

AGENDA ITEM NO.: 15.2

TO: Council on 28 November 2017

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Chris Newby, CLIC Project Lead

SUBJECT: Project Update – Community Hub, Library & Innovation Centre (CLIC)

1. EXECUTIVE SUMMARY

The Project Executive Group (PEG) met twice during the reporting period (on 7 November and 20 November 2017) and received reports on the progress of the CLIC project (refer **Attachments 1-12**) as well as the feedback received from the Community Reference Group on the concept design (refer **Attachments 11-29**).

The CLIC project has seen progress on a number of fronts, with a major milestone reached at the Special Council meeting of 14 November 2017 (at which time the concept plan and overall budget were endorsed). There has been positive feedback on the concept design from the Community Reference Group, as well as from Elected Members, staff and volunteers, including at a charrette (design workshop) undertaken on 21 November 2017 where Elected Members, Community Reference Group Members and senior staff received a presentation from the architects and provided feedback on the initial design of the external expression of the building, as well as preliminary internal layouts.

Transitional arrangements are progressing, with Walkerville Council receiving a report on 20 November recommending a lease agreement to allow occupation of their depot by City of Prospect staff during the construction of the CLIC. The Walkerville CEO has subsequently advised that the Council has deferred a decision on the proposed lease agreement, to allow for further information on the associated costs and for consideration of the potential impacts on nearby residential properties.

The release to market of the Main North Road / Johns Road site was celebrated with a launch event held in the heritage-listed Tram Barn, and has been followed by a number of one-on-one site inspections with interested parties. Contract negotiations with the preferred bidder for 132-134 Prospect Road are continuing positively.

2. RECOMMENDATION

- (1) Council having considered Item 15.2 Project Update – Community Hub, Library & Innovation Centre receives and notes the progress update for the Community Hub, Library and Innovation Centre for the period 24 October 2017 until 28 November 2017.**
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3. RELEVANCE TO CORE STRATEGIES / POLICY

- Council's Community Engagement and Consultation Policy (adopted November 2012) provides the framework to engage and consult with our community such to enable their participation in and contribution to Council's decision making.

Strategic Plan to 2020 Theme 1 – People "Know, empower, celebrate, educate and activate our community"

Strategy 1.1	Know our community	The Community Engagement Plan for the project is based upon the requirement to 'know' our communities, be inclusive of a broad cross section of our residents and ensure that residents are well informed of the steps being taken for the development of the CLIC.
Strategy 1.2	Environmentally active, sustainably focused	
Strategy 1.3	Active living for every age, every stage	
Strategy 1.4	Celebrate our diverse and creative community	

Strategic Plan to 2020 Theme 2 – Place "Loved heritage, leafy streets, fabulous places"

Strategy 2.1	Respect the past, create our future	Delivery of the CLIC will be based upon that aspect of the Strategic Plan referring to 'fabulous places', requiring a high quality facility that is loved by our communities.
Strategy 2.2	Loved parks and places	
Strategy 2.3	An accessible City	
Strategy 2.4	A greener future	

Strategic Plan to 2020 Theme 3 – Prosperity "More jobs, more investment, more activity, more vibrancy"

Strategy 3.1	A stronger local economy	The CLIC's location in the heart of Prospect Road, in combination with the improved community facilities and longer hours of accessibility, will contribute to more vibrancy in this part of the city.
Strategy 3.2	A more vibrant night-time	
Strategy 3.3	Leverage our digital advantage	
Strategy 3.4	International Prospect	

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1	Excellence in Infrastructure	The strategies within Theme 4 of the Strategic Plan speak to Council’s requirement that the CLIC is delivered on time and on budget according to our standards of excellence.
Strategy 4.2	Sound Financial Management	
Strategy 4.3	Responsible Waste Management	
Strategy 4.4	Accountable and people-focused services	

Intelligent Community Indicators

3. Innovation	Intelligent Communities pursue innovation through a relationship between business, government and institutions (ie. universities).	The new facility has the potential to provide for new relationships with businesses and institutions, whilst allowing access to broadband technologies and continuing to provide services to improve the community’s skills in the use of technology. There is also a clear desire to ensure that the building will achieve a high level of environmental sustainability.
4. Digital Equality	Allowing everyone access to broadband technologies and skills to use them	
5. Sustainability	Economic growth while reducing the environmental impact of that growth	

4. REGIONAL IMPACT

While the patronage of the CLIC is likely to include people from beyond the boundaries of City of Prospect, the CLIC is unlikely to have a significant regional impact and is not being delivered in partnership with nearby Councils.

5. COMMUNITY INVOLVEMENT

Refer attached detailed report as presented to the CLIC Project Executive Group.

6. DISCUSSION

Refer attached detailed report as presented to the CLIC Project Executive Group.

Financial and Resource Implications

Nil.

7. CONCLUDING STATEMENTS

The reporting period has seen good progress made on the project, with reports to the Project Executive Group providing a high level of insight and transparency. Staff and community engagement has been positive, with good traction being maintained on the project overall, while potential risks are being appropriately managed.

ATTACHMENTS

Attachment 1-12: Community Hub Library and Innovation Centre Update

Attachment 13-28: Community Reference Group – Concept Design Feedback

AGENDA ITEM NO.: 4.1

TO: CLIC Project Executive Group on 20 November 2017

REPORT AUTHOR: Chris Newby, CLIC Project Lead

SUBJECT: Project Planning and Delivery Update

1. EXECUTIVE SUMMARY

The CLIC project has seen progress on a number of fronts, with a major milestone reached at the Special Council meeting of 14 November 2017, at which time the concept plan and budget were endorsed. There has been positive feedback on the concept design from the Community Reference Group, as well as from Elected Members, staff and volunteers.

Transitional arrangements are progressing, with Walkerville Council receiving a report on 20 November recommending a lease agreement to allow occupation of their depot by City of Prospect staff during the construction of the CLIC. Walkerville CEO has subsequently advised that the Council has deferred a decision on the proposed lease agreement, to allow for further information on the associated costs and for consideration of the potential impacts on nearby residential properties.

The release of the Main North Road / Johns Road site was celebrated with a launch event held in the heritage-listed Tram Barn, while contract negotiations with the preferred bidder for 132-134 Prospect Road are continuing positively.

2. RECOMMENDATION

(1) Council is provided with a copy of this report (as amended) at its next ordinary meeting as an update on the progress of multiple parts of the overall Community Hub, Library and Innovation Centre project.

3. DISCUSSION & BACKGROUND

3.1 Sale of 132-134 Prospect Road

Initial meetings with the successful bidder and Council's legal advisers Minter Ellison informed the preparation of a draft contract and will inform the terms of a Land Management Agreement. These documents collectively will provide a guarantee that the development as described in the Expression of Interest will be undertaken in a timely manner (and as described). The draft contract includes terms consistent with the confidential resolution of Council, while the anticipated revenue outcome from the sale has been factored into the Council's long term financial plan and was presented in the financial model as part of considerations at the Special Meeting of Council.

The successful bidder has also shown a high level of willingness to accommodate Council's requests relevant to the construction of the Community Hub, Library and Innovation Centre (CLIC), which will maximise opportunity for construction efficiencies to be achieved. They have already indicated a willingness to partner with Council in the demolition and removal of the existing building. They are also keen to stay informed during the CLIC design process to ensure that their future development would have a positive physical and aesthetic relationship with the CLIC building. A copy of the endorsed concept plan (and the decision-making timeline) has subsequently been provided to them so that the fundamentals of Council's design can assist in informing their design approach.

3.2 Sale (or other tenure option) of 218 Main North Road and 82 Johns Road

The site was released to market on Tuesday 31 October 2017, with a launch event held on site on Thursday 2 November 2017 in the heritage-listed Tram Barn. The event included a presentation from Mayor David O'Loughlin on the characteristics of City of Prospect, including its centrality within metropolitan Adelaide, accessibility to local high schools, its Smart21 status, its community demographics and lifestyle events, as well as the growth in new dwellings and capital values across the city.

CEO Cate Hart provided an overview of the desired future of Main North Road as a green corporate boulevard, before speaking about the characteristics of the site and the potential it offers. CLIC Project Lead Chris Newby provided insight into the opportunity that the current planning policy allows on the site, as well as some of the factors that would need to be considered in the planning assessment process, and CBRE's Ben Heritage spoke about the two stage Expression of Interest (EOI) process.

A recurring theme in each of the presentations was the importance of the proposed development (vision) that would form part of the EOI, and this was reinforced with a number of individuals during the site tour that followed the presentations.

There was a good mix of community representatives and investors at the event, and various interesting ideas to reinforce that the heritage-listed Tram Barn can be seen as a great asset for the site with plenty of options for adaptive re-use as part of the overall site redevelopment. The Tram Barn also looked fantastic for the event, which helped get people's creative thoughts flowing around various future options (and is testament to the efforts of Council staff member Natalie Buesnel and the Depot team in preparing the venue).

The UDIA and the Property Council have also distributed information broadly to their members. CBRE have already had contact from a few significant investors who were unable to attend the event, with a number of those attending the site in the following weeks for a tour with CBRE and senior Council staff. Those that attended would have seen that there was some significant competition in the room, so it is likely Council (through PEG) will see a number of enticing proposals at the close of the marketing campaign (23 November 2017) and prior to Best and Final Offers being sought (which will subsequently be presented to Council).

3.3 CLIC Architectural Design

The iterative design process for the CLIC continues, with architects JPE continuing to work on the option previously presented to Council, following positive feedback from the Community Reference Group (on 25 October 2017) and from the subsequent

debrief at a workshop with Elected Members (on 30 October 2017). JPE also presented the scheme in its current form to all Council staff (on 2 November 2017), which has sparked a number of conversations about how the CLIC will be used in the future and how best to maximise its performance as a community-focused facility.

The preferred concept design was unanimously endorsed at a Special Meeting of Council on 14 November 2017. Elected Members took the opportunity to speak about their growing confidence and excitement in the project, and the trust in the team charged with its delivery.

There was a great energy for the project and a keenness to get into the detailed design. As such, there are a number of design workshops scheduled over the coming weeks to finalise the building design with Elected Members, and through discussions with our Community Reference Group as well as the Staff Reference Group (who will play an important role to ensure the functionality of the layout to maximise operational efficiencies).

Design / Concept Specifics

The new building would be constructed adjacent the Town Hall, with car parking at the rear of the site (at grade) and additional parking provided in an undercroft / basement arrangement beneath the new building. The new building would have three storeys presenting to Prospect Road, with initial spatial planning suggesting gallery activities, library collection and associated services at ground level (referred to in plans as "upper ground level" but is located at the same level as the Town Hall floor).

Additional community space would be provided on the first floor, alongside some Council administration space, with an open stairwell to provide an essential visual and spatial connection between these two planes. The second floor (top level) would accommodate a commercial space for lease, located adjacent the remaining space provided for Council administration.

The Town Hall would be maintained as an event space, which would be utilised for some library activities at other times. Areas within the Town Hall would be adapted for community use, including meeting spaces, new toilets and a kitchen. The design of the scheme preserves an area of open space at the rear of the Town Hall, allowing for future development potential to be maintained and maximising available public open space in the interim.

The increased budget required to deliver the new facility (\$16.18m) was also endorsed at the Special Meeting, following careful consideration of potential funding options which are to be finalised through future deliberations on the budget and long term financial plan. The preliminary financial modelling demonstrated that the project remained affordable, and highlighted that the commercial office component of the building to be leased would be self-funding, and provide a long-term revenue stream for Council.

Given the level of detail provided within the scheme endorsed by Council, and the clear desire to ensure that the positive traction of the project is maintained, a development application for the new facility has been lodged. The application has been lodged with Council as the relevant authority, based on advice from the Minister for Planning that he is confident that the Council Assessment Panel (CAP) has the necessary independence to undertake the assessment role (refer **Attachment 1**).

An independent planning consultant will be presenting the report to the CAP at the earliest opportunity after designs are finalised.

The desktop review process with the Office for Design and Architecture South Australia (ODASA) has been brought forward in light of the endorsement of the concept scheme, and will commence on 22 November. The timing of the review, which will be completed at a second session with ODASA in early December, fits into the decision-making timeframe anticipated by the architects (provided to Council on 14 November). ODASA's involvement will provide independent expert insight into the design quality of Council's preferred option.

3.4 Project Construction Cost

As advised to Council, ongoing independent review of the project by Rider Levett Bucknall (RLB) has revealed that the cost for construction and fitout of the new building would be higher than estimates previously obtained at earlier stages of the project, but consistent with (or lower than) the costs associated with similar benchmark developments of libraries and community facilities. Council's project team comprising key staff and consultants have had a strong focus in this area.

The inclusion of the Town Hall as an integrated component of the CLIC would be achieved through relatively minor architectural interventions (including a new kitchen and toilet facilities, as well as acoustic treatments), which would cost approximately \$740,000. An additional \$100,000 has been allocated to upgrade the Town Hall façade(s), which will ensure that the existing building will have an appropriate level of attention to its appearance through the redevelopment.

Based on the concept plans presented for endorsement, RLB has estimated a total cost of \$16.18m, which includes demolition and site clearing, site infrastructure, Town Hall refurbishment (including external works), new building works and fitout (including outdoor deck / terrace areas), loose furniture and fittings (in addition to reuse of existing), and a "warm shell" to the commercial space (which includes services and lighting, but excludes fitout). The cost also includes the undercroft and basement parking, as well as upgrades to the existing at-grade car park.

The figure also includes design development contingency, construction contingency, escalation costs and statutory charges. The Project Team will continue to work closely with RLB to achieve the development as economically as possible.

3.5 Transitional Arrangements

Discussion has been held with the CEO of Walkerville Council, who presented a report to the November Walkerville Council meeting recommending that a lease on their depot site be entered into with City of Prospect. The proposal is to formalise a lease document for 20 months until August 2019, with possible extension until December 2019.

The lease would be based on retail and commercial lease parameters, but consistent with recent community facility leases by Walkerville. It was agreed (at an administrative level) that it was not a deal about making money, with City of Prospect to cover operating costs and administrative costs such as security for the site.

Discussion also touched on the need for respect of residential neighbours in respect of truck movements associated with depot operations (currently 7am start and consistent with City of Prospect's start time) once established on site, as well as City of Prospect's needs for storage of vehicles and materials.

Walkerville Council resolved to defer consideration of the item to allow for the provision of additional information concerning costs associated with the proposed leasing arrangement and the potential impact on nearby residential properties, with a desire that community consultation is undertaken to assist the Council in making a decision. Given that the concerns raised relate primarily to depot operations, with depot vehicles active in the local street network, investigations are being undertaken into potential alternate sites for depot operations (as a contingency plan).

It is anticipated that all internet and communications for the Walkerville site will be fully operational by 9 March 2018, while the Thomas Street Centre and Town Hall upgrades will be operational by 15 February 2018.

3.6 Funding Model and Long Term Financial Plan Impact

Following feedback from the Workshop on 7 November 2017, staff updated the Long Term Financial Plan (LTFP) model to determine the impact of the recommended project scope and budget, which were subsequently presented as part of the information accompanying the report to Council on 14 November 2017. Adjustments to the LTFP model in order to fund the revised scope included:

- Increase of Asset Sale Income of \$0.5m (from \$6.1m to \$6.6m);
- Inclusion of Commercial Lease Income of \$120k per annum from 2020-2021 (based on the lower end of estimates provided by Knight Frank of \$315-\$325/m² pa);
- Inclusion of Recurrent Operational Savings identified in the 2017-2018 first budget review \$170k, effective from 2017-2018 and beyond, which would be additional to the operational savings previously identified by SGS (of \$160,000p.a.) through their economic and social analysis.
- Borrowing an additional \$2.25m (increased from \$8.66m to \$10.91m);

Annual loan repayments of \$207k for a period of 15 years could be funded by a one-off increase of the Rates Income in 2018-2019 by 0.9% to 3.65% plus Growth (up from 2.75%). Projected Rates increases would remain at 2.75% plus Growth for 2019-2020 and beyond.

With the inclusion of the above items, it was confirmed that Council would continue to achieve all of its 10 year (long term) key financial targets. In addition, it will achieve its individual year targets with the exception of the Operating Surplus Ratio in 2019-2020. This individual year is below the target range due to the introduction of depreciation and interest costs from the construction.

The LTFP confirms that Council has the cash reserves to meet the costs of this deficit year. Overall, the updated LTFP 10 year dashboard presents as follows:

Financial Indicator Description	Year Ended 30 June:													
	Annual Target	2016 Actual	2017 Estimate	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	2023 Year 6	2024 Year 7	2025 Year 8	2026 Year 9	2027 Year 10	
Operating Surplus Ratio - %	(1%) - 5%	0.5%	(1.5%)	1.2%	0.4%	(2.4%)	(0.4%)	0.0%	2.0%	3.3%	5.0%	5.2%	5.5%	
Net Financial Liabilities Ratio - %	10% - 90%	32%	35%	56%	84%	82%	81%	75%	66%	56%	46%	35%	24%	
Asset Sustainability Ratio - %	100%-120%	116%	119%	232%	369%	91%	89%	94%	89%	83%	100%	111%	112%	

The updated LTFP along with the Prudential Report will be presented to the Audit Committee on 4 December 2017 for consideration.

3.7 Community Reference Group (CRG) Feedback

The CRG met at a special meeting on 25 October 2017 and received a detailed overview of the Design Option from Cate Hart, with ample time provided for round table discussion and opportunity for questions and answers.

The CRG members displayed a high level of understanding of the complexity of the decision making process required by Council for the CLIC project. The presentation and Design Option received general support from CRG members for the current design elements.

The comments received from Council's CLIC Community Reference Group in response to the Design Option have been extremely positive and reflect consideration given to a broad range of views and concerns within the Prospect community.

Despite these designs being 'scaled back' from those reviewed earlier by the CRG, there was a clear understanding that the design process had reached a point in the process where cost implications had become much clearer, hence the need to balance aspiration against affordability. There was support for the balance between community and staff areas, with the scheme providing more space for community use than for staff use. There was also support for the commercial space, with the CRG identifying that the additional floor area would future-proof the building for potential expansion if needed.

Additional information relating to the CRG is presented in another report within this agenda.

3.8 Demolition and Salvage

The project team are undertaking due diligence in determining what can be salvaged from the existing facility for reuse in other Council-owned buildings (or in the future CLIC), with an audit undertaken to identify what items would be suitable. The audit, and advice from Council's Project Manager, has confirmed that a considerable number of items of furniture and equipment could be reused during transition, with a smaller number of items suitable for reuse in other facilities.

The remaining items, (which are either at the end of their useful life expectancy or where the costs would be similar to that of providing new fixtures and fittings) such as the air conditioning units, are proposed to be left in situ for salvage by the demolition contractor.

Additional information relating to the demolition and salvage is presented in another report within this agenda (item 5.1).

3.9 CLIC Project Program and Milestones

Council's Project Manager has prepared an updated program based on the decision-making timeline presented to Council on 14 November 2017, and incorporating opportunities for community consultation and feedback. The additional milestones and revised timing is provided in the table below:

Milestone	Initial Target Date	Revised Date
Council workshop; business case, budget feasibility + commercial space evaluation	-	7 November 2017
Adoption of scheme /plans and budget by Council	30 October 2017	14 November 2017
Concept Design start	13 October 2017	14 November 2017
Establish Community Display at Council office and Library & Portal of the approved concept		15 November 2017
Council & CRG Design Charrette at JPE	-	21 November 2017
Council Meeting approve outcomes of Design Charrette	-	28 November 2017
Update Community Display at Council office, Library Portal of the latest design		29 November 2017
Staff Reference Group Session		30 November 2017
Meet the Design Team Event (Vine Street Plaza)		1 December 2017
Council Design Charrette		5 December 2017
CRG		6 December 2017
Additional Drop-in Session		8 December 2017
Formal Approval of Scheme & Development application by Council	30 October	19 December 2017
Update Community Display at Council Office, Library and Portal Development Plans plus CRG		21 December 2017
CAP	5 December	22 January 2018
Option A Managing Contractor RFP		Issue 4 Dec 2018

		Close 20 Dec 2018
Managing Contractor approval <i>(challenge to obtain competitive pricing given lead up to Xmas)</i>	19 December 2017	23 January 2018
Option B Managing Contractor RFP		Issue 11 Dec 2018 Close 15 Jan 2018
CRG		6 February 2018
Managing Contractor approval Option B	19 December 2017	13 February 2018 (special Council meeting)
Council Meeting: Design and Program Update		27 February 2018
Demolition Commence <i>(depending on CAP approval in January and relocation of staff)</i>	End of Jan 2018	7 March 2018
Demolition Completed	End of March 2018	End of April 2018
Design Completion (including documentation)	Mid- March 2018	18 May 2018
Council Meeting: Update Presentation of the final detailed design		22 May 2018
Construction Commence	1 May 2018	15 June 2018
Construction Completion	Mid July 2019	20 September
Relocation	Mid July to 2 August 2019	20 September to 30 September
Council Operational	2 August 2019	30 September 2019
Town Hall Works	30 September 2019	30 October 2019

4. CONCLUDING STATEMENTS

Progress continues to be made on the various elements of the project including the sale of sites to fund the project, the design work required to progress to construction, and the transitional arrangements necessary to accommodate staff during the construction period.

The level of activity is increasing in the lead up to the Christmas period, which will see some important decisions made by Council as the design progresses.

ATTACHMENTS

Attachment 1: Advice from the Minister for Planning

Attachment

AGENDA ITEM NO.: 6.1

TO: CLIC Project Executive Group on 20 November 2017

REPORT AUTHOR: Brendan Lott, Manager Community Development

SUBJECT: Community Reference Group – Concept Design Feedback

1. EXECUTIVE SUMMARY

This report (which is largely a duplicate of the report provided to the PEG at its meeting of 7 November 2017) is in response to Council's request at the 24 October 2017 meeting for staff to seek comment from Council's CLIC Community Reference Group (CRG) according to the current CLIC Design Option.

Ten (10) of the fourteen (14) members of the CRG met on the 25 October 2017 and received a detailed overview of the Design Option from Cate Hart, with ample time provided for round table discussion and opportunity for questions and answers.

The CRG members displayed a high level of understanding of the complexity of the decision making process required by Council for the CLIC project. The presentation and Design Option received general support from CRG members for the current design elements.

Comments from the group were captured as part of the minutes for the meeting in addition to the distribution of a hard copy of an on-line survey to capture further and more detailed responses to each of the design elements of the Design Option.

A copy of the minutes for the CRG meeting is provided as **Attachments 1-2** and a hard copy of the on-line survey is provided as **Attachments 3-17**.

2. RECOMMENDATION

(1) Council's CLIC Project Executive Group notes the findings of this report detailing the comments received from Council's CLIC Community Reference Group in response to the CLIC Design Option 13.4 and endorses the provision of this report to the Council meeting on 28 November 2017.

3. DISCUSSION & BACKGROUND

According to current CLIC design option 13.4 (Design Option), the following is a record and summary of the comments received from members of Council's Community Reference Group during the meeting held on the 25 October 2017 and follow-up on-line survey that captured responses to the various design elements of the Design Option.

Comments received during the meeting 25 October 2017

Internal Layout of the Facility

- The availability and suitability of car parking to cater for staff, customers of CLIC and those using the available parking to access other amenities on Prospect Road.
- Council may consider developing services and public amenities to alleviate too much reliance upon car parking for the facility to operate effectively i.e. safer bike paths, community bus ring route, etc.
- The requirement to balance the sometimes conflicting requirements for quiet meetings and events, and those that will generate a lot of noise.
- Options for multi-use of spaces through the installation of flexible shelving, movable walls etc.
- The need to ensure that the Community Kitchen is located close to the event and meeting spaces.
- The importance of providing after-hours access to meeting spaces.
- There was support for the continued use of the Town Hall (keep the stage) for events and for larger Library events.
- The design feature of an open stairwell providing visual and spatial connection between two levels (sense of arrival from Prospect Road) received support.

External Considerations for the Facility

- Presentation of building to Prospect Rd. Some concern that the 14m scale could be overwhelming and that it may not be a welcoming feature.
- There was support from the CRG for the proposed connection of the new facility to the Town Hall. The visual amenity of the new facility would be enhanced by the roof line of the Town Hall.
- Accessibility to the new facility would be enhanced through the provision of a pedestrian crossing on Prospect road in front of the new facility.

Cost Considerations

- There was general agreement that the projected cost is a good balance between aspiration and affordability

Responses received from the on-line survey

There was a good response to the on-line survey with nine (9) of the fourteen (14) members of the CRG providing a submission. One of the members Shaun Lyon (Little City) responded twice due to some technical difficulty, with the second submission providing a response to those questions not completed within the first submission.

The comments received from the fourteen (14) questions within the on-line survey are quite detailed and are not easily summarised within this report without losing some of their value. A full transcript of the responses is available as **Attachment 3-17**.

4. CONCLUDING STATEMENTS

The comments received from Council's CLIC Community Reference Group in response to the Design Option have been quite positive and reflect consideration given to a broad range of views and concerns within the Prospect community.

Having been involved and asked to comment upon earlier much more expensive Design Options, there was a concern going in to the meeting on the 25 October that CRG members would express disappointment that community aspirations and expectations for the facility would not be fulfilled by the most recent Design Option.

Instead, there was a clear understanding that the design process had reached a point in the process where cost implications had become much clearer hence the need to balance aspiration against affordability.

Following the endorsement of the concept scheme by Council on 14 November 2017, CRG members have been invited to attend the Elected Member design workshop (charrette) scheduled for Tuesday 21 November 2017, and will have their own separate charrette with the architects at a session to be scheduled in the near future.

ATTACHMENTS

Attachments 1-2: Minutes of Council's CLIC Community Reference Group meeting held 25 October 2017

Attachments 3-17: Findings from an on-line Survey completed by members of Council's CLIC Community Reference Group in response to CLIC design option 13.4

Community Reference Group

Community Reference Group Meeting Notes

- Date:** Wednesday 25 October 2017
- Time:** 5.30pm for 6pm start until 7.30pm
- Venue:** Reception Room, Civic Centre, 128 Prospect Road, Prospect
- Chair:** Cate Hart (Chief Executive Officer)
- Note taker:** Melissa O’Kelley (Senior Library Officer)
- Attendees:** Ali Blake, Caroline Ashmeade, David Kilner, Deputy Mayor Mark Groote, Frances McKenzie-Smith, Tyler Gates, Reb Rowe, Sharron Ward, Shaun Lyon, Sue Michael, Prue Blaikie
- Other Attendees:** Chris Newby (CLIC Project Lead), Luigi Rossi (Project Manager JAA), Ben Footner (Manager Library Services) and Brendan Lott (Manager Community Development).
- Apologies:** Jess Tovara, Vicki Rigney, Kym Whittington

1. Welcome – (Brendan Lott)

2. Concept Design Update – (Cate Hart, CEO)

- Reference to email sent from CEO to CRG on 11 October 2017 explaining previous designs presented to CRG on 27 September not being within budget.
- New concept design presented at tonight’s CRG meeting has yet to be endorsed by Elected Members but they would like CRG feedback.
- Budget – costings are becoming firmer and more refined
- Carparking – the double deck car parking in previous concept designs was around \$5 million which isn’t within budget. The new proposed carpark will meet policy requirements while slightly exceeding it. It may not meet ‘citizen desire’ but could lead to provisions for more efficient use of existing carparks along Prospect Road and encourage a walking/biking community.
- Town Hall – enhance by using for library activities but won’t be a dedicated library space
- Design – 3 levels. All 3 full floors won’t be needed immediately for council services. Proposed to build it but lease 450m² to commercial enterprise. It would be self-funding and would give options for council to utilise this space for future growth.
- Site context – area immediately behind the Town Hall will be retained as ‘public open space.’ No wrap-around of new building behind the Town Hall.
- Building description –
 - Carparking undercroft area – will be direct access from this area to building via lift/stairs. Carparking won’t be visible from Prospect Road.
 - Lobby area height of 2 stories for ‘sense of arrival’
 - Town Hall integration – utilised as much as possible including for library activities
 - New building consisting of Ground level, Level 1, Level 2
 - Commercial space on 2nd level fronting Prospect Road
 - Total floor area – 2496m² and 89 carparking spaces

3. Questions – (Cate Hart, CEO)

- Q. How many staff will be using the car parking?
 - A. Not all staff drive to work and not all full time so not easily quantifiable

- Q. Will there be timed parking?
 - A. Council can look into a policy regarding this
- Q. Will complementary services be developed/improved (eg safer bike paths, community bus on a ring route, etc) to alleviate carparking concern?
 - A. Council can explore developing these services
- Q. What kind of community meeting/events will be on the 1st level?
 - A. Quieter space for study but also utilised for larger events (eg Local History events). Also will be a standing Tuesday night booking for Council workshops and meetings. Room ideally will fit 100 people.
- Q. Can collection space be flexible in order to utilise that space for events?
 - A. It is the intention for shelving to be on castors and flexible for this purpose
- Q. Catering – Kitchen is located in Town Hall away from other event/meeting areas? Is this ideal?
 - A. This comment was acknowledged and can be looked into.
- Q. Will the stage remain in the Town Hall?
 - A. Yes
- Will there be after-hours community access to meeting spaces? Eleven on Level 1?
 - A. Yes

4. Concept Design feedback form discussion (ALL)

Internal Use of the Building:

- Open stairwell providing visual and spatial connection between two levels (sense of arrival from Prospect Road)
 - Positive
- Town Hall is maintained and used as an event space/library activities
 - Positive

External Use of the Building:

- Presentation of building to Prospect Rd (height, presence, design elements, materials)
 - The scale will be 14m on Prospect Rd. Some concern that this could be overwhelming and not welcoming
- Connection and resulting presentation of building to Town Hall
 - Confirmed that there will be accessibility between the Town Hall and the Library
- Level of accessibility for various users
 - Feedback that there should be pedestrian crossing on Prospect Rd in front of building

Cost Considerations:

- Generally agreed that the projected cost is a good balance between aspiration and affordability

Meeting closed at 7.20pm.

Next meeting to be held on Wednesday 6 December 2017 at 6pm – 7.30pm (*refreshments available from 5.30pm*).

Q1 Name / Group that you represent.

Answered: 10 Skipped: 0

#	RESPONSES	DATE
1	Nailsworth Primary	11/2/2017 8:16 PM
2	PAAN	11/1/2017 2:23 PM
3	Jess Tovar	10/30/2017 8:12 AM
4	Tyler Gates (Digital Hub)	10/29/2017 8:26 PM
5	Prospect Residents Association	10/28/2017 5:48 PM
6	Frances McKenzie-Smith Rhyme Time & English as a second language (ESL)	10/28/2017 1:12 PM
7	Ali Blake / Prospect and Enfield Kindergym	10/26/2017 9:50 PM
8	Shaun - Business	10/26/2017 11:41 AM
9	Prospect Local History Group	10/26/2017 11:18 AM
10	Shaun - Business	10/26/2017 10:10 AM

Attachment

Q2 Entrance points from Prospect Road and the under-croft car park

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	both points are important	11/2/2017 8:16 PM
2	Cathy: this sure looks like an abbreviated version of what was first proposed but one good thing is the position of the gallery on the street side. That is a highlight, along with the grand entrance. It's great to hear that the community is the focus of the ground floor.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	Good and accessible.	10/29/2017 8:26 PM
5	Yes	10/28/2017 5:48 PM
6	Adequate	10/28/2017 1:12 PM
7	An entrance that makes a statement from Prospect Rd is important. The under-croft entrance is fine as long as it is safe and well lit.	10/26/2017 9:50 PM
8	Entrance from the rear or undercroft needs to be clearly signposted and have an even grade to assist older or less able-bodied people. Ditto people with pushers and people in wheelchairs. Avoid stairs.	10/26/2017 11:18 AM
9	Positive. Although a access point from Vine St open area behind the town hall I think would be more inviting and easy to figure out fro people who are coming to the center for the first time	10/26/2017 10:10 AM

Attachment

Q3 Open stairwell providing visual and spatial connection between two levels (sense of arrival from Prospect Road)

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	makes a statement	11/2/2017 8:16 PM
2	P: Ratepayers will measure the value of 'arrival' much more in terms of how well their needs are met than by any grand gesture. A impressive stairway should not be at the expense of good function and noise abatement. Too iconic and it will become the subject of later mockery! Katie: From what I can deduce, there is quite a focus on the staircase being grand. I assume that this will require a significant amount of space, but hopefully be an important architectural feature in doing so. With this in mind, I am interested in the layout of the interior because the staircase will be utilised predominantly by Council and office staff using the top two floors. If this is the case...I assume that generally, there will not be a huge amount of traffic between the floors! Plus, I assume the grand staircases' most frequent users will be Council staff and commercial tenants who don't want to use the lift??	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	This offers a great sense of arrival and inviting space that blends the two levels together, encouraging visitors to the upper areas without feeling like they're leaving the community space.	10/29/2017 8:26 PM
5	as long as it doesnt impose to the extent that a welcoming human scale is not conveyed	10/28/2017 5:48 PM
6	Looks good	10/28/2017 1:12 PM
7	Vital and should make a statement.	10/26/2017 9:50 PM
8	Would prefer an escalator to make it easier for people, especially people with limited mobility. Escalators are very inviting and inclusive.	10/26/2017 11:18 AM
9	Really like this design feature	10/26/2017 10:10 AM

Attachment 17

Q4 Town Hall is maintained and used as an event space / Library activities

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	sensible	11/2/2017 8:16 PM
2	C: Would like to see library events in the Town Hall.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	A good method to revitalise the hall and ensure Prospect's heritage remains at the centre of communal activity. A nice balance between history and modernisation.	10/29/2017 8:26 PM
5	yes	10/28/2017 5:48 PM
6	Full usage where possible and direct and easy access from inside the town hall to the ground floor of the new building	10/28/2017 1:12 PM
7	Great idea, especially if it sees the Town Hall being better utilised.	10/26/2017 9:50 PM
8	Yes - Provided it is refurbished to make it attractive. It also needs AV equipment eg PA system projector and screen in the Irish Harp Room.	10/26/2017 11:18 AM
9	If done right yes, opening up the connection in the existing town hall and cross over points of the new area as essential.	10/26/2017 10:10 AM

Attachment

Q5 Majority of traditional Library services on the ground level

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	The library will be biggest community draw card so sensible for access	11/2/2017 8:16 PM
2	P: Yes, make the place where people arrive the friendliest, most people oriented part of the building. That includes the Gallery.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	Holding library services on the ground level grants a sense of connection between the library and Prospect Road, emphasising a closeness with CLIC and its community. It's also more accessible to the public, and allows quieter activities like meetings or private reading/studying to be undertaken upstairs, away from general commotion.	10/29/2017 8:26 PM
5	absolutely	10/28/2017 5:48 PM
6	Absolutely, the ground floor should be for the community and its services. First floor used for meetings and quieter community space	10/28/2017 1:12 PM
7	Yes, keep it accessible and part of the Village Heart, for the community	10/26/2017 9:50 PM
8	Fine.	10/26/2017 11:18 AM
9	Great idea	10/26/2017 10:10 AM

Attachment

Q6 Include a commercial lease opportunity (income generation / cost offset)

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	provides possible future space while drawing in \$ in the short term	11/2/2017 8:16 PM
2	P: Yes, especially if it means this once in a generation opportunity can produce a building that works well and lasts well.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	A common sense option. This ties in with future-proofing the CLIC and offers the flexibility of more space should the CLIC expand.	10/29/2017 8:26 PM
5	needs must when the devil drives	10/28/2017 5:48 PM
6	Seems like a good solution to ensuring room for growth/changing needs in the future while recovering costs.	10/28/2017 1:12 PM
7	If the numbers add up this makes good sense, particularly as it allows for future growth. Do it once and do it right.	10/26/2017 9:50 PM
8	Fine.	10/26/2017 11:18 AM
9	This will be great for the center itself to have future room for expansion down the track and also bring a different group of people into the center. Having a melting pot of community, civic operations & commercial groups is fantastic.	10/26/2017 10:10 AM

Attachment

Q7 Second and third level incorporates some community spaces and all of Council's administration activities

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	supported	11/2/2017 8:16 PM
2	It would have been lovely to have had a dedicated art centre in the spaces above the gallery.	11/1/2017 2:23 PM
3	Yes	10/30/2017 8:12 AM
4	Logistically makes sense. A point raised was that Council might use the same meeting room space as the general public, which portrays a positive, integrated image. Steers away from the isolated, 'high council' vibe.	10/29/2017 8:26 PM
5	yes	10/28/2017 5:48 PM
6	As only 3 floors are planned (excluding undercroft) I read this to be the 1st and 2nd floor. I believe the community would only need to access the top (2nd) floor if services cannot be accommodated on the ground and 1st floors and/or if a roof open area/garden is available.	10/28/2017 1:12 PM
7	Having quieter public spaces upstairs makes good sense. A multi-purpose function space rather than standalone council chamber is an efficient use of space and resources.	10/26/2017 9:50 PM
8	Provided this is easily accessible, including after-hours access to meeting spaces.	10/26/2017 11:18 AM
9	Postitive	10/26/2017 10:10 AM

Attachment 21

Q8 Describe how the community spaces 'most relevant to the group you represent' may best be utilised

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	N/A	11/2/2017 8:16 PM
2	<p>P: The new Art Gallery needs to be very similar in size to the current one. Too large and it will begin to compete with those belonging to much bigger institutions that are able to fund the considerable extra costs they incur. Without that extra support we'll end up with a white elephant. Much smaller and it won't be able to present our community exhibitions, the most popular we now do and absence of which will be most likely to aggrieve residents. In artistic terms, the current size makes it practical for artists without significant financial backing. With the exception of a 'Slot' gallery, as outlined in the PAAN deputation to Council (27/6/17), breaking up exhibition spaces into smaller chunks will render them cumbersome, much less flexible and effectively require council staff to mount multiple concurrent shows, each requiring roughly the same amount of behind the scenes support as a single larger one. K:reduced space, could we wrestle for higher profile? I would rather see the general public have access to the Gallery spaces than the dwindling art crowd we currently have now, otherwise we will be needing to continually fight for its relevance into the future. Are the slot Galleries out? As most artists exhibit for the purpose of exposing their work to a public audience... we must ask how can this best be achieved in this new facility? C:The new version does not have a dedicated art working space and I appreciate that all the community space has to be flexible ...however there is more to life than sitting around talking and listening, sometimes we just need to make and to have a functional space and encourage participation in workshops we need a wet/cleanup area next to or incorporated in a 'shared' space. Is the first floor the best place for this? What about having a community work space in the Irish Harrp room? The town Hall has a lot of floor space and it is under utilised, especially during the day. It would be great to reinvigorate the hall, perhaps having a room that can spill out into the hall on various occasions. Maybe movable walls or sliding doors that open up to the bigger space. C:It would be good to have some storage for art groups. Will the main gallery have a kitchenette, we will need one for openings. Please find a way to meet our community aspirations and think big/smart/positive about what you the council can deliver to our community. Future proof our creative and community. I think this new development is a priority, we only have one chance!</p>	11/1/2017 2:23 PM
3	Is available to all members of the community, can be booked online, is an open space thy can be used for whatever purpose, a blank canvas.	10/30/2017 8:12 AM
4	The Digital Hub is a flexible service that can operate almost anywhere within the community space, subject to noise levels and accessibility to power points (some clients come with devices that need charging). Rooms in the Town Hall could offer a comfortable, noise-controlled space for training purposes, though some might be concerned the service won't feel as integrated with the community and could isolate the Digital Hub from the library, similar to its present situation at Thomas St.	10/29/2017 8:26 PM
5	the PRA only needs a largish space once a year for its AGM it would be useful to have a display/notice of all Prospect's community groups somewhere in the not too grand entrance	10/28/2017 5:48 PM
6	Rhyme Time is a very noisy activity which needs a weekly booking space to accommodate ~80-100 children & carers with easy out of the way accerss to prams/pushers, a large screen projector and adequate storage for visual aids (puppets etc) doughnut cushions or equivalent and scattered seating. ESL utilises a classroom environment, with tables setup in a small group format with access to large screen wireless and magnetic whiteboard. Access to storage of learning materials, dictionaries etc. Plus access to tea/coffee facilities	10/28/2017 1:12 PM
7	The Town Hall would make an excellent space for our kindergym program if we could have access to a permanent storage space for equipment.	10/26/2017 9:50 PM
8	Separate room for local/family history services.	10/26/2017 11:18 AM
9	The center as a whole being a draw card for the village heart and bringing a wide variety of people consistently into the are will be great for all business.	10/26/2017 10:10 AM

Q9 Presentation of building to Prospect Road (height, presence, design elements, materials)

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	support design presented	11/2/2017 8:18 PM
2	Please stress we would like to have display windows 2.5 m wide like Slot Gallery in Sydney. Then 24 hr art is visible.	11/1/2017 2:23 PM
3	Some might find the height of the building too much, but taller buildings will become the norm in Prospect and is an inevitable development. Presence seems to incorporate the idea of being inviting without coming off as cold, imposing, or grand.	10/29/2017 8:41 PM
4	Please, do not have a slab of prefabricated cement with some coloured panels/piping as a cheap way of adding interest	10/28/2017 6:08 PM
5	Good	10/28/2017 1:13 PM
6	3 storeys will sit well in the long term. Some sort of shelter to the footpath would be welcome. Please ensure the design of the frontage is of high standard with good quality finishes (no tacky colours and cheap gimmicks!).	10/26/2017 10:04 PM
7	Using the full height to the street front is good. Making use of the purpose of the zoning sets an example. It's very important that the facade is done right as to set the bench mark for future developments. A facade with soft touches can lower the IMPACT on the street. All concrete can be harsh as we've seen	10/26/2017 11:53 AM
8	No blank walls. Glass on ground floor. Find a way to create an historic ambience that coordinates with the Town Hall	10/26/2017 11:23 AM

Attachment

Q10 Connection and resulting presentation of building to Town Hall

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	support design presented	11/2/2017 8:18 PM
2	sympathetic materials, colours, forms would be nicer	11/1/2017 2:23 PM
3	As previously mentioned, the design integrates the hall without compromising the heritage building and over-enveloping the hall. We want a balance with old and new, not a domination of the latter.	10/29/2017 8:41 PM
4	the plans presented seemed ok	10/28/2017 6:08 PM
5	Good	10/28/2017 1:13 PM
6	Great idea to connect the Town Hall to the new building. The narrow corridors are a slight concern. The Irish Harp Room as a divisible meeting space would work well and also provide greater privacy, should the immunisation clinic continue in there.	10/26/2017 10:04 PM
7	The connections points need fleshing out more to ensure they're welcoming and open so the town hall and new structure feel apart of the one complex	10/26/2017 11:53 AM
8	OK	10/26/2017 11:23 AM

Attachment

Q11 Presentation of building to the West (over car park)

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	support design presented	11/2/2017 8:18 PM
2	Sensitivity to neighbours and fierce simmer afternoon sun may find a duel solution.	11/1/2017 2:23 PM
3	From memory, the concept seemed thought out.	10/29/2017 8:41 PM
4	as above - privacy for existing houses must be preserved	10/28/2017 6:08 PM
5	Adequate	10/28/2017 1:13 PM
6	While natural light is very important, too much glass exposed to the west creates other issues. Has a 'green wall' been considered or a mural?	10/26/2017 10:04 PM
7	the potential veranda can be great to soften that facade. The neighbors will consider themselves lucky compared to other developments and future developments I'm sure as they won't have a 15m wall 4m from their boundary	10/26/2017 11:53 AM
8	Shade. Outdoor spaces. Maybe tall trees to add screening during summer - maybe deciduous.	10/26/2017 11:23 AM

Attachment

Q12 Availability, suitability and accessibility of car parking

Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	very concerned re lack of. transport suggestions not sustainable. Think need to identify hidden away parking for council staff so car park is purely for community.	11/2/2017 8:18 PM
2	Will be difficult to find a car park; it will not be ample. Good that art works can be dropped off at basement lift entrance.	11/1/2017 2:23 PM
3	Many of the Digital Hub volunteers and staff regularly use public transport and can see the merit in providing a set car park space to encourage the use of public transport. This would free car parks for those who truly need it, such as aged persons or those with health issues.	10/29/2017 8:41 PM
4	enough parking is a must - the 2 biggest user groups of library facilities are the elderly and parents of young children and these people cannot easily catch public transport, cycle or walk to the library and need car parks so spaces must be assigned and "policed" for these users	10/28/2017 6:08 PM
5	Inadequate but most probably the only option. I assume that, if the commercial lease goes ahead then the 89 parking spaces will permanently reduced as X number of spaces will be part of the lease arrangements.	10/28/2017 1:13 PM
6	Excellent that it will be at the current level not multi-deck. As long as 'park and ride' is discouraged through times parking, I think it will be fine.	10/26/2017 10:04 PM
7	Council setting the standard for carparks is crucial for the long term success of the village heart. 89 capacity - 40 avg council staff, 20 commercial tenant leaves for 29 for the community center which may not be enough for peak periods. Currently there is capacity on street and around the area to meet the peak demand. however looking 5-10 yrs down the track when there are many more developments and all follow the council example any capacity will quickly vanish. I agree that it's not suitable to include extra parking in the construction at great cost. A long term parking plan for the whole area needs to be fleshed out in more detail. I'm not convinced that utilizing the spaces behind existing establishments will work long terms as those occupiers will need the space and it's only a matter of time before they are developed. For the village heart to be a draw card and bringing people from other suburbs this needs to work. Norwood parade seem to have done it with off street parking	10/26/2017 11:53 AM
8	If car-parking is to be limited, complementary measures need to be taken eg alternative parking nearby; safe and accessible cycling and walking trails from other parts of the City, with an east-west orientation; community bus with a circuit focused on the Civic Centre.	10/26/2017 11:23 AM

Q13 Level of accessibility for various users

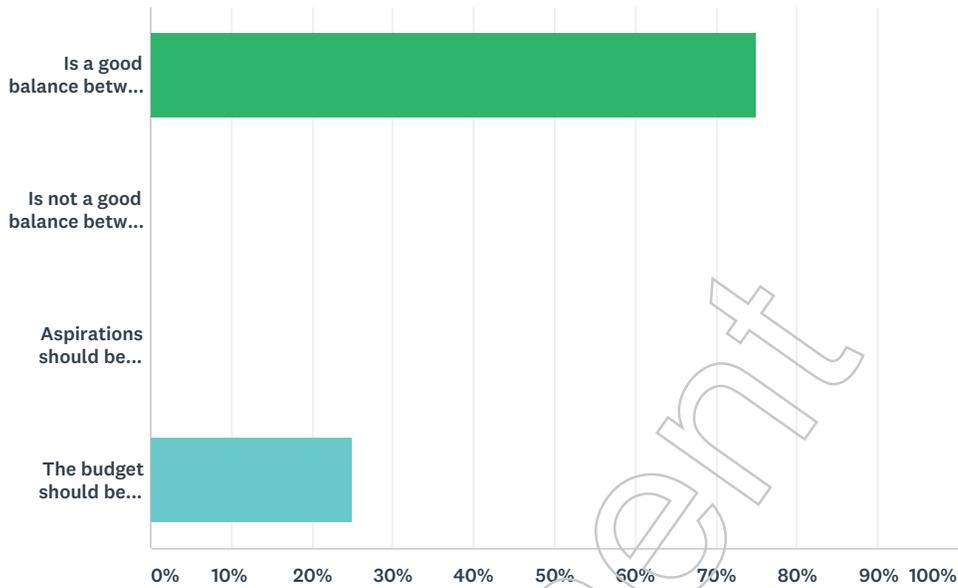
Answered: 8 Skipped: 2

#	RESPONSES	DATE
1	seems appropriate	11/2/2017 8:18 PM
2	Art groups will need lift access not stairs, with their materials often in shopping trolleys or heavy baskets etc.	11/1/2017 2:23 PM
3	Concept had good, accessible points of entry and lifts. Some concerns raised for catering access on upper levels, though niche wet areas or kitchen spaces would remedy this, especially near meeting rooms and gathering spaces.	10/29/2017 8:41 PM
4	it was reassuring to see library resources on the ground floor	10/28/2017 6:08 PM
5	Seems good, the only concern is access to the 'proposed' location of the catering kitchen in the town hall. If catering is needed in the main building and main area of the town hall has an event, how would caterers access the main building without disturbing the event? And in that position how accessible will the kitchen be for other users?	10/28/2017 1:13 PM
6	Lift access and single floor level from Prospect Rd seems to address this. Please allow for wide doorways to get prams through, plenty bike racks and keep working on getting a tram line up Prospect Rd!	10/26/2017 10:04 PM
7	Would be great if the access from the underground carpark was on the south end and could have a joint entry point at street level of vine st. An entrance like this could be more welcoming and inviting for people are first time visitors and people making use of the area. The entrance on Prospect rd is essential too. having entrances from prospect rd and vine street woul be great	10/26/2017 11:53 AM
8	As above	10/26/2017 11:23 AM

Attachment 27

Q14 The projected cost for the current design concept ranges from \$13.9m to \$15.8m (subject to final design, fit-out etc.)

Answered: 8 Skipped: 2



ANSWER CHOICES	RESPONSES	
Is a good balance between aspiration and affordability	75.00%	6
Is not a good balance between aspiration and affordability	0.00%	0
Aspirations should be further reduced to further cut the costs	0.00%	0
The budget should be increased to better meet community aspirations	25.00%	2
Total Respondents: 8		