



# Workshop Program

**Tuesday 5 July 2016 commencing at 6.15pm**

Reception Room, Civic Centre, 128 Prospect Road, Prospect SA 5082

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

## Agenda

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. 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.
7. 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.
8. All Elected Members will be encouraged to attend.
9. 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.
10. 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.
11. The format for the Workshop may vary on a meeting by meeting basis and could include training, planning, presentations, and discussions.
12. The format for the Workshop will be determined by the CEO.
13. External parties may make Presentations/ deputations to the Workshop, subject to prior agreement by the CEO.
14. 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

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## Notes from Workshop 14/06/2016

- Chair:** Cate Atkinson, Chief Executive Officer
- Present:** D O'Loughlin, A Bowman, M Groote, A Harris, M Standen, K Barnett, T Evans
- On leave:**
- Apologies:** M Larwood, M Lee

## Notes from previous workshop 07/06/2016

- Taken as read.
- Amounts staff were asked to come back with for budget

## Workshop Items:

### 1. **LibraryPLUS Site Analysis**

Andrew Russell (Inizio Consulting) facilitated a discussion where Elected Members were presented with the four shortlisted sites of:

- Prospect Oval Precinct,
- Johns Road Depot (Main North Road),
- Prospect Road Civic Centre, and
- Northpark Shopping Centre.

The discussion focussed on using a multi-criteria assessment tool to quantify and analyse the sites based on agreed assessment criteria and priorities. Recognising the system can handle only 10 criteria, a draft set 9 criteria (based on 'People Places' reference material) was proposed as a starting point to generate discussion. Members updated and amended this list to make the criteria most relevant and tailored to our needs as City of Prospect.

The purpose of the workshop was to seek Elected Member comments and feedback on the four sites in order to work towards a reduction in site options. Reducing to 1 or 2 preferred sites would then allow the project to move forward towards indicatively costed concepts for the final preferred site/s.

A fifth site, being Audley House, was included in the assessment as it is currently for sale and some community members have expressed an interest for Council to consider it also.

## Elected Member Discussion:

Discussion on the issues that should be explored as part of the report included:

### Prospect Oval

- The existing Master Plan for the Prospect Oval precinct addresses RSL and other sites in that immediate vicinity.
- The location of the library at the Prospect Oval is difficult to achieve given the current site layout and building features.
- Busy days for the existing library – Saturday and Tuesday - so there could be instances of football parking competing with library parking.
- Car parking and security issues need to be considered - 70 parking spaces would be required on average for the proposed size and operational aspects of access so locating these in close proximity to the LibraryPLUS building is essential (and not easy).
- Not sufficient time to pause the process so as to consider the integration with the surrounding activities of croquet and tennis.

### Johns Road Depot

- Master plan for the Depot is required to form part of the debate/decision.
- Discussion about the availability of outdoor space and a general acceptance that open space at ground level was most likely achievable on this site (potentially above 3 others of the 5 sites considered).
- Opportunity to utilize a council owned site is an important cost consideration.

- Need to consider impact of moving depot operations and this is a similar issue that the Civic Centre will face with potential staff relocation (even if only for construction period).
- Could be a catalyst for uplift of Main North Road.
- Relatively central to the whole City of Prospect.

#### Civic Centre

- Need to consider relocation of existing uses (and people) during construction.
- Not the geographic centre of the City of Prospect.
- Very marketable for co-locating tenants on the site based on recent record price of land sales in Village Heart.
- Access from the east is more difficult than sites on Main North Road. Does have western area benefits.
- No structural assessment of the site as yet as that would be the next phase if this site was shortlisted as being in the top 2 locations. Noted the building is not at end of asset life.

#### Northpark

- Discussion about shopping centre (Northpark) concern expressed if the shopping precinct becomes inactive.
- Acknowledged that for several reasons Council had less ability to control the success of the operations at a site not owned and reliant upon other attractors.
- Opportunity for collaboration – mixed use/shared use facility PAE is a standout at this site above all others.
- Opportunity to achieve great outcome with less financial impact to Council upfront but need to consider ongoing operational costs at commercial terms.
- Colocation with shopping centre allows for community opportunity to undertake many transactions (activities) in one trip.

Elected members discussed which criteria were most important while giving consideration to public consultation feedback around the services and facilities desired.

Criteria were amended and refined and key criteria were established and weighted by general consensus from members around the table.

An exercise was undertaken to use the criteria on each of the sites identified and a rating was applied (again by consensus). The scores were calculated to determine a ranking of the sites to help shortlist a top 2.

#### Audley House

- Discussion about the value of the property as a house versus converting to library space and the practicality of reuse. Size of building footprint was also mentioned as not achieving the desires of the Libraries Alive report adopted by Council in 2015.
- Cost of initial purchase and impact on the allocated budget.
- Sentiment in the community – meeting places, retaining heritage, the garden setting (how people then appreciate the building).
- Collective view that whilst nice to own the building, it would not beat other sites already assessed based on the agreed criteria.

Outcomes: **Civic Centre + Depot/Tram were rated most highly.** Council report to be prepared outlining the process, confirming the top 2 sites and outlining the next steps so staff could move into site analysis, concept, plan + costings, finance options and opportunity v cost, risks, constraints, and costings for the top 2 sites.

#### Matters for consideration into the next phase

- What will the development mean to staff impact (both sites have impact on Council operations).
- Best practice principles in the locational criteria of library facilities need to be reinforced in the decision making.
- Access and security to the facility is critical when we move into design.
- We have an understanding of where our customers are coming from but this needs to remain front of mind as we progress – existing customers of great importance but adding clientele also critical.
- Need to consider financing options including partnerships, co-tenants and grant funding possibilities.

## 2. Strategic Plan

- Due to time constraints, this item to be moved to future Workshop

Workshop closed at 10.15pm

## Workshop Items

### 1 Elected Member Training – Development Assessment Processes and the DAP

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**Responsible Director: Nathan Cunningham**

**Director Community & Planning**

**Expected Duration: 60 minutes**

**Presented by: Gavin Leydon – Norman Waterhouse Lawyers**

In response to a request from Elected Members, a training workshop has been arranged to discuss development assessment under the Development Act; decision making & the role of elected members (when sitting as a member of CDAP).

The topics will broadly include–

- The role of Council as a planning authority
- The role of CDAP & elected members
- The role of staff
- The Development Plan – qualitative & quantitative provisions
- The nature of planning policy
- Development assessment & decision making principles eg no presumptions in favour or against a proposal, not about achieving an ideal design solution, relevant considerations etc
- Departures from the Development Plan
- Preparing for CDAP meetings
- Obligations & constraints on CDAP members v elected members – conduct & behaviour including the Minister’s Code of Conduct & dealing with the public
- The imposition of valid conditions & reserved matters

**Attachments: Nil**

### 2 Planning & Development Bill Discussion – Implications for City of Prospect

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**Responsible Director: Nathan Cunningham**

**Director Community & Planning**

**Expected Duration: 60 minutes**

**Presented by: Gavin Leydon – Norman Waterhouse Lawyers (supported by Scott McLuskey and Rick Chenoweth to respond to questions)**

With the Planning and Development Bill now Enacted (PDI Act 2016) our guest presenter will outline what this means for Council’s. Recognising that much of the detail is still to be outlined in ‘Implementation Acts’ and ‘Regulations’ the discussion will be a general overview of some of the key differences between the PDI Act 2016 and the Development Act 1993 which effect the role and function of Council as a planning authority.

**Attachments: Nil**

### 3 Strategic Plan

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**Responsible Director:**

**Chief Executive Officer: Cate Atkinson**

**Nathan Cunningham: Director Community & Planning**

**Expected Duration: 40 minutes**

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

A presentation will be given showing the updated Themes, Strategies and Outcomes of the Draft 2020 Strategic Plan. The updates have been shaped by the consultation feedback and general discussions with Elected Members in recent months.

At the workshop, members will be grouped into pairs to review the proposed Measures with the grouping based on current Champions arrangements and known areas of interest.

**People** – Mark Standen and Monica Lee

**Place** – Allen Harris and Kristina Barnett

**Prosperity** – Alison Bowman and Matt Larwood

**Services** – Mark Groote and Talis Evans

Mayor O’Loughlin will be able to float between the groups providing input across the Themes.

Members will be asked to look through the Outcomes and Measures and ask themselves;

- Is the measure clear? and,
- Is any further work needed on this point?

A handout will be provided for the Members to note any comments in relation to the specific Outcomes and Measures they are being asked to review.

At the conclusion, the comments will be gathered and staff will use these to refine the draft (including a new electronic version) for final workshop in August 2016 prior to adoption.

**Attachments: Nil**

### 4 Potential Thorngate Development

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**Chief Executive Officer: Cate Atkinson**

**Expected Duration: 20 minutes**

**Presented by: Cate Atkinson**

The suggested development within Thorngate has raised a number of issues for Council in respect to how to respond to potential proposals which significantly exceed the Development Plan provisions, relationships with residents and potential calls for action from Council.

This discussion will provide an opportunity for Members to discuss with staff how best to respond to the potential development within Thorngate and the request from a number of local residents to establish a ‘taskforce’ regarding this issue.

**Attachments: Nil**

## Future Workshop and Council Agenda Items

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Members may seek advice as to the purpose, or intended resolutions planned for the next Council meeting. These items are subject to change.

### Workshop 12/07/2016

- Redevelopment of Clayton Church Homes Site Connecting Main North Road to Prospect Oval
- Main North Road Masterplan
- Volunteer Policy Update
- Corporate Travel Policy

### Council Meeting 26/07/2016

- Mayoral Report
- Information Report
- Status Report – Capital and Operating Projects
- Loan Report
- Investment Report
- Communications Strategy for Adoption
- Digital Economy Strategy Update
- Local Area Traffic Management
- Urban Corridor Zone DPA: Statement of Intent for Endorsement
- Murray Darling Basin Membership
- Eastern Health Authority Annual Report and Delegations
- Corporate Travel Policy for Adoption