



Workshop Program

Tuesday 11 July 2017 commencing at 6.15pm

Reception Room, Civic Centre, 128 Prospect Road, Prospect

Workshop Chair: Cate Hart, Chief Executive Officer

Workshop Opening

- Apologies
- On Leave – Matt Larwood

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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 4 July 2017

Chair: Cate Hart, Chief Executive Officer

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

Apologies: M Larwood

Notes from previous workshop held on 13 June 2017

- Consider reducing the volume of information and ensure accuracy.

1. Environmental Action Plan

Ginny Moon introduced council staff presenting the draft plan and setting key links to the Strategic Plan 2016-2020; Resilient East Plan; SA Strategic Plan and various legislative instruments.

An outline on the process undertaken to date was provided, further listing the key themes as: Enabling a Sustainable Community; Environmental Education; Green Procurement and Economic Development; Sustainable Resource Management and Enhancing Local Biodiversity and Food Security.

Elected Member comments and questions included:

- Include partnering with others;
- The plan looks passive; implies there will be tools available; outward focus and education is key;
- An eResource library;
- Conscience of the increased electricity costs, educating in that space will be helpful to the residents;
- Two areas to look at, resident's education and what we as a council are doing to achieve this plan;
- We need to include environment in all our procurements;
- Environmentally sustainable technologies should also be considered;
- To achieve a greener future I think we should talk about having 'green cover', having verges that are not crushed rubble;
- Include a connection to the development plan;
- We could include in our Council Report Template consideration of 'Environmental Impact';
- Perhaps have a look at Harvey/Derlanger Street where two healthy trees were removed, perhaps look at the process to replace them to understand what happened to those two trees;
- Our footpath policy we should not allow paving/concreting right across from boundary to verge;
- The plan name matters when using the document for marketing; look at how you are to position this beforehand;
- What did our last Eco Prospect plan achieve (show us a review), we should have a focus embedding the environmental requirements in our information for easy access;
- How many of the proposed actions included have been funded in 2017-2018? *Most planned will be included in recurrent budget and staff time.*

Where to from here

- July 18 Workshop - key themes and develop draft actions;
- August Report to Council;
- September Community Consultation;
- October Report for Adoption.

2. Website Upgrade

Chris Hannaford and Keiran Weir introduced consultants Josh & Chloe of Atomix, describing why we are doing the website project, to position City of Prospects SMART21 Community, including easier search functions, better mobile device experience and a consolidation of our existing websites.

Tonight is about engaging the Elected Members in their vision and receive feedback on the progress so far. Two distinct characters to site visitors, those that are looking to immediately complete a task and those looking for further information.

Elected Member comments and questions included:

- Was it always proposed to consolidate all the ancillary sites? *It was included in the scope and some sites such as CLUB5082 may sit separately due to current branding to the target market.*
- Our site does not have a young vibe. *It will link to CLUB5082 and still be associated.*
- What bounce rate should we be aspiring to? *40%.*
- How are drop down lists prioritized, I would have thought alphabetical?
- I am conscience of how we design an interface when you have 60% desktop versus 40% mobile? *You do not have to have everything on mobile that you can see on desktop.*
- I like the plain speak language used;
- What do we want for our residents: I want it to delight our residents; the wow; feel it is a worthwhile experience; Boston site looks friendly and efficient;
- The end to end experience is most important to our residents; truly increase the online experience to be able to complete the transaction within 15 minutes. *Customize and embed forms to enable complete transaction.*
- I would like a receipt at any time of the day;
- All customers should get an email that has been delivered to the responsible officer not just generally to administration;
- I like to see icons where possible;
- I would prefer no white font;
- I think more work is required on the headings, increasing plain speak; not descriptive enough, I would like to see them aligned with our Strategic Plan Themes; I think the copywriting could be more creative; include Customer Request Management (CRM) would be more beneficial;
- A customer portal is being built this year. *Are the two projects interconnected (website & portal)?*
- Concerned not having hit the mark on CRM and other items; our capacity to manage the content;
- Keep it simple;
- Search engine well-tuned; irrelevant information culled; social pages theme including the community activities;
- Best use of news and photographs in a dynamic environment.

Where to from here

- Evaluate work to date and look to engaging a contractor for phase 2.

3. Startup Muster

Chris Hannaford introduced Monica Wulff, CEO (Startup Muster) to understand the startup economy using a rigorous statistical methodology, with samples collected via survey from 3000+ start up business and individuals.

The data has shown that 92% of start-ups outsource with 70% of those going to companies in Australia; 1/3rd of founders born outside Australia and average age is 36 with 80% having a tertiary education.

Elected Member comments and questions included:

- Is there a cost to do the survey? *It is free; we have a number of partners.*
- What is it that supporters are looking for and how can we bring them along? *From an industry point of view, there is a mismatch, low intensity events which may invite start-ups the opportunity to pitch to attendees; how can we connect with startups that will meet our business needs; building networks.*
- Procurement is big, what is the data telling us is a challenge? *The tradition of always having been with a supplier and continuing to base decisions on that; payments take too long to be received;*
- Any feedback on tender processes by government? *Only 6.9% of startups have government as a client;*
- Is it because the government has so many rules? *We ask where they came from, most are corporate so they don't have the government speak, they try to focus on what skills the department needs;*
- Should we be building in our procurement practices for staff to identify startup businesses? *Sunshine Coast have a new system; we certainly can do more.*

- We could consider with our new building and having to provide for future growth, as space that can be used by startups with associated needs, to learn from each other;
- What is the best you've seen by Local Government? *City of Melbourne have just released their Startup Plan.*

4. Rose Street – Public Realm Update

Ginny Moon, Alex Cortes & Gene Fong demonstrated an outline on progress of site design, with an intent to strengthen link to Prospect Village Heart, Create a destination, Traffic Calming, wider footpaths and increased green infrastructure.

Elected Member comments and questions included:

- This is on the cinema corner.
- What was the footpath width before then cinema? *2mts, we are proposing for it to go to 3mts.*
- What sort of trees will be planted? *Jacarandas, Crepe Myrtles etc.*
- How much street parking will be lost with this design? *Two is acceptable for dining. It may be around 6 parks; we can look at the alternate strategies.*
- Two main reasons people spoke to me about this, was loss of car parking; the trees and too much on the corner pushes traffic back down Rose Street. *There is no planting suggested at this stage due to narrow width.*
- How much community consultation ideas have been incorporated into the site design? *Most comments were surrounding traffic, and will they still be able to exit onto Prospect Road.*
- Issues about Council's budget allocation and developer' contributions were raised.
- And this is part of our night time activation and increase footfall included in our Strategic Plan;
- I am concerned that this is happening so fast, and annoyed at the loss of parking spaces, and would prefer that we just put red brick paving down and use festoon lighting. Five of our intersections have black strips through them;
- Have we spoken to the traders?
- Agree with the dining, concerned with the turning degree on the corner and a large number of bollards which we have tried to reduce in other areas, the tree species need some thinking about, and recommend the paving grade is reduced. The on street parking is of most concern. The Public Art needs to be put in front of the PAAN. And the lighting is very important. We are not ready with this;
- EMs queried why work on the North of Rose Street was included? *It is about consistency.*
- I don't think we should do anything on the North side.
- Have the neighbors with the single lane been spoken to? *Not since the consultation.*
- What is the next step from a governance perspective? *1) do not proceed, 2) renegotiate the design, 3) work our way through the governance process...proceed in part?*
- I think it is important to do something and work in partnership;
- I am comfortable with the first section on Rose Street and outdoor dining design;
- Could we replace the bollards with Artwork?
- Can we be provided with Community Consultation outcomes from project proposals?
- If residents are being consulted can we have a copy?
- If it is on the workshop list please attach the feedback similar to the budget items.

Where to from here

- Project Report to July Council Meeting

Workshop closed at 9.50pm

Workshop Items

1 Charles Cane/ Parndo Yerta and George Whittle Masterplan

Responsible Director: Cate Hart, Chief Executive Officer

Expected Duration: 60 minutes

Presented by: Cate Hart, Chief Executive Officer

Nicole Halsey, Director URPS

Mid last year Council commenced the process to prepare a Masterplan for Charles Cane/ Parndo Yerta and George Whittle Reserves (and the connections between them).

Process to Date

A comprehensive Masterplan process has been undertaken with the assistance of the consulting firm URPS. 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 Charles Cane Reserve with Elected Members on 11th 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

1800 post cards were sent to residents in the surrounding precinct areas and posters were used to promote a community engagement day at Charles Cane 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 7th 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.

These various processes have revealed the following;

- Engagement with the community identified:
 - Charles Cane 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 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 the existing sporting club users of Charles Cane Identified:
 - that they have no aspirations to relocate and they have high demand and anticipate growth in their membership and possible increase use in the future for some.
- Engagement with elected members revealed:
 - the need for better facilities, safety in connectivity across major roads, improved sense of arrival, parking availability, providing good lighting and more community focused flexible activities for all ages and better utilisation of the spaces.
- Desktop research shows that there are only 3 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 and soccer) played at Charles Cane is highly likely to remain the same and so is the demand for public open space and other passive recreation facilities as a result of higher density development occurring rapidly in the vicinity.
- 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.

In respect to each of the Reserves, administration is seeking Elected Member input in order to finalise the Masterplan:

Charles Cane Reserve

In addition to identifying the value of Charles Cane Reserve as open space, the investigations as part of the Masterplan process have revealed a need to be clear regarding the different needs between its role as passive open space and its role for organised sport. An independent assessment has been undertaken in respect to the capacity of the reserve to meet the sporting needs of the existing formalised sporting uses whilst introducing a play space. Of the existing formalised sport, cricket has been identified as potentially requiring a larger buffer zone to the passive recreation spaces in order to avoid future conflict between increased sporting activities and increased passive use.

Administration will be seeking the views of the Elected Members in respect to this aspect of the MasterPlan. Four principle options could be considered: -

- stay the same with existing organised sport retained, and with minor enhancements to the open space on the periphery and acknowledge that there is potential for some level of future conflict due to increased use
- redefine the organised sport being undertaken and maintain soccer and lacrosse and relocate cricket (with either minor enhancements to the open space on the periphery or the introduction of a play space)
- stay the same with existing organised sport being retained (including cricket) and the introduction of a new playspace and appropriate fencing to facilitate all existing organised sport which would address potential future conflict due to increased use
- relocate all organised sport and focus reserve on passive unstructured recreation including establishing a new playspace

George Whittle Reserve

The options in respect to configurations and future development need to be refined, based on what the various investigative processes have revealed.

Clear direction is sought from Elected Members in respect to which option to be pursued as

part of implementing the design phase for this reserve.

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 Masterplan direction has been endorsed.

Attachments:

Nil

2 Developer Partnership Grant Program

Responsible Director: Ginny Moon, Corporate Services

Expected Duration: 45 minutes

Presented by: Ginny Moon

Council adopted the Annual Business Plan (ABP) and Budget 2017-2018 at the ordinary meeting held in June 2017. The ABP included budget provision for a new initiative offering the opportunity to local developers to apply for a partnering arrangement with Council based on a funding ratio commitment of 50/50, for investment in community assets.

Guidelines simplifying the application process may consider the outcomes outlined in our Strategic Plan to 2020 and supporting plans and policy established by Council for Community benefit, including but not limited to the following:

- Eligibility;
- What can be funded;
- How to apply;
- Documentation required;
- How applications are assessed;
- Criteria assessed against;
- Reporting.

At the Workshop, the governance structure for this Grant Program will be discussed.

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 Workshop 18 July 2017 (Additional Workshop)

- Main North Road Concept Plan and Traffic Movement – External guests
- Environmental Action Plan – Draft Actions

Council Meeting 25 July 2017

- Borrowings and Financial Arrangements Report
- Investment Report
- Board Member Nomination (from the Waste Report)
- Strategic Plan Information Report April – June 2017
- Annual Business Plan – Capital and Operation Projects Progress Report
- Safety Improvements Around Construction Sites
- CLIC Monthly Update Report
- Rose Street Public Realm/ Partnership Grant
- Eastern Region Alliance – June Chairman & CEO Report
- *Local Area Traffic Management – Churchill Road*
- *Local Area Traffic Management – North East / South East*
- *Pedestrian Crossing - Menzies Crescent*
(To be determined)

Council Workshop 1 August 2017

- Percy Street – RM Williams
- Proposed Motions to LGA Annual General Meeting
- ICF Presentation from Matt Larwood
- Affordable Housing Conference briefing from Alison DeBacker

Council Workshop 8 August 2017 (To be held at North Adelaide Football Club)

- North Adelaide Football Club Developments
- Draft Policy of Leasing and Licensing of Community Assets
- Review Code of Practice – Meeting Procedures
- Community Engagement Policy and Toolkit - Stage 2
- Draft Policy of Leasing and Licensing of Community Assets