



AGENDA

FOR POLICY AND PLANNING COMMITTEE MEETING TO BE HELD ON

16 OCTOBER 2017 AT 6:30 PM

IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Cr D Pilkington (Chairman)
Mayor G Aldridge
Cr D Balaza
Cr S Bedford
Cr B Brug
Cr D Bryant
Cr C Buchanan
Cr G Caruso
Cr L Caruso
Cr E Gill
Cr R Cook
Cr S Reardon
Cr D Proleta
Cr G Reynolds
Cr S White
Cr J Woodman (Deputy Chairman)
Cr R Zahra

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Acting General Manager City Infrastructure, Ms K Pepe
General Manager Community Development, Ms P Webb
Governance Coordinator, Ms J Rowett
Manager Communications and Customer Relations, Mr M Bennington
Team Leader Corporate Communications, Mr C Treloar
Manager Governance, Mr M Petrovski
PA to General Manager City Development, Ms B Hatswell

APOLOGIES

An apology has been received from Cr B Brug.

LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Cr R Cook.

PRESENTATION OF MINUTES

Presentation of the Minutes of the Policy and Planning Committee Meeting held on 18 September 2017.

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CLOSE



**MINUTES OF POLICY AND PLANNING COMMITTEE MEETING HELD IN THE
COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY ON**

18 SEPTEMBER 2017

MEMBERS PRESENT

Cr D Pilkington (Chairman)
Cr D Balaza
Cr S Bedford
Cr B Brug
Cr C Buchanan
Cr G Caruso
Cr L Caruso
Cr E Gill
Cr S Reardon
Cr D Proleta
Cr G Reynolds
Cr S White
Cr J Woodman (Deputy Chairman)
Cr R Zahra

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
Acting General Manager City Infrastructure, Ms K Pepe
General Manager Community Development, Ms P Webb
Acting Manager Governance, Ms J Rowett
Manager Communications and Customer Relations, Mr M Bennington
Governance Support Officer, Ms K Boyd

The meeting commenced at 6:30 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

Apologies were received from Mayor G Aldridge and Cr D Bryant.

LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Cr R Cook.

PRESENTATION OF MINUTES

Moved Cr L Caruso

Seconded Cr E Gill

The Minutes of the Policy and Planning Committee Meeting held on 21 August 2017, be taken and read as confirmed.

**CARRIED
UNANIMOUSLY**

REPORTS

Administration

1.0.1 Future Reports for the Policy and Planning Committee

Moved Cr R Zahra

Seconded Cr L Caruso

1. The information be received.

**CARRIED
UNANIMOUSLY**

1.0.2 Minutes of the Tourism and Visitor Sub Committee meeting held on Monday 11 September 2017

1.0.2-TVSC1 Review of Tourism and Visitor Sub Committee

Cr Balaza declared a material conflict of interest on the basis of being a member on the governing body of the Salisbury Business Association. Cr D Balaza left the meeting at 06:33 pm.

Cr S Bedford entered the meeting at 6:35 pm.

Cr J Woodman entered the meeting at 6:35 pm.

Cr C Buchanan left the meeting at 06:40 pm.

Cr C Buchanan returned to the meeting at 06:44 pm.

Moved Cr S Reardon

Seconded Cr B Brug

1. The information be received.
2. That the Tourism and Visitor Sub Committee continues for the remainder of the current term of Council.

With leave of the meeting and consent of the seconder

Cr S Reardon VARIED the MOTION as follows

1. The information be received.
2. That the Tourism and Visitor Sub Committee continues for the remainder of the current term of Council.
3. That the Tourism and Visitor Sub Committee Terms of Reference be amended to include four Elected Members instead of three Elected Members and that Cr Julie Woodman be appointed to the Sub Committee.

CARRIED

1.0.2-TVSC2 Recreational Vehicle Site in the Salisbury City Centre

Moved Cr S Reardon

Seconded Cr B Brug

1. That in-principle support for the purposes of community consultation to use Pioneer Park as a Recreational Vehicle parking site as defined in paragraph 4.2 of this report (Item No. 1.0.2-TVSC2, Tourism and Visitor Sub Committee, 11/09/2017) be endorsed.
2. That public consultation in relation to the use of Pioneer Park (South Terrace) as a Recreational Vehicle parking site be undertaken in accordance with section 202(2) of the Local Government Act 1999 and the City of Salisbury Public Consultation Policy.
3. That following the conclusion of the public consultation process a further report be presented providing the outcomes of the consultation process and the proposed actions as a consequence of the consultation outcomes.

CARRIED

Cr D Balaza returned to the meeting at 07:02 pm.

Community Development

1.1.1 Draft Intercultural Strategic Plan

Moved Cr E Gill

Seconded Cr L Caruso

1. The information be received
2. The Intercultural Strategic Plan Background Paper forming Attachment 1 to this report (Item No. 1.1.1, Policy and Planning Committee, 18/09/2017) be noted.
3. The City of Salisbury Intercultural Strategic Plan forming Attachment 2 to this report (Item No. 1.1.1, Policy and Planning Committee, 18/09/2017) be endorsed.
4. The Intercultural Strategic Implementation Plan forming Attachment 3 to this report (Item No. 1.1.1, Policy and Planning Committee, 18/09/2017) be noted.

CARRIED

1.1.2 Change in Opening Hours at Salisbury Recreation Precinct

Moved Cr R Zahra

Seconded Cr S White

1. That the information be received.
2. That Council endorse the following:
 - a. The amended Belgravia Hot Weather Policy – Pool and Tennis as set out in Attachment 6 to this report (Item No. 1.1.2, Policy and Planning Committee, 18/09/2017) and subject to the change of closing time for hot weather policy to 8.00pm be endorsed.
 - b. Boxing Day be added to the list of Public Holidays that the pool is closed.
 - c. The closing time on Public Holidays be changed from 6.00pm to 5.00pm (subject to the Hot Weather Policy).

With leave of the meeting and consent of the seconder Cr R Zahra

VARIED the MOTION as follows:

1. That the information be received.
2. That a further report be presented to Council to cover concerns raised in relation to the financial impact on possible changes to opening hours, hot weather policy and minimum attendance numbers.

CARRIED

UNANIMOUSLY

1.1.3 Salisbury Secret Garden 2018

Cr D Balaza declared a perceived conflict of interest on the basis of being a member of the Salisbury Business Association. Cr Balaza managed the conflict by remaining in the meeting and not voting on the item.

Moved Cr C Buchanan

Seconded Cr B Brug

1. That Council endorse the revised format of the Salisbury Secret Garden detailed in Section 6.4 of this report.
2. That staff prepare a non discretionary budget bid of \$45,000 for the First Quarter Budget Review 2017/18, with staff authorised to commence implementation of the program from the date of this resolution.
3. That a Strategic Advisory Board be established to guide sponsorship and be comprised of representatives from the Council, Salisbury Business Association and industry.
4. That two (2) Council representatives be appointed to the 2018 Salisbury Secret Garden Strategic Advisory Board being Mayor Gillian Aldridge and Cr Julie Woodman.

CARRIED
UNANIMOUSLY

Cr D Balaza DID NOT VOTE on the MOTION

1.1.4 Minutes of the Strategic and International Partnerships Sub Committee meeting held on Tuesday 12 September 2017

1.1.4-SIPSC1 Appointment of Deputy Chairman - Strategic and International Partnerships Sub Committee

Moved Cr G Reynolds

Seconded Cr E Gill

1. Mr C Moore be appointed as Deputy Chairman of the Strategic and International Partnerships Sub Committee for the remainder of the current Council term of Council, effective 01/10/2017.

CARRIED

1.1.4-SIPSC2 Amended Policy and Procedures for Assessment of Sister City and Friendship City Relationships

Moved Cr G Reynolds

Seconded Cr E Gill

1. That this report be received.
2. That the Sister City and Friendship City Selection and Maintenance Policy and Procedures as set out in Attachments 1 and 2 to this report (Item No. SIPSC2, Strategic and International Partnerships Sub Committee, 12/09/2017) be noted.

CARRIED

1.1.4-SIPSC3 Strategic and International Partnerships Assessment of Strategic International Relationships Workshop

Moved Cr G Reynolds

Seconded Cr D Balaza

1. That the information be received.
2. That the principles for assessing strategic international relationships as set out in Attachment 4 to this report (Item No. SIPSC4, Strategic and International Partnerships Sub Committee, 12/09/2017) be endorsed, noting the following change to part a):
 - a) *All international relationships take into consideration the Council's City Plan and strategic priorities.*
3. That the business case template contained in Attachment 3 of the SIPSC4 report (Item No. SIPSC4, Strategic and International Partnerships Sub Committee, 12/09/2017) be adopted for assessing future strategic international relationships projects.
4. That the matrix framework contained in Attachment 3 of the SIPSC4 report (Item No. SIPSC4, Strategic and International Partnerships Sub Committee, 12/09/2017) be adopted as a tool for conducting an assessment of strategic international relationships projects.
5. That the importance of the International Bird Sanctuary and Bird Migration draft business case is noted and Council's administration progress this as part of critical actions within the City Plan and the St. Kilda Master Plan delivery.

6. That staff prepare a business case assessment for the committee's consideration of the following projects discussed at the workshop held on 22nd August 2017:
 - i. Develop the economic elements of the Linyi relationship around technical and knowledge transfer, and explore opportunities to develop a cultural component;
 - ii. Developing a project to build strategic civic building partnerships with communities across Australia (such as indigenous communities, and intercultural communities) to enhance understanding.

CARRIED

SIPSC-OB1 International Partnership/Engagement Criteria

Cr G Caruso left the meeting at 08:00 pm.

Cr G Caruso returned to the meeting at 08:02 pm.

Cr S White left the meeting at 08:07 pm.

Moved Cr G Reynolds

Seconded Cr D Balaza

1. The Strategic and International Partnerships Sub Committee recommends that the Sport, Recreation and Grants Committee give consideration to amending the "Youth Sponsorship Guidelines and Community Grants Program Guidelines and Eligibility Criteria" by including the Sister City Program.

CARRIED

Economic Development

1.2.1 Adapting Northern Adelaide Annual Progress Report for 2016-17

Moved Cr R Zahra

Seconded Cr B Brug

1. That the Adapting Northern Adelaide Plan report for 2016-17 be noted.

CARRIED

Cr S White returned to the meeting at 08:10 pm.

Urban Development

1.3.1 Mawson Lakes Development Plan Amendment Part 2

Cr G Reynolds left the meeting at 08:11 pm.

Cr G Reynolds returned to the meeting at 08:12 pm.

Moved Cr S White

Seconded Cr B Brug

1. That the City of Salisbury Mawson Lakes Part 2 Development Plan Amendment, incorporating the amendments included in the documents provided in Attachments 2, 3, 4, 5, 6, and 7 of Item No. 1.3.1 of the Policy and Planning Committee agenda 18/9/17 be endorsed as being a suitable variation to the Council's Development Plan.
2. The Chief Executive Officer sign the Schedule 4B Certificate certifying that the Mawson Lakes Part 2 DPA is suitable for approval, and submit the DPA and supporting documents to the Minister for Planning requesting the Minister's approval pursuant to Section 25 (14) of the Development Act 1993.
3. The General Manager City Development be authorised to make minor administrative amendments and changes as necessary to the Mawson Lakes Part 2 DPA that do not alter the approved policy intent of the DPA, to ensure it is suitable for approval by the Minister.
4. The Minister for Planning be requested to separate the requirement for Community Land Revocation for the Shoalhaven wetland area from the Mawson Lakes Part 2 Development Plan Amendment in order to finalise the DPA and assist in the timely adoption of the new state planning policy framework and the Planning and Design Code.

CARRIED

1.3.2 Parafield Airport Master Plan 2017

Cr E Gill declared a perceived conflict of interest on the basis of being a member of the Parafield Airport Consultative Committee. Cr E Gill left the meeting at 08:16 pm.

Cr S White declared a perceived conflict of interest on the basis of being a member of the Parafield Airport Consultative Committee. Cr S White left the meeting at 08:17 pm.

Cr G Caruso declared a perceived conflict of interest on the basis of his employment. Cr G Caruso managed the conflict by remaining in the meeting and not voting on the item.

Cr C Buchanan sought leave of the meeting to speak for a further three minutes and leave was granted.

Cr D Balaza declared a perceived conflict of interest on the basis of a family member being employed by a company in Salisbury South which may be affected by airport movement and noise. Cr Balaza managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr C Buchanan

Seconded Cr B Brug

1. That Council defer consideration of this item to allow staff to consider further feedback from residents and Elected Members of aircraft noise mitigation and aeronautical issues and seek feedback from the Parafield Airport Residents Group.

With leave of the meeting and consent of the seconder Cr C Buchanan VARIED the MOTION as follows:

1. A further information report be brought to the next Council meeting addressing matters raised in Committee and through responses received from concerned residents together with any revised submission to be made.

CARRIED

The majority of members voted IN FAVOUR of the MOTION

Cr G Caruso DID NOT VOTE on the MOTION

Cr D Balaza voted IN FAVOUR of the MOTION

Personal Explanation – Cr G Reynolds

Cr G Reynolds sought leave of the meeting to make a personal explanation and leave was granted.

Cr S White returned to the meeting at 8:52 pm.

Cr E Gill returned to the meeting at 8:52 pm.

BREAK

In accordance with section 10 (2) of the Code of Practice for Meeting Procedures, the presiding member provided a break to all present. The meeting was suspended at 8:53 pm.

The meeting reconvened at 9:01 pm.

1.3.3 Discussion Draft - Community Engagement Charter (State Planning Commission) - Consultation Stage 1

Moved Cr R Zahra

Seconded Cr G Caruso

1. That the report be noted.
2. That a response be provided covering the matters raised in Paragraph 3.6 of the report to Policy and Planning Committee, 18 September 2017 Agenda Item no. 1.3.3 to the Local Government Association for inclusion in its submission to the State Planning Commission.
3. That a further report be presented to Council when the final draft Community Engagement Charter is released for consultation by the State Government.

**CARRIED
UNANIMOUSLY**

1.3.4 Salisbury Community Hub - Design Development Report

Cr Buchanan entered the meeting at 9:03 pm.

Cr Woodman entered the meeting at 9:05 pm.

Cr D Balaza declared a perceived conflict of interest on the basis of being a member of the governing body of the Salisbury Business Association. Cr Balaza managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr C Buchanan sought leave of the meeting to speak for a further five minutes and leave was granted.

Cr J Woodman left the meeting at 09:20 pm.

Cr C Buchanan left the meeting at 09:21 pm.

Cr C Buchanan returned to the meeting at 09:22 pm.

Cr J Woodman returned to the meeting at 09:23 pm.

Moved Cr G Caruso

Seconded Cr L Caruso

1. That the report be received, and the current status of the Salisbury City Centre Community Hub project be noted.
2. That the Salisbury Community Hub Design Development Report – Hassell Studios September 2017 provided as Attachment 2 Item No. 1.3.4 Policy and Planning Committee 18/09/2017) be endorsed to proceed to Detailed Tender Drawings at approximately 50% design completion, including application for Development Plan Consent, noting that the project program incorporates a further hold point for review and endorsement of the plans prior to a decision by Council to proceed to tender.

CARRIED

The majority of members present voted IN FAVOUR of the MOTION.

Cr D Balaza voted AGAINST the MOTION

*A **DIVISION** was requested by Cr Buchanan and the following members responded to the Mayor's call as having voted in favour of the **MOTION**:*

Crs D Pilkington, G Caruso, L Caruso, E Gill, S Reardon, D Proleta, G Reynolds, S White and J Woodman

*The following members responded to the Mayor's call as having voted against the **MOTION**:*

Crs D Balaza, S Bedford, B Brug, C Buchanan and R Zahra

*The Chairman declared the **MOTION** was **CARRIED***

Corporate Plans

1.7.1 Customer Service Framework and Charter

Moved Cr G Caruso

Seconded Cr R Zahra

1. That the Customer Service Framework and Charter as set out in Attachments 1 and 2 to this report (Item No. 1.7.1, Policy and Planning Committee, 18/09/2017) be endorsed for implementation to enable the remaining projects within the Customer Service improvement Project to be initiated.

**CARRIED
UNANIMOUSLY**

OTHER BUSINESS

Nil

The meeting closed at 9:45 pm.

CHAIRMAN.....

DATE.....

ITEM	1.0.1
	POLICY AND PLANNING COMMITTEE
DATE	16 October 2017
HEADING	Future Reports for the Policy and Planning Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This item details reports to be presented to the Policy and Planning Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Report authors and General Managers
- 2.2 External
 - 2.2.1 Nil

3. REPORT

3.1 The following table outlines the reports to be presented to the Policy and Planning Committee as a result of a Council resolution:

Meeting Item	Heading and Resolution	Officer
26/04/2016 1.1.1 Due: Deferred to: Reason:	Review of the Twelve25 Advisory Group 1. The Twelve25 Youth Advisory Group continue with a further review to be conducted in February 2017. October 2017 November 2017 To enable incorporation of recent decisions with respect to the Community Planning and Vitality Program Review.	Rick Henke
26/04/2016 GB1 Due:	Mawson Lakes DPA - requirements to receive approval from Minister for Planning 3. That a further report be provided to Council in relation to the proposed Mawson Lakes DPA Part 2 for consideration of the proposed amendments following consideration of appropriate policy content and further discussions with the Department for Planning Transport and Infrastructure. November 2017	Peter Jansen
19/12/2016 1.3.1 Due:	Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment update 4. That a further report be provided to Council on the outcomes of the Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment public consultation process upon conclusion of the consultation period. April 2018	Peter Jansen
19/12/2016 P&P-OB1 Due:	RAAF AP-3C Tailfin for Purposes of Display That staff prepare a report working with Salisbury RSL to obtain an AP-3C Tailfin from RAAF for purposes of display within the Salisbury Council area, potentially as part of the Salisbury Oval Precinct upgrade. June 2018	Adam Trottman
27/03/2017 NOM2 Due:	Community Street Art Program As part of the City Pride Agenda, staff bring back a report exploring options for the commencement of a Community Street Art Program, with a view to installing locally created artwork by youth members of the community at various locations throughout the City including, but not limited to, smaller suburban shopping centres and Council facilities such as Community Centres and Recreation Centres. January 2018	Adam Trottman

24/04/2017	Salisbury, Mawson Lakes and Ingle Farm Car Parking Review	Peter Jansen
1.3.1	Salisbury City Centre Study Area: (d) Retain the current exemption from car park contribution for small business with a further review in two years. Due: June 2019	
24/04/2017	Salisbury, Mawson Lakes and Ingle Farm Car Parking Review	Peter Jansen
1.3.1	Mawson Lakes Study Area: (ii) Subject to a further Council report a trial of electronic parking controls in Euston Walk and Metro Parade to assist in utilisation and turnover of parking spaces adjacent the Mawson Lakes interchange. Due: December 2017	
24/04/2017	Privately Funded Development Plan Amendments Policy Review	Peter Jansen
1.3.2	2. That a review of the Privately Funded Development Plan Amendment Policy be conducted when relevant details of the Planning Reforms under the Planning, Development and Infrastructure Act are known. Due: October 2017 Deferred to: March 2018 Reason: Details of the Planning reforms yet to be known.	
26/06/2017	International Staff Exchange Programme with the Cities of Mobara and Linyi	Julie Douglas / Gail Page
1.1.2-SIPSC3	2. That a further report be prepared providing an outline of the potential risks, benefits, cost and procedures associated with the development of a staff exchange programme with the Cities of Mobara and Linyi. Due: November 2017	
24/07/2017	Recreational Vehicle Sites in the City of Salisbury	Dylan Grieve
1.0.2-TVSC2	1. That Pioneer Park is endorsed for further investigation as a location for a Recreational Vehicle (RV) site in proximity to the Salisbury City Centre. 2. That investigations be undertaken to identify the cost of installing and maintaining signage and infrastructure to comply with the requirements of the RV Friendly Destination program, a more robust understanding of the impact on the St Kilda facility and commercial operators, and ongoing management and maintenance requirements, compared with the benefits of and demand for such a facility in Salisbury City Centre. 3. That a further report be brought back to Council detailing the outcome of those further investigations. Due: October 2017 Deferred to: November 2017 Reason: Report deferred to line up with report being presented as a result of the September 2017 Council Meeting.	

25/09/2017	Recreational Vehicle Site in the Salisbury City Centre	Dylan Grieve
1.0.2-TVSC2	1. A report be brought back addressing the issues raised during the deputation by Mr Schammell and Mr Hutchinson, in particular site location, scope of works, cost details and planning advice.	
Due:	November 2017	
25/09/2017	Change in Opening Hours at Salisbury Recreation Precinct	Adam Trottman
1.1.2	2. That a further report be presented to Council to cover concerns raised in relation to the financial impact on possible changes to opening hours, hot weather policy and minimum attendance numbers.	
Due:	November 2017	
25/09/2017	Strategic and International Partnerships Assessment of Strategic International Relationships Workshop	Julie Douglas
1.1.4-SIPSC3	6. That staff prepare a business case assessment for the committee's consideration of the following projects discussed at the workshop held on 22nd August 2017: i. Develop the economic elements of the Linyi relationship around technical and knowledge transfer, and explore opportunities to develop a cultural component;	
Due:	February 2018	
25/09/2017	Strategic and International Partnerships Assessment of Strategic International Relationships Workshop	Julie Douglas
1.1.4-SIPSC3	6. That staff prepare a business case assessment for the committee's consideration of the following projects discussed at the workshop held on 22nd August 2017: ii. Developing a project to build strategic civic building partnerships with communities across Australia (such as indigenous communities, and intercultural communities) to enhance understanding.	
Due:	February 2018	
25/09/2017	Discussion Draft - Community Engagement Charter (State Planning Commission) - Consultation Stage 1	Janine Philbey
1.3.3	3. That a further report be presented to Council when the final draft Community Engagement Charter is released for consultation by the State Government.	
Due:	January 2018	

4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Policy and Planning Committee have been reviewed and are presented to Council for noting.

CO-ORDINATION

Officer: EXEC GROUP
Date: 09/10/2017

ITEM	1.1.1
DATE	16 October 2017
HEADING	2017/18 Library Service Christmas Operating Hours
AUTHOR	Jo Cooper, Manager Community Capacity & Learning, Community Development
CITY PLAN LINKS	1.1 Have a community with the skills, knowledge and agility to participate in a rapidly changing economy. 3.2 Have interesting places where people want to be. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report provides the recommendation for the 2017/18 Christmas and New Year period operating hours for the Library Service.

RECOMMENDATION

1. It is recommended that:
 - a. On Saturday 23 December 2017 all Library Branches operate according to their normal branch operating hours, including the Justice of the Peace services.
 - b. On Sunday 24 December 2017, (Christmas Eve) all Library Branches close.
 - c. On 27, 28, 29, 30 and 31 December 2017 (declared public holidays) Len Beadell Library operates normal branch hours whilst all other library branches and the Justice of the Peace service remain closed.
 - d. On Tuesday, 2 January 2018 all Library Branches and Justice of the Peace services return to normal operating hours.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 For the 2016 Christmas and New Year period, operating hours were reviewed to ensure effective and efficient services were provided which meet community needs. This review examined customer usage patterns during prior Christmas and New Year periods, as well as a cost benefit analysis of various options. This included consideration of the potential impact on customer service during this period.
- 1.2 The review determined that although it is important to continue to provide library services during the Christmas and New Year period, the customer demand for library services during that time was much lower than other periods during the year and could possibly be serviced successfully by one branch.

- 1.3 As a result, the operating hours for the 2016 Christmas and New Year period were adjusted. Len Beadell Library maintained normal operating hours, apart from the closure of the Justice of the Peace service and for proclaimed public holidays. All other Library Branches remained closed for the duration of the 2016/2017 Christmas and New Year period until the resumption of normal operating hours on Tuesday 3 January 2017.
- 1.4 During the closure period customers were able to return library items via the after-hours chutes located at all locations, Len Beadell Library was able to accept returns. The exception was for Mawson Lakes, which doesn't have this capability. In addition Customers could also return items to any library that operated an after-hours chute in the South Australian Public Library Network.
- 1.5 During the closure period for other branches, the following number of visitors were recorded at Len Beadell Library.
- | | |
|-------------|-----|
| 23 December | 776 |
| 24 December | 312 |
| 29 December | 633 |
| 30 December | 943 |
| 31 December | 443 |
- 1.6 The 2016 adjusted hours were reviewed internally by Library Services staff in early 2017. No feedback or complaints were received from customers during, or after the closure period. Customer visitation and demand for service delivery remained low, which followed the trend from previous years.

2. CONSULTATION / COMMUNICATION

2.1 Internal

- Natalie Cooper – Community Learning Team Leader - North
- Kathy Aldridge – Branch Operations Officer Len Beadell Library
- Sue Jones – Branch Operations Officer Para Hills Library
- Janet Hetherington – Branch Operations Officer Mawson Lakes Library
- Teresa O'Grady – Branch Operation Officer Salisbury West Library
- Sue Symons – Branch Operations Officer Ingle Farm Library

2.2 External

2.2.1 Nil

3. REPORT

- 3.1 For the 2017/18 Christmas and New Year period the following are nominated public holidays under the Holidays Act 1910 (SA):

Date	Public Holiday
Sunday 24 December 2017	Christmas Eve (part day public holiday from 7pm-12 midnight)
Monday 25 December 2017	Christmas Day
Tuesday 26 December 2017	Proclamation Day
Sunday 31 December 2017	New Year's Eve (part day public holiday from 7pm-12 midnight)
Monday 1 January 2018	New Year's Day

- 3.2 Internal discussion at Council staff operational meetings regarding the 2017 Christmas and New Year period commenced in late August 2017 to ensure that appropriate planning could take place for the management of any closure including consideration of any impact on the community.
- 3.3 Well organised management of any library closure over the Christmas and the New Year period minimises the impact on customers, the wider South Australian public library network and Toll (our collection distribution service) when a number of libraries are closed. Changes impact on customer service including pickups and returns, reminder and overdue notices, hold delivery timeframes, computer and Wi-Fi access, program delivery, internal library processes and Toll deliveries.
- 3.4 This management also takes into account the planning of Council staff rosters and leave provisions for Council employees during the Christmas and New Year period.
- 3.5 Therefore the following operating hours are proposed for library services for the 2017/2018 Christmas and New Year period:

Date	Public Holiday	Library Operating Hours
Saturday 23 December 2017	-	Normal Operating Hours
Sunday 24 December 2017	Christmas Eve (part public holiday)	All closed
Monday 25 December 2017	Christmas Day	All closed
Tuesday 26 December 2017	Proclamation Day	All closed
Wednesday 27 December 2017	-	Len Beadell Library open All other branches closed
Thursday 28 December 2017	-	Len Beadell Library open All other branches closed
Friday 29 December 2017	-	Len Beadell Library open All other branches closed
Saturday 30 December 2017	-	Len Beadell Library open All other branches closed
Sunday 31 December 2017	New Year's Eve (part Public Holiday)	Len Beadell Library open All other branches closed
Monday 1 January 2018	New Year's Day	All closed
Tuesday 2 January 2018	-	All branches return to normal operating hours

- 3.6 It is important the Salisbury community can continue to access library services over the Christmas and New Year period for recreational, learning and business purposes. However, review of operating hours in 2016 identified low visitation which resulted in a skeleton services model adopted for the 2016 Christmas and New Year period. Average daily visitation to Len Beadell per week is 5518, compared with 3107 visits (see 1.5) during the 2016 Christmas break.

4. CONCLUSION / PROPOSAL

- 4.1 It is recommended that on Saturday 23 December 2017 that all library branches operate according to normal operating hours, including the Justice of the Peace services.
- 4.2 That on Sunday 24 December 2017, on Christmas Eve that all branches are closed.
- 4.3 That on subsequent days which are not a declared public holiday that Len Beadell Library operates normal hours with all other library branches and the Justice of the Peace service closed.
- 4.4 On Tuesday 2 January 2018 all library branches and Justice of the Peace services will return to normal operating hours.
- 4.5 That the public communication plan be initiated in November 2017 to inform the community of the operating hours for 2017/2018 Christmas and New Year period, to enable adequate time for customers to plan their visits and access to library services accordingly.
- 4.6 This model was successfully implemented for the 2016 Christmas and New Year period with Council staff reporting that no feedback or complaints were received from customers. Customer visitation and demand for service delivery remained low which followed the trend of previous years.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/10/2017

ITEM	1.1.2
	POLICY AND PLANNING COMMITTEE
DATE	16 October 2017
HEADING	Salisbury Suicide Prevention Community Network Update
AUTHOR	Julie Fyfe, Social Planner - Research & Policy, Community Development
CITY PLAN LINKS	3.1 Be an adaptive community that embraces change and opportunities. 3.3 Be a connected city where all people have opportunities to participate.
SUMMARY	This report provides an update of the development and progress of the community led Salisbury Community Suicide Prevention Network – “Every Life Matters”.

RECOMMENDATION

1. The information be received.
2. Council continue to support the Salisbury Community Suicide Prevention Network – ‘Every Life Matters’, by providing staff assistance for a maximum of 3 days per month for the next 12 months.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. RAP Working Group Information
2. Salisbury Network Action Plan Workbook 2016.1 Updated

1. BACKGROUND

- 1.1 The following report responds to the motion adopted by Council on the 21st November 2016.
 - 1.1.1 *Council continue to support the development of the Salisbury Community Suicide Prevention Network, by providing staff assistance a maximum of 3 days per month, for the next 12 months.*
- 1.2 Historically, the development of the network is in response to the motion adopted by Council on the 23rd February 2015.
- 1.3 Suicide Prevention Community Networks are being developed across South Australia in Council areas as a part of the delivery of the South Australian Suicide Prevention Strategy 2012-2016. Development of Suicide Prevention Networks are supported by an SA Health Officer for approximately six months and once a network becomes incorporated and has developed an action plan it receives \$5000 from the State Government to support the groups ongoing work.

- 1.4 Suicide Prevention Networks fit within the delivery of the City of Salisbury's Regional Public Health Plan endorsed by Council in February 2015. The Regional Public Health Plan identified Mental Wellbeing as a priority area of action.

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 City of Salisbury Mayor, Elected Members and Staff

2.2 External

2.2.1 SA Health

- 2.2.2 Specialist Service Providers – mental health, health, bereavement, cultural groups and leaders

2.2.3 SAPoL

2.2.4 Salisbury Youth Council

2.2.5 Department of Education

2.2.6 Salisbury Business Association

2.2.7 Rotary Salisbury

2.2.8 RSL

2.2.9 Community Members

2.2.10 State and Federal Members of Parliament

- Hon Honorable John Dawkins – MLC – State Member of the Legislative Council
- Zoe Bettison , MP – State Member for Ramsey – proxy – Kamal Dahal, Natalie Sinkinson and Paige Stevens
- Hon Leesa Vlahos, MP - State Member for Taylor – proxy Cr Julie Woodman
- Hon Mark Butler, MP Federal Member for Port Adelaide – proxy Steve Vines
- Hon Jenifer Rankin, MP – State Member for Wright – proxy Kristianne Foreman

3. REPORT

- 3.1 The City of Salisbury and SA Health have continued to work together to develop the Salisbury Suicide Prevention Network. The Network has members from a diverse number of organisations, community groups and community members.
- 3.2 Key to driving the work of the Network over the last 12 months has been the development of an Action Plan (attachment 2). The action plan will be reviewed over the next couple of months.
- 3.3 Work undertaken over the last 12 months has seen Salisbury's Suicide Prevention Network 'Every Life Matters' establish itself as an incorporated body and receive \$5000 establishment grant from SA Health.

- 3.4 SA Health and the Office of the Chief Psychiatrist, formally acknowledged that ‘Every Life Matters’ Salisbury Suicide Prevention Network is the “most forward thinking and proactive network in metropolitan Adelaide”.
- 3.5 The key directions that Every Life Matters is working towards achieving are outlined in its Action Plan (attached). The key objectives of the group are to:
- work towards informing public and community organisations about opening up discussions regarding suicide prevention;
 - how or who to contact in a crisis; and
 - the development of age and culturally appropriate resources to support people.
- 3.6 Every Life Matters has undertaken the following over the last year to raise the profile of the Network, research gaps in service delivery and develop resources.
- 3.6.1 Monthly meetings are held, attendance numbers vary due to other workloads and commitments.
- 3.6.2 22nd November 2016 – Presentation – Twelve/25 Careers Day
- 3.6.3 21st December 2016 – Salisbury Youth Art Market
- 3.6.4 20th March 2017 – Presentation ‘Every Life Matters’ Salisbury Rotary meeting
- 3.6.5 25th June 2017 – Every Life Matters Business Incorporation approved
- 3.6.6 16th August 2017 – Presentation to the Salisbury Reconciliation Action Plan Working Group – regarding the cultural design of the promotional material being developed for the Aboriginal Community (see attached RAP Working Group information)
- 3.6.7 1st – 10th September 2017 – SA Health hosted a stall at the Royal Adelaide Show – Every Life Matters members supported the stall.
- 3.6.8 14th September 2017 – official launch of ‘Every Life Matters’ incorporation.
- 3.7 The official launch of ‘Every Life Matters’ on the 14th of September was attended by over 70 people from diverse backgrounds including community members, school students, elected members, members of parliament and a number of different organisations. This demonstrates the high level of reach the Network has started to have in a short period of time. Presenters at the launch included the Mayor Gillian Aldridge and the Hon. John Dawkins.
- 3.8 The next steps for the Network are to review and update the Action Plan and to develop a marketing strategy. The marketing strategy will involve promotion and distribution of community information materials aiming to enhance and demystify the ability of the wider community to assist in the prevention of suicide deaths within our community.

4. CONCLUSION / PROPOSAL

- 4.1 “Every Life Matters” the Salisbury Suicide Prevention Network has established itself as a proactive and committed network with the City of Salisbury area in a short amount of time.

- 4.2 There is a continued role for City of Salisbury staff to support the community lead network by supporting the implementation of its action plan and the next phase of the network.
- 4.3 It is proposed that Council continue to commit a staff member for 3 days per month for the next 12 months. Noting that no additional resources are required.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/10/2017



Welcome

Every Life Matters

ACTION PLAN - Brief

A South Australian Suicide Prevention Network



1. Every Life Matters

1.1. Acknowledgement

"We would like to acknowledge this land that we meet on today is the traditional lands of the Kaurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kaurna people as the custodians of this region and that their cultural and heritage beliefs are still as important to the living Kaurna people today."

1.2. Background

What population area does the network cover?

Every Life Matters is a member of the South Australian Suicide Prevention Network for the City of Salisbury. The community comprises a great diversity of people located in the suburbs of Bolivar, Brahma Lodge, Burton, Cavan, Dry Creek, Direk, Edinburgh, Globe Derby Park, Greenfields, Gulfview Heights, Ingle Farm, Mawson Lakes, Parafield, Parafield Gardens, Paralowie, Para Hills, Para Hills West, Para Vista, Pooraka, Salisbury, Salisbury Downs, Salisbury East, Salisbury Heights, Salisbury North, Salisbury Park, Salisbury Plain, Salisbury South, St Kilda, Valley View, Walkley Heights, and Waterloo Corner.

The City of Salisbury held a forum inviting community members to be part of a Suicide Prevention Network for the community. A gathering began to meet and a Suicide Prevention Action Plan was developed and the group incorporated on June 2017.

1) Vision



Every Life Matters

2. Mission Statement

To be a strong, inclusive and connected community that values and supports every life.

3. Guiding principles/values

The network aims to be welcoming and open to all, non-judgemental and inclusive of the diversity within our community.

We hold 'hope of life' for everyone.

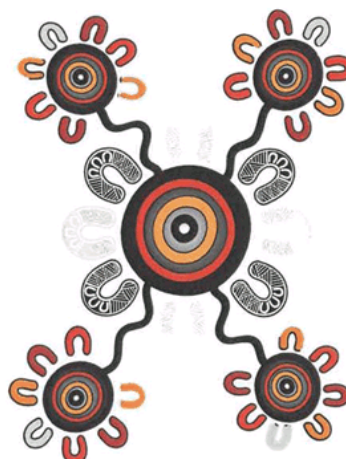
Information for Salisbury's Reconciliation Action Plan Working Group.

The Salisbury Suicide Prevention Network has been developed over the past two years and has actively developed resources to support the community and initiate discussions regarding suicide prevention.

Attached are examples of the discussion cards developed by the network committee. The aim of the discussion cards is to have the discussion whilst not in crisis and identify people who can be turned to. However, after further discussions with the SPN committee it was realised that the attached cards were not appropriate for different cultural groups, specifically people from an Aboriginal culture.

On behalf of the Network, Denise Agius (Network Member) approached Jamie Goldsmith & Allan Sumner to develop some appropriate images for the Networks Discussion Cards.

1) Proposed image below: For conversation cards



Draft:

Image story to be clarified by artist and attached to each card.

2) Proposed language:

Purrutyi miyu yalura -
(Every Person is Precious)

Feedback from the Reconciliation Working Party Welcome

Julie Fyfe

jfyfe@salisbury.sa.gov.au, PH:8406 8291

The Salisbury Suicide Prevention Network “Every Life Matters”, will be launching the committee on the 14th September at the John Harvey Gallery, City of Salisbury 10.00am -12.00am. The network would like the Reconciliation Action Plan Working Group and be fully informed of our progress.



Every Life Matters

ACTION PLAN

A South Australian Suicide Prevention Network



1. Every Life Matters

1.1. Acknowledgement

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The City of Salisbury held a forum on the 11th inviting community members to be part of a Suicide Prevention Network for the community. A gathering began to meet and a Suicide Prevention Action Plan was developed on 12th and the group incorporated on 13th.

Vision

Every Life Matters

2. Mission Statement

To be a strong, inclusive and connected community that values and supports every life.

3. Guiding principles/values

The network aims to be welcoming and open to all, non-judgemental and inclusive of the diversity within our community.

We hold 'hope of life' for everyone.

Every Life Matters

ACTION PLAN

Green – Complete

Yellow – Underway

Red – Cant Start

Plain – Not Due Yet

Goal 1 To improve the skills and knowledge of the community about suicide prevention.				
Objective 1.1 To launch the Suicide Prevention Network.				
Actions				
	Activity (How)	Who/What is involved	When	Indicators
1	AGM to establish the Network	Network Members	July 16	AGM
2	Incorporation of group	Network Executive		Incorporation
3	Network launch - Organise an event to launch the Network – possibly a movie night event for the community.	Steve, Julie F & Megs	March/April 2017	Public participation Services participation
Objective 1.2 To start the conversation about suicide prevention				
	Activity (How)	Who/What is involved	When	Indicators
1	Develop a tool for people to have a protective plan	Network Members	Sept 2016	- tool developed - tool distributed - tool used
2	Develop the tool for diverse populations	Network Members, cultural advisors	Sept 2016	- tool developed - tool distributed - tool used
3	Facilitate community groups (general information, ASIST, SafeTALK/Training/ASSIST)	Facilitated by Network Members	2017	- numbers trained / informed
4	Develop and deliver presentations to frontline workers (general information)	Facilitated by Network Members	Ongoing – next event stall 21 st December	numbers trained / informed
5	Develop a sustainable funding strategy		After Constitution	
Objective 1.3 To develop a media and marketing plan to raise awareness of suicide prevention.				
	Activity (How)	Who/What is involved	When	Indicators
1	Develop a logo to represent the Network	Network Members - subcommittee	July 2016	Logo
2	Develop printed promotional materials –	Network Members	Oct 2016	Printed material developed and in

	banner, tee shirts			use
3	Develop a PowerPoint presentation and other materials written materials	Julie Fyfe	Dec 2016 Currently being edited	PowerPoint and other material developed
4	Develop material specific to the Aboriginal community	Network Members and cultural advisors	Dec 2017	Material developed and disseminated
5	Develop a media plan including stories, event advertising and helplines	Network Members		Number of stories in media. Number with help lines.

Goal 2 To support those bereaved by suicide in the community.
Objective 2.1 To ensure the community is aware of the information and services available.

	Activity (How)	Who/What is involved	When	Indicators
1	Support people who are bereaved by suicide.	Network Members – Referrals from Have a cup of tea & Referrals by Jill Chapman	2017 & Ongoing	
2	Provide links to bereavement services	Network Members	2017- Ongoing	Connections made to Living beyond Suicide and BTS.
3	Provide Hope for Life training	Jill Chapman and Network Members	June 2017	Training has occurred
4	Plan and undertake a community event/community Forum	Network Members and other service providers (MOSH, Bereaved Through Suicide, Living Beyond Suicide and other services post suicide)	Nov 2017	Community event
5	Develop links with the Playford Memorial Garden	Facilitated by Network Members	July 2016	Participation of SPN members

Our workings

SWOT Analysis

The Strengths, Weaknesses, Opportunities and Threats identified by the group.

Please have a look at these strengths, and weaknesses within the group and the opportunities and threats that lie outside the group.

Strengths	Weaknesses
<ul style="list-style-type: none"> - Passionate - Diverse group - Engagement with others - Volunteers - Knowledge and experience /willingness to learn - Lived experience - Complimentary mix of people - Like mindedness - Support from City of Salisbury and SA Health, SAPOL, local services, MPs 	<ul style="list-style-type: none"> - Connection to media - Capacity - Membership – numbers - Presence of key agencies - Youth - Meeting times currently during business hours
Opportunities	Threats
<ul style="list-style-type: none"> - Election year - Growing awareness of suicide preventing in the community and media - People wanting to learn more about how to help others - Connecting to media (positive news stories) – media connections through MOSH - Social media - Survivors/lived experience - Other networks – Mates for Mates, developing partnerships? - Engaging young people - Royal Adelaide Show – Riders Against Suicide 	<ul style="list-style-type: none"> - Capacity to build the relevant membership and numbers - Business continuity - Ongoing support - Not knowing the market and what is already occurring in the community - Not following the Action Plan - Insurance - Economic factors - Community myths/perceptions/truths - contingencies

3.1. Measuring our success

- Traffic on the Network webpage (Facebook shares, content etc)
- Number of events help and community participation
- Diverse and increasing membership
- Ambassadors / champions

- Tangible plan
- Decreased loss of life to suicide in the community
- Measuring strategies to support resilience
- Measuring how the community is engaged, such as number of invitations to speak/present
- Number of people trained
- Number of people on the Network mailout list
- Shopfront marketing
- Number of enquiries about the work of the Network
- Media's reporting of positive news stories

IMPORTANT DATES

- R U OK DAY – 2nd Thursday in September
- Mental Health Week – Around Mental Health Day 10th October
- World Suicide Prevention Day – 10th September
- Odd Sock Day – 7th October

ITEM	1.1.3
	POLICY AND PLANNING COMMITTEE
HEADING	Minutes of the Youth Council Sub Committee meeting held on Tuesday 10 October 2017
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The minutes and recommendations of the Youth Council Sub Committee meeting held on Tuesday 10 October 2017 are presented for Policy and Planning Committee's consideration.
RECOMMENDATION	
1.	The information contained in the Youth Council Sub Committee Minutes of the meeting held on 10 October 2017 be received and noted and that the following recommendations contained therein be adopted by Council:
YC1	Minutes of the Youth Council Sub Committee meeting held on Tuesday 13 June 2017 The Minutes of the Youth Council Sub Committee Meeting held on 13 June 2017, be taken and read as confirmed.
YC2	Youth Council Membership 1. That the resignation of Kimberly Daniels from the position of Mentor on Salisbury Youth Council be received and accepted. 2. That the resignation of Cameron Rowe from the position of Youth Member on Salisbury Youth Council be received and accepted.
YC3	Mentor Application 1. That David Waylen be appointed as a Mentor to the Salisbury Youth Council until December 2018.
YC4	Youth Council Project Team Updates 1. That the information be received and noted.
YC5	SA Youth Week 2018 1. That the information be received and noted.

YC6 Twelve25 Salisbury Youth Enterprise Centre - October Update

1. That the information be received and noted.

YCOB1 Salisbury North Skate Park Upgrade

1. That staff provide a report in December 2017 with costings for upgrading shading, seating and lighting and refurbishing the Salisbury North Skate Park for budget consideration.

YCOB2 Support for Newstart Allowance

1. That Youth Council develop a working party to organise correspondence to the Minister for Human Services outlining support of Newstart Allowance.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Minutes Youth Council Sub Committee - 10 October 2017

CO-ORDINATION

Officer: GMCD
Date: 11/10/2017



MINUTES OF YOUTH COUNCIL SUB COMMITTEE MEETING HELD IN THE JOHN HARVEY GALLERY, 12 JAMES STREET, SALISBURY ON

10 OCTOBER 2017

MEMBERS PRESENT

Joel Winder (Chairman)
Mimona Abdalla (6:40 pm)
Cr D Balaza
Mon-Maya Chamlagai
Rebecca Etienne
Samuel Field
Nick Griguol
Eric Ngirimana
Tyler Rutka-Hudson
Braden Thompson
Mark Verdini
Thomas Wood
Cr R Zahra
Cr S White
David Charlett (Mentor)

OBSERVERS

Cr G Caruso (left 5:47 pm)

STAFF

Acting Manager Community Capacity and Learning, Ms C Spinner
PA to General Manager Community Development, Mrs B Hatswell
Community Planner Youth Participation, Ms J Brett
Youth Services Project Officer, Ms K Kitching

The meeting commenced at 5:28 pm

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

Apologies have been received from B Bilsborow, R Daou, T Sawtell, T Turner and S McNamara.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved T Rutka-Hudson

Seconded R Etienne

The Minutes of the Youth Council Sub Committee Meeting held on 08 August 2017, be taken and read as confirmed.

CARRIED

REPORTS**YC1 Minutes of the Youth Council Sub Committee meeting held on Tuesday, 13 June 2017**

Moved B Thompson

Seconded T Wood

The Minutes of the Youth Council Sub Committee Meeting held on 13 June 2017, be taken and read as confirmed.

CARRIED

YC2 Youth Council Membership

Moved M Chamlagai

Seconded M Verdini

1. That the resignation of Kimberly Daniels from the position of Mentor on Salisbury Youth Council be received and accepted.
2. That the resignation of Cameron Rowe from the position of Youth Member on Salisbury Youth Council be received and accepted.

CARRIED

YC3 Mentor Application

Cr D Balaza declared a perceived conflict of interest on the basis that David Waylen is an employee of the Salisbury Business Association of which he is a member of the Board. Cr D Balaza managed the conflict by remaining in the meeting but not voting on the item.

Moved M Chamlagai

Seconded R Etienne

1. That David Waylen be appointed as a Mentor to the Salisbury Youth Council until December 2018.

CARRIED

YC4 Youth Council Project Team Updates

Moved Cr D Balaza
Seconded B Thompson

1. That the information be received and noted.

CARRIED

YC5 SA Youth Week 2018

Moved Cr D Balaza
Seconded T Rutka-Hudson

1. That the information be received and noted.

CARRIED

YC6 Twelve25 Salisbury Youth Enterprise Centre - October Update

Moved T Rutka-Hudson
Seconded M Verdini

1. That the information be received and noted.

CARRIED

OTHER BUSINESS

YCOB1 Salisbury North Skate Park Upgrade

Moved N Griguol
Seconded T Wood

1. That staff provide a report in December 2017 with costings for upgrading shading, seating and lighting and refurbishing the Salisbury North Skate Park for budget consideration.

CARRIED

YCOB2 Support for Newstart Allowance

M Abdalla entered the meeting at 06:40 pm.

Moved T Wood
Seconded E Ngirimana

1. That Youth Council develop a working party to organise correspondence to the Minister for Human Services outlining support of Newstart Allowance.

CARRIED

CLOSE

The meeting closed at 6:48 pm.

CHAIRMAN.....

DATE.....

ITEM	1.3.1		
	POLICY AND PLANNING COMMITTEE		
DATE	16 October 2017		
PREV REFS	Salisbury Town Centre Sub-Ctee	STCSC3	09/07/2012
	Salisbury Town Centre Sub-Ctee	STCSC1	13/08/2012
	Program Review Sub-Ctee	PRSC3	10/02/2014
	Policy and Planning Committee	1.3.3	20/04/2015
	Policy and Planning Committee	1.10.2FI	20/07/2015
	Policy and Planning Committee	1.10.1	21/09/2015
	Policy and Planning Committee	1.10.1	20/06/2016
	Policy and Planning Committee	1.10.2	18/07/2016
	Policy and Planning Committee	1.3.1	15/08/2016
	Policy and Planning Committee	1.10.1	12/12/2016
	Policy and Planning Committee	1.10.1	20/02/2017
	Policy and Planning Committee	1.10.1	17/07/2017
	Policy and Planning Committee	1.10.2	17/07/2017
	Policy and Planning Committee	1.3.4	18/09/2017
HEADING	Salisbury Community Hub - Update Report		
AUTHOR	Chantal Milton, Manager Strategic Development Projects, City Development		
CITY PLAN LINKS	1.4 Have well planned urban growth that stimulates investment and facilitates greater housing and employment choice. 3.2 Have interesting places where people want to be. 4.4 Embed long term thinking, planning and innovation across the organisation.		

SUMMARY

The Salisbury Community Hub is a significant strategic project, identified as a critical action in the Salisbury City Plan 2030 that will redefine how we provide services and interact with our community while also contributing towards the delivery of Council's endorsed Salisbury City Centre renewal agenda.

At its meeting on 18 September 2017, in response to a report to Council's Policy and Planning Committee that month as part of the Design Development Phase, Council resolved:

- 1. That the report be received, and the current status of the Salisbury City Centre Community Hub project be noted.*
- 2. That the Salisbury Community Hub Design Development Report – Hassell Studios September 2017 provided as Attachment 2 Item No. 1.3.4 Policy and Planning Committee 18/09/2017) be endorsed to proceed to Detailed Tender Drawings at approximately 50% design completion, including application for Development Plan Consent, noting that the project program incorporates a further hold point for review and endorsement of the plans prior to a decision by Council to proceed to tender.*
- 3. That a report come back reminding Council of the consultation strategy adopted for the Community Hub.*

This update report responds to part 3 of the above resolution relating to the consultation strategy for the Community Hub. Further this report provides a general project update on the ODASSA feedback and procurement activities on the project for information leading to further consideration of the project by Council in December 2017.

RECOMMENDATION

1. That the report be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 A regional community hub in the Salisbury City Centre is a strategic opportunity for Council to deliver on multiple strategic objectives including:
 - Deliver improved community and civic services and facilities to meet the needs of Salisbury's existing and future community and support increased community use and interactions.
 - Offers opportunity for rationalisation of Council's existing facilities to:

- secure improved service and operational efficiencies;
 - optimise floor space usage; and
 - free up Council owned sites within the Salisbury City Centre for strategic outcomes aligned with Council's objectives for the City Centre and return revenue, through new development and/or re-use on these sites.
- Address the forecast costs associated with the need, in the absence of an alternative, to upgrade the existing Civic Centre to ensure building code compliance in a financially sustainable manner that optimises community benefit from the investment.
 - Act as a catalyst for the Salisbury City Centre Renewal Project through attraction of private and government investment into the city centre.
- 1.2 A decision milestone program was endorsed by Council in December 2016 (Item 1.10.1, Policy and Planning Committee) including adoption of a novated design and construct procurement strategy. This milestone program has been updated and presented to as part of each decision milestone point across 2017 notably Concept Design Report (Item 1.10.2, Policy and Planning, 17/07/2017) and Design Development Report (Item 1.3.4, Policy and Planning, 18/09/2017). The endorsed program sets out a two stage contractor engagement approach concurrent with the completion of detailed tender drawings and the application for Development Plan Consent for the Community Hub project.

2. CITY PLAN CRITICAL ACTION

- 2.1 The Salisbury City Centre Community Hub project relates directly to the following City Plan critical actions:
- 2.1.1 Progress the revitalisation of the Salisbury City Centre including:
- resourcing place management and activation; and
 - encouraging and supporting private sector investment.
- 2.1.2 Deliver a new community hub in the Salisbury City Centre incorporating library, civic facilities, offices and commercial space to stimulate investment opportunities.

3. CONSULTATION / COMMUNICATION

- 3.1 Internal
- 3.1.1 The project governance framework adopted at the beginning of the project identified key decision milestones and regular opportunities for Elected Member input and provision of information, in recognition of the strategic importance and financial commitment linked to this project.
- 3.1.2 Two Elected Member feedback sessions are planned to be held during the Detailed Tender Drawing phase leading up to the December hold point:
- A session was held on 10 October 2017 to explore the design, fit-out and functionality of key spaces within the Community Hub that will be used by the Elected Member group as an end user of the facility.

- A detailed plan, elevation, budget estimate and material update presentation on the status of the Detailed Tender Drawings will be held via informal strategy in early November 2017 as an opportunity for Elected Member feedback prior to the completion of Detailed Tender Drawings for a formal decision in December 2017.

3.1.3 The Executive Group, key Divisional Managers and specialist disciplines across Council continue to be closely involved in this project. Broader engagement continues with staff at both Len Beadell Library and 12 James Street as part of the change management program and end user staff involved in the detailed review of individual rooms to ensure functionality needs are considered, as represented in the design development report and associated plans.

3.2 External

3.2.1 Community interest and expectations around this project are high. This reflects the potential of the Community Hub to change how our communities use and access additional and improved services in the Salisbury City Centre, in addition to the quantum of the required financial investment.

3.2.2 An external communication and media plan is in place to guide messaging and timing of project communication to external audiences at varying levels of detail. Fuller Brand and Communication have prepared the Salisbury City Centre Renewal – Marketing Communications Strategy 2017-2020. This was endorsed by Council on 26 June 2017, with the Salisbury Community Hub a key destination and project within the overall Salisbury City Centre Renewal strategy communication plan.

3.2.3 Following Council endorsement of a preferred concept and release of the site confidentiality in the last week of July 2017, the communications and marketing strategy was activated triggering engagement with key stakeholders, ongoing update and release of project information to the media and community through face to face, press and digital communications channels.

3.2.4 A stand-alone website for the Salisbury City Centre was launched in the last week of July 2017 (www.salisburycitycentre.com) as a forum to share information with the community and stakeholders as well as supporting community engagement, as appropriate, for the different stages of all projects within the Salisbury City Centre Renewal, including the Community Hub.

3.2.4 Community engagement on the aspirations and functionality of the project to inform design development, was delivered in August concurrent with the Design Development phase, involving a range of engagement objectives including:

- Identify current usage patterns of Salisbury City Centre and Salisbury Council facilities.
- Provide information on the project to the community including what is proposed, location, costs and timing.

- Seek feedback from the community on what they most value in the Salisbury City Centre and Civic Square.
 - Facilitate direct feedback from the Salisbury community and key stakeholders to the Design Team into specific components concurrent with the design development phase of drawing refinement to produce floor plans and elevations.
 - An open ended question was included at the end of the survey, to provide opportunity for the community to raise concerns on the project or capture other feedback and information not covered by the set survey questions. With a higher level of analysis over the feedback from this question, and cross reference to the balance of the survey it was possible to identify an approximate level of community support for the project and the form and type of concerns.
- 3.2.5 This engagement strategy was consciously designed to focus on engagement approaches that would support informed feedback through providing information and access to senior project staff /design team members across a wide range of locations. This was designed to offer an opportunity for a broad cross-section of the community to obtain information on the Hub project, to then participate in the provision of informed feedback to influence and inform the design as it developed. From the feedback received, a
- 3.2.6 A series of engagement sessions were held with the general community and key stakeholders aligned with the engagement objectives. The detail of the engagement outcomes was reported in (Item 1.3.4, Policy and Planning Committee, 18/09/2017) involving various engagement activities including both face to face and online survey. In total we consulted with approximately 1127 direct participants who engaged in providing feedback on the Salisbury Community Hub Project, over a twelve day open engagement period supported by a two week lead-in promotion including the site announcement.
- 3.2.7 Following the hold point release of the Design Development drawings and elevations in September 2017, an ongoing community engagement strategy will continue to roll-out through to the end of the year continuing targeted engagement to inform the community of the Community Hub project, including presentation of more refined plans and artist impressions. The objectives of the ongoing engagement, at an inform level, to occur over October and November include:
- Provide information on the project to the community including what is proposed, location, floor plans and elevations, costs and timing.
 - Continuing promotion through a range of locations and different communication mediums to increase community awareness and understanding including both manned community engagement stands and online information via the Salisbury City Centre renewal website.

- Provide more detailed information on the community components and design solutions proposed in the Community Hub and the range of programs, facilities and community uses proposed.
 - Re-engagement with key stakeholder groups and reference groups engaged on the project to date, to provide project update and identify how feedback received has being considered and incorporated in the refined designs.
 - Ongoing incorporation of feedback to the Design Team as appropriate to ensure community feedback and functionality is appropriately represented in the Detailed Tender Drawings and FF&E selections.
 - Public messaging associated with the Community Hub will be appropriately qualified to reflect the decision making of Council and the final project hold point to be considered in December 2017.
- 3.2.8 A Project Control Group (PCG) involving two Elected Member representatives from the Audit Committee, senior staff and external specialists was established in October 2016 and meets on a monthly basis. The external membership includes a community facilities and projects specialist, a legal/probity advisor, Design Team representative and Project Cost Manager.
- 3.2.9 The Government Architect from the Office for Design and Architecture South Australia (ODASA) provided feedback on the concept design drawings as reported in (Item 1.10.2, Policy and Planning) 17/07/2017). A second voluntary design review session was held with ODASA on the refined design development plans in the first week of October. The key feedback received was:
- Built form design philosophy supported, particularly the slipping of the floor plates to deal with issues surrounding building scale, sun shading and terracing.
 - Considerations for event modes and interior/exterior approach to the community hub supported, with large openings in façade to support this connection recommended.
 - CPTED concerns raised around the external screened services on the laneway side of the building that will require an analysis to ensure appropriate sight lines and that no entrapment areas are created.
 - More resolution required to the Civic Square so that this is considered to the same degree as the built form to ensure the full functionality and event capacity and infrastructure supports the integration with the building and intent for this area to function as a central community event gathering space.
 - Support for the direction proposed for materials and finishes to reflect the qualities of the city centre site (particular the existing Civic Centre and John St Character).

- Building setback from the cemetery and recess of the building at the John St end to increase the Civic Square area supported.

4. PROJECT PROGRAM AND MILESTONE DECISIONS

- 4.1 As last reported to Council (Item 1.10.2, Policy and Planning Committee, 17/07/17) and (Item 1.3.4, Policy and Planning Committee, 18/09/2017) a project critical path program and Council decision milestones for the design phase commencing early 2017 was endorsed by Council identifying key decision hold points.
- 4.2 At this stage of the Community Hub project based on Council decisions at Hold Point 1 (July 2017) and Hold Point 2 (September 2017) no further changes are required to the last endorsed project program and decision hold points which retains construction commencement in May 2018 and the Community Hub opening in late 2019, subject to Council decision in December 2017 at Hold Point 3. Opportunities to reduce this overall project timeline will be actively explored with the Design Team and as part of the Principal Construction Contractor procurement.
- 4.3 This program may continue to adjust, Special Council meetings may be required to facilitate key decisions located on the critical path; however the milestone program is currently based around scheduled committee and Council meetings wherever possible.
- 4.4 The key dates and Council decision points are reflected in the summary table below for ease of reference.

Key Program Phases and Council Decision Milestones – Design Program	Forecast Project Timeline
Concept Design (15% Design) Endorsement and Section 48 Prudential Report - (HOLD POINT 1)	April – June 2017 Council Decision 24 July 2017 –Endorsed project to proceed to design development
Design Development (30% Design) Endorsement by Council - HOLD POINT 2)	Late July – Mid September 2017 Council Decision 25 September 2017 – Endorsed project to proceed to detailed tender drawings, development plan consent lodgment and first phase REOI (Request for Expression of Interest) Principal Contractor procurement.

Current Stage		
Development Plan Consent target date City of Salisbury Development Assessment Panel	Late Sept – December 2017	
Detailed Tender Drawings	Complete by late November	
Pre-Tender Cost Estimate – 50% Design (HOLD POINT 3)	Policy and Planning 11 December 2017	Council Decision 18 December 2017 to release drawings for Request for Tender and Principal Contractor procurement
Principal Contractor Engagement and novation of Design Team – 2 step process (EOI and RFT)	Complete by April 2018 * <i>Noting that the stage 1 EOI process will commence in late October 2017 and will run concurrent with the Hold Point above with the pre-tender cost estimate to be considered by Council in December 2017 the decision point required to commence the Stage 2 RFT</i>	
Contractor Engagement	Council Decision (required only if tender submissions exceed endorsed pre-tender costs estimate at 50%). 23 March 2018	
Building Works / Fit-out and external landscape and streetscape upgrades NOTE: Council election caretaker period September-November 2018	May 2018 - September 2019 Community Hub Open	
Target date for EOI Market Approach for Council Owned Sites (Len Beadell Library and others to be determined)	Mid 2018	
Demolition of existing City of Salisbury Civic Centre and construction of new carpark	Complete by January 2020	

5. PRINCIPAL CONTRACTOR PROCUREMENT STRATEGY

- 5.1 As previously reported, the Salisbury Community Hub Project has adopted a novated design and construct (D & C) procurement strategy for the project due to the design complexity, value and timelines for the Community Hub to reach project completion in 2019.

- 5.2 A novated design and construct strategy provides Council the ability to select a preferred Design Team, with Hassell Studios engaged in February 2017 and oversee the concept and design development through a number of hold points up to approximately 50% architectural design. This process ensures that the building and adjacent spaces such as the Civic Square and streetscape upgrades meet the community's vision and building functionality is appropriately documented prior to the novation of the Design Team to the Principal Contractor to complete the technical construction drawings.
- 5.3 The novation of the Design Team at approximately 50% drawings transfers the Design Team to the contractor where they will continue to promote a shared understanding of project objectives supported by the developed state of the drawings and a Principal Project Requirements document that ensures delivery of Council objectives, finishes and functionality. A novated design and construct approach also has the benefit of providing Council the opportunity to apply the construction knowledge of the selected contractor to the completion of documentation to find efficiencies and ensure constructability, within a competitive tender framework.
- 5.4 Following novation of the Design Team there is limited opportunities for Council to change the design fundamentals without significant costs being occurred as the contractor's tender price will be based on the approximately 50% drawings and principal project requirements documentation that will be complete by December 2017.
- 5.5 As outlined in the project program and milestone schedule, previously endorsed by Council, as part of the project program the appointment of the D & C contractor will be managed through a two stage process, with the first stage an open market Request for Expressions of Interest (REOI) running concurrent with the Detailed Tender Drawing phase, and securing of the Development Plan Consent between October and December 2017. The reasons for adopting the two stage process are as follows:
- The Expressions of Interest request will be issued to the open market and will ensure that all potential candidates are afforded an opportunity to make a submission. From a probity point of view, the City of Salisbury is not limiting the tender field.
 - The two stage process will pre-qualify the tender field first through an REOI process that reduces the cost of any candidate submission, given the REOI is limited to seeking responses to the qualitative response schedules, relating to past experience including within the Northern Adelaide region, team delivery structure, project delivery methodology, program, resourcing availability, licenses and accreditations, safety and environmental quality systems, insurances along with provision of a high level understanding of key project design issues and risks that will be included in the REOI.
 - The REOI process also provides Council with the opportunity to test the depth of the contractor field for the project prior to identifying a select field to proceed to the Request for Tender where detailed drawings considered by Council as part of a proposed report in December 2017 would be priced and a tender price and construction program presented. An update on the REOI

results and depth of the contractor field would be included within the December 2017 Detailed Tender Drawing Hold Point Update report.

- Post consideration of the Detailed Tender Drawings and subject to the release of the final hold point by Council the Tender Drawings and Principal Project Requirements document would be provided to the select tender field where detailed project design, risks and value management opportunities, design and construction cost, alignment with requirements including Northern Adelaide Economic Benefit and use of Australian steel, and compliance with General Conditions of Contract and detailed Financial Capacity would be assessed.
- The two stage process will allow the City of Salisbury to identify a select tender field that have demonstrated that they have the skill set and prior experience to deliver the project. This will eliminate any risk with regard to maintaining a competitive tender process, should any candidate withdraw from the tender process post the identification of the select tender field and ensure that those contractors successful to proceed to this RFT stage are motivated to provide their most competitive price.

5.6 The second stage RFT, with the select tender field, will not commence until Council consider the Detailed Tender Drawings and pre-tender cost estimates in December 2017 as part of the final project hold point. Only once this hold point has been released will the RFT proceed, and importantly Council will not have made any commitment to proceed as a result of the REOI stage. The REOI process serves to raise awareness of the project in the marketplace and to pre-qualify a select tender field.

5.7 The REOI process, to run concurrent with the Design Team's Detailed Tender Drawing Phase is proposed to commence late October 2017 and conclude with the identification of a short list in late December 2017. Subject to the release of hold point three, the RFT stage is scheduled to commence in mid-January 2018 and conclude at the end of April, to support commencement of construction in May 2018 as per the current endorsed program.

5.8 The REOI process will also run concurrent with lodgement of a Development Application for planning consent for the project. Planning consent is intended to secure a land use approval based upon the 30% Design Development report and plans approved by Council in September 2017. This is followed by building rules consent and full Development Approval secured by the Design Team and contractor following novation and finalisation of detailed construction drawings.

6. CONCLUSION / PROPOSAL

6.1 This report presents an update on the Salisbury Community Hub project with specific reference to:

- providing a summary of the consultation strategy adopted for the Community Hub.
- providing details on the procurement strategy for the principal contractor that will commence concurrent with Detailed Tender Drawings via a Request for Expression of Interest two stage process in October 2017.

- 6.2 No decisions are required as part of this report. The next decision hold point for the project will be in December 2017 where the detailed tender drawings up to a 50% design completion and pre-tender cost estimate will be presented as the final hold point for endorsement to proceed to a Principal Contract RFT (Request for Tender).

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 11.10.17