Workshop Program

Tuesday 8 May 2018 commencing at 6.15pm
Prospect Town Hall, 126 Prospect Road, Prospect

Workshop Chair: Cate Hart, Chief Executive Officer

Workshop Opening
- Apologies – Cr A Harris
- On Leave   Page

Meeting Close

CITY OF **PROSPECT**

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 01/05/2018

Chair: Cate Hart, Chief Executive Officer

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

Apologies: **M Groote, A Harris, M Larwood**

1.   Development & Public Realm Compliance

- Nathan and Darren provided a summary of private (development) compliance protocols with Simon outlining public realm impacts and future processes to be considered
- The issues covered in the December 2017 Council report were discussed with Council deciding to focus on compliance activities in the urban corridor given the high profile and potential broader impact to the community
- Opportunities were explored to undertake the required compliance role within the vacant TLRS position however no suitable candidates for the TLRS were deemed appropriate due to lack of knowledge across both legislative instruments (Development Act and Local Government Development Act)
- Executive staff have looked to re-scope the TLRS to 0.8FTE and the vacancy is currently being recruited. With planning compliance (private land) separated, an additional (0.2 – 0.4FTE) is being considered
- Community expectation around Council compliance activities has increased which has been recognised, considering the increased (future) development across the city
- Differences between private land (development) and public realm compliance was discussed throughout the presentation

Comments and Questions from Elected Members
- How are the 800 inspections calculated, the total seems high – *As was reported in last September and Decembers Council reports there are around 35 active development approvals within the Urban Corridor and a significant number of development applications in the Corridor are under assessment*
- How many developments are under construction? Not all approvals will be actioned – *Staff will check and provide the current activity*
- Does Council check what the private certifiers approve – *In a compliance sense, Council can only check that the building approval matches the planning approval and that the construction matches the approval. Council has no authority to reassess an application granted consent by a private certifier*
- Could Council require bonds to cover damage to infrastructure– *this has been discussed between staff as a mechanism in the LG Act now exists. Issues relating to the administration of bonds were discussed.*
- How does Council respond to enquiries in the event that the building officer is absent – *a building contractor is engaged if Council's officer is absent for more than one week. Covering leave can prove a challenge when managing resources in small teams.*

Private Land and Public Realm Compliance
- Compliance and management responsibilities were clarified in relation to the nature of the complaint
- Who is responsible for unsightly properties – *Community Safety actively respond and patrol*
- How are out of hours' complaints dealt with? – *Council has out of hours' contractors who are authorised officers and we select the types the duties they can attend to, and those which can wait for business hours in order to manage the costs. Issues of Noise can be added to the duties of the out of hours' contractors*
- Does Council have authority to enforce noise issues – *yes Council has a role in specific instances eg. Community Safety would respond to construction noise*

<u>Private land - Planning compliance</u>
- Council has a list of standard conditions that are applied to Planning/ Building Consents and Development Approvals. Planning compliance involves reviewing if development has been undertaken in accordance with those conditions imposed.
- The planning system allows for private certifiers to issue planning consents on some developments (small scale at this point). Council still has a role in issuing the final development approval and can have a compliance role in reviewing that conditions have been adhered to.

<u>Comments and Questions from Elected Members</u>
- What happens in the event that a private certifier approves a plan that complies, although some issues haven't been addressed - *the private certifier has the same authority as Council we can only enforce their conditions*
- Has Council included conditions on issues like mud drag out, waste, noise etc. – *Council Planning Staff or CAP make an assessment of what conditions are appropriate or required for each specific development application*
- Who is responsible for development on Churchill Road – *Council are the relevant authority for development up to four stories, the State Commission Assessment Panel is responsible for development above four stories*
- Is there a final protocol/ sign off at the end of the construction process – *Essentially no. Council traditionally follows up issues on reactionary basis, if complaints are received we follow them up*
- Have Council staff written to developers asking them to confirm that they have completed their development in accordance with relevant planning conditions – *no but this could occur*
- Does Council write to SCAP regarding planning conditions – *yes, Council (through CAP) request specific issues are covered by the commission on developments where SCAP is the planning authority*
- Does Council have a policy or conditions on out of hours' noise, drag out, footpath matters etc. – *Council has standard conditions that are applied to relevant development applications. We also include notes where issues are outside the control of the Development Act 1993. A review and update of the standard conditions are warranted*
- Are there key stages where the developer needs to notify Council – *yes as part of the building process and we have an obligation to inspect structures at various stages (building compliance, not planning compliance)*
- Could bonds be used to cover any public realm issues? – *bonding to cover damage to public infrastructure is an option, however they have administrative costs and resource requirements*
- Is there need for Elected Members to authorise a policy – *Section 245A was discussed regarding bond division. There are provisions we can explore –– staff advised to explore process*
- The Construction Site Management Plan condition was discussed and it was requested to include traffic management – *This will be done as part of Conditions Review process*
- How are contractors responsibilities identified in terms of damage etc. – *Council contacts the applicant who would be responsible to rectify the situation or nominate others who have caused the damage*
- Discussion was raised regarding a status update of the City Works Guide and Council actions
- It was suggested that Council waste truck surveillance could assist with capturing information on Public realm issues
- Liability and risk was raised as a priority and the need for a city works guide and procedure to cover the issues
- What is the draft City Works Guide needed for? – *One stop resource for D*evelopers, residents and *to promote Council expectations (essentially, there are the Rules of building in Prospect)*

<u>Where to from here</u>
- Currently in the process of developing a draft city works guide for potential applicants pursuant to relevant legislation regarding impact to the public realm – (Simons team will bring this back to Council Workshop)
- We will proceed with recruitment of the key staff who have ability to manage public realm and private land compliance
- City Works Guide to be completed by end of June 2018 (90% complete)

2.   Asset Management Plan

Pam Andritsakis responded to requests for further information from Elected Members on the 2018/19 Asset Management Plan.

- The Road Reseal Plan is a plan for the next five years from 2018 to 2022-23 based on data from the Asset Management Plan and Tonkin's condition assessment
- A City of Prospect 5 Year Program was provided to and commended by Elected Members
- Council has liaised with its consultant for additional information regarding explanation of data regarding kerb, gutters and footpath, primarily for the variances related to laneways and carparks
- Various options for footpath and road surfaces were presented in terms of bitumen treatments and condition assessments
- Smart infrastructure opportunities for road quality were discussed eg. tree inlets
- A comparison of spray seal and rejuvenation treatments were presented

Comments and Questions from Elected Members

- Are we using the crack seal anywhere in the city – *this is an effective but short term solution that was previously used, although didn't have the desired impact, however hotmix will be an effective solution*
- If water retention is shown on the road, would that are be included in the road resurfacing – *If this is recognised an independent assessment with the contractor would be undertaken to determine the scope of works*
- The variety of treatments applied over City of Prospect were summarised
- Has the rejuvenation treatment proven worthwhile financially? *Yes surface life has been extended between 5 – 7 years of life*
- How do we inform residents regarding notification of works? *A letterbox drop is distributed, indicating clear dates of works*
- Project Line 95 – Thorngate Street to Highbury Street – can we extend to complete the entire length? *Yes this was a computer generated list and visual inspections will verify project scope and deliverables*
- Are we creating a new Management Plan regarding Tonkin's long term assets (regarding the overservicing of assets) – *We've re-categorised the hot mixes to sprayseals to assign the levels of service.*

Where to from here
- A copy of the City of Prospect 5 Year Program will be distributed to Elected Members
- An Elected Member Workshop on the Draft AMP – Infrastructure, will be presented in mid-2018

3.   Economic Snapshot

Chris Hannaford explained process that will be used to develop City of Prospect's (yet-to-be-named) next Economic Development Strategy, including consulting with Council, Prospect Business Leaders, Network Prospect, and neighbouring LGAs including ERA and City of Adelaide Council.

Daniel Adams provided an overview of the economic condition and changes that have affected City of Prospect's local economy over the last seven years, highlighting areas of weakness and opportunity.

- City of Prospect's economic performance was benchmarked against neighboring LGAs and the wider state. The key elements explored and discussed included benchmarking annual growth, median household income, local property values, unemployment, education levels in the local workforce, job growth, and high growth industries
- The data presented has been made publicly available via an economy profile and will featured on Network Prospect

Comments and Questions from Elected Members

- What do we produce in Prospect? – *A range of products with strengths in broadcasting and retail*
- Regarding at home workers eg living in the Prospect area and the technicality of working in Prospect, how is this measured – *Challenging to measure due to the relatively small scale of employment.*

- What's the uptake of NBN been? – *NBN has been guarded about uptake numbers, but Census reported internet access in approximately 80-85% of Prospect homes.*
- Alison De Backer question re: Activating ABC site - *Supporting site in our prospectus and actively supporting e.g. GigCity and consulting with Department of State development*
- Retail trade was discussed re: *what people come to Prospect to spend money*
- Support was shown with assistance of mapping out a new business's local growth journey
- How can we help businesses achieve our goals – can we map this in our strategy and highlight the key strategies and value add – *ACC have demonstrated this, we can use that approach. WI-Fi system can be accessed within City of Prospect; the data captured by this system is being analyzed to reveal new business opportunities. We are hoping to map and report this data moving forward.*

Where to from here (how we contribute to business)
- A new document will be produced and made available to the public using this data presented
- We intend to progress a new Economic Development Strategy over the coming year
- A progress report will brought back to council in the future

Workshop closed at 10:04pm

Workshop Items

1. Electrification works along the Gawler line

Responsible Director: **Simon Bradley, Director Infrastructure & Environment**

Expected Duration: **30 minutes**

Presented by: **DPTI and LendLease**

DPTI (Department of Planning, Transport and Infrastructure) have engaged LendLease for Stage 1 of the electrification works of the Gawler line. Design work is currently being undertaken with construction scheduled to begin in October 2018. DPTI and LendLease will be presenting an overview of the project to Elected Members at the workshop and will provide information on the next steps.

Attachments:

Nil.

2. CLIC Design Development

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

Expected Duration: **90 minutes**

Presented by: **Chris Newby – CLIC Project Lead (supported by representatives of JPE Design)**

Council endorsed the 100% Design Development Plans for the new Community Hub, Library and Innovation Centre (CLIC) at its meeting of 24 April 2018, subject to a number of design elements that were identified for further review and refinement.

Particularly, Council resolved that the following elements remain outstanding for further design development and review at workshop before being returned to Council for endorsement. Importantly, these matters have been reviewed and discussed by PEG as part of providing some direction to the Workshop discussion.

External Elements

Spandrel material to building façade

A range of possible spandrel materials have been explored including mini-orb/mini-flute, wide tray profile cladding, vitra panel, as well as other façade materials. The architects have previously recommended mini-flute, which was not supported by Council.

The PEG have considered options and will discuss the recommended material at workshop.

Spandrel material colour

Considerable debate has occurred on the external colour palette of the new building, with Council considering a range of options before endorsing the following at the April meeting. The colour of the façade fins (Pale Blue), gallery face brick (Austral La Paloma – off-white unglazed), soffit linings (Dulux Cavelli Islands - mustard) and Town Hall quoins (Ghost Gum), which reference and complement the colours of the Town Hall's bluestone façade. The spandrel material colour is recommended to also reflect

the bluestone palette and variety, to ensure the building colours complement each other and that the spandrel does not add a "heaviness" to the façade of the building.

Colorbond Shale Grey and Colorbond Ironstone (as previously presented) are considered to achieve these outcomes and are recommended.

Glazing colour or colours

The proposal plans include the use of a different colour (yellow) tint to the glazing ONLY at the Prospect Road entry to the new building, informed by and complementing the use of Dulux Cavelli (mustard) to the Town Hall doors and soffit linings (canopies) as a way of further distinguishing the entry point from the remainder of the glazed façade (which is provided universally with a grey tint).

Whilst the yellow for the small portion of the façade (entrance) remains recommended, the alternate option remains for consideration which is the use of a consistent (grey) tint for the entirety of the building, recognising that the entry to the CLIC building is easily distinguished due to the ramp, steps and canopy.

Building signage and naming

Although the building will be iconic and easily identified within the streetscape, there is opportunity to explore options for the provision of additional external signage (in addition to the identifier contained within the endorsed planter bed adjacent the Prospect Road entry) to allow for naming and branding of the building. Options include modest identifier signage below canopies through to larger fin-like structures off the main façade.

Such options are able to explored in the coming months and JPE advise that these will be able to be adapted to suit the building, rather than needing the building to be adapted to suit the signage.

Street trees and front landscaping to Prospect Road

The project includes the upgrade of paving in front of the new CLIC building to be consistent with the upgraded Village Heart precinct (predominantly Urbanstone), with a separate project being pursued for new paving and landscaping to the Vine Street Plaza, across the front of Town Hall (including flagpoles and tree/s), and potentially north to Olive Street along the front of the new building adjacent the CLIC and to McGlashan's.

Options for the broader extent of paving associated with the CLIC delivery are not critical to project delivery (with extensions of Urbanstone being 'below the line' but will be workshopped at a later date.

Internal Elements Ground Floor

Screening / shading solution to the western balcony area

The inclusion of an extended balcony area to the rear of the building (extending over the Council car park) gives rise to potential impacts on users from inclement or extreme weather at this western face of the building. The design currently includes opportunities for landscaping to this balcony of a reasonable height, influencing shade for seated users as well as screening for privacy.

The design team will present a small number of options for how the impacts of sun, wind and rain could be reduced.

Internal fitout to town hall

While it was initially envisaged that the continued use of the Town Hall as a unique and attractive music venue and event space would not require substantial upgrades to the Eliza Hall, the introduction of openings to connect this space to the rest of the building requires careful consideration of acoustics and lighting, as well as colour and furnishings selections.

The design team have explored what this would entail to ensure the appearance and acoustics of the Eliza Hall are upgraded in keeping with the rest of the building, and discussion will provide opportunity for feedback on design options.

Flooring to maker space

The Irish Harp Room will be converted into a flexible, multi-purpose maker space that is able to be separated into two smaller rooms through the introduction of an operable wall. While the architects have previously recommended the use of marmoleum in this space, this was not supported at the last Council meeting.

PEG has been presented with Terrazzo (by the design team) as being the preferred alternate flooring (with sealed grout) for Council to consider however this is subject to a investigation into the strength of the flooring structure and its ability to withstand the weight differential between Marmoleum and Terrazzo. Timber is able to be used however treatment near the sinks and management of total moisture in the room will need to be managed.

Internal Elements Level 1

Level 1 Chamber / Event area furniture and layout preferences

The layout of the chamber and event space on level 1 has proven challenging, due to a desire for flexibility combined with a need for functionality, and balancing this with the need for storage of 'chamber appropriate' furniture.

These matters do not need resolution during May and the design team will continue to work on these options for future workshopping and consideration by Council.

Internal and External

Internal and External Lighting type and layout

Each internal area of the building has unique lighting requirements and characteristics, which are influenced by the intended uses and functions of the space, as well as that of adjacent spaces and the impact of natural light. The lighting requirements for the staff area remain simple however more consideration is needed to the lighting of public areas.

The workshop proposes to talk through different areas of the building (inside and out) seeking a view as to what level of lighting is desired. The specific type of lighting (fittings) will then be a later decision.

What this means is the Workshop will focus on discussion of a small number of options, for a small number of outstanding matters, in an effort to guide the Design Team on critical elements of the design that need to be agreed and documented during May in order to align with the adopted Project Plan.

Remaining elements that are not program-critical will be reserved for further discussion at later date. This is an important step in the process as the team complete design documentation ready for release to tender.

Attachments:

Nil

3. Website Revitialisation

Responsible Director: **Chris Hannaford, Director Business & Innovation**

Expected Duration: **60 minutes**

Presented by: **Chris Hannaford & Julie Wrobel from Algo Mas**

The purpose of the workshop is to inform Councilors of progress with the website revitalisation project and consult on the nature and performance of an extranet for elected members. The extranet will allow elected members to have a secure portal with the ability to lodge, exchange or view confidential documents or communications and accept external email addresses. The extranet may contain some features of products such as SharePoint, Slack Gather Content or Yammer – but may have relatively simple requirements.

Background

In May 2017 City of Prospect engaged Adelaide web company atomix to undertake scoping for the redesign of the City of Prospect Website. The redesign and revitalisation of the website project has six steps and was divided into two stages. The company provided a detailed UX strategy document with wireframes including a design for the home page.

Algo Mas a local graphic and web design company have been engaged to complete Stage 2 of the project. The key elements of Stage 2 will be the development of new templates and the curation of the current material to transfer relevant content to the new website. It is anticipated that the new website will be launched in September or October 2018.

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
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Council Workshop
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Council Meeting 22/05/2018
- Australian Local Government Association Voting Preferences
- Elected Member Training and Development 2017-2018
- Audit committee Report
- Leasing and Licencing Policy adoption following consultation
- Draft Open Space Strategy
- Environmental Impact on Speed Bumps
- Environmental Action Plan
- Transition Budget Update
- Community Engagement and Consultation Policy
- CLIC Project Update
- CLIC Design Outstanding Matters
- 2018/19 Temporary Public Art Grants
- Flying of Flags (and Flag Policy Review)
- Connected Cities
- Eastside BEC
- Website Implementation
- GigCity Implementation
- Depot Relocation Update

Council Workshop 05/06/2018
- Main North Road Pilot project design progress
- 018-2019 Budget Community Consultation Feedback & Final Rates Modelling
- Leases & Licences - Initial Licence recommendations

Council Workshop 12/06/2018
- Smart Cities
- Urban Street Tree Guide