

Workshop Program

Tuesday 14 August 2018 commencing at 6.15pm

Prospect Town Hall, 126 Prospect Road, Prospect

Workshop Chair: Cate Hart, Chief Executive Officer

Workshop Opening

- Apologies
- On Leave

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Meeting Close

Workshop Guidelines

The following details provide an overview of the procedures to be observed:

1. The Workshop will be held on the first and second Tuesday of each month, other than January of each year, between the hours of 6.15pm and 9.30pm (commencing with a light meal for elected members and staff), for the term of the Council or until the Council determines to discontinue the Workshop structure.
2. The need for extraordinary Workshops will be assessed and determined by the CEO.
3. The Workshops will be held in the Reception Room, Civic Centre, 128 Prospect Road, Prospect SA 5082.
4. The time, date and location may be subject to change by the CEO where necessary.
5. The Workshops will be open to the public and media. Notice of a Workshop and the program for a Workshop is to be placed on the Council's website.
6. A confidentiality declaration may be determined by either the Council or CEO in accordance with Council's Informal Gatherings Policy.
7. No decisions will be made at the Workshops. There will be the opportunity for discussion and questions and answers only, and the provision of guidance to the Administration.
8. The CEO or proxy will convene and chair the Workshop to ensure the smooth running of the meeting. The proxy will be determined by the CEO on a needs basis.
9. All Elected Members will be encouraged to attend.
10. The CEO will ensure the Program and papers for the Workshop, which will include Agenda items for the following Council Meeting, will be provided to members by the Friday preceding the Workshop to allow time for members to read the reports and prepare their questions prior to the Workshop.
11. Notes will be made of the general issues and items covered by the Workshop, given that no decisions can be made, and distributed to Elected Members for information.
12. The format for the Workshop may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
13. The format for the Workshop will be determined by the CEO.
14. External parties may make Presentations/deputations to the Workshop, subject to prior agreement by the CEO.
15. Elected Members, employees and consultants will be required to disclose any financial and/or conflicts of interest in matters to be discussed. The disclosure of such interest and participation in the Workshop will need to be made as if the matter was considered in accordance with the Local Government Act 1999. A record of the disclosures of interest will be made and maintained by the CEO.

Workshop Protocol

The protocols are a set of guiding principles that aim to achieving enhanced, meaningful engagement of members and to facilitate an equal and equitable participation of all members.

The individual members commitment to active listening and disciplined talking, displaying both courtesy and respect to other members is paramount.

1. The Chair ensures that every members' input is heard and not overlooked or lost, and will enforce a limit on speakers' time when it is best required.
2. No rank and/or officer position of administrative or governance authority recognised within the workshop (except for the Chair), and protocols are enforced when deemed necessary.
3. Members and staff are to be addressed by their first name and not by their title of office they hold.
4. Discussion must be focussed on the issues and matters being the subject of discussion.
5. One member speaking at a time is a right, and must be enjoyed by all members.
6. Interrupting another member speaking is not desired and members are encouraged to exercise restraint for the benefit of all concerned. Equally, there should be no dialogue between members and person(s) in the gallery that interrupts the workshop discussion.
7. No ridicule, blame or shame to be expressed and/or exchanged during the workshop and care should always be taken with the words used in debate.
8. Problems and solution expressed by members are a healthy part of the discussion and may lead to positive outcomes, and should not be frowned upon but rather encouraged.
9. Although it is not a decision-making forum, it is an important part of ensuring a well-informed and enhanced decision-making process for Council.
10. The imperatives for a successful conduct of these workshops are that all members need to work together, displaying courtesy and respect to each other.

It is important that all members recognise the above list of protocols is not about rules; protocols are a set of guiding principles that are agreed on and committed to by all participating members.

Notes from previous workshop

Notes from Workshop 14/08/2018

- Chair:** Nathan Cunningham, Acting Chief Executive Officer
- Present:** D O'Loughlin, K Barnett, T Evans, A De Backer, M Standen, M Lee, M Grootte
- Apologies:** A Harris, M Larwood

Notes from previous workshop held on 07/08/2018

- Taken as read

1. CLIC Wayfinding, Signage, Branding & Other Outstanding Items

Nathan Cunningham welcomed Tom Vinall and Joanne Kaesler from JPE and Louise Vreugdenburg from Elevation Design to provide a joint presentation on the remaining elements and concept designs requiring decision from Council.

Part 1: Chamber & Events Space Fitout and Finishes

The design team presented details on the Level 1 floor finishes and the fitout of the Chamber Event Space. The aim of the presentation was to obtain a general consensus to the final packages of work including floor selections, meeting room furniture configuration, table and chair selections and Council Chamber finishes, which would inform the final design package.

Level 1 Floor Finish

JPE presented updated options for the floor finishes to the eastern half of level 1, comprising carpet, bolon and/or timber finishes. Options included bolon in a variety of colours, a carpet option, and blackbutt timber in either a plank or herringbone pattern (as well as the previously endorsed Tasmanian oak timber finish). Floor plans were provided to show options for a combination of floor finishes throughout the space, or one consistent finish.

Discussion with Elected Members confirmed the preferred floor finish as textured blackbutt timber in a herringbone pattern (direct stick) throughout the entire eastern half of level 1 (including chamber event space and meeting rooms), and which would continue to the main staircase.

Council Chamber/ Meeting Room

Table configurations were explored and comparison provided with the existing (circular) chamber table. The preferred option presented by JPE illustrated:

- Council Meeting Mode
- Seats 18
- Gallery 21

Discussion with Elected Members revealed concern about a reduction in the size of the Council Chamber compared with the previous Civic Centre as a result of providing a storage area for chairs and tables. Concern was expressed with the castor chairs taking up unnecessary additional room in the storage area. Suggestions from Members included reconfiguring the storage room so it didn't impact the chamber seating area, or relocating the southern wall to create additional space for chamber setup. The design team will look at what's possible here.

Table Selection

A table design concept was proposed based on the previous feedback received from Council- 'Aire' Fixed Table by Schiavello

- Proprietary table design with limited level of customisation
- Trapezoid/ Rectangular tables to create (stretched) hexagonal shape

Discussion indicated support for the table design and functions, but in a flip-top version and without the power box feature. A darker top in laminate and with a solid edge was preferred.

Chair Selection

A number of chair designs were presented based on previous feedback. Confirmation was provided that the furniture store would fit 18 non-stackable chairs and a number of the chamber tables.

Discussion suggested leather chairs as a preferred option (although the leather chair example as displayed was not supported due to concerns about comfort and durability). A warm dark tone to the upholstery was preferred, with black or chrome legs/ arms.

Council Chamber Finishes

A series of images showing various wall options (and incorporating the floor finish, table and chair options) were presented, showing the room from various angles.

Discussion suggested black and white wall finishes were best when considered with the preferred timber floor finish. The addition of glazed doors and windows to the southern wall of the room was supported, as was an additional curtain along this side of the room. Concerns were raised about impact on collection space (due to removal of shelving) and the resultant function of Level 1 as part of the Library. Staff confirmed the collection could be accommodated in the ground floor and that the functionality / attractiveness of the space to users would remain.

Conclusion

The discussion with Elected Members revealed a preferred material palette and table configuration, with elements as follows:

Level 1 floor finish (eastern half of building)

- Direct stick Blackbutt timber floor in herringbone pattern to entire area.

Chamber Event Space Wall Finishes

- Wall finishes as per images provided for 'preferred option' to complement timber floor (black and white wall finishes)
- Windows/doors to southern wall to be incorporated into the design (noting that reduced book collection space to be accommodated on upper ground)
- Provide doors to centre of new opening. Frames to be thin and finished in black
- Curtain to be included as shown

Council Chamber tables

- Configuration as proposed is preferred
- Flip-top type tables (without infill pieces) preferred
- Tables to have laminate tops (dark colour, no leather) with solid edges

Council Chamber Task Chairs

- Leather option preferred – black or a deep/warm colour.
- Black chair frame preferred (not white)

- B5 Stylecraft sample chair was preferred for comfort.

Council Chamber Ceiling

- Black perforated finish as represented in images (and as preferred at previous Council Workshop on 10/7/2018).

Part 2 - Wayfinding, Signage and Branding

Louise Vreugdenburg from Elevation Design was introduced to present the wayfinding strategy and signage designs. Ideas were presented based on research into the style and history of City of Prospect as discussed with the Manager Arts, Gallery and Events and the Gallery Coordinator.

Local artists and influences were researched to extend throughout the branding and representation of the Prospect area as part of artist and graphic integration.

Lower Ground Floor – Car Park

The recommendation is to use street art applied to columns and other surfaces as applicable in the basement / undercroft of the building. Two local artists were identified as options for this area, with Seb Humphreys' approach preferred (strong green colours, environmental themes, and a softer / rounded style).

Sentiment of the feedback indicated a desire for greenery and a 'fresh' feel to the otherwise grey concrete basement. The artwork represented this atmosphere and an environmental twist. Further discussion suggested the opportunity to feature the elevator area with further similar art. It was requested that the wall paint have reflective elements in the paint if possible, with support for the extension of car park lines to the wall of the building.

Upper Ground Floor – Corridor to rear of Eliza Hall

Incorporation of a copy of the existing History of Australia mural (by Prospect Mural Group, 1982) on the western wall adjacent the toilets and archive store. Possibly excavate, save and relocate a section of the original wall with the mural intact and place in display cases recessed into the walls

There was support for the full wall imagery. There was particular attention to the mural adaptation creating interest in a space with good wayfinding ability.

Upper Ground Floor – Northern Library Wall

Graphic Wall - 'Prospect Posters'. The suggestion was to use a series of posters from past Prospect events/ functions and recreate them above the collection space on the northern wall of the library space (extending to the JP meeting room).

Propose to use several archived posters, with a number of options presented as to how these could be applied (Bright colour palette, Washed/ 'Muted' colour palette, Black and White Colour + Images overlaid)

Elected Members expressed a preference for 'Option 1' – bright colour palette for the graphic feature walls on the Ground Floor. General feedback indicated this art would activate the library space with great use of colour, creativity and local history.

Upper Ground Floor – Children's Area

'Indigenous Celebration' with Artist – Elizabeth Close. Council has been in communication with local indigenous artist Elizabeth Close regarding interest in commissioning artwork for:

- Hanging installation
- Children's area
- Third piece (likely on canvas) to link an overarching theme for additional spaces

It was supported in principle to engage Elizabeth Close as a commissioned artist. However it was requested a brief be provided with artwork ideas with art themes to activate a fun children's area with elements of colour, storytelling, child friendly inspiration and art.

Level 1 – History Nook and Study Area

'A piece of history' Local history images from SLSA

- Propose to display historical images onto light-boxes on Level 1
- 7 double sided lightboxes
- Lightboxes have the opportunity to be rotated for new imagery
- Themes will promote Prospect history in black and white photos
- Photographs will be selected by the Local History Group

The proposed approach was generally supported.

Level 1 & 2 - 'Privacy Graphics' (Out of Scope)

Elected Members were advised that this was not within the current scope. A suggestion from Members was that this could be an opportunity for additional indigenous recognition.

Part 3: Signage

Louise Vreugdenburg presented signage options, which were developed in collaboration with the Project Executive Group.

Ground – 'Reception Logo'

Variations of the City of Prospect Logo were presented as signage on the ground floor (at the reception entrance of the building). The logo designs included:

- Full colour City of Prospect logo
- Full white City of Prospect logo
- Timber cutout City of Prospect logo

Elected Members confirmed a preference for the full colour logo.

Directional / Identification Signage

Two signage concepts were presented, with options provided on how each concept would be reflected at the elevator, adjacent amenities, as well as on meeting rooms and the toy library.

Concept A was of crafted timber, with cutout designs, proud characters and colour, which had a sense of warmth. This concept was well received, although it was suggested that the signage for the toy library should not cover the portholes (consider normal rectangular signage adjacent the door).

Concept B featured perforated black metal trays that complemented the black structural elements of the new building. This concept was also well received, although it was suggested that the font be increased from light to medium. A white option for this signage was not as well received.

Whilst both options were well received, Elected Members indicated a preference for concept B to be further developed with additional colour to be incorporated.

Site – Building Identification

The identification options presented were:

- '128' in a vertical design
- '128' in vertical sides
- '128' green vegetation as live creepers in a mesh cage
- '128' green vegetation as live creepers in a green and frame

Council also discussed building identification options including:

- Council name (through the use of the City of Prospect logo)
- Building name (CLIC, Prospect Civic Centre, or similar to be determined with input from community members)

There were concerns that the use of a number identifier (128) only did not include corporate branding, and the design team were asked to consider developing an option that included the corporate 'tree' logo.

Discussion suggested that a branding conversation needs to be undertaken before a decision is made on whether or not the building would be given a name, although there was support for recognising the names of individual spaces whether existing or new (such as the Eliza Hall, and possibly the Newmarch Gallery).

Next Steps

It was identified that the wayfinding concepts should be included in the CLIC Community Drop-in Session on Saturday 11 August, with opportunity for input from the community at that event (and at the Spring Fair) on the potential naming of the facility.

Elected Members also requested information on whether the caretaker period would impact on a decision to name the facility.

2. Depot Relocation – Status Report

Due to insufficient time remaining, Elected Members were advised that a memorandum would be distributed to Elected Members on the status of the Depot Relocation. A future Workshop will be held on this at a later date.

Workshop closed at 10.05pm

Workshop Items

1. Community Service Awards Program Review

Responsible Director:	Nathan Cunningham, Director Community & Planning
Expected Duration:	45 minutes
Presented by:	Alison Wall, Volunteer & Community Programs Co-ordinator

The Community Service Awards are presented annually to local volunteers and a local business that have made noteworthy voluntary contributions to the community.

At the April 2018 Council Meeting Elected Members requested that the awards and guidelines be reviewed.

An internal review has been conducted and staff will provide an overview of Council's awards, categories including a brief overview of the National Australia Day Awards (commonly known as Citizen of the Year Awards).

During this Workshop staff will seek feedback on strengthening the criteria and guidelines of the Community Service Awards Program.

Background

Beyond the National Australia Day Awards, Council in 2009 expanded the range of awards by developing their own Community Service Awards program. The concept of the Community Service Awards Program is to recognise people, community groups and businesses within the City of Prospect who make an outstanding voluntary contribution to the local community. The program was to also encompass the Freedom of the City Award whose criteria dates back to 1979.

Attachments:

1. Freedom of the City Awards – 1/10/1979 Council Report
2. Community Service Awards Program Nomination Form

Attachment 1: Freedom of the City Awards – 1/10/1979 Council Report

GENERAL BUSINESS (CONTINUED):

13. FREEDOM OF THE CITY - R.L. PASH (C'td)

This eminent service is of such a special quality and rendered to the community by a person of distinction over a period of years that it warrants consideration of an honour by the Local Authority, irrespective of whether that person receives remuneration from the Authority.

Such an honour as the Honorary Freeman of the City must not be lightly given, as a high standard for the award for service must be maintained at all times.

The civic ceremonial pageantry and the conferring of honours on persons and units of the Armed Forces dates in history as far back as the history of Local Government.

This civic ceremonial has throughout the years developed as a most important part of English Local Government.

In England it is necessary for a special meeting of Council to be convened for the passing of a resolution conferring an Honorary Freedom. Australia has adopted the English system of Local Government and in so doing naturally took upon itself the same customs.

These have been modified to suit Australian conditions and thus grants of freedom were devised as a means of bestowing the highest honour a local authority has in its power to confer on a citizen or unit, and whilst it carries not actual privilege, it serves to mark the high esteem in which the members of Council, as direct representatives of the citizens, hold the recipient.

It is considered that by instituting such an honour to a person by the Local Authority it will add prestige to the City and be a public recognition to that person, also to have that person's name recorded on the Freeman's Roll of the City.

Attachment 2: Community Service Awards Program Nomination Form

Community Awards Program

Do you know someone who makes your community a better place?

Nominate someone who makes a real difference in your community and give them the opportunity to be rewarded and recognised for their important contribution.

City of Prospect's Community Awards Program rewards and recognises individuals, organisations, community groups and businesses that have made a noteworthy contribution during the current year.

Outstanding contribution and community service includes areas such as; education, health, fundraising, charitable and voluntary services, business, sport, arts, the environment, or any other area that contributes to the advancement and wellbeing of a community.

City of Prospect Community Service Awards

The Community Service Awards are presented at Council's annual volunteer recognition event held during National Volunteer Week in May each year.

Freedom of the City of Prospect:

This is presented to the person who has shown exceptional voluntary service to the welfare of the community of City of Prospect. Only one Award is produced in this category.

Community Service Award:

This is presented to citizens who have made a noteworthy, voluntary contribution to City of Prospect.

Local Business Award:

This is presented to a local business that has made an outstanding voluntary contribution to the community of City of Prospect. Only one Award is produced in this category.

Procedure:

1. Nominations for awards must be submitted on the attached nomination form by a person other than the nominee and should address the eligibility criteria of the category.
2. Nominations must include the contact details of the nominator.
3. Please return completed nominations forms for all awards by mail to PO Box 171, Prospect SA 5082 or Email admin@prospect.sa.gov.au

For further information visit www.prospect.sa.gov.au. Nominations will be assessed by staff and a panel of relevant Elected Members with recommendations to Council.

Nomination need to be received by **close of business, on Friday 30 March 2018**.

COMMUNITY AWARDS PROGRAM NOMINATION FORM			
Nominee (the person or business you would like to nominate)			
Name:			
Email:			
Address:			
Telephone:		Mobile:	
Date of Birth:			
Award Category (please check <input type="checkbox"/> award for nomination)			
Freedom of the City of Prospect	<input type="checkbox"/>	Community Service Award	<input type="checkbox"/>
		Local Business Award	<input type="checkbox"/>
Reason for nomination – how has the person / business contributed to the community?			
Please list any other significant contributions and / or achievements:			
Additional information may be attached (maximum of 2 pages).			
Nominator: (your details)			
Name:			
Address:			
Telephone:		Mobile:	
Signature:		Date:	

Please return completed form to:
 Volunteer and Community Programs Coordinator
 PO Box 171, Prospect SA 5082
 admin@prospect.sa.gov.au



2. CLIC Transition Stage 2

Responsible Director: Cate Hart, Chief Executive Officer
Expected Duration: 45 minutes
Presented by: Darren Starr, Manager Development Services

A Transition Stage 2 group of staff has been established investigate options for accommodating the staff currently located in the Town Hall on Prospect Road, along with regular community events that use the Town Hall space.

For a number of weeks, this group has assessed many options and this workshop session will highlight some of the pros and cons of the various options to accommodate staff and events in order to allow work on the Town Hall to commence in January 2019.

Attachments:

Nil

3. LGA 2018 Annual General Meeting – Notices of Motion

Responsible Director: Ginny Moon, Director Corporate Services
Expected Duration: 45 minutes
Presented by: Jo-Ann Tanti, Manager Governance & Administration

This year's Annual General Meeting of the LGA will be held on Friday 26 October 2018, at the Adelaide Entertainment Centre, 98 Port Road, Hindmarsh.

During this session, Council Members may discuss proposed motions, with a view that a report for notices of motion to the 2018 Annual General Meeting of the LGA will be tabled at the August Council Meeting for endorsement.

Notices of Motion

Pursuant to Clause 25 of the LGA Constitution, "*any ordinary member may give the LGA notice of a motion it proposes to move at a General Meeting. Notices of Motion must be received by the LGA no later than 42 days prior to the meeting*".

Notices of Motion must be received at the LGA by COB **Thursday 13 September 2018**.

Voting Delegates

Unless contrary advice is provided to the LGA, the nominated Council voting delegate as notified for the LGA Annual General Meeting held in November 2017, being Mayor David O'Loughlin, remains the same.

Voting Preferences

Administration will endeavour to provide voting preferences for Council's consideration during the September 2018 Meeting should the papers be made available prior to the publishing of agenda.

Past City of Prospect motions and an update:

2018 Ordinary General Meeting

Building Code Standards for Accessible Car Parking

'That the Ordinary General Meeting request the LGA to write to the relevant authority to seek amendments to the Building Code of Australia (or relevant Australian Standards) to establish a revised minimum height clearance standard for car parking including for car parking spaces and access to car parking facilities to enable Access Taxis and/or similar vehicles, designed for people with disability (or minimum distance from the site), to access appropriate parking spaces.'

UPDATE: 4 July 2018 – The LGA has written to Standards Australia outlining the concerns raised by City of Prospect, and has requested that the current standards be reviewed and revised to accommodate taller access vehicles to enable future amendments to the Building Code of Australia.

The LGA will provide further advice when a response comes to hand.

Attachments:

Nil

Future Workshop and Council Agenda Items

Members may seek advice as to the purpose, or intended resolutions planned for the next Council meeting. These items are subject to change.

Council Meeting 28/08/2018

- ERA Resilient East Progress Report
- ERA Chairman and CEO Report - June 2018
- Fourth Budget Review
- CEO Performance Review Meeting Minutes
- Audit Committee Report
- Reconciliation Action Plan - Endorsed Version and Summary of actions/ outcomes
- Project Update - CLIC
- Prospect Fast WiFi Update and Retail Trends Report
- Network Prospect and Village Heart Information Report
- Speed Limits across Local Streets
- Recommendation for Removal of Barker Gardens Pine Trees
- Letter of Support for Application to Vary Right of Way - 24 Prospect Road, Prospect
- Rose Street/Myrtle Street Carpark and Events Traffic Support
- Azalea Street Public Realm Upgrade
- Edwin Avenue, Rutherglen Avenue, Galway Avenue and North East Road Traffic Management
- Flood Mitigation Project Update
- Main North Road Traffic Management
- Response to SAPN Discussion Paper on possible amendments for principles of vegetation clearance regulations
- Proposed Motions & Voting Delegates to LGA AGM
- Response to State Planning Policies

Council Workshop 04/09/2018

- Facilities Booking System
- North Park Lands Upgrade
- Draft Information Technology Strategic Plan 2018-202

Council Workshop 11/09/2018

- Service Review - Customer Services and Library
- Reduction and Disposal of Plastic Items (Council Resolution 146/18)