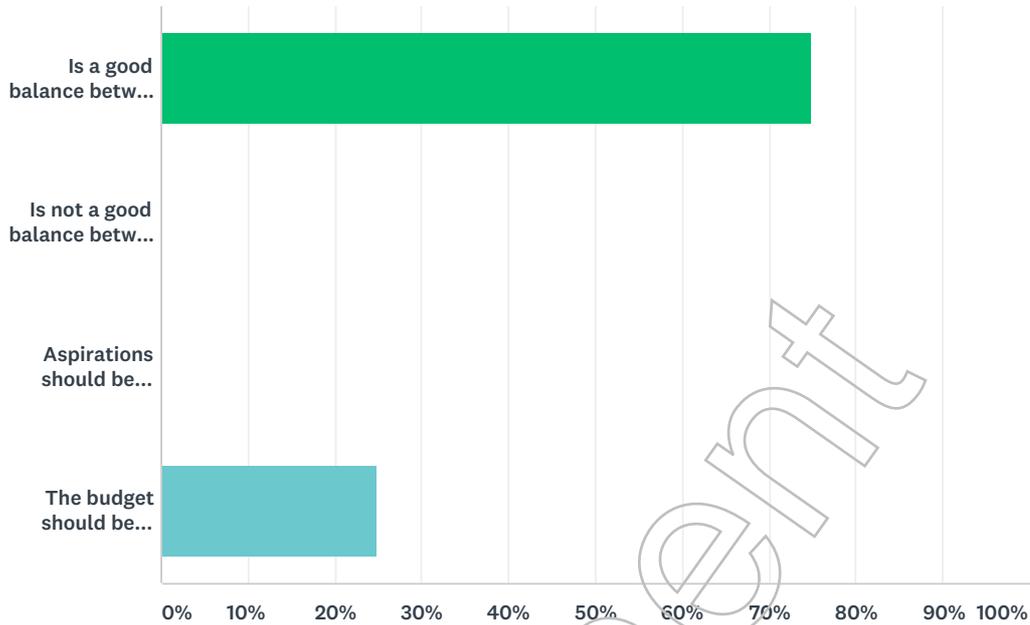
Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	seems appropriate	11/2/2017 8:18 PM
2	Art groups will need lift access not stairs, with their materials often in shopping trolleys or heavy baskets etc.	11/1/2017 2:23 PM
3	Concept had good, accessible points of entry and lifts. Some concerns raised for catering access on upper levels, though niche wet areas or kitchen spaces would remedy this, especially near meeting rooms and gathering spaces.	10/29/2017 8:41 PM
4	it was reassuring to see library resources on the ground floor	10/28/2017 6:08 PM
5	Seems good, the only concern is access to the 'proposed' location of the catering kitchen in the town hall. If catering is needed in the main building and main area of the town hall has an event, how would caterers access the main building without disturbing the event? And in that position how accessible will the kitchen be for other users?	10/28/2017 1:13 PM
6	Lift access and single floor level from Prospect Rd seems to address this. Please allow for wide doorways to get prams through, plenty bike racks and keep working on getting a tram line up Prospect Rd!	10/26/2017 10:04 PM
7	Would be great if the access from the underground carpark was on the south end and could have a joint entry point at street level of vine st. An entrance like this could be more welcoming and inviting for people are first time visitors and people making use of the area. The entrance on Prospect rd is essential too. having entrances from prospect rd and vine street would be great	10/26/2017 11:53 AM
8	As above	10/26/2017 11:23 AM

Attachment 27

**Q14 The projected cost for the current design concept ranges from \$13.9m to \$15.8m (subject to final design, fit-out etc.)**

Answered: 8 Skipped: 2



ANSWER CHOICES	RESPONSES	
Is a good balance between aspiration and affordability	75.00%	6
Is not a good balance between aspiration and affordability	0.00%	0
Aspirations should be further reduced to further cut the costs	0.00%	0
The budget should be increased to better meet community aspirations	25.00%	2
Total Respondents: 8		

**AGENDA ITEM NO.:** 15.3

**TO:** Council Meeting on 28 November 2017

**DIRECTOR:** Ginny Moon, Director Corporate Services

**REPORT AUTHOR:** Chris Birch, Manager Financial Services

**SUBJECT:** Local Government Grants Commission Funding 2017-2018

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### 1. EXECUTIVE SUMMARY

Council has recently received advice regarding its 2017-2018 Local Government Grants Commission Funding (LGGC) (refer **Attachments 1-3**).

Council will receive a combined grant of \$640,664 for 2017-2018.

The 2017-2018 budget assumes that Council will receive only the portion of Grant relating to 2017-2018 in the current year (i.e. no advance payment). Council received an advance payment of \$322,078 in June 2017 of the 2017-2018 grant allocation.

Council had budgeted a grant allocation of \$631,691. As Council has previously resolved not to amend the budget for early payments, a favourable adjustment of \$8,973 will be made in the Second Budget Review to reflect the additional grant received.

The Financial Assistant Grant is determined independently and is "untied" so that Council can spend funding in accordance with local priorities.

### 2. RECOMMENDATION

**(1) Council having considered Item 15.3 Local Government Grants Commission Funding 2017-2018 receive and note the report.**

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### 3. RELEVANCE TO CORE STRATEGIES / POLICY

**Strategic Plan to 2020 Theme 4 – Services** "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.4 Accountable and people-focused services	Grants Commission funding is untied and as a result supplements the budget and all strategic outcomes of Councils operations.
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### Intelligent Community Indicators

1. Broadband	Infrastructure is the foundation of economic competitiveness	Grants Commission funding does not specifically fund an individual activity of Council but is used to supplement funding of all of Councils activities.
2. Knowledge Workforce	A labour force that creates economic value through its knowledge, skills and ability to use information effectively	
3. Innovation	Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).	
4. Digital Equality	Allowing everyone access to broadband technologies and skills to use them	
5. Sustainability	Economic growth while reducing the environmental impact of that growth	
6. Advocacy	Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.	

#### 4. REGIONAL IMPACT

All Councils are entitled to receive funding from the Federal Government through the Grants Commission pool. The South Australian Local Government Grants Commission is responsible for fund allocations to all South Australian Councils. This report focuses specifically on the allocation made to City of Prospect.

#### 5. COMMUNITY INVOLVEMENT

There is no community involvement in this report.

#### 6. DISCUSSION

Council has recently received advice regarding its 2017-2018 Local Government Grants Commission Funding (LGGC) (refer **Attachments 1-3**). The funding received, compared to the budget allocation and previous three years, is provided in the following table.

	2017-2018 Budget	2017-2018 per LGGC	Budget Variance Fav/(UnFav)	2016-2017 Actual	2015-2016 Actual	2014-2015 Actual
	A	B	C=B-A	B	D	E
General Purpose Grant	430,875	435,265	4,390	426,607	428,764	435,107
Local Roads Grant	200,816	204,515	3,699	198,486	198,628	198,621
Supplementary Local Road Funding	100,000	100,000*	0	0	0	92,044
Adjustment for previous year (overpayment)/underpayment	0	884	884	116	1,864	(989)
<b>Grant Allocation excluding Advance Payment</b>	<b>731,691</b>	<b>740,664</b>	<b>8,973</b>	<b>625,209</b>	<b>629,209</b>	<b>724,783</b>
Less Advanced Payment <i>Paid June of Prior Year</i>	0	322,078	(322,078)	0	0	(335,051)
	<b>731,691</b>	<b>418,586</b>	<b>(313,105)</b>	<b>625,209</b>	<b>629,256</b>	<b>389,732</b>

\*Confirmation of Council's 2017-2018 Supplementary Local Road Funding has not yet been received.

The 2017-2018 original budget assumes that Council will receive four instalments within the year with no advance payment for 2017-2018. As per Council's resolution, in the event of an early payment, no amendment is made to the budget through budget reviews.

Following notification of the increase in Financial Assistance Grants for 2017-2018, a favourable adjustment of \$8,973 will be included in the second quarter budget review.

The Financial Assistant Grant is determined independently and is "untied" so that Council can spend funding in accordance with local priorities.

The funding that City of Prospect receives is difficult to predict in advance, as it depends upon the total pool of funds received by the Commission from the Federal Government.

The Grants Commission methodology continues to assess both the capacity of councils to raise revenue and their expenditure needs relative to the "average council". Funds are directed to Councils with less capacity to raise revenue from rates (those Councils with lower than average property values) or where services cost more to provide for reasons outside the Council's control (those Councils with higher than average expenditure needs).

The 2017-2018 allocation of Financial Assistance Grants is the first to be indexed since a freeze was introduced in the 2014 federal budget.

### **Financial and Resource Implications**

The notification of Financial Assistance Grants for 2017-2018 indicates a favourable to budget allocation of \$8,973. An adjustment of this amount will be included in the second budget review, to be presented to the January 2018 Council meeting.

## 7. CONCLUDING STATEMENTS

The notification of Financial Assistance Grants is presented to Council for information only, with impacts of the allocation to be considered through a budget review.

Council has been involved in lobbying of the federal government to remove the freezing of grant allocations since its introduction in 2014. It is anticipated that its removal will be welcomed by Council.

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## ATTACHMENTS

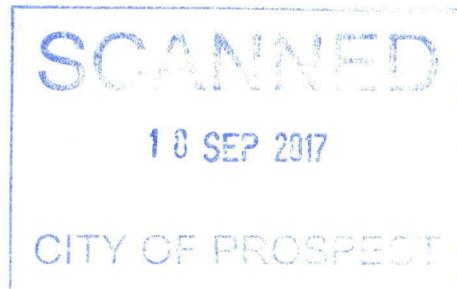
**Attachments 1-3:** Financial Assistance Grants Letter from Hon Geoff Brock MP – 13 September 2017



Government  
of South Australia

eA181994

Mayor David O'Loughlin  
City of Prospect  
PO Box 171  
PROSPECT SA 5082



Dear Mayor O'Loughlin *David*

I am pleased to advise that the South Australian Local Government Grants Commission's (the Commission) recommendations for the distribution of the Commonwealth Financial Assistance Grants (FAG's) to Councils for the 2017-2018 year have recently been submitted to the Australian government and approved by Senator Hon Fiona Nash, Federal Minister for Local Government and Territories on 9 August 2017.

As you would be aware, the 2017-2018 federal Budget included measures that will have a significant impact on funding to local governing authorities in South Australia.

Firstly, payment of approximately half of the 2017-2018 FAG's were brought forward and paid in early June 2017. The early payment was made by the Australian government to give Councils immediate access to funds to commence new projects and to benefit from the interest on additional cash in the bank.

As advised by the Commission in late June 2017, the calculation of the Identified Local Road Grant component of the brought forward payment for South Australia was apportioned on the basis of the Identified Local Road Grants and the Special Local Roads Grants for 2016-2017, instead of the Identified Local Road grants only. Adjustments for under and over allocations will be made by the Commission, as appropriate.

Secondly, the freeze on indexation of the FAG's has been lifted and the pool of funding has grown by 3.4 percent or \$78 million, across Australia for 2017-2018. For South Australia, an increase of 2.7 percent or \$4.1 million, is very welcome.

Thirdly, the federal Treasurer announced in the federal Budget that the Supplementary Local Road Funding Program for South Australia would be re-instated for 2017-2018 and 2018-2019, providing \$20 million each year. This funding is to be provided in recognition of the inequitable share of the Identified Local Road Grants to South Australia.

Arrangements for payment of the Supplementary Local Road Funding are currently being finalised by the Australian government and Councils advised of their allocations as soon as possible.

Minister for Regional Development  
Minister for Local Government

Level 17, 25 Grenfell Street Adelaide SA 5000 | GPO Box 2557 Adelaide SA 5001 DX 667  
Tel 08 8226 1300 | Fax 08 8226 0316 | [pirsa.MinisterBrock@sa.gov.au](mailto:pirsa.MinisterBrock@sa.gov.au)



- 2 -

The Australian government also continues to provide additional local road funding in 2017-2018 as part of the Roads to Recovery program from the reintroduction of indexation of the federal fuel excise.

As Minister for Local Government, I am working closely with the state government and Local Government Association of South Australia for the continued provision of these programs and I encourage you to take every opportunity to lobby your federal Member of Parliament.

In terms of the 2017-2018 FAG's, the total allocation for South Australia is \$155.8 million. For South Australia, the general purpose grants are \$115,773,190, an increase of 2.5 percent from 2016-2017 and the Identified Local Road Grants are \$39,993,501, an increase of 3.42 percent from 2016-2017. The Identified Local Road component includes formulae based funding of \$33,994,501 and the Special Local Roads Program with funding of \$5,999,000.

The Australian government advised that there was a small underpayment of \$225,623 in the 2016-2017 grants. This amount will be added to the cash grants received by Councils during 2017-2018 in proportion to your approved 2016-2017 distributions.

In summary, the total allocation to the Prospect Council for the 2017-2018 year consists of:

General Purpose Grant (GPG)	\$	435,265
Roads (Formulae Funding - ILRG)	\$	204,515
Roads (Special Local Roads Program - ILRG)	\$	*
<b>Total Estimated Grant for 2017-2018</b>	<b>\$</b>	<b>639,780</b>
Add Adjustment for 2016-2017 underpayment (GPG)	\$	803
Add Adjustment for 2016-2017 underpayment (ILRG)	\$	81
Less Brought Forward Payment Paid in June 2017 (GPG)	\$	219,441
Less Brought Forward Payment Paid in June 2017 (ILRG)	\$	102,637 **
<b>Remaining 2017-2018 Cash Payable</b> (rounded to the nearest dollar)	<b>\$</b>	<b>318,586</b>

\* Monies provided under the Special Local Roads Program (Financial Assistance Grants) have been allocated for work on the following project: .

\*\* Note – the ILRG component of the brought forward payment figure above represents the actual allocation of the brought forward payment paid in June 2017. The remaining cash payable above includes adjustments made to reflect the under or over allocation of the ILRG brought-forward payment, as necessary.

The general purpose grants and the Identified Local Road Grants are determined using different assessment methods.

To calculate the general purpose grants, both the capacity of Councils to raise revenue and their expenditure needs relative to the average or standard Council are assessed. Greater funding is directed to Councils with less capacity to raise revenue from rates (i.e. those Councils with lower than average property values) or where services cost more to provide, for reasons outside the Council's control (i.e. those Councils with higher than average expenditure needs).

The Identified Local Road Grants are distributed on the basis of road length, population and in rural Councils, the area of the Council.

In 2017, two new commissioners, Mr Rory McEwen and Mayor Dave Burgess joined the Commission. Mary Patetsos, Chair and the Commission considered a range of impacts and other factors during the year and resolved not to make significant changes to the distribution methodology for 2017-2018. The Commission remains committed to ongoing refinement of its methodology and will continue this process during 2017-2018.

The grants are untied and the funding for 2017-2018 will be paid in four quarterly instalments, with the first instalment recently paid. Further instalments will be paid in November 2017 and February 2018 and May 2018.

It would be appreciated if you could forward this information to the relevant Council officers.

Should you have any queries regarding your Council's grant, please contact Mr Peter Ilee, the Commission's Executive Officer, on telephone 7109 7148 or via email at [grants.commission@sa.gov.au](mailto:grants.commission@sa.gov.au).

Yours sincerely



Hon Geoff Brock MP  
**MINISTER FOR REGIONAL DEVELOPMENT**  
**MINISTER FOR LOCAL GOVERNMENT**

*JK*  
13 September 2017

cc: Ms Cate Hart, Chief Executive Officer

**AGENDA ITEM NO.:** 15.4

**TO:** Council on 28 November 2017

**DIRECTOR:** Simon Bradley, Director Infrastructure and Environment

**REPORT AUTHOR:** Helen Robins, Manager City Maintenance & Community Safety

**SUBJECT:** Sign Removal in City of Prospect

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### 1. EXECUTIVE SUMMARY

At the October 2017 Council meeting it was resolved to remove at the earliest opportunity all Safety House signs present throughout City of Prospect.

Further, it was also raised (and moved) to investigate the removal of 'Neighbourhood Watch' signs.

On 25 October 2017, Cr Barnett provided a list containing seven 'Safety House' signs and nine 'Neighbourhood Watch' signs that she had identified for removal.

In addition, staff subsequently inspected other streets within City of Prospect and in total, 16 'Safety House' signs were located and removed at a cost of \$380.

In relation to the 'Neighbourhood Watch' signs, it has been determined that these should remain in place for the time being in the event that a new group may establish within the City and become operational again sometime in the future.

### 2. RECOMMENDATION

**(1) Council having considered Item 15.4 Sign Removal in City of Prospect, receive and note the Report.**

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### 3. RELEVANCE TO CORE STRATEGIES / POLICY

**Strategic Plan to 2020 Theme 1 – People** "Know, empower, celebrate, educate and activate our community"

Strategy 1.1	Know our community	Neighbourhood Watch provides opportunities for our community to connect with each other and provide a safer community.
Strategy 1.2	Environmentally active, sustainably focused	
Strategy 1.3	Active living for every age, every stage	

Strategy 1.4 Celebrate our diverse and creative community
---

### **Intelligent Community Indicators**

This initiative does not have reference to the Intelligent Community Indicators.

#### **4. REGIONAL IMPACT**

There is no regional impact from this initiative.

#### **5. COMMUNITY INVOLVEMENT**

No community engagement was undertaken in the preparation of this report.

#### **6. DISCUSSION**

##### **Safer Communities Australia**

Safer Communities Australia (formerly Safety House Association of Australia, Inc.) was a voluntary network of approved residences, offices, shops, public buildings and public transport that displayed the Safety Assist signs as an indication to people of all ages, especially children, that reliable assistance was available if they became lost, hurt, harassed, ill or threatened or needed help for any reason.

Responsible adults could apply to have their houses or businesses registered as Safety Assist premises. Police and community checks on applicants were carried out.

On 15 March 2017 it was gazetted that the de-registration of Safety Communities Australia had been finalised.

In LGA Circular 14.4 dated 5 April 2017 Councils were advised of the de-registration and were reminded to remove any 'Safety House' signs present throughout local streets.

Following the 24 October 2017 Council meeting, a list comprising seven (7) 'Safety House' signs was provided by Cr Barnett. These signs have now been removed.

In addition staff were requested to identify and remove any other remaining 'Safety House' signs throughout City of Prospect.

A route was selected that would enable staff to identify the majority of 'Safety House' signs present within the City and in total 16 Safety House signs were removed.

## **Neighbourhood Watch**

Neighbourhood Watch is a community based crime prevention program aimed at minimising crime with the intention of the community and Police working together. It also provides community information on a wide variety of issues. The programme aims to promote safety, security and quality of life.

Each group is based on a residential 'Area' of varying sizes and is divided into 'Zones'. Volunteer Committee members are required to run the Area and these Committee positions include an Area Coordinator, Secretary, Treasurer, Zone Representative and Newsletter Editor. In addition to the Area Committee, a Police Coordinator is selected for each Neighbourhood Watch Group.

Neighbourhood Watch is a commitment by both residents and Police. The ultimate success of the program depends on residents working together with Police for a safer community.

There are currently three active Neighbourhood Watch Groups (Broadview, Nailsworth and Sefton Park) plus one 'E-watch' Group (Prospect) within City of Prospect.

We have been advised by the Community Engagement Online Manager, State Community Engagement Section, South Australia Police that removal of the signs is at Council's discretion. However, as Neighbourhood Watch is about to undertake a large-scale promotion to launch new groups there may be some interest from within Prospect so it has been determined to leave existing Neighbourhood Watch signs in place.

## **Financial and Resource Implications**

Removal of Safety House signage took staff approximately five hours to complete at a total cost of \$380.

## **7. CONCLUDING STATEMENTS**

Staff are confident that the route selected to identify 'Safety House' signs has resulted in the majority if not all 'Safety House' signage throughout the City being removed.

It is recommended that Neighbourhood Watch signs within City of Prospect remain in place as it is possible that new groups may establish themselves and become active in the future.

## **ATTACHMENTS**

Nil.

<b>AGENDA ITEM NO.:</b>	<b>15.5</b>
<b>TO:</b>	Council Report on 28 November 2017
<b>DIRECTOR:</b>	Simon Bradley, Director Infrastructure and Environment
<b>REPORT AUTHOR:</b>	Helen Robins, Manager City Maintenance & Community Safety Darren Star, Manager Development Services
<b>SUBJECT:</b>	Report on Liquor Licence Complaints

---

## 1. EXECUTIVE SUMMARY

At the October 2017 Council meeting it was resolved that Council receive a report on the number and nature of complaints received by Council relating to patrons leaving licenced premises over the last five years.

The granting of liquor licenses is undertaken under the provisions of the Liquor Licensing Act 1997. Consumer and Business Services/Office of the Liquor and Gambling Commissioner is the authority for granting or rejecting applications for a liquor license application.

Consumer and Business Services (CBS) will investigate complaints involving licensed premises, such as noise, patron behaviour, barring, refusal of service, management practices, liquor promotions and behaviour of crowd controllers.

Consumer and Business Services advises that to make a complaint against a licensee or licensed premises, complainants should include details about:

- what happened, and any actions taken (for example, discussion with the licensee)
- when and where it happened (could be multiple occasions)
- any other information that may be relevant in relation to the incident
- contact details during working hours so that CBS can contact the person who lodged the complaint if further information is required.

Where Council is aware of many or repeated complaints/concerns being raised by the community, Council's Liquor Licensing Policy directs that Council will act on behalf of the community in lodging a complaint with the Licensing Authority. This is as a complaint about a licensed premises by a community member should be on behalf of at least 10 persons who live in (reside), work or worship in the vicinity of the licensed premises.

If a complaint is investigated by Consumer and Business Services and the investigation demonstrates that the licensee or licensee's staff have breached the Liquor Licensing Act 1997 appropriate action will be taken. Action could include:

- written caution
- statutory undertaking

- disciplinary action, which could result in:
- reprimand
- conditions placed on the licence
- fine
- suspension of licence
- revocation of licence
- disqualification

Given that Council is not the relevant authority for the investigation of complaints against licensed premises our records have not traditionally logged complaints as directly relating to liquor licensing or licensed premises.

The nature of complaints or issues that may arise from patrons leaving licenced premises could include:

- Noise nuisance
- Antisocial behaviour
- Hoon driving

## 2. RECOMMENDATION

**(1) Council having considered Item 15.5 Report on Liquor Licence Complaints, receive and note the Report.**

## 3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Development Act, 1993*
- *Liquor Licensing Act, 1997*
- Liquor Licensing Policy

**Strategic Plan to 2020 Theme 1 – People** “Know, empower, celebrate, educate and activate our community”

Strategy 1.1	Know our community	The establishment of licensed facilities, where appropriate, adds to the entertainment, recreation and social destination offerings within the Council area to our community.  Complaints relating people leaving to licenced facilities will be investigated and responded in accordance with relevant procedures.
Strategy 1.2	Environmentally active, sustainably focused	
Strategy 1.3	Active living for every age, every stage	
Strategy 1.4	Celebrate our diverse and creative community	

**Strategic Plan to 2020 Theme 3 – Prosperity** “More jobs, more investment, more activity, more vibrancy”

Strategy 3.1 A stronger local economy	The establishment of licensed facilities, where appropriate, provides greater diversity of trading hours and offerings within the Village Heart.  Complaints relating people leaving to licenced facilities will be investigated and responded in accordance with relevant procedures.
Strategy 3.2 A more vibrant night-time	
Strategy 3.3 Leverage our digital advantage	
Strategy 3.4 International Prospect	

**Intelligent Community Indicators**

This report does not have reference to the Intelligent Community Indicators..

**4. REGIONAL IMPACT**

Nil.

**5. COMMUNITY INVOLVEMENT**

No community engagement was undertaken in the preparation of this report.

## 6. DISCUSSION

The majority of licenced venues within City of Prospect are situated along our main arterial roads - Main North Road, Prospect Road and Churchill Road.

The granting of liquor licenses is undertaken under the provisions of the Liquor Licensing Act 1997. Consumer and Business Services/Office of the Liquor and Gambling Commissioner is the authority for granting or rejecting applications for a liquor license application.

Consumer and Business Services (CBS) investigate complaints involving licensed premises, such as noise, patron behaviour, barring, refusal of service, management practices, liquor promotions and behaviour of crowd controllers. Council could have a role in investigating issues relating to a licensed premises should Consumer and Business Services determine that the complaint not fall within the boundaries of the Liquor Licensing Act 1997.

In its Liquor Licensing Policy, Council acknowledges the role of appropriately managed licensed premises in contributing to a vibrant and active City, and the importance of addressing liquor-related issues to protect and enhance the amenity of the City for the benefit of the community.

In supporting the responsible service of liquor in licensed premises, while protecting the City's amenity, Council will use the Policy to guide the assessment of new licensing applications and to respond to complaints about licensed premises. The Policy provides direction to encourage the adoption of appropriate operating hours and practices to limit potential negative impacts.

The Policy includes a range of standard conditions Council will seek to have included on a liquor licence. These conditions take into account the different types of licences, hours of operation and the potential for noise and other disturbance, taking into consideration factors such as proximity of the venue to nearby homes, location of entries and exits, the capacity of the premises and/or the type of entertainment that would be provided.

Section 10 of the Policy relates to "Complaints Handling" and states that complaints may be lodged with the Licensing Authority in those instances where an activity on, or the noise emanating from, licensed premises, or the behaviour of persons making their way to or from licensed premises, is unduly offensive, annoying, disturbing or inconvenient to a person who resides, works or worships in the vicinity of the licensed premises.

Upon receipt of complaints from the community in relation to licensed premises, Council will initially advise that complaints are to be directed to the Licensing Authority. However, if many and repeated concerns are raised, Council will act on behalf of the community in lodging a complaint with the Licensing Authority.

It has generally been determined that the nature of complaints relating to patrons leaving licenced premises would generally be categorised as follows:

- Noise nuisance
- Antisocial behaviour
- Hoon driving

Issues reported to Council would either be captured in its record management system or in the Customer Request Management system. To determine the number of complaints received by Council (excluding those made to the Licensing Authority) over the last five years, i.e. between 2013 and 2017, a review of both systems was undertaken.

The search was undertaken using subject headings including liquor license, licensed premises, grievance, complaint, noise, car parking and behaviour found four (4) records of complaints relating to licensed premises outside of the liquor licence process. Two of these complaints related to restaurant licenses and two related to clubs.

Of the four complaints received, Council staff advised two of the complainants that they should contact SA Police regarding their concerns. The remaining two complaints related to two different licensed premises on Council owned land. Given Council's ownership of the land, Council Staff acted on these complaints through direct liaison with the Licensees involved.

It is noted that the State Parliament passed substantial changes to the Liquor Licensing Act 1997 on Tuesday 14 November 2017. These changes follow a review of the Liquor Licensing system by Tim Anderson QC, released in July 2016. Council Administration will provide Elected Members with further detail regarding these substantial changes to the Liquor Licensing system as such details become available.

#### **Financial and Resource Implications**

Nil.

### **7. CONCLUDING STATEMENTS**

Council receives and notes the report.

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### **ATTACHMENTS**

**Attachment 1-8:** Liquor Licensing Policy 2012



# Liquor Licensing Policy

Attachment

Adopted by Council

23 October 2012

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## 1 Purpose

- 1.1 The Liquor Licensing Policy (the Policy) provides a framework for Council's response to liquor licensing applications and sets a direction for all licensed premises to mitigate potential external impacts.

## 2 Definitions

- 2.1 Terminology used in the Policy is consistent with that of the Liquor Licensing Act 1997 (the Act). Definitions within this section of the Policy are provided for convenience and should be considered in conjunction with those contained within the Act.
- 2.2 **Liquor** means a beverage that, at room temperature, contains more than 1.15% alcohol by volume, including alcohol-based food essences and alcoholic ice confection.
- 2.3 **Liquor licence** means a licence issued under the Liquor Licensing Act 1997 for the sale, supply or consumption of liquor on a premises.
- 2.4 **Extended trading authorisation** means a condition of a liquor licence authorising trade for additional hours beyond those generally allowable for the type of licence held.
- 2.5 **Licensed premises** means premises in respect of which a liquor licence is in force and includes the land, any building or structure on the land, or any part of the premises.
- 2.6 **Licensing authority** means the Licensing Court of South Australia (in relation to a matter that is to be decided by the Court) or the Liquor and Gambling Commissioner (in relation to any other matter).
- 2.7 **Entertainment** means a dance, performance, exhibition or event (including a sporting contest) intended to attract and entertain members of the public.

## 3 Scope

- 3.1 The Policy relates to matters referred to Council in respect of liquor licensing matters, including new liquor licences, limited (i.e. one-off) liquor licences and temporary or permanent variations to existing liquor licences.

## 4 Legislative and Corporate Requirements

- 4.1 Council acknowledges that the Office of the Liquor and Gambling Commissioner is the authority in respect of licensing applications and will make the final decision on proposed liquor licences.
- 4.2 The Liquor Licensing Policy is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents, including:
  - 4.2.1 The Prospect (City) Development Plan;
  - 4.2.2 Community Engagement Policy;
  - 4.2.3 Community Hall Hire Policy;
  - 4.2.4 Delegation Manual;
  - 4.2.5 Lease and Licence of Community Facilities Policy;
  - 4.2.6 Outdoor Dining Policy; and
  - 4.2.7 The (City of Prospect) Strategic Plan.

## 5 Policy Statement

- 5.1 City of Prospect acknowledges the role of appropriately managed licensed premises in contributing to a vibrant and active City, and the importance of addressing liquor-related issues to protect and enhance the amenity of the City for the benefit of the community.
- 5.2 In supporting the responsible service of liquor in licensed premises, while protecting the City's amenity, Council will use the Policy to guide the assessment of new licensing applications and to respond to complaints about licensed premises. The Policy will provide direction to encourage the adoption of appropriate operating hours and practices to limit potential negative impacts.
- 5.3 The Policy sets out the circumstances in which Council will undertake public consultation in relation to liquor licensing applications, which will be additional to the notification undertaken by the applicant in accordance with the requirements of the Act. The Policy also defines the form and scope of consultation that will be undertaken.
- 5.4 The Policy includes a range of standard conditions Council will seek to have included on a liquor licence. These conditions take into account the different types of licences, hours of operation and the potential for noise and other disturbance.

## 6 Application of Policy

- 6.1 The processes and guidelines of the Policy will be applied in response to Council being notified of licensing proposals, or upon receipt of complaints concerning licensed premises.
- 6.2 The Policy will be referred to in the assessment of development applications for licensed premises, to the extent that this is permissible under the Development Act 1993.

## 7 Consultation with the Community

- 7.1 Council will undertake community consultation only on those licensing applications that have a potential to impact on nearby residents and businesses. Types of licences that will and will not be consulted on are described in this section of the Policy.
- 7.2 Consultation will occur to ensure that those who may be immediately affected by a proposal are informed and are aware of their ability to make submissions to the Licensing Authority. The consultation process will also assist Council in forming an opinion on whether or not an objection should be made by Council to the Licensing Authority.
- 7.3 Consultation will be undertaken upon receipt of notification of an application for a new licence or a variation to an existing licence that would permit the consumption of liquor on the premises (including for example a Club Licence, Limited Club Licence, Entertainment Venue Licence, Hotel Licence or Restaurant Licence).

- 7.4 No consultation will occur in respect of an application for a new licence or a variation to an existing licence that does not permit the consumption of liquor on the premises (including for example a Wholesale Liquor Merchant's Licence, Retail Liquor Merchant's Licence, Producer's Licence or Direct Sales Licence).
- 7.5 No consultation will occur in respect of Limited (i.e. temporary) Licence applications, unless the scope of the proposal is such that external impacts are anticipated and the proposed conditions of the licence are unlikely to restrict these impacts to a reasonable level.
- 7.6 When consultation is required by the Policy, Council will notify nearby property owners and occupiers in writing, advising that an application has been (or will be) lodged with the Licensing Authority. Concerned parties will be invited to make submissions to Council for consideration, as well as to the Licensing Authority.

## **8 Consideration of Applications**

- 8.1 Council will intervene in applications before the Licensing Authority in circumstances where the necessary development approvals are not in place.
- 8.2 Where community consultation is anticipated under the Policy, Council will undertake consultation as soon as practicable after receiving notification of a licensing proposal. If necessary, Council will notify the Licensing Authority of the time frame in which consultation will occur and seek an adjournment of proceedings to allow Council to consider any responses received.
- 8.3 In the event that a response against the proposal is received during community consultation, the licensing application will be presented to the earliest convenient Council meeting for consideration. Any respondents will be invited to attend the meeting.
- 8.4 Where no consultation is required, or no response is received during consultation, and the scope and extent of the licence application is generally consistent with the extent of activities anticipated under section 9 of the Policy, Council will advise the Licensing Authority and the applicant that Council has no objection to the licensing application.
- 8.5 Council will determine whether or not to object to licensing applications using the Policy as a basis, with due regard to the history of the premises, the likely external impacts of the proposal, and any comments received during community consultation. Objections will not be based on personal or moral grounds, such as the potential health effects of alcohol or possible social impacts associated with gambling.

## **9 Desired Restrictions**

- 9.1 The operation of licensed premises has the potential to impact on the surrounding community in a number of ways. The potential for such impact to occur and the measures that are proposed by the licensee to minimise these impacts will guide Council in responding to the Licensing Authority. Conditions recommended by Council or objections made to the Licensing Authority will be based on the guidelines contained within this section of the Policy.

- 9.2 To ensure an equitable approach to the establishment of licensed premises, while balancing the benefits of a vibrant community against the potential impacts licensed venues can have, trading hours for licensed premises should generally be limited as described in Table 1.
- 9.3 Earlier closing times than those described in Table 1 are desired in circumstances where it is likely that the venue will have a greater potential impact on surrounding residents, taking into consideration factors such as proximity of the venue to nearby homes, location of entries and exits, the capacity of the premises and/or the type of entertainment that would be provided.

<b>Licence Type</b>	<b>Monday-Thursday</b>	<b>Friday-Saturday</b>	<b>Sunday</b>
Club or Limited Club	7:00am - 12:00am (midnight)	7:00am - 1:00am the following day	11:00am - 9:00pm
Hotel, Entertainment Venue or Special Circumstances	7:00am - 1:00am the following day	7:00am - 2:00am the following day	9:00am - 11:00pm
Hotel Bottle Shop or drive-through	8:00am - 10:00pm	8:00am - 11:00pm	9:00am - 10:00pm
Restaurant	7:00am - 12:00am (midnight)	7:00am - 1:00am the following day	7:00am - 10:00pm
Retail or Wholesale Liquor Merchant	8:00am - 9:00pm	8:00am - 11:00pm	9:00am - 10:00pm

**Table 1: Desired Limits to Trading Hours for Licensed Premises**

- 9.4 Trading hours that are proposed to extend beyond those described in Table 1 will be carefully considered with regard to the potential impacts on surrounding residents and businesses. Where the licence type has not been identified in Table 1, such as for a Producer's Licence, Direct Sales Licence or Residential Licence, which typically do not involve activities that would generate external impacts, each proposal will be considered with regard to the potential external impacts in seeking restrictions to trading hours.
- 9.5 To minimise the potential for disturbance caused by patron movements and noise emanating from licensed premises, it is generally anticipated that:
- 9.5.1 The licensee shall at all times ensure that noise levels are in accordance with guidelines established under the Environment Protection Act and the Liquor Licensing Regulations.

- 9.5.2 All external doors and windows facing adjoining residential land uses are to be closed (subject to the ventilation requirements of Part F of Volume 1 of the Building Code of Australia being adequately addressed) when live entertainment is being undertaken or a sound system is in use (other than for playing low level background music).
- 9.5.3 There shall be no entertainment on or in any outdoor area.
- 9.5.4 No waste or recycling (including empty bottles and cans) is to be moved from inside the premises to outside storage bins or area between the hours of 10:00pm and 7:00am the following morning.
- 9.5.5 The licensee shall at all times have displayed at all exits from the premises clearly visible signs in the form of: "Out of respect for our neighbours, please leave these premises as quietly as possible."
- 9.6 Additional recommended conditions may be considered appropriate depending on the nature of the activity proposed.

## **10 Complaint Handling**

- 10.1 A complaint may be lodged with the Licensing Authority in those instances where an activity on, or the noise emanating from, licensed premises, or the behaviour of persons making their way to or from licensed premises, is unduly offensive, annoying, disturbing or inconvenient to a person who resides, works or worships in the vicinity of the licensed premises.
- 10.2 Upon receipt of complaints from the community in relation to licensed premises, Council will initially advise that complaints are to be directed to the Licensing Authority. If many and repeated concerns are raised, Council will act on behalf of the community in lodging a complaint with the Licensing Authority.

## **11 Review**

- 11.1 The Policy will be reviewed in line with Council's Corporate Governance Framework.

## **12 Access to the Policy**

- 12.1 The Policy is available for public inspection at [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au) and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

## **13 Further Information**

- 13.1 For further information about the policy please contact:

Director Community and Planning  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

Ph: 8269 5355  
Email: [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

**AGENDA ITEM NO.:** 15.6

**TO:** Council on 28 November 2017

**DIRECTOR:** Ginny Moon, Corporate Services

**REPORT AUTHOR:** Jo-Ann Tanti, Manager Governance & Administration

**SUBJECT:** Council Member Allowances 2017-2018

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## 1. EXECUTIVE SUMMARY

The Remuneration Tribunal SA has determined the allowance payable to Council Members post the November 2014 local government periodic election with an annual increase as provided the Adelaide Consumer Price Index on the anniversary of each subsequent year (7 November).

Member allowances for the ensuing year have been calculated as follows:

- Council Members \$16,576 per annum
- Deputy Mayor \$20,720 per annum
- Mayor \$66,304 per annum

Council Member and Deputy Mayor allowances are paid quarterly in advance, with the Mayor receiving payments monthly in advance. Due to the November 2017 to February 2018 payment having already been made at the time of announcement, a payment of the increase portion was made on 9 November 2017.

## 2. RECOMMENDATION

- (1) Council having considered Item 15.6 Council Member Allowances 2017-2018, receive and note the report.**
- 

## 3. RELEVANCE TO CORE STRATEGIES / POLICY

- *Local Government Act 1999* Section 76  
*Local Government (Members Allowances and Benefits) Regulations 2010*

### **Intelligent Community Indicators**

There are no direct links to the indicators.

#### 4. REGIONAL IMPACT

Council Member Allowances provide limited direct benefit or detriment on a regional perspective.

#### 5. COMMUNITY INVOLVEMENT

No community engagement was undertaken in the preparation of this report.

#### 6. DISCUSSION

The Remuneration Tribunal of South Australia was established as an independent Tribunal upon the enacting of the *Remuneration Act 1990* to determine the remuneration payable to members of the judiciary with the addition of certain other offices as conferred by other *Acts*. Section 76 of the *Local Government Act 1999* provides the entitlement for a council member allowance and as such that the Remuneration Tribunal must make a determination under this section on a 4 yearly basis.

Determination 7 of 2014 (**Attachments 1-6**), sets out the annual allowance for councillors within a group classification system. The group classing is based on consideration of size, population and revenue of councils, amongst other factors. City of Prospect has been classified as a Group 2 Council.

Council Member Allowances are subsequently indexed using the Adelaide Consumer Price Index (CPI) as published by the Australian Bureau of Statistics (ABS) for the September 2017 quarter. This is the third anniversary of the 2014 periodic election, with the published Adelaide CPI of 1.8% as at 30 September 2017.

Circular 43.4 from the Local Government Association (LGA) (**Attachments 7-8**) provides the indexing calculation used by Council to undertake the calculation of Council Member Allowances for the year commencing 7 November 2017.

Council Members (excluding the Mayor, Deputy Mayor or Chair of a prescribed committee) will receive \$16,576 per annum, paid quarterly in advance (previously \$16,276) by direct credit to nominated bank accounts, commencing on the next payment date 25 January 2018 for allowance period 8 February 2018 - 7 May 2018.

The Deputy Mayor or Chair of a prescribed committee will receive 1.25 times the Council Member allowance, \$20,720 per annum, paid quarterly in advance (previously \$20,345), by direct credit to nominated bank accounts, commencing on the next payment date 25 January 2018 for allowance period 8 February 2018 - 7 May 2018.

The Mayor will receive four times the allowance of Council Members, \$66,304 per annum, paid monthly in advance (previously \$65,104) by direct credit to the nominated bank account, commencing on the next payment date 24 November 2017 for allowance period 8 December 2017 - 7 January 2018.

Council Member allowances are subject to income tax, and will need to be declared when Members complete their tax returns. No tax is deducted by Council.

## **Financial and Resource Implications**

An estimated increase in line with Adelaide CPI was anticipated and factored into the original budget for 2017-2018; as such at this time no adjustment will be required throughout the 2017-2018 budget review process.

## **7. CONCLUDING STATEMENTS**

The shortfall for November – January payment period has been calculated in accordance with the remuneration requirements and paid to all Members nominated accounts.

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## **ATTACHMENTS**

**Attachments 1-6:** The Remuneration Tribunal Determination of Allowances for Members of Local Government Councils – Determination 7 of 2014.

**Attachments 7-8:** LGA Circular 43.4 – Periodic Adjustment of Council Member Allowances.



Determination 7 of 2014

**THE REMUNERATION TRIBUNAL DETERMINATION OF  
ALLOWANCES FOR MEMBERS OF LOCAL GOVERNMENT COUNCILS**

**1. SCOPE OF DETERMINATION**

The Remuneration Tribunal is given jurisdiction under section 76 of the *Local Government Act 1999* (the Act), to determine the allowance payable to an elected member of a Local Government Council. Section 76 of the Act requires the Tribunal to make a determination on a 4 yearly basis before the day that is 14 days before the day on which nominations close for each periodic election for councils held under the *Local Government (Elections) Act 1999*. Section 76(3) provides that;

*The Remuneration Tribunal must, in making a determination under this section, have regard to the following:*

- (a) the role of members of council as members of the council's governing body and as representatives of their area;*
- (b) the size, population and revenue of the council, and any relevant economic and social factors in the council area;*
- (c) the fact that an allowance under this section is not intended to amount to a salary for a member;*
- (d) the fact that an allowance under this section should reflect the nature of a member's office;*
- (e) the provisions of this Act providing for the reimbursement of expenses of members.*

Section 76(4) provides that "without derogating from the operation of subsection (3), the allowances to be determined under this section will be taken to be in the nature of a fee under the definition of remuneration in the *Remuneration Act 1990*".

Section 76(7) provides that "the rates of allowances may vary from office to office, and council to council".

This Determination applies to the members of a council in accordance with the Act, but does not apply to members of the Adelaide City Council.

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## 2. INTERPRETATION

In this Determination, unless the contrary appears:

**“Committee”** means a committee established by a council in terms of section 41 of the Act.

**“Councillor”** means a person appointed or elected as a member of a local government council under the Act.

**“Principal Member”** means a principal member under the Act.

**“Prescribed Committee”** means for the purposes of this determination, a committee that endures, irrespective of whether the council has assigned any particular work for the committee to perform and assists the council or provides advice to the council in any of the following areas or any combination thereof:

- Audit
- Chief Executive Officer performance review
- Corporate services
- Finance
- Governance
- Infrastructure and works
- Risk management
- Strategic planning and development

## 3. ALLOWANCES

### 3.1 Councillors

3.1.1 The annual allowance for a councillor who is not a principal member, deputy mayor, deputy chairperson or presiding member of a prescribed committee will be as follows:

<b>Council Group</b>	<b>\$ per annum</b>
Group 1A	\$21,500
Group 1B	\$19,000
Group 2	\$15,900
Group 3	\$12,800
Group 4	\$9,100
Group 5	\$5,700

3.1.2 Council Groups are provided in Appendix 1.

### 3.2 Principal Members

The annual allowance for principal members of a local government council will be equal to four (4) times the annual allowance for councillors of that council.

### 3.3 Deputy Mayor, Deputy Chairperson or Presiding Member of a Committee

3.3.1 The annual allowance for a councillor who is a deputy mayor or deputy chairperson, or the presiding member of a prescribed committee or more

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than one prescribed committees established by a council, will be equal to one and a quarter (1.25) times the annual allowance for councillors of that council.

3.3.2 An additional allowance in the form of a sitting fee is payable to a councillor (other than the principal member or deputy principal member, chairperson or deputy chairperson or a presiding member of a prescribed committee) who is the presiding member of a committee, that is not a prescribed committee, at the following rates:

3.3.2.1 where the councillor is a member of a council in Group1A or Group1B; an allowance of \$200 per meeting limited to an aggregate amount of allowance of \$1,200 per annum;

3.3.2.2 where the councillor is a member of a council in Group 2 or Group 3; an allowance of \$150 per meeting limited to an aggregate amount of allowance of \$900 per annum;

3.3.2.3 where the councillor is a member of a council in Group 4 or Group 5; an allowance of \$100 per meeting limited to an aggregate amount of allowance of \$600 per annum.

#### 4. TRAVEL TIME ALLOWANCE FOR MEMBERS OF NON-METROPOLITAN COUNCILS

4.1 An allowance of \$336 per annum will be payable to council members, excluding principal members, whose usual place of residence is within the relevant council area and is located **at least 30 kms but less than 50 kms** from that council's principal office, via the most direct road route:

4.2 An allowance of \$560 per annum will be payable to council members, excluding principal members, whose usual place of residence is within the relevant council area and is located **at least 50 kms but less than 100 kms** from that council's principal office, via the most direct road route:

4.3 An allowance of \$1,120 per annum will be payable to council members, excluding principal members, whose usual place of residence is within the relevant council area and is located **100 kms or more** from that council's principal office, via the most direct road route:

4.4 The non-metropolitan council members travel time allowance will be payable in addition to any entitlement to reimbursement of expenses actually incurred.

4.5 A list of the non-metropolitan councils to which this payment applies is provided in Appendix 2.

#### 5. DATE OF OPERATION

5.1 The allowances prescribed in this Determination are operative from the first ordinary meeting of the Council held after the conclusion of the 2014 local government elections in accordance with section 76(8) of the *Local Government Act 1999*.

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- 5.2 Pursuant to sections 76(9) and 76(15) of the *Local Government Act 1999*, the allowances set out in this Determination, including the aggregate amounts specified at 3.3.2 herein, will be adjusted annually on the first, second and third anniversaries of the 2014 local government elections to reflect changes in the Consumer Price Index as defined at section 76(15).



D R Prior  
**PRESIDENT**

28 July 2014



D J Smythe  
**MEMBER**

Attachment

**Appendix 1 – Council Groups**

<b>GROUP 1A</b>
City of Charles Sturt
City of Onkaparinga
City of Port Adelaide Enfield
City of Salisbury

<b>GROUP 1B</b>
City of Holdfast Bay
City of Marion
City of Mitcham
City of Playford
City of Tea Tree Gully
City of West Torrens

<b>GROUP 2</b>
Adelaide Hills Council
Alexandrina Council
Barossa Council
Campbelltown City Council
City of Burnside
City of Mount Gambier
City of Prospect
City of Norwood Payneham and St Peters
City of Unley
City of Whyalla
District Council of Mount Barker
Port Augusta City Council
Rural City of Murray Bridge
Town of Gawler

<b>GROUP 3</b>
Berri Baramba Council
City of Port Lincoln
City of Victor Harbor
Clare and Gilbert Valleys Council
District Council of Loxton Waikerie
District Council of The Copper Coast
District Council of Yorke Peninsula
Light Regional Council
Mid Murray Council
Naracoorte Lucindale Council
Port Pirie Regional Council
Tatiara District Council
Wattle Range Council

<b>GROUP 4</b>
Corporation of the Town of Walkerville
District Council of Coorong
District Council of Grant
District Council of Lower Eyre Peninsula
District Council of Mallala
District Council of Yankalilla
District Council of Renmark Paringa
Kangaroo Island Council
Northern Areas Council
Regional Council of Goyder
Wakefield Regional Council

<b>GROUP 5</b>
District Council of Barunga West
District Council of Ceduna
District Council of Cleve
District Council of Coober Pedy
District Council of Elliston
District Council of Franklin Harbour
District Council of Karoonda East Murray
District Council of Kimba
District Council of Mount Remarkable
District Council of Orroroo Carrieton
District Council of Peterborough
District Council of Robe
District Council of Streaky Bay
District Council of Tumby Bay
Flinders Ranges Council
Kingston District Council
Southern Mallee District Council
Wudinna District Council

**Appendix 2 – Non – Metropolitan Councils**

Adelaide Hills Council	District Council of Renmark Paringa
Alexandrina Council	District Council of Robe
Berri Barmera Council	District Council of Streaky Bay
Barossa Council	District Council of The Copper Coast
City of Whyalla	District Council of Tumby Bay
Clare and Gilbert Valleys Council	District Council of Yankalilla
District Council of Barunga West	District Council of Yorke Peninsula
District Council of Ceduna	Flinders Ranges Council
District Council of Cleve	Kangaroo Island Council
District Council of Coober Pedy	Kingston District Council
District Council of Coorong	Light Regional Council
District Council of Elliston	Mid Murray Council
District Council of Franklin Harbour	Naracoorte Lucindale Council
District Council of Grant	Northern Areas Council
District Council of Karoonda East Murray	Port Augusta City Council
District Council of Kimba	Port Pirie Regional Council
District Council of Lower Eyre Peninsula	Regional Council of Goyder
District Council of Loxton Waikerie	Rural City of Murray Bridge
District Council of Mallala	Southern Mallee District Council
District Council of Mount Barker	Tatiara District Council
District Council of Mount Remarkable	Wakefield Regional Council
District Council of Orroroo Carrieton	Wattle Range Council
District Council of Peterborough	Wudinna District Council



## Circulars

## Periodic Adjustment of Council Member Allowances – 7 November 2017 - Circular 43.4

To

**Chief Executive Officer  
Elected Members  
Finance and Accounting Staff  
Governance Officers**

Date

25 October 2017

Contact

**Andrea Malone**  
Email: [andrea.malone@lga.sa.gov.au](mailto:andrea.malone@lga.sa.gov.au)

Response Required

No

Summary

**Council Member allowances are due for periodic adjustment on 7 November 2017 and this Circular provides recommendations on how to make the adjustment.**

Section 76(9) of the *Local Government Act 1999* provides for council member allowances to be adjusted on the first, second and third anniversaries of periodic elections to reflect changes in the Adelaide Consumer Price Index (CPI) published by the Australian Bureau of Statistics. The third anniversary of the last periodic election is 7 November 2017.

Regulation 4(2) of the *Local Government (Members Allowances and Benefits) Regulations 2010* sets out the formula for adjusting an allowance. The Regulation states that:

*For the purposes of section 76(9) of the Act, an allowance is to be adjusted by multiplying the allowance by a proportion obtained by dividing the Consumer Price Index for the September quarter last occurring before the date on which the allowance is to be adjusted by the Consumer Price Index for the September quarter immediately before the date on which the allowance was determined under section 76 of the Act (with the amount so adjusted being rounded up to the nearest dollar).*

The Remuneration Tribunal's Determination of 28 July 2014 outlines various allowances for council members. [The Remuneration Tribunal Determination can be accessed here.](#)

The LGA recommends that adjusted annual allowances should be calculated by multiplying the amount of the allowance (determined by the Remuneration Tribunal) by the CPI for the September 2017 quarter (110.4), dividing the result by the CPI for the September 2014 quarter (105.9) and then rounding up to the nearest dollar. For example, where the annual allowance for a council member was determined by the Remuneration Tribunal at \$5,700 per annum with effect from first ordinary meeting of a council after the November 2014 elections, the annual allowance from 7 November 2017 is calculated by multiplying \$5,700 by 110.4, dividing the result by 105.9 (which equals \$5,942.21) and rounding up to \$5,943.

As in previous years, councils should note that the application of the formula, as outlined above, is open to different accounting interpretations. While councils are free to use their own interpretation, the interpretation provided in this Circular is recommended to promote consistency across local government. Using the approach outlined above, the LGA has calculated the adjusted allowances across the six council groupings identified in the Remuneration Tribunal Determination. The following table sets out the 2017 adjusted annual allowances for a councillor who is not a Principal Member, Deputy Mayor, Deputy Chairperson or Presiding Member of a Prescribed Committee:-

Council Group	Adjusted allowance from 7 November 2017
Group 1A	\$22,414
Group 1B	\$19,808
Group 2	\$16,576
Group 3	\$13,344
Group 4	

## Attachment 8

663

Group 5

\$9,487  
\$5,943

Council Groups are provided at Appendix 1 of the Remuneration Tribunal Determination. The Determination also details the method of calculating the annual allowances for a Principal Member, Deputy Mayor, Deputy Chairperson or Presiding Member of a Prescribed Committee. Allowances for Principal Members are four times the allowance for a councillor of that council. Allowances for Deputy Mayors, Deputy Chairpersons and Presiding Members of Prescribed Committees are one and a quarter times the allowance for a councillor of that council.

An additional allowance in the form of a sitting fee is payable to a councillor (other than the Principal Member or Deputy Principal Member, Chairperson or Deputy Chairperson or a Presiding Member of a Prescribed Committee) who is the Presiding Member of a council committee that is not a Prescribed Committee. The definition of a Prescribed Committee is set out in paragraph 2 of the Remuneration Tribunal Determination. These additional allowances (and the limit on annual aggregate amounts) also are subject to increases in line with the Adelaide CPI as set out above. The adjusted allowances with effect from 7 November 2017 have been calculated by the LGA as follows:-

Council Groups 1A and 1B - \$209 per meeting limited to an aggregate amount of \$1,251 per annum  
Council Groups 2 and 3 - \$157 per meeting limited to an aggregate amount of \$939 per annum  
Council Groups 4 and 5 - \$105 per meeting limited to an aggregate amount of \$626 per annum

Finally, travel time allowances payable to council members of non-metropolitan councils are set out in paragraphs 4.1, 4.2 and 4.3 of the Remuneration Tribunal Determination and are subject to CPI increases. The adjusted allowances with effect from 7 November 2017 have been calculated by the LGA at \$351 per annum (paragraph 4.1), \$584 per annum (paragraph 4.2) and \$1,168 per annum (paragraph 4.3).

For general information, the increase in the Adelaide CPI from the September 2016 quarter to the September 2017 quarter was 1.8 per cent, which is the same as the weighted average increase covering all eight capital cities.

Questions about adjustments to allowances may be directed to Andrea Malone on 8224 2081 or [andrea.malone@lga.sa.gov.au](mailto:andrea.malone@lga.sa.gov.au)

Attachment

**AGENDA ITEM NO.:** 15.7

**TO:** Council on 28 November 2017

**DIRECTOR:** Simon Bradley, Director Infrastructure and Environment

**REPORT AUTHOR:** Sabrina Sopian, Traffic Engineer

**SUBJECT:** Rose Street/Myrtle Street Carpark and Events Traffic Support

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## 1. EXECUTIVE SUMMARY

This report has been prepared to outline the approach to managing parking demand that may be associated with the opening of the Palace Nova Prospect Cinema Complex. As with many new developments, particularly in the early months after opening, Council is expecting an increased demand for on-street parking as a result of the cinema and associated developments. There will be a need to manage the impacts of this initial peak, although at this stage the magnitude of this expected impact is currently unknown. This Report also outlines the support provided by Council for the various events planned in the lead-up to the opening.

### **Cinema Development Parking Demand and Availability**

During the planning assessment of the Cinema Complex, a Traffic Impact Statement (TIS) was prepared in 2014.

The TIS noted that the availability of car parks in this area exceeded the identified shortfall of parking spaces required.

Given that the success of this car parking solution relies on the availability of parking within the area, it is considered necessary that Council review the findings of the TIS conducted in 2014 in the context of changes within the area during the last three years, and establish a pro-active parking strategy to ensure that resident and business amenity within the area is not unreasonably impacted by the cinema complex.

### **Broader Parking Strategy**

A broader strategy for the management of parking demand associated with the Cinema Complex has been developed and includes the following steps:

- Assessment of Parking Provisions and Confirmation of Findings from Traffic Impact Statement (prepared during the development application).
- Determine Appropriate Parking Control Layout
- Parking Control Layout Review
- Long Term Parking Control Layout

### Findings:

- Data collected during the baseline survey confirmed the findings of the TIS and indicated that some level of parking capacity could be provided by the surrounding network.
- Various parking control options were considered for the opening of the cinema (including 3 hour controls, maintain existing controls and 1 hour controls). It was determined the most appropriate layout during the opening months was to maintain the existing controls, for the following key reasons:
  - (1) The data indicated some capacity is available with the existing controls,
  - (2) There are uncertainties associated with predicting true demands
  - (3) There are potential adverse effects associated with implementing changes, causing congestion to shift to streets not in the vicinity of the cinema.

### **Rose Street/Myrtle Street Parking**

Due to the complex nature of agreements regarding the management of parking at this location, Council sought legal advice which confirmed that Council and land owners should enter into a 'Parking Enforcement Deed of Agreement'.

This will allow Council to erect necessary signage and enforce timed car parking under the provisions of the Australian Road Rules and the Road Traffic Act 1961. Without this deed the Cinema patrons can fill this public carpark and disenfranchise the businesses between Rose and Myrtle Streets. The Development Services Team is liaising with land owners between 100 and 112 Prospect Road in order to bring this opportunity forward.

In order to ensure there is sufficient turnover with businesses in the area, and factoring in the nature of those businesses, we will be implementing 2 hour timed parking, as part of the broader Cinema strategy.

### **Events Traffic Support**

Separate to the broader Cinema strategy for managing parking demand, we are aware of various launch events planned in the lead up to the opening. Given the variability of demand expected with these events and their time period, any temporary changes to traffic control for these events will be considered outside of the broader strategy on an event-by-event basis.

Palace Nova Cinema and 50SixOne are each planning a closure of Rose Street and have submitted Traffic Management Plans (TMPs) (**Attachment 1**).

In anticipation of large volumes of traffic, a site assessment was conducted for the junction of key side streets with Prospect Road proximate to the Cinema, to facilitate safer vehicle movements at these locations.

A site assessment of existing parking controls was also conducted to determine their appropriateness (or otherwise) during the various launch events. The existing parking

controls are considered appropriate, with Council Safety Officers available to patrol and enforce road rules as required.

### **Parking Patrols**

As it is anticipated parking demands will peak during the opening phase of the Cinema complex, from 25 November 2017 to 22 December 2017 parking patrols will be scheduled to focus on local streets around the Cinema complex including the Rose Street car park to ensure compliance with the Australian Road Rules in relation to parking.

Patrols will be undertaken on a daily basis between 10.00am to 10.00pm to enable Council to identify and monitor parking issues that may arise during this period which will assist with informing future patrols. This will also enable our general inspectors to take appropriate action particularly with regard to illegal parking hazards and obstructions.

Outside of scheduled patrol periods General Inspectors will provide a reactive service to illegal parking issues that are causing a hazard or obstruction.

After this initial period the level of parking patrols required ongoing to appropriately manage parking around the Cinema complex will be determined.

## **2. RECOMMENDATION**

**(1) Council having considered Item 15.7 Rose Street/Myrtle Street Carpark and Events Traffic Support, receive and note the Report.**

## **3. RELEVANCE TO CORE STRATEGIES / POLICY**

**Strategic Plan to 2020 Theme 4 – Services** “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1	Excellence in Infrastructure	Providing appropriate traffic management solutions to facilitate developments such as the cinema opening whilst balancing the needs of commercial development and residents.
Strategy 4.4	Accountable and people-focused services	

### **Intelligent Community Indicators**

Nil.

## **4. REGIONAL IMPACT**

Nil.

## 5. COMMUNITY INVOLVEMENT

Consultation will be undertaken as part of the broader Cinema strategy as part of steps 2 and 3 (see discussion, summarised again below).

- Step 2: This will be in the form of a letterbox drop informing residents and businesses of the proposed method for managing the potential additional parking demand, monitoring parking demand changes and welcoming feedback.
- Step 3: During the review of the parking control layout we will be communicating to residents and businesses the consolidation of the feedback received during the monitoring period, as well as any further refinement of the parking controls.
- Concurrent Activity: Contact and discussion with land owners of the Rose Street/Myrtle Street car park regarding entering a 'Parking Enforcement Deed of Agreement' to enable Council to set and enforce car parking time limits.

## 6. DISCUSSION

### Introduction

This Report has been prepared to outline the approach to managing demand that may be associated with the opening of the new Cinema, at the corner of Prospect Road and Rose Street.

As with many new developments, particularly in the early months after opening, Council is expecting an increased demand for on-street parking as a result of the Cinema and associated developments. There will be a need to manage the impacts of this initial peak, although at this stage the magnitude of this expected impact is currently unknown.

### Cinema Development Parking Demand and Availability

During the planning assessment of the Cinema complex, a Traffic Impact Statement (TIS) was prepared in 2014. The TIS concluded that 101 car parks would be required for the Cinema development. With 53 car parks to be accommodated on-site, noting that a further 48 car parking spaces would need to be available in the street network and other local parking areas.

The TIS reviewed existing demand and availability of parking (both on and off-street), within approximately 150 metres of the Cinema (as described in Figure 1). The TIS concluded that there are a total of 262 car parking spaces within this area (53 on-street and 209 off-street), with 149 of those (30 on-street parks and 119 off-street parks) being regularly available for future customers of the cinema complex. The TIS noted that the availability of car parks in this area exceeded the identified shortfall of parking spaces required.



Figure 1: Parking survey locations in TIS

In response to the review of the TIS, a legally binding agreement was executed that requires 18 parking spaces to be continuously provided for customers of the cinema complex at 81 Prospect Road (an off street parking area opposite the cinema). In combination with a contribution to Council's Off-Street Car Parking Fund, Council's Development Assessment Panel concluded that for planning purposes, the provision of car parking was satisfactory.

Given that the success of this car parking solution relies on the availability of parking within the area (including 18 spaces in the adjacent off street car park), it is considered necessary that we review the findings of the TIS conducted in 2014 in the context of changes within the area during the last three years, and establish a proactive parking strategy to ensure that resident and business amenity within the area is not unreasonably impacted by the cinema complex.

## Broader Parking Strategy

A parking strategy has been developed to manage the parking provision increase that may be associated with the opening of the cinema. The strategy outline is provided below.

Outline:

### 1. Assessment of Parking Provisions and Confirmation of TIS Findings

- (1) Baseline Parking Survey: A new parking survey of the area surrounding the cinema complex has been conducted in October 2017 by Council to collect baseline data of existing traffic conditions in the area, to confirm the findings of the previous TIS (or otherwise). Surveys were conducted on Saturday 21 October 2017, Tuesday 24 October 2017 and Wednesday 25 October 2017, at the following times:
  - 8.00am - 9.00am
  - 11.00am - 12.00pm
  - 2.00pm - 3.00pm
  - 5.00pm - 6.00pm
- (2) Analysis of the parking survey data: The data was used to understand the existing occupancy of parking in the area surrounding the cinema

### 2. Determine Appropriate Parking Control Layout

- (1) Parking Control Layout: From collection and assessment of data and advice supplied by traffic engineers, an appropriate parking control layout was determined in readiness for the opening of the cinema.
- (2) Consultation: As part of the Cinema opening process we will communicate with residents and businesses the proposed method for management of the potential additional parking demand. In addition, we will also advise of the planned method of monitoring parking demand changes that may occur. We will also be welcoming feedback received during this period.

### 3. Parking Control Layout Review

- (1) Secondary Parking Survey: In the case of new developments such as cinemas it can be difficult to predict the level of demand that will be associated with this and consequently understand the true demand, both in the short term and in the long term. It is recommended that parking behaviour be monitored for three to four months after cinema opening. An updated parking survey will be central to understanding the actual parking demand that is associated with this particular cinema, consistent with the format of the first survey. Focus, however, will be given to collecting data in the evenings to capture Cinema and Café/Restaurant peak operating hours.
- (2) Assess Results: This parking survey data will provide information regarding the relative 'success' of the parking layout during the monitoring period, and indicate

if changes are required. Should adjustments to the parking control layout be necessary, they will be implemented for the long term.

- (3) Consultation: We will be communicating to residents and businesses the consolidation of the feedback received during the monitoring period, and any further refinement of the parking controls.

#### **4. Long-Term Parking Control Layout**

- (1) Review and Implement: The process of review and refinement described above will lead to an appropriate long term solution. Parking solutions will seek to balance the competing commercial and residential demands.

The above strategy is intended to be a considered and data-driven approach to managing parking controls and result in the most appropriate long-term parking control layout.

Large events, such as launches and any other events that may have a high level of parking demand associated with it do not form part of this strategy and will be considered separately on an event-by-event basis (given the variability of demand for these events). This is addressed later in this Report.

#### **Findings:**

##### Assessment of Parking Provisions and Confirmation of TIS Findings

- (1) The parking surveys that were conducted in recent months appear to support the information presented in the Traffic Impact Statement (TIS) that was conducted in 2014, in that there appears to be low-medium occupancy in the existing network (both on-street and off-street).

- (2) Data that was collected indicates that, in general:

On weekdays:

- (3) On-street parking

1. On-street parking for Azalea Street, Kintore Avenue, Labrina Avenue and Pulsford Road has less than 40% average occupancy.
2. Rose Street and Myrtle Street have 40-60% average occupancy.

- (4) Off-street parking

1. Most off-street parking with the exception of Area 1 has low-medium occupancy.

- (5) Off-street parking Area 1 has between 60-100% occupancy.

On Saturdays:

- (6) On-Street Parking

1. Azalea Street, Kintore Avenue, Labrina Avenue and Pulsford Road have less than 40% average occupancy

2. Rose Street has 40-60% average occupancy and Myrtle Street has more than 60% average occupancy.

(7) Off-Street Parking

1. Most off-street parking with the exception of Area 1 has low-medium occupancy.
2. Off-street parking Area 1 has between 40-60% occupancy.

This indicates that there is some level of capacity that may be provided by the existing surrounding network, which assists in managing overflow.

### **Determine Appropriate Parking Control Layout**

Various potential options are available in adopting a 'proactive approach' to managing the potential increase in parking provision associated with the cinema. Parking controls can be implemented prior to the opening, or the existing parking controls can be actively monitored to assess the impact of the change associated with the cinema and refined as necessary. Currently on-street parking along Prospect Road is largely restricted to 1 hour timed parking, where some 1 hour and 2 hour parking zones exist on side streets close to Prospect Road. Other areas are unrestricted. Existing off-street parking is a mix of timed and un-timed.

Advice was sought from traffic engineers regarding the options for the parking layout in the context of current levels of parking occupancy. Options discussed included the following:

- Option 1 (3 hour and/or 4 hour timed parking): Consideration was given to implementing 3 or 4 hour timed parking amongst the local street network proximate to the cinema development. Whilst this type of restriction gives sufficient time for cinema goers to park, have dinner and see a movie, advice from traffic engineers was received indicating these time limits are difficult to patrol. Long term parkers would park and be required to shift their car only once during the working day or period, therefore limiting any potential turnover that could be achieved. This option "supports" the cinema complex, but at the expense of turnover for other developments.
- Option 2 (Maintain existing): Consideration was given to maintaining the existing parking control layout. The baseline data confirms the findings of the TIS and indicates there is some level of capacity in the surrounding road network to facilitate overflow. It is also noted that accurate demands and distribution of parking associated with the cinema are currently unknown. The placement of any parking controls prior to understanding this will be at best an educated assumption and may shift traffic onto adjacent side streets not in the vicinity of the cinema. Any parking problems that arise during cinema operation should be fully understood and traffic issues warranted prior to implementing any changes with such potential adverse effects.
- Option 3 (1 hour timed parking): Consideration could also be given to introducing 1 hour timed restrictions in Rose Street to ensure 'turnover' of kerbside spaces for general retail and commercial activity. This will be less suitable for the cinema operation as it does not provide sufficient time for a movie.

In response to data indicating some capacity is available (and the associated uncertainties with predicting demand and therefore impacts) Council administration selected Option 2 (Maintain existing), to be monitored and reviewed when actual parking demand is better understood.

### **Rose Street/Myrtle Street Parking**

In conjunction with the broader Cinema strategy and in the interests of adopting a holistic approach to managing parking in the vicinity of the Cinema, Council administration have also considered what parking controls will be most appropriate for the Off-Street Parking between Rose Street and Myrtle Street.

In 1996 Council allocated funds to establish a shared car park between Rose and Myrtle Streets, Prospect. The concept plan for the car park included the closure of Briar Lane and was contingent on agreement being reached with the owners of the properties between 100 and 112 Prospect Road for the ongoing use of private land within the car park. Through the use of a Land Management Agreement or Lease (between land owners and Council) the Rose Street/Myrtle Street car park was established in 1997.

Due to the complex nature of agreements regarding the management of parking at this location, Council sought legal advice which confirmed that Council and land owners should enter into a 'Parking Enforcement Deed of Agreement'. This will allow Council to erect necessary signage and enforce timed car parking under the provisions of the *Australian Road Rules* and the *Road Traffic Act 1961*. Without this deed the cinema patrons can fill this public carpark and disenfranchise the businesses between Rose and Myrtle Streets. The Development Services Team is liaising with land owners between 100 and 112 Prospect Road in order to bring this opportunity forward.

Through these discussions around the Deed, Council administration will need to determine and implement appropriate timed parking restrictions in this area. In order to ensure there is sufficient turnover with businesses in the area, and factoring in the nature of those businesses, Council administration will be implementing 2 hour timed parking, as part of the broader Cinema strategy.

### **Events Traffic Support**

It is also noted that Council is aware of various events planned in the lead up to the opening of the Cinema. At the time of this report, events Council is aware of includes the following:

#### Palace Nova Prospect Cinema Events

- (1) Cinema Opening Launch Event: On Tuesday 12 December, Palace Nova will be holding a VIP cinema launch event. This event is scheduled to occur from 4pm to 12am midnight. Through a City Works Permit, Palace Nova has applied for a closure of Rose Street from Prospect Road to the entrance for the carpark between Rose Street and Myrtle Street. Access to the Cinema underground carpark will be closed.
- (2) Promotion for School Children: In the lead up to the Cinema launch, a promotion will be offered to school children during the day between Thursday 7 December 2017 and Wednesday 13 December 2017. During this period buses may be

transporting children to the Cinema and may require a pick-up/drop-off zone. Council is currently seeking information from DPTI regarding the potential to use an existing bus zone along Prospect Road to minimise traffic flow disruption. Should this not be available Council will be looking at providing a temporary loading zone elsewhere to facilitate this movement.

- (3) Discounted Ticket Promotion: In the lead up to the Cinema launch, Palace Nova will also be offering a promotion for discounted movie tickets, between Wednesday 6 December 2017 and Wednesday 13 December 2017.

#### 50SixOne:

- (1) Launch: Council is currently liaising with 50SixOne in preparation for the opening of the shop planned for the 25 November 2017. As part of this opening 50SixOne will be offering a special promotion between 9am and 10pm, during which large crowd numbers are expected. Through a City Works Permit, 50SixOne has applied for the closure of Rose Street between Prospect Road and the Rose Street/Myrtle Street carpark, to facilitate the expected queuing lengths associated with this. Access to the Cinema underground carpark will be closed.

As part of the application process for the closure of Rose Street for both events (Palace Nova and 50SixOne), a Traffic Management Plan (TMP) was been submitted. A review of both TMPs was provided by Council's Traffic Engineer for the purpose of consistency.

In anticipation of large volumes of traffic, a site assessment was conducted for the junction of key side streets with Prospect Road proximate to the Cinema, to facilitate safer vehicle movements at these locations.

A site assessment of existing parking controls was also conducted to determine their appropriateness (or otherwise) during the various launch events:

- Rose Street: Existing controls along Rose Street west of the slow point were considered appropriate. Currently 2 hour parking exists from 8am-6pm Monday to Friday and 8am-12pm Saturday. This limit applies for a portion of both planned road closures. It is noted that the planned events are temporary, on 25 November 2017, and from 7 December to 13 December 2017. The installation of parking controls further restricting parking may have the potential adverse effect of shifting any potential parking congestion into areas not in the proximity of the cinema.
- Myrtle Street: Except for parking adjacent Prospect Road, parking on this street is largely unrestricted. Current parking controls are considered appropriate for this street, given the short length over which the events are planned. Myrtle Street is noted as being classified as narrow by Council.

### **Parking Patrols**

As it is anticipated parking demands will peak during the opening phase of the Cinema complex, from 25 November 2017 to 22 December 2017 parking patrols will be scheduled to focus on local streets around the Cinema complex including the Rose Street car park to ensure compliance with the Australian Road Rules in relation to parking.

Patrols will be undertaken on a daily basis between 10 am to 10 pm to enable Council to identify and monitor parking issues that may arise during this period which will assist with informing future patrols. This will also enable our general inspectors to take appropriate action particularly with regard to illegal parking hazards and obstructions.

After this initial period the level of parking patrols required ongoing to appropriately manage parking around the Cinema complex will be determined.

### **Financial and Resource Implications**

Council will be responsible for costs associated with installation of road closures and community event signage for the following events, indicative costs are shown below:

<u>25 November 2017, 50SixOne opening event</u>	
Install and Remove Temporary Road Closure	\$515
Install and Remove Community Event Ahead Signage	\$380
<b>Total</b>	<b>\$895</b>
<u>12 December 2017, Palace Nova opening event (includes New Nordic)</u>	
Install and Remove Temporary Road Closure	\$515
Install and Remove Community Event Ahead Signage	\$380
<b>Total</b>	<b>\$895</b>

Council will also be responsible for costs associated with additional parking patrols scheduled outside of ordinary business hours. The cost of providing these additional patrols for the period defined above is approximately \$7,424. Any reactive call outs undertaken will be at an additional cost.

As patrols after this initial one month period are yet to be determined, associated ongoing costs are currently unknown.

Resource implications will also include taking one of our General Inspectors off of other scheduled parking patrols which would usually occur throughout the City for approximately one month in order to focus on Cinema parking patrols.

## **7. CONCLUDING STATEMENTS**

In preparation for the opening of the Palace Nova Cinema Complex, Council has reviewed the expected parking demand associated with the development and notes that there is a potential increase in parking demand particularly in the early months.

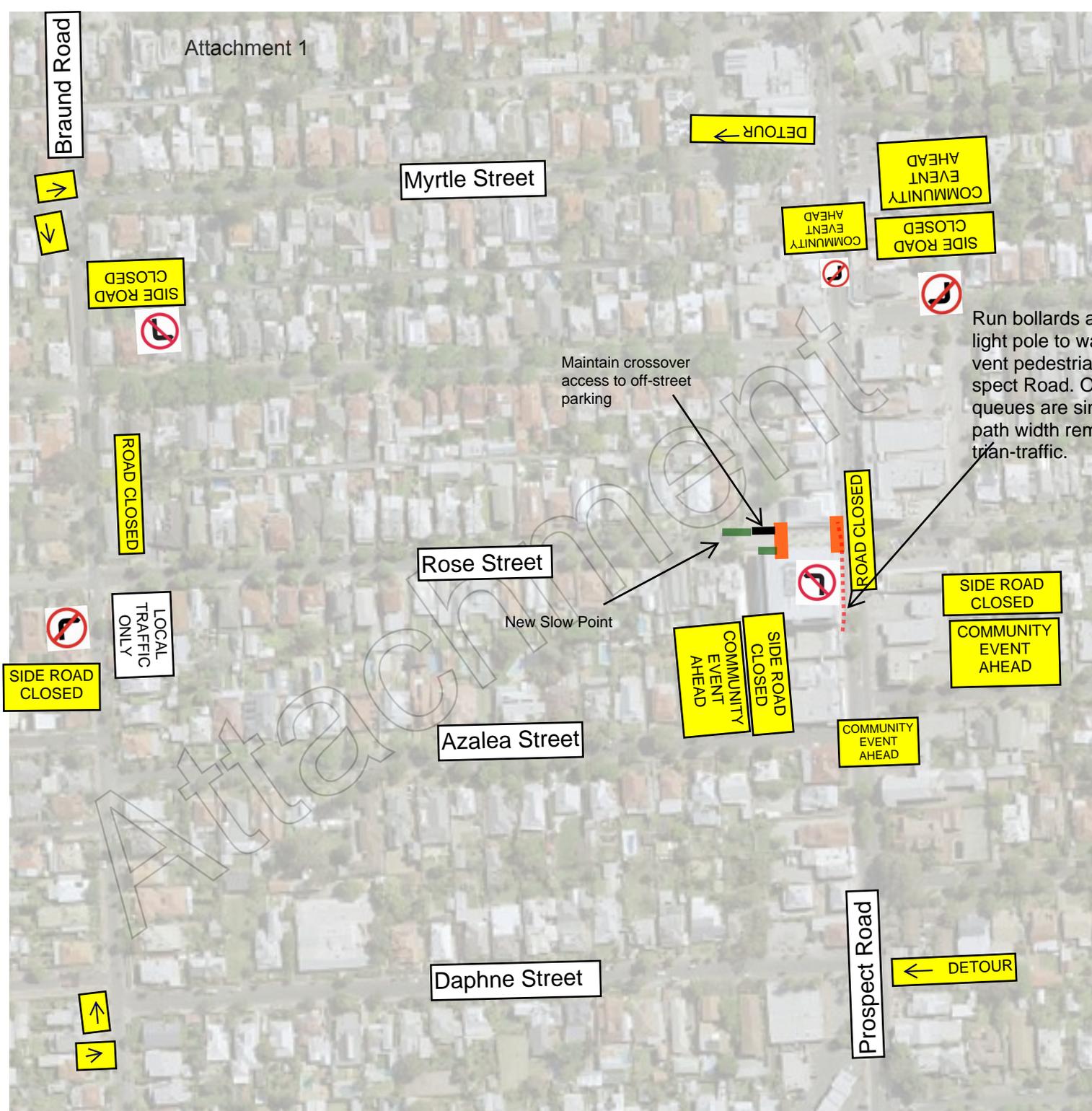
In adopting a proactive approach Council has developed a Broader Cinema Parking Strategy to facilitate the management of this potential increase.

Concurrent with this, Council reviewed the current parking conditions in the Rose Street/Myrtle Street carpark.

Separate to the medium–long term Broader Parking Strategy, Council administration is aware of several launch events and is liaising with proponents to provide traffic support to facilitate these events.

**ATTACHMENTS**

**Attachment 1:** Traffic Management Plan for Rose Street Road Closures



Maintain crossover access to off-street parking

Run bollards and flagging from existing light pole to water filled barriers to prevent pedestrian movement onto Prospect Road. Organiser to ensure any queues are single file and sufficient foot-path width remains for through-pedestrian-traffic.

New Slow Point

LEGEND

- Water filled barrier
- Temp No Standing
- Bollards and flagging