

# Workshop Program

**Monday 30 October 2017 commencing at 6.15pm**

Reception Room, Civic Centre, 128 Prospect Road, Prospect

**Workshop Chair: Cate Hart, Chief Executive Officer**

## Workshop Opening

- Apologies – Cr A Harris
- On Leave

Page

Notes from previous workshop ..... 3

Workshop Items ..... 6

1. Infrastructure Asset Management Plan (IAMP) ..... 6

2. Open Space Strategy – Part 1 ..... 7

3. Debrief Regarding CLIC Design Concept ..... 8

Future Workshop and Council Agenda Items ..... 9

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 17 October, 2017

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

### Notes from previous workshop held on 3 October 2017

- Taken as read.

#### 1. **Community Hub, Library and Innovation Centre (CLIC) Design Discussion**

Cate Hart introduced Tom, Josephine and Michelle, JPE Design Studio for the presentation of the concept design plan options, that illustrated the area required to develop the internal floor areas and car parking spaces required for the new community facility.

The Council Members present were provided an opportunity to respond to the revised project objectives, which were set out as 'essential'; 'desirable' and 'optional'. Three block plans were presented for consideration:

##### Option 13.1 Library Art Hub

- 11m+ building height to Prospect Rd
- Development site potential
- No Vine Plaza connection (from CLIC)
- Library all on ground floor - 'Library Art Hub'
- Integrated Town Hall (requires high level of intervention)
- Economical & low impact carpark
- Rear access to building via lift/stair

##### Option 13.2 Library Landscape

- 13m+ building height to Prospect Rd
- Split level upper ground floor plate
- 2 storey arrival space - focus on Prospect Rd
- Larger development site potential
- No Vine Plaza connection (from CLIC)
- Library not all on ground floor
- Integrated Town Hall (requires medium level of intervention)
- 2 storey carpark

##### Option 13.3 Social Ground Plane

- 11m+ building height to Prospect Rd
- Wrapping upper ground floor plate
- No development site potential
- Vine Plaza connection (from CLIC)
- Library all on ground floor
- Opportunity for outdoor terrace space
- Optional Town Hall integration
- Economical & low impact carpark

##### Elected Member questions and comments

- Does the square metre ( $m^2$ ) area estimate for each staff member include field staff? *Only the depot administration which totals  $11m^2$ , although the best practice target of  $13m^2$  per person will likely be achieved with people working offsite.*

##### **Option 13.1 Library Art Hub**

- Estimated value \$12.87 m (excluding management fees)

- Where would the function space be if not in the Town Hall? *The brief currently is for a 100m<sup>2</sup> function area, with a basic kitchen.*
- Where is the storage? *We would have to include more.*
- Events that we currently hold in the Town Hall would not be able to happen? *It would be more difficult with the event space.*
- If we develop 89 carparks, how many are there now? *Approximately 68 carparks.*
- How can we make the Town Hall basement more useful, would we be able to install a furniture lift to use the space for storage? *Potentially but this has not been included in the estimates.*
- The Town Hall basement may not be included in this project, but we do not compromise its potential future use.
- What would the development assessment requirements be for the potential development site? *Dependent on the intended use and scale.*

### **Option 13.2 Library Landscape**

- Estimated value \$16.86 m (excluding management fees)
- This design would limit the natural light in from the West. *You would be reliant on light from the East.*
- It is still difficult to reconcile an additional \$4mil spend on the double height space, outdoor balcony space and the plaza connection.
- Why do we have to have a development site to sell, we could use it ourselves. *We could preserve for a future opportunity and maintain our multi use development goal.*
- Does this plan equal roughly the same area as the current Civic and Thomas Street Centre's? *This option is slightly less in floor area.*
- What amount of shared space between staff and public is included? *We have still to get to the detail and the intention is to make a number of bookable spaces so we maximize community use.*
- When the library relocates, it has always been that there is going to be more space and are we now saying it will be less? *The library and community spaces are larger than current area but the office accommodation is less.*
- I would question option 1 & 2 stating there is no Vine Plaza connection when there is access via the Irish Harp Room access. *Agree - Access will remain unchanged from Vine Plaza.*
- Would there be a possibility to have more of a deck space? *Potentially subject to funding*
- Is there potential in keeping the proposed development site behind the town hall for a carpark? *If this area was incorporated into the car park there will be quite a cost in earthworks to bring the levels to acceptable height and may not provide a significant amount of additional car parking.*
- Is there an opportunity to extinguish the 4.2mt height right of way? *It could be achieved but would be quite difficult.*
- Is there more parking with this option? *Yes*

### **Option 13.3 Social Ground Plane**

- Estimated value \$14.49 m (or estimated value \$13.73 excluding upgrades to Town Hall) (excluding management fees)
- My preference is to keep the Town Hall as a Town Hall; library all on one floor, this is the messaging; I am comfortable with this option because it is on one level.
- This option has a bigger floor area over one level; I think we are losing the opportunity of using the height and private development opportunity.
- This being a bigger building, if it were to be 'up rather than out', does the value of selling the proposed development site cover the cost? *It is more to build the 3<sup>rd</sup> level (extra services) then you would recover from selling 600m<sup>2</sup>.*
- If there is a desire to develop Vine Plaza could we design the wrap around part, and could we be the site developer and build upper floors for sale? *If council had the appetite to borrow more funds it could build this proposal or build only the ground floor but engineer for additional floors. We could sell the air rights but would have to work out how to claw-back the cost of the substructure.*
- What would it look like to add a second level and being able to sublet office space? *Estimated extra build cost \$800-\$1mil, and other challenges depending on use such as carparks.*
- Optional roof terrace can be made available as a communal space.
- What is happening on the roof space? *It is dependent on budget and we can go for grants (efficiencies) for solar panels etc.*
- This design could help us achieve more efficiencies and environmental targets. *Yes more potential for natural light and circulation.*

- We have over years, advised others to maximize build height and this does not propose that, option 13.2 is closer to our past messaging. I like the idea of leaving the potential development site for a time. Option 13.2 is closest to the brief we have been talking about.

#### Key Considerations

- Appetite to retain Town Hall for current purpose? – retain and not against a refit
- Appetite to retain the open space /development site behind the town hall? – more open to having some green space there, a future council can make a decision and there was general sentiment not to lock it up
- Do you see an opportunity for commercial use, investing in space that we may not use? – comfortable with a third floor only half fitted out subject to financial modelling
- Is the Carpark number critical? – we can provide enough to meet planning provisions although this does not meet a desire to provide spaces to meet the existing underserved demand;
- I have real concerns on the loss of open green space with the potential four storey development, and the plaza being half of what it is.
- Preferred design options: – retain the Town Hall to be shared with the library as a venue; construct 3<sup>rd</sup> floor with half 'cold shell'; double height front entry, remove reference to potential development site behind the Town Hall and retain this as open space, develop as many car parks as possible at ground level *Estimated \$15 - \$16 mil.*

#### Where to from here

- Report to October Council – to provide further clarification of the preferred design option and determine if we can display this at the Spring Fair, with a preference for one only option on the display. This adopts an IAP model about informing the community by asking what they think of the design rather than engaging them on a number of options for further consideration.

Workshop closed at 9.25pm

## Workshop Items

### 1. Infrastructure Asset Management Plan (IAMP)

---

**Responsible Director: Ginny Moon, Director Corporate Services**

**Expected Duration: 90 minutes**

**Presented by: Tonkins Consulting, Gene Fong and Dimi Shizas**

#### **Infrastructure and Asset Management Plans (IAMP)**

Council is required under Local Government Act 1999 S.122 (1a) to develop an Infrastructure and Asset Management Plan (IAMP). This document ensures the maintenance, replacement and renewal of Council's asset stock with the primary purpose of ensuring that Council is intervening with its assets before failures are experienced. It's funding requirements are embedded in the long term financial plan (LTFP) with a directly measured link through the Asset Sustainability Ratio (ASR). Where Councils are not meeting the requirements of the IAMP and ASR, a ratio of less than 100% is achieved. This is one of three target measures used to ensure a Council is financially sustainable.

Following the recent revaluation of Council's infrastructure assets, Council is required to prepare a new IAMP. Work on this new plan has begun.

This presentation will be made by Rod Ellis from Tonkins Consulting in two parts.

The first part of the presentation is a refresher for Elected Members on the philosophy previously presented in May 2014. The methodology was subsequently endorsed by Council and has been used in Asset Revaluations since 1 July 2015. The presentation shows the work currently being undertaken on road renewal treatment.

The second part of the presentation shows how the application of this philosophy has been applied to the road condition data collected in 2015 and updated annually for 2015-2016 and 2016-2017 capital works and planned budget for 2017-2018 to provide a renewal expenditure profile for the 10 years from 1 July 2018 for road surface, pavement, kerb and footpath. This will be presented to provide an indication of the available funding for maintenance and upgrades when compared to the current allocation of funds for roads assets from the existing LTFP.

It is anticipated that Council will provide support for the approach to road renewals, and provide an indication of its intent to continue with the level of funding for Council's infrastructure so that maintenance and upgrade projects can be planned in line with the strategy in order for the IAMP to be further developed.

#### **Attachments:**

Nil.

## 2. Open Space Strategy – Part 1

---

**Responsible Director: Ginny Moon, Director Corporate Services**

**Expected Duration: 60 minutes**

**Presented by: Gene Fong, Urban Strategy Designer**

Following the Council Meeting outcomes of the Open Space Strategy Report in August 2017, staff have planned to undertake a number of steps to improve the draft Open Space Strategy.

Areas which have been identified to focus on the Draft Open Space Strategy improvements are:

- Stronger strategic links to the 2020 Strategic Plan and alignment with Loved Parks and Places
- Link to Councils Community Engagement strategy/policy and consultation procedure
- Revise and review all future development and priority of each park and reserve
- Mapping of playspaces distances and analysis
- Review and update all demographic data once the 2016 full Census is released
- Evaluate purchasing and land strategy and land acquisition targets
- Revise financial implication and budget feasibility

The following topics will be discussed during this workshop:-

- revision of park hierarchy
- priorities
- gaps in public open space
- inclusion of community engagement procedures
- long term financial implications

### **Attachments:**

Nil

### 3. Debrief Regarding CLIC Design Concept

---

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

**Expected Duration: 30 minutes**

**Presented by: Nathan Cunningham and Cate Hart**

To provide an opportunity for Elected Member feedback regarding the discussion at the Council Meeting held on Tuesday 24 October 2017 and to update the Council on the views of the Community Reference Group meeting held on Wednesday 25 October 2017

**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.

### Workshop 07/11/2017

- Revaluation initiative (RI)
- Broadview Oval and Surrounds Master Plan (running track and options)
- Leasing and Licencing Policy & Fee Structure
- CLIC Financial Management

### Workshop 14/11/2017

- Part 2 Open Space Strategy
- Main North Road Concept Plan

### Council 28/11/2017

- Mayoral Monthly Report
- Annual Report (Section 131)
- Annual Delegation Review
- Appointment of Deputy Mayor
- First Budget Review
- EHA First Budget Review
- Local Government Grants Funding
- Elected Member Allowances
- Adoption of Leasing and Licensing
- CLIC Project Update
- Community Engagement Policy and Toolkit
- General Purpose Financial Statements for the Year Ended 30 June 2017
- Main North Road Investment Attraction Strategy
- Smart City and Suburbs Program - update
- Charles Cane and George Whittle Master Plan
- Environmental Action Plan - Endorsement
- Waste Disposal Contract
- Public Realm Compliance Policy & Updated guidelines
- Traffic Management – North East Road/ Rutherglen/ Galway & Edwin