Councillor Information & Workshop Session

Tuesday 5 May 2020 commencing at 6.15pm by electronic means

Members of the public are able to view this meeting via the live stream on Council’s YouTube channel

Chair: Nigel McBride, Chief Executive Officer

Agenda

1. Workshop Opening
   - Apologies
   - On Leave

2. Confirmation of Notes from previous Councillor Information & Workshop Session

3. Items for Discussion
   3.1 ‘Prospect Delivers’ Program – progress report………………………………………………… 3
   3.2 Nailsworth Community Hall Refurbishment………………………………………………………… 4
   3.3 Churchill Road Master Plan Stage 3…………………………………………………………………… 6
Guidelines
The following details provide an overview of the procedures to be observed:

1. Councillor Information & Workshop Sessions will be held as required with a preference for them being on a Tuesday evening, between the hours of 6.15pm and approximately 9.30pm (commencing with a light meal for Council members and staff from 6pm).

2. Because of the current COVID-19 public health emergency, and under Ministerial direction, the Councillor Information & Workshop Sessions are currently held online and will be streamed live to the public and media with notice of the session being given on the Council’s website.

3. The Agenda and any associated information will be provided to Councillors by the Friday preceding the Councillor Information & Workshop Session so that Councillors are able to brief themselves on the items thereby allowing the session to focus beyond the basic information.

4. The purpose of the Sessions is to provide an opportunity for discussion in respect to a wide range of strategic issues across the Council area, as well as those of State and National significance. They are designed to provide an opportunity for staff and presenter to provide information and updates only; no decisions will be made. A confidentiality declaration may be determined by the CEO if necessary in accordance with Council’s Informal Gatherings Policy.

5. The format for the Councillor Information & Workshop Session may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.

6. External parties may make Presentations/deputations to the Councillor Information & Workshop Session, subject to prior agreement by the CEO.

7. The CEO or proxy will convene and chair the Sessions to ensure the smooth running of the meeting. A proxy will be determined by the CEO on a needs basis.

8. Notes will be made of the general issues and items covered by the Councillor Information & Workshop Session. No decisions can be made, meaning the notes will be quite general in nature. Notes will be distributed to Council Members following the meeting.

9. Council 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 Councillor Information & Workshop Session 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.

Protocol
The following protocols provide a set of guiding principles that aim to achieve enhanced, meaningful engagement of members and to facilitate an equal and equitable participation of all members.

1. The Chair ensures that every members’ input is heard and not overlooked or lost, and will enforce a limit on speakers’ time if it is required.

2. Discussion must be focussed on the issues and matters being the subject of discussion. Councillors make a commitment to active listening and disciplined talking, whilst displaying both courtesy and respect to one another.

3. Council Members and staff are to be addressed by their first name and not by their title of office they hold.

4. Problems and solutions 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.

5. The imperatives for a successful conduct of these workshops are that all members need to work together, displaying courtesy and respect to each other.
Councillor Information & Workshop Session Items

3.1 ‘Prospect Delivers’ Program – progress report

**Responsible Director:** Chris Hannaford, Director Business & Innovation  
**Presented by:** Daniel Adams, Manager Economic Development and Brendan Lott, Manager Community Development

City of Prospect has established a new program (21 April 2020) to assist local small businesses with the economic impact of the COVID-19 public health emergency on the local food and café sector – while also delivering meals to our vulnerable residents.

*Prospect Delivers* is designed to assist our local restaurants, café and food service sector with increased cash flow over what we hope is a short-term disruption in trade resulting from COVID-19 restrictions.

City of Prospect will print and distribute over 4,400 vouchers valued at $25 to be valid at any participating restaurant/café/takeaway business located in City of Prospect that is willing to offer their own food delivery (not through an online third party delivery platform).

The program is a collaboration of Economic Development and Community Development.

Economic Development has identified 80 food service business in Prospect with 10 businesses registered for *Prospect Delivers*. Community Development has managed the vulnerable residents list with an estimated 555 people meeting the criteria to date.

For discussion and questions.

**Attachments:** Nil.
3.2 Nailsworth Community Hall Refurbishment

Responsible Director: Simon Bradley, Director Infrastructure & Environment
Presented by: Chris Newby, Manager Special Projects

The Nailsworth Community Hall at 31 D’Erlanger Ave, Collinswood is a highly valued and heavily utilised community asset, and is typically in use at a variety of hours, seven days a week (including some public holidays). The key function of the Nailsworth Hall is to serve as a centre for hirers to provide programs and activities for broad community benefit, or for ongoing social connections through non-sporting clubs and associations. This key function is not intended to change as a result of the refurbishment.

The Nailsworth Community Hall Refurbishment project anticipates improvements to the existing facility and site to better serve the existing user groups, while increasing the capacity of the facility to cater for additional users. The project includes introducing the effective (acoustic and visual) separation of the two existing hall spaces to allow for the concurrent running of events and activities, and the expansion and upgrade of the existing car park.

Access to the main building for users of the Men’s Shed (located at the rear of the facility) also requires consideration.

The $200,000 refurbishment is intended to provide the following outcomes:

- Improved presentation to the street, including opportunity for new public art to replace the existing mural
- Improved accessibility through the Hall, including independent access to kitchen and toilet facilities from the main hall, secondary hall and men’s shed
- Improved acoustic and visual separation between the main hall and secondary hall
- Updated toilets, with improved access to toilet facilities for all users of the facility
- Updated car parking area for improved site access, additional parking spaces, and parking for the community bus
- Maintenance of existing secure storage for user groups, and the creation of trailer storage for new user group(s) in combination with improved bin storage

With a building designer engaged to deliver the design and documentation of the refurbishment ahead of future building works, it is timely to gather feedback from Councillors before designs are finalised.

This is a simple, cost-effective refurbishment of an existing facility, and the purpose of the workshop is to seek Councillors’ feedback on what this small-scale project should achieve.

Additional Information

The Hall features one large room with a parquetry timber floor, and a smaller room with carpet that can be visually separated with a concertina door (although acoustic separation is not achieved). The Hall features:

- Basic kitchen facilities including oven and cooktop, pie warmer, crockery and cutlery
- Servery area between the kitchen and main hall
- Air-conditioning
- Tables and chairs for 100 people
The Hall is available for 12 month hire to incorporated, not-for-profit community organisations for the purpose of holding their meetings and activities. It is only available for regular, ongoing bookings, and is not intended to be available for hire to individuals, businesses or groups for the purpose of holding private functions or conducting activities of a commercial nature.

Feedback from staff in regular contact with the user groups has confirmed the following user requirements:

- We have exercise classes in there so the lino flooring is good, but also yoga – so some carpeted areas would be ideal.
- Storage is always an issue. Ideally the more storage, the better.
- Chairs need to be light and easy to move. Sled chairs similar to those used at Payinthi would be handy, although the existing sturdy plastic chairs are also preferred by some users.
- The kitchen is unnecessarily large. The most users typically do is heat food in the microwave or pie-warmer, and make tea and coffee. It’s not used for cooking.
- The facility can be used by all sorts of groups – but realistically at this stage we don’t have available slots. If it ends up as two or three bookable spaces, then there can be increased patronage.
- Users are keen to be able to access the toilets and kitchen from each room without having to go in and disturb the other group.
- Integration of Nailsworth Hall with the Men’s Shed would be great. In particular, access to kitchen, toilets and meeting space. This would allow the entire shed to be used as a woodwork workshop.
- A ‘maker space’ would be great for painting and design work.
- Parking for the community bus and for user group trailer(s) would be good.
- Pool tables are used by various groups.

Previous consultation with user groups on required maintenance of and possible improvements to the Nailsworth Hall revealed the following areas of concern:

- Car parking (including disabled parking and lighting)
- Lack of A/V equipment, particularly a data projector
- Space for storage
- Use of the carpeted area
- Access to individual spaces within the building and potential conflict between user groups (eg. during setup)

The Nailsworth Hall is a popular facility that provides for a range of user groups and activities, including:

- Adelaide Apostolic Church
- Adelaide Jeep Club
- Adelaide Treasure Hunters
- Combined Probus Club of Collinswood
- CWALK 1 & 2
- Deeper Christian Life Ministry
- Flinders Re-entry Program
- Friday Night Folk
- Happy Hour (Alcoholics Anonymous)
- InTune Pilates
- Prospect Men’s Probus Club
- Prospect Theatre for Young People
- Underwater Explorers Club SA
- Yoga with Pandora
- Zumba with Cindy

The open nature of the existing internal spaces means that there is limited opportunity for overlap between user groups, whilst the Men’s Shed (which operates from a separate building at the rear of the Hall) is unable to access the toilets and kitchen without interruption to the Hall users.

**Attachments:** Nil.

### 3.3 Churchill Road Master Plan Stage 3

**Responsible Director:** Simon Bradley, Director Infrastructure & Environment  
**Presented by:** Pam Andritsakis, Manager Infrastructure & Assets

Pam Andritsakis will take Council Members through the current draft Churchill Road Master Plan and seek feedback.

**Attachments:** Nil.