

Workshop Program

Tuesday 13 March 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 06/03/2018

- Chair:** Cate Hart, Chief Executive Officer
- Present:** K Barnett, T Evans, A De Backer, A Harris, M Standen, M Lee, M Groote, M Larwood
- Apologies:** D O'Loughlin.

Notes from previous workshop held on 6 February 2018

- Taken as read.

1. Community Hub, Library and Innovation Centre – Design Update

Nathan Cunningham introduced the team from JPE Project Team, Tom, Jo, Michelle, JoJo and Trevor, they will be presenting the ideas for the facade and external design, material palette and the extent of Town Hall works in order to achieve 75% design development.

Facade (JPE)

- Work has focused on balancing occupant amenity, constructability, performance, and other considerations such as occupant amenity
- Overview provided of glazing (double-glazed) and openings
- ARUP have been working with the team on facade engineering - focus on shading performance, view opportunities, profile of each blade
- Updated facade screen presented - additional reveal of internal activities, inclusion of horizontal elements to emphasise the peeling back of the facade, and to allow for panels to be constructed rather than individual blades. Confirmed fixed screen and not operable blades, hence why optimisation is important
- Explained construction efficiency (through quality control), cleaning and maintenance, and how steel and aluminium are both being explored for the material choice (steel stronger, while aluminium can be anodised or powder coated)
- Colour options / finishes explained - blue / green tones (hills and sky analogy, also reflecting the colour and vibrancy of Tourrific event)

Comments and Questions from Elected Members

- Have you explored curving the facade - as if someone has been lifting a curtain?
- Would like to see how it looks.
- Focus attention on Prospect Road facade - wouldn't be readily visible from Vine Street. Consistency of glazing is important - has the extent of glazing been tested from a thermal perspective? *(JPE) facade screen will work to address issue*
- I like it, but mind goes to dollars for curve option - *(JPE) steel is similar in cost for straight lines vs curves, but aluminum would be more expensive.*
- Would double glazing reduce the heat? *(JPE) Lucid and ARUP working to maximise screen performance, coatings on glass being explored as well.*
- Would prefer to see glass on western side - wow factor as approached from Vine Street (JPE) Dollars would be similar for glass vs solid
- Colours really important, consider how we can be artistic, and the appearance of the building at night through lighting - example of CBD law firm building in the rain lights up
- Lighting of the building? Complement the Pulse? *(JPE) LED lighting is pretty simple, and we could have a lighting designer look at it.*
- Will this building still look contemporary in 5, 10 years time? Support seeing a concept with curves *(JPE) Simplicity of building design is important and its response to its context.*
- Glass at rear is positive looking out, and would like to see it as open as possible- but western sun is severe. *(JPE) Glare studies will be done to ensure interior works.*

Colour palette

- How difficult in 10 years would it be to change. *(JPE) Steel easy to change.*
- Did you try different colours? *(JPE) Yes, variety of colours - should be light, but not white.*
- Would be interesting to see a colour thread run through the facade. *(JPE) 2 different tones being used for facade.*
- Light grey or green colours for facade, but white box of gallery could be a bold colour and changed over the years as required.
- Will you get a sense of the colour from inside? *(JPE) Yes, quite dynamic. Use of light could also play with the colour of the building at night, so neutral colour would achieve that.*
- Can pigeons roost? *(JPE) No, angled horizontals with gaps to wall / windows - no spikes required.*

Interior Design (JPE)

- Interior concept developed, user experience considered for various spaces.
- Expressing Prospect identity - look at materials used in the area, use expressive detailing. Connecting - void / stairs treatment, staff areas across two levels, Town Hall and new building. Place for Everyone - Not look half closed at night, and welcoming. Creative - exhibit art and collaborate with local craftspeople. Smart - integration of technology and material selection.
- Spatial diagrams / relationships haven't really changed from endorsed concept. Larger balcony area has greater opportunity for indoor / outdoor relationship. Quiet study and research on level 1. Some changes to staff space configuration, encouraging collaboration. Updated floor plans introduced - double stair is architect's preferred option. Storage to rear of stage removed. Toilets consolidated and additional storage achieved for furniture.

Comments and Questions from Elected Members

- How will hirer of Town Hall prep food? *(JPE) Food and prep store has benches allowing for plating up.*
- Could library shelving be angled to match windows? *(JPE) Yes, all on wheels.*
- *(JPE) Creative opportunities - artist murals to screen between foyer and library collection, feature installation to void, art / history gallery in corridor between Irish Harp and Town Hall, coloured tiles similar to Prospect Road shop facades to amenities.*
- *(JPE) Main stair and void - double width stair caters for lots of people, opening in Town Hall allows views, customer service space with 3 pods for immediate interaction, as well as digital displays. Initial reactions were positive and this scale of stair reminded members of early concepts.*
- Connection to Town Hall is a revelation. Really like the rest of it too.
- (Void - is that proportionally accurate? *(JPE) we have changed shape slightly - void is lightly smaller, but 3D view shown is realistic. Like the double stairs. Like the Town Hall connection, but will it work from acoustic perspective? (JPE) It will achieve acoustic separation when hinged doors are closed, but you'd keep it open for events that are not so noisy. When closed, you would still be able to hear it in main foyer, but still be able to have a conversation - eg 60dB within 5m.*
- Internal greenery is missing in the entry space. Also consider paper storage / display from an operational perspective, such as the local Messenger - ensure an integrated design response. *(JPE) Displays integrated into library collection display area. Print on demand to be encouraged. Digital by default for office staff.*
- How do you manage people who enter through Town Hall and how do they get to customer service area? *(JPE) Digital blade signage requires some discussion - wayfinding to be developed with expert advice eg Archetype.*
- What is wooden panelled area at rear of customer service? *(JPE) Storage for customer service.*
- How do you deal with security? *(JPE) CCTV, it's an open building. (BFo) There isn't the same inherent value in library collections any more, 'hard' security can be a deterrent to facility use. (JPE) Could use lockable displays for valuable pieces.*
- Supports wide staircase. Sense of grandeur / arrival.

Stair options

Large columns with bracing explained

Comments and Questions from Elected Members

- What is head clearance? *(JPE) 2200mm*
- What will the stair cost? *(JPE) needs to be checked, but confident it's within cost plan for the stair.*
- What timber for the stair and balustrade? *(JPE) Tasmanian oak, gaps in balustrade so you can get glimpses of people working above the void.*
- Have we lost floor space for local history? *(JPE) No, because of additional angled area*
- Possible to use lighter colour for exposed columns? *(JPE) could be explored.*
- Can we use recycled timbers? Also good for the story behind the reuse of the timber. *(JPE) can be explored, but can be costly. Sustainably forested as a minimum and this is what is proposed.*

- Have we looked at floor finishes? *(JPE) Terrazo tile, contemporary version of local examples.*
- Have you considered acoustic treatments? *(JPE) Fabric to be sued where possible.*
- Double stair supported generally.

Customer service

3 customer service pods - concierge, library service (next to self checkout) and sit down service areas.

Comments and Questions from Elected Members

- Will each of these be accessible for wheelchair users? *(JPE) yes, have been tested from user perspective*
- Can different skins for interfaces be used for different user types? Can we name the different areas / rooms?
- Is there enough space between door entry and concierge pod? Could door be angled to direct toward stair.
- Is there a stairwell for the car park? *(JPE) just a fire stair, but can be dressed up / painted.*

Gallery and Lobby

Terrazzo floors, modular displays.

Comments and Questions from Elected Members

- Has there been consideration of end to end use of the spaces eg gallery, then to get a coffee, etc? *(JPE) Yes, tested in a consultation workshop.*
- Does the concierge area work from a staff perspective? Eg cup of tea, water bottle, bags *(JPE) Yes tested, however furniture design is important.*
- Not a positive response at the Cove to polished concrete and the feel it created. *(JPE) Tone and texture important, and how all materials work together in the space. Soft floors don't work in public spaces due to wear levels. Terrazzo also gives much greater variety of tone than the Cove. It's important to bring out the warmth in the tile offset by further warmth with strong use of timber.*
- Void art opportunity - can we have a void prize? Really important that we have a good piece there. *(NC) Many options can be explored for short of long term art pieces.*

Balcony area

Option for sink to be included in bench on balcony, maybe some mosaics, solid edge to western side for privacy, but with some opening to southern end to direct views.

Comments and Questions from Elected Members

- Maybe an opportunity for a history mosaic to tell story of Prospect.
- Can we round the corners of the bench?
- Great idea to have sink in bench. *(JPE) could also be used by kids for activities. Terrazzo floor carried through for durability and to bring indoor into outdoor and vice versa.*
- Consider warmth in winter, or screening from wind. *(JPE) could provide gas heaters attached to mullions.*
- Could supply box of blankets, like some cafes do.

Children's area

Design presented and discussed.

Comments and Questions from Elected Members

- Tiered blocks are versatile and really well used by children. Any opportunity for softer flooring surface? *(JPE) soft surfaces to be introduced such as rugs and bean bags, but ideal to keep space flexible through use of same floor surface.*
- Could we do a veggie garden next to the children's area? or sensory garden.

Screen concepts

3 options, stage curtains, auto blinds or suspended screens. Not a chain mesh door or metal gate.

Comments and Questions from Elected Members

- What if we didn't have a screen at all? Lights off or other security? *(JPE) need to consider surveillance, particularly of quiet nooks.*
- Patterned / perforated screens could be used.
- Chain mail or curtaining could create a really nice backdrop. *(JPE) Pridham Hall uses curtain solution, introduces softening.*
- Key question is does anyone want a gate? *(All) No. (NC) That was the assumption of the project team so further options can be explored, based on lightweight approach.*
- Operational issue in relation to hiring of spaces? Can there be a different way of solving it? Security issue or safety issue? *(JPE) Further work and testing to be done.*

Level 1

The layout presented and discussed. Local history collection shelving and display, plan drawer cabinet to suit larger items, functionality of meeting / event space, staff layout explained - open space and collaborative, meeting spaces for public and for staff.

- What about exhibitions of history? *(JPE) Large event space upstairs would suit, picture rails included.*
- Partitioning and lighting could be used differently to create intimacy of spaces.
- Any sensitivities from specific user groups such as PLHG? *(JPE) to be discussed with them individually.*
- What conversation has there been about potential for these specific spaces such as local history to be claimed by specific groups. *(NCu) Discussion is about how the spaces represent the collection etc and attract others to it. (JPE) it's a local history and study space, so must work for both purposes.*
- Is digital overpowering the physical? PLHG is keen to digitise the enter section.
- Curating of space important, large map of prospect could be the physical item that encourages people towards the digital resources.

Workspace

- Concept presented.
- Open plan, adjustable height desks, breakout / collaborative spaces, kitchenette area.
- Textures and materials presented.
- White bricks around gallery, bolon as alternative to carpet, marmoleum to floor in maker space, paint finishes to walls, timber decking to balconies, other options also being explored

Storage

Diagrams were presented by JPE, variety of layouts possible for Town Hall, and for event space upstairs.

Would Council need a higher quality table than a flip top table for use as Council Chamber?

Comments from Elected Members

- Comfortable with less formal, but not stark white. Integrated chargers would be good. Hero pieces on walls can be used to establish formality.
- Better chairs than standard would be good for long sittings.
- Same as most boardrooms would be fine.
- Circular is good for facilitating discussion. Informality would take some getting used to, particularly when standing to speak - consider podium at each table.
- Some formality is good - cubby hole also good for keeping things in.
- Higher standard / quality of tables should be in the main events / meeting space than in the Town Hall. Setup important.
- Ergonomics important - shouldn't have to look sideways to view a screen *(JPE) More research required, two screens an option that is commonly used.*

Lighting

JPE introduced some lighting concepts and updated lighting to Town Hall

Town Hall

JPE provided a brief overview of works including raising level of Claraville at rear, openings to sides of Eliza Hall, removal of existing bar, demolish existing canopies and verandah at rear, upgrade steps at rear for artist's entrance. New bar fitted out by Council, and cold/warm shell to cafe area. Upgrade of Town Hall knighting to contemporary fixtures.

Comments and questions from Elected Members

- No mention of basement. Are there options to use it? Tunnel previously mentioned at PEG. *(JPE) Can bring options back for discussion.*
- Air lock can help with noise / leaves etc.
- Exposure to sun an issue. *(JPE) Vine Plaza integration Plan to address.*
- Double glazing to Prospect Road windows of Town Hall would also be nice. *(JPE) possibly include as below the line option.*
- Any opportunity to reveal more of the original materials used in the construction of the Town Hall?
- There are some ornate features and details - eg silver gilt on beige rather than pure white would help pull out the detail. *(JPE) can be explored further.*
- The Town Hall entrance from Vine Plaza is important. *(JPE) branding to whole of building could use some exploration.*

Landscape and site works

JPE advised that alternate treatments to undercroft being explored, lighting, colour etc.

Comments and questions from Elected Members

- Motorcycle parking? Could be space provided for variety of bikes, rather than specific. *(JPE) Minimum number of bicycle parks provided for staff in accordance with Development Plan.*
- Can fit 5 motorbikes in a single car park if oriented correctly.
- Bike parking for visitors should be undercover, include bike repair station, and small lockable area for helmets and riding shoes. *(JPE) Could be provided below deck with some additional excavation.*
- Prospect BUG would be critical if insufficient bike parking provided.

Closing comments

- Don't want interior design and materials that are too similar to Walkerville or Cove Civic Centre.
- Round table supported for council meetings.
- Not a big fan of the style of floor - doesn't have Prospect feel.
- Circular table supported, as is the idea of more bikes and scooters
- Sounds like general support for what has been presented tonight allowing the team to continue to refine the plans.

Next Steps

- Further discussion will occur on ESD principles at future workshop (Trevor from Lucid to present next week) and a discussion on options for access to and future use of basement.
- Report to Council in March 2018.
- Staff to consult with PAAN and PLHG in coming week.

Workshop closed at 9.45pm

Workshop Items

1. Community Hub, Library and Innovation Centre – ESD Options

Responsible Director: Nathan Cunningham, Director Community & Planning

Expected Duration: 60 minutes

Presented by: Chris Newby, CLIC Project Lead and Lucid Consulting

Council staff will provide a brief overview of some key design options in response to feedback from Elected Members at the previous Workshop (held on 6 March 2018) and subsequent discussion with the Community Reference Group (7 March 2018).

Council's consulting engineer Lucid Consulting will present options for Ecologically Sustainable Development (ESD) initiatives that have been explored during the design development process for the new Community Hub, Library and Innovation Centre (CLIC) at 128 Prospect Road, Prospect. The options to be discussed reflect the desire of Council to ensure that ESD initiatives are, wherever possible, integrated into the design of the building so as to achieve a reduction in environmental impact, a reduction in energy and water consumption, and align with community expectations for the CLIC. The discussion will include consideration of upfront (capital) costs and the anticipated payback periods, as well as the intrinsic benefits of the various options.

Attachments: Nil.

2. Traffic and Speed Management

Responsible Director: Simon Bradley, Director Infrastructure & Environment

Expected Duration: 30 minutes

Presented by: Pam Andritsakis, Manager Infrastructure & Assets

The *Road Traffic Act 1961* requires that the Minister for Transport and Infrastructure grant approval to install, maintain, alter, operate or remove traffic control devices, including speed limits. The Minister has delegated powers and granted approvals by issuing Instruments to the Commissioner of Highways, Councils and a number of other road authorities. The *Speed Limit Guideline for South Australia* was developed in August 2017 to provide a state-wide point of reference for applying speed limits to make roads safer for all road users.

Attachments: Nil.

3. Mobile Food Vendors

Responsible Director: Chris Hannaford, Director Business & Innovation

Expected Duration: 30 minutes

Presented by: Chris Hannaford, Director Business & Innovation

In November 2017, the State Government passed the Local Government (General) (Mobile Food Vendors) Variation Regulations 2017. The legislation took effect on 1 March 2018. The effect of this legislation is that councils will no longer have any discretion to issue or not issue a permit for Mobile Food Vendors on roads. Council must issue a permit upon application and payment of the relevant fee, however Councils can set controls regarding areas where Mobile Food Vendors cannot operate and the price of the permit. Council are required to set these controls in response to the new legislation.

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.

Elected Member Bus Tour - 20 March 2018

Council Meeting – 27 March 2018

- Housing Diversity & Desirable Neighbourhood DPA Not to Proceed
- CLIC Design Development 100% for endorsement
- CLIC Project Update
- Strategic Plan Operation Plan
- Car Parking Fund Policy Review
- Update on the review of the Memorial Gardens traffic and speed management
- Environmental Impact of Speed Humps
- Local Area Traffic Management Policy
- Environmental Action Plan
- LTFP Endorsement
- Audit Committee Report
- 2018 National General Assembly for Local Government (ALGA) - Call for Motions
- 2018 LGA OGM Voting Preferences
- Appointment of Independent Member - Audit Committee
- EHA Delegations Review
- Dog Registration Fees
- Hampstead Road PLEC
- Mobile Food Vendors - Location Rules
- Kurna Native Title
- East Waste Board Minutes
- East Waste Equity