



Workshop Program

Tuesday 9 February 2016 commencing at 6.15pm

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

**Workshop Chair: Nathan Cunningham,
Director Community, Planning & Communications**

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

Notes from Workshop 02/02/2016

- Chair:** Nathan Cunningham, Director Community, Planning & Communications
- Present:** K Barnett, A Bowman, T Evans, M Groote, A Harris, M Standen
- On leave:**
- Apologies:** D O'Loughlin, M Larwood, M Lee,

Notes from previous workshop 08/12/2015

- Taken as read

Workshop Items

1 Library Tour of Metropolitan Libraries

WALKERVILLE: One site

Address	66 Walkerville Terrace, Walkerville
Builder/Architect/Designer	Sarah Constructions (Builder) JPE (Architect)
Year of Build	2014
Approximate Cost	\$10m (total building)
Approximate Size	Total Building size 1117 sq m
Features	Connected customer service / library / foyer spaces
Notes	

Thoughts, observations and comments made -

- Has a good presence on Main Road
- Library becomes a bit of a hub by being combined with Civic Centre and Town Hall
- Integration with Civic Centre works well - design flows from Council Chamber to Library to Town Hall
- Town Hall allows weddings, christenings etc. but acoustics needed addressing
- Library approximately 400 m²
- Maybe too open as noise travels from kids area – larger kids area required for their users
- Security guard is needed after hours, due to openness of Civic Centre and Town Hall, for toilet access
- Publicly available meeting room for hire with audio / video facilities
- Tables with Scrabble and Connect 4 near entrance area – very inviting
- Installing dedicated local history area
- Good level of technology
- Promotions on touch screens can print
- Audio section with small room for listening
- Automated lighting and air conditioning – run off solar
- Good natural light but may be issues with some PC screens
- Are such high spec finishes required?
- Advice from Walkerville staff –
 - Not enough meeting rooms and truly quiet spaces (this is important)
 - Suggested we visit Strathalbyn Library
 - AV screen in general area for playing movie events etc. would be good

ST PETERS: Three library sites across the Council area with staff rostered over 108 open hours per week

Address	101 Payneham Road St Peters
Builder/Architect/Designer	Phillips/Pilkington Architects and Flightpath Architects
Year of Build	2012
Approximate Cost	\$7.75m – 50% Federal grant
Approximate Size	Unknown
Features	Retrofit of the existing Town Hall with a mezzanine level. Includes a Cultural Heritage centre
Notes	Heritage Architecture Award as well as a Commendation Award in the Public Architecture award category, in the 2013 South Australian Architects Awards

Thoughts, observations and comments made -

- Feedback from community through design process highlighted that people didn't like others walking through collections as thoroughfares. Designed seating breakout areas around periphery of collection
- Community Hub revitalising St Peters
- Civic precinct – a strong presence on a main road
- Flooring along edges of ground floor was timber which was noisy
- Mezzanine floor had coffee/tea making facilities and a range of seating areas and styles and nice views. Interesting the mezzanine area was empty during our visit/tour
- Collection would not fit without the mezzanine
- Challenges in an historic building physically connecting two buildings with large corridor to allow access at separate times
- Meeting rooms as well as EHA and 3D Radio on site as tenants
- Greater integration with Cultural Heritage than most libraries. This service is well resourced
- Quarterly rotation of cultural collection displays
- Quiet space provided in cultural area – again empty during visit
- No Digital Hub but one-on-one training provided
- Separate meeting rooms for community to book with kitchen facilities and additional exterior access with ramp. Despite being vacant during tour, these were mentioned as a success of the renovations
- Visitations have increased by 40% once reopened with capacity to run larger programs
- No Self-Service capability
- Loading zone for library deliveries needs careful consideration

- Advice from St Peters staff –
 - The front counter functionality did not work – there is a new counter being installed at the end of February 2016
 - Had some acoustic issues with the design
 - Pram / wheelchair access has been difficult – often the case with historic buildings
 - More space around public computer area would be beneficial
 - Working on two levels has logistical challenges as well as passive surveillance issues

ADELAIDE: Multiple sites – staff have a home branch and 2nd branch and rotate between

Address	Level 3, Rundle Plaza, Rundle Mall, Adelaide
Builder/Architect/Designer	Hassell – Architect and Internal Design
Year of Build	2014 – 11 month project
Approximate Cost	\$2.2m (fitout) – leased space
Approximate Size	1900sq m
Features	Events space, outdoor reading room, history hub, digital hub, media and innovation lab and gallery space
Notes	Technology focus with two thirds being 'people space' intended for events, functions, seminars, exhibitions and training.

Thoughts, observations and comments made -

- Central Adelaide site upstairs just off Rundle Mall
- People were upset about other Library shutting down but the service had outgrown the leased premises in Grote Street
- Community consultation with existing library customers took place before design/fit out
- Community generated vision which went to the Elected Members. Vision guided everything
- Operational manual for library developed at same time as design/fit out
- Main entrance opens into event space. Flexible digital hub space able to expand event area.
- Flooring was not carpet but it wasn't noisy
- A library is about life-long learning and books are only one of those tools
- Multi-skilled staff rotate between collections and program delivery and interchange between branches
- 50% of borrowings will be digital
- Run satellite digital programs
- Own social media channels – similar to Prospect
- Large staff work room for books collections etc – no chairs
- Design and layout of library areas very flexible with shelving on wheels (but this was expensive) and moveable signage on shelves, and staff know how to make sure its flexible and adaptive
- Facilities in the ceiling for pull down screens for hanging art displays etc
- No café but hot and cold water available for coffee/tea making and washing up. Can bring your own food.
- Some areas separated by tall plants (Mother-in-laws tongue) – very effective
- Outdoor area with tables / chairs, plants and herbs growing and power points available – great feel and great views
- Recycled milk crates used to create chairs and tables
- Sunday Lego Club for kids to build various models which are displayed in cabinets for the week until next session
- Lots of pin board space for information and displays
- 60 volunteers assist with innovation lab and digital hub
- Volunteers have lockers / shower facilities / hot desking
- Good view lines and glimpses through the collection making the area feel more open, inviting and vibrant

Studio 1

- Walls can move to change the space
 - Hidden sinks behind sliding walls
- Advice from Adelaide staff –
 - Don't get white chairs

HALLETT COVE – CIVIC CENTRE:

Address	1 Ragamuffin Drive, Hallett Cove
Builder/Architect/Designer	Mossop Construction + Interiors, Hassell Architect
Year of Build	2015 – Build time 18 months
Approximate Cost	\$13.4m (\$3.4m Federal grant) – engaged consultant and an advocate to push – several unsuccessful grant applications.
Approximate Size	2000sq m
Features	Library enterprise hub and community spaces. Designed to reflect the history and culture of the local community and has environmental and natural coastal features.
Notes	

Thoughts, observations and comments made -

- Engaged with the community prior to building –
 - if we build this business facility would you use it?
 - Hallett Cove and Edwardstown Business Associations are strong in running sessions in the Enterprise Centre.
 - Enterprise Centre key driver for federal funding
 - Building design followed 5 guiding principles – Community lounge room feel, Building to reflect coastal environment (and others)
- Doesn't scream City of Marion – in fact the Council logo or the word 'Library' is not found on the outside of the building
- Previous library at Hallett Cove was 17 years as a temporary location
- One central 'customer-service' point - multi trained staff can assist customers for all services
- Open Kitchen with large table and stools, sink, coffee/tea making / microwave and oven – used by chefs and authors etc. for presentations. No real bookings – just gets used
- Large flexible hall space can be one area or divided into four separate sections with total seating for 200 people. Can be opened out for indoor/outdoor functions with power points outside
- Has a sprung floor(part) for dance / yoga / exercise programs
- Inbuilt storage concealed by sliding doors for children's chairs and play equipment
- Toilet facilities have sensor opening and closing doors – no touching
- Locker area can be hired for \$1 (refundable). Each locker has a power point in it for charging phones etc.
- Library section can be locked off during non-opening hours
- Library shelving on wheels for easy movement
- Flooring had a terrazzo look – but fairly quiet. Voices did carry but the Centre was not busing during visit. Children's area was carpeted
- High ceilings – cherry picker needed to change a light bulb. Acoustics work better with lower roof areas
- Open office area for staff but has a 'Quiet' area, and staff have lockers, kitchen facilities and their own toilets
- No security monitoring or even passive surveillance (views) of public area from staff offices
- Visitations have doubled since re-locating to this library but will it hold?
- Room hire facilities have created an income stream

Main concerns:

- Not overly inviting - the area seemed to be too large (more like a barn), but would the population increase grow into it?
- No normal Council services provided – missed opportunity?
- Materials and finishes were a bit cold, uninviting and not engaging (i.e. chairs that you didn't feel you were allowed to move). Other white plastic chairs already dirty.

Meeting Closed at 8.15pm.

Workshop Items

1 Quick debrief of Metropolitan Library Tour

Responsible Director:

Nathan Cunningham
Director Community, Planning & Communication

Expected Duration: 15 minutes

Presented by: Nathan Cunningham

A round the table debrief/discussion on the Metropolitan Library Tour on Tuesday 2 February 2016 led by Nathan.

Attachments: Nil

2 Waste Contract

Responsible Director:

Greg Georgopoulos
Director Infrastructure, Assets & Environment

Expected Duration: 45 minutes

Presented by: Chris Brideson from Water and Waste Innovations, and Anders Bogdanowicz

The purpose of this Workshop item is to discuss a range of topics and issues that will influence the final form of a new Kerbside Waste and Recycling Collection Contract, due to commence in July 2017.

The Workshop will be an opportunity to familiarise the Elected Members with a number of technology and industry changes that have evolved since the current City of Prospect kerbside contract commenced in 2010. It will also provide the chance for a discussion about level and scope of services provided to both domestic and business ratepayers in the Council area.

Attachments: Nil

3 Community Engagement Feedback for Main North Road Masterplan

Responsible Director:

Matt Grant

Director Business & Economic Development

Expected Duration: 30 minutes

Presented by: Michael Arman, Angela Hazebroek from Urban & Regional Planning Solutions (URPS)

Consultation for the Main North Road Masterplan took place from the month of November 2015 to January 2016. URPS consultants will present the following analysis of the community consultation results:

- Purpose of the engagement
- Who participated?
- What did we learn?
- Directions for the Master Plan

Attachments: Nil

4 Urban Innovations Team Presenting Vision, Objectives and Guiding Principles

Responsible Director:

Matt Grant

Director Business & Economic Development

Expected Duration: 30 minutes

Presented by: Gene Fong, Rick Chenoweth, Jennifer Uebergang, Anders Bogdanowicz

The Urban Innovations Team has been working together to develop guiding objectives and principles based on the community engagement results and how these principles will guide future works in the Master planning process.

Attachments: Engagement Report - Main North Road Masterplan

5 2016 Gallery Program Overview / Update

Responsible Director:

Nathan Cunningham
Director Community, Planning & Communication

Expected Duration: 15 minutes

Presented by: Carolyn Ramsey

Carolyn Ramsey (Manager Arts, Gallery and Events) will present an overview of the 2016 Gallery Program.

Attachments: Nil

6 LGA Ordinary General Meeting – Notices of Motion

Responsible Director:

Ginny Moon,
Director Corporate Services

Expected Duration: 30 minutes

Presented by: Kerry Loughhead

On 17 December 2015 the Local Government Association (LGA) called for Notices of Motion to be considered at the LGA Ordinary General Meeting to be held on 15 April 2016.

Elected Members were advised on 4 January 2016 that this item would be listed for a Workshop discussion in the first week of February, and were invited to send any ideas for Motions to the administration to include in these papers. No Motions were received at the time of writing this report.

The attached table details the Notices of Motion that have been submitted by Council over the last 5 years, and the action undertaken by the LGA, as reported in the subsequent General Meeting agenda.

The LGA have also provided further comment on the actions at our request (where possible) and this has been added to the table as a follow up comment, although the LGA have explained there is a gap in the process when it comes to following through with further reports on action items.

I believe this gap will be addressed by the LGA, or it may be an opportunity for us to submit a Notice of Motion to have the action item monitoring system reviewed.

Attachments: Table of Notices of Motion since 2011 (CR16/3220)

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 01/03/2016

- Broadview Sports & Recreation Precinct – Master Plan – Priorities and Costings
- Long Term Financial Plan Assumptions
- Budget 2016/2017 – Recurrent Budget Assumptions
- Tourrific Prospect Feedback

Council Meeting 23/02/2016

- Mayoral Report
- Report on Stage 1 – China Action Plan
- Memorial Gardens Playspace
- Budget Review 2
- Adoption of Eastern Region Alliance Strategic Plan
- Results of Air Raid Communications Shelter Engineering Investigation
- LGA Ordinary General Meeting Notice of Motion
- Eastern Health Authority Charter Review – Membership Clause
- Policy Review – Privacy Policy