



AGENDA

FOR POLICY AND PLANNING COMMITTEE MEETING TO BE HELD ON

19 AUGUST 2019 AT 6:30 PM

IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Cr C Buchanan (Chairman)
Mayor G Aldridge
Cr M Blackmore
Cr L Braun
Cr B Brug
Cr A Duncan (Deputy Chairman)
Cr K Grenfell
Cr N Henningsen
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr J Woodman

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager Community Development, Ms P Webb
General Manager City Infrastructure, Mr J Devine
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Cr A Duncan.

PRESENTATION OF MINUTES

Presentation of the Minutes of the Policy and Planning Committee Meeting held on 15 July 2019.

REPORTS

Administration

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Community Development

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Urban Development

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OTHER BUSINESS

CLOSE



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

15 JULY 2019

MEMBERS PRESENT

Cr C Buchanan (Chairman)
Mayor G Aldridge
Cr L Braun
Cr B Brug
Cr A Duncan (Deputy Chairman)
Cr K Grenfell
Cr N Henningsen
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr J Woodman

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
A/General Manager Community Development, Ms V Haracic
General Manager City Infrastructure, Mr J Devine
A/Manager Governance, Ms J Crook
Governance Coordinator, Ms J Rowett
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.32 pm.

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

APOLOGIES

An apology was received from Cr M Blackmore.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Mayor G Aldridge
Seconded Cr L Braun

The Minutes of the Policy and Planning Committee Meeting held on 17 June 2019, be taken and read as confirmed.

CARRIED

REPORTS

Administration

1.0.1 Future Reports for the Policy and Planning Committee

Moved Cr J Woodman
Seconded Cr P Jensen

1. The information be received.

CARRIED

1.0.2 Minutes of the Tourism and Visitor Sub Committee meeting held on Tuesday 9 July 2019

The information contained in the Tourism and Visitor Sub Committee of the meeting held on 9 July 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

1.0.2-TVSC1 Future Reports for the Tourism and Visitor Sub Committee

Moved Cr D Proleta
Seconded Cr K Grenfell

1. The information be received.

CARRIED

1.0.2-TVSC2 Topics for consideration by the Sub Committee

Moved Cr D Proleta

Seconded Cr K Grenfell

1. That the information be received
2. That the Discover Salisbury Events Calendar be included in the September 2019 meeting agenda for consideration by the subcommittee.
3. That briefings on the other topics be scheduled on future agendas of the Tourism and Visitor Subcommittee as noted in Section 3.6 of this report.
4. A report be brought back to the Sub Committee regarding signage for properties of historical significance.
5. St Kilda kiosk be nominated as one of the sites to include in the information kiosk project and also provision of display brochures.

CARRIED

*Community Development***1.1.1 Salisbury Plays at Bridgestone Reserve**

Moved Cr G Reynolds

Seconded Cr D Hood

1. The Salisbury Plays at Bridgestone Reserve be rescheduled to an appropriate date in 2020 to coincide with the opening of the new athletics facility.
2. That staff plan a ground breaking ceremony for September or October 2019 to coincide with the commencement of works on the new athletic facility.

CARRIED

1.1.2 City of Salisbury Ability Inclusion Strategic Plan

Moved Mayor G Aldridge

Seconded Cr J Woodman

1. The draft Ability Inclusion Strategic Plan (Consultation Report and Draft AISP attachment 3) and its high-level implementation action plan be utilised as the basis for a 4-week community consultation which is required by the SA Disability Inclusion Act 2018 and its Regulations.

CARRIED

*Urban Development***1.3.1 Salisbury Car Parking - Sexton Carpark**

Moved Cr C Buchanan

Seconded Cr K Grenfell

1. The information be received.
2. That the current 'three hour parking at all times' parking areas within the Sexton carpark, corner of James and Church Streets, Salisbury, be re-designated to 'three hour parking 8am to 5pm, Monday to Friday', and that the required public consultation be undertaken to inform community, carpark users, traders and property owners in the vicinity of the carpark of the proposed change.
3. That subject to there being no substantive objections to the proposed change at the conclusion of the consultation period, the changes to parking controls be implemented by staff under delegation. Should there be substantive objections to the proposal, staff provide a further report to Council once consultation on the matter has concluded.

CARRIED*Strategic Asset Management***1.5.1 The John Street Improvement Plan - Proposed Early Wins**

Moved Mayor G Aldridge

Seconded Cr G Reynolds

1. That Council approve the "early wins" as proposed in section 4.5 of this report (Policy and Planning, Item 1.5.1, 15/07/2019) for delivery in late 2019, noting that the John Street Improvement plan is being prepared concurrently and is expected to be finalised in the first quarter of 2020.

CARRIED*Corporate Plans***1.7.1 City Plan Review**

Moved Cr C Buchanan

Seconded Cr N Henningsen

1. That the report be received.
2. That Council endorse the proposed process for the review of City Plan 2030 as contained in Attachment 1 to this report (Policy and Planning, Item 1.7.1, 15/07/2019) noting changed schedules.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 6.48 pm.

CHAIRMAN.....

DATE.....

ITEM	1.0.1
	POLICY AND PLANNING COMMITTEE
DATE	19 August 2019
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 table below 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
19/12/2016 P&P-OB1	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. Due: June 2020	Adam Trottman
28/05/2018 1.1.3	Reconciliation Action Plan Status Report and Next Iteration Draft 4. That Council investigate and report back by February 2019 on possible costs and suitable sites/venues for a tourism and cultural centre in Salisbury showcasing the culture and heritage of Indigenous people of the Northern Adelaide Plains. Due: September 2019	Julie Kalms
28/05/2018 1.2.1	Cities Power Partnership Program 1. That Council re-consider becoming a partner of the Cities Power Partnership program once the City of Salisbury's Energy Management Plan has been finalised and endorsed during 2018/19. Due: October 2019	Andrew Le Grand
23/07/2018 MON1	Basketball Court - Cascade Estate, Mawson Lakes 1. That a report be brought forward, which investigates the appropriateness and feasibility of establishing a 'half court or full court' basketball court in the Cascade Estate at Mawson Lakes, and other suitable locations within the City of Salisbury. Due: December 2019	Adam Trottman / Craig Johansen
23/07/2018 1.5.1	The Paddocks Masterplan 3. That a scoping study of works be brought back to Council with an implementation plan for year three onward. Due: October 2019	Craig Johansen

25/02/2019	Salisbury Community Hub - Civic Square Placemaking Lighting and Methodist Historical Cemetery Improvements	John Devine / Mark Purdie
1.3.1	3. That staff explore options and report back for reducing the annual maintenance costs for the cemetery.	
Due:	August 2019	
Deferred to:	September 2019	
Reason:	Finalising agreement with the Methodist Church to ensure alignment with the Hub related upgrade work.	
23/04/2019	Salisbury Oval Recreation and Open Space Needs	Craig Johansen
2.5.3 – SPDSC2	5. That staff bring back detailed design of recreation facilities and landscaping for Brown Terrace, including play equipment, nature play space and adult exercise equipment. Detailed design to go out for public consultation and subject to public consultation with local residents, ratepayers and community groups, then be incorporated into the Salisbury Oval Master Plan.	
Due:	August 2019	
Deferred to:	September 2019	
Reason:	Working with consultant to develop appropriate community engagement strategy.	
23/04/2019	Salisbury Oval Recreation and Open Space Needs	John Devine
2.5.3 – SPDSC2	9. That staff bring back a further report to the Policy and Planning Committee about public consultation process to be undertaken and revised draft Salisbury Oval Master Plan incorporating changes outlined in part 2, 5 and 6 of this Motion. Council also considers a revised budget for this project.	
Due:	August 2019	
Deferred to:	September 2019	
Reason:	Working with consultant to develop appropriate community engagement strategy.	
24/06/2019	Salisbury Car Parking Scenarios Study	Peter Jansen
1.3.3	10. That a further report be provided with an update on the status of action in six months.	
Due:	December 2019	
24/06/2019	Regional Indoor Sporting Facility	Adam Trottman
7.4	2. That a progress report be brought back to Council with the findings of the investigation by December 2019.	
Due:	December 2019	
24/06/2019	Motion without Notice: Upgrades to Current Sporting Facilities	Adam Trottman
12.1	That staff provide a report for costings for upgrades to our current major sporting centres, excluding Ingle Farm Recreation Centre, to support our community over the coming 40+ years.	
Due:	November 2019	

24/06/2019 12.3	Motion without Notice: Stobie Pole Painting Policy That a report be prepared by December 2019 providing advice on the establishment of a 'stobie pole painting' policy, as part of our street art program, including operational rules and guidelines, and potential for funding/grant options that provide residents with the opportunity to make proposals to decorate stobie poles, to support Salisbury's Liveable City agenda. Due: December 2019	Ann Marie-Arthur
22/07/2019 1.3.1	Salisbury Car Parking - Sexton Carpark 3. That subject to there being no substantive objections to the proposed change at the conclusion of the consultation period, the changes to parking controls be implemented by staff under delegation. <u>Should there be substantive objections to the proposal, staff provide a further report to Council once consultation on the matter has concluded.</u> Due: November 2019	Peter Jansen
22/07/2019 1.5.1	The John Street Improvement Plan - Proposed Early Wins 2. That Council give further consideration of the installation of a loading zone or additional car parks at the front of Mobara Restaurant. Due: September 2019	Clint Watchman
22/07/2019 1.5.1	Heritage Listing 1. A report be brought back to council regarding heritage listed buildings in Salisbury. 2. The report identify a process to look at any other buildings or property in Salisbury that could be placed on the heritage list. Due: September 2019	Peter Jansen

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: EXECUTIVE GROUP
Date: 12/08/2019

ITEM	1.1.1
	POLICY AND PLANNING COMMITTEE
HEADING	Minutes of the Strategic and International Partnerships Sub Committee meeting held on Monday, 12 August 2019
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 Strategic and International Partnerships Sub Committee meeting held on Monday 12 August 2019 are presented for Policy and Planning Committee's consideration.

RECOMMENDATION

1. The information contained in the Strategic and International Partnerships Sub Committee Minutes of the meeting held on 12 August 2019 be received and noted and that the following recommendations contained therein be adopted by Council:

SIPSC1 Future Reports for the Strategic and International Partnerships Sub Committee

1. The information be received.

SIPSC2 Terms of Reference Review and Knowledge Transfer Opportunities

1. That this report be received.
2. That the amended Terms of Reference as contained in Attachment 1 to this report (Item No. SIPSC2, Strategic and International Partnerships Sub Committee, 12/08/2019) be endorsed to include the following changes:
 - a. Inclusion of “identify opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes” as an objective in the Purpose section.
 - b. Removal of non-voting members in the Membership section.
 - c. Increasing the duration of the chairman and deputy chairman roles from 12 months to 24 months.
 - d. Removing reference to non-voting members from the Quorum section.
 - e. A refinement of the purpose to distinguish formal Sister City/Friendship City relationships from other types of relationship opportunities such as knowledge transfer, cultural exchange and economic development.
 - f. Including more direct reference to investment attraction under economic development.

SIPSC3 Future Delegations to Mobara

1. That this report be received and noted.
2. That the cycle of future delegations is amended in accordance with the proposal presented by the City of Mobara, as follows:
 - a. The next scheduled delegation by the City of Mobara to the City of Salisbury to occur in 2021;
 - b. The next scheduled delegation by the City of Salisbury to the City of Mobara to occur in 2023.

SIPSC4 City of Salisbury visit to Linyi - Update

1. That this information be received.

ATTACHMENTS

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

1. Minutes Strategic and International Partnerships Sub Committee - 12 August 2019

CO-ORDINATION

Officer:	GC	A/GMCD
Date:	14/08/2019	14/08/2019



**MINUTES OF STRATEGIC AND INTERNATIONAL PARTNERSHIPS SUB
COMMITTEE MEETING HELD IN COMMITTEE ROOMS, 12 JAMES STREET,
SALISBURY ON**

12 AUGUST 2019

MEMBERS PRESENT

Mayor G Aldridge (ex officio)
Cr K Grenfell
Cr N Henningsen
Cr P Jensen
Cr D Proleta (Deputy Chairman)
Cr J Woodman

OBSERVERS

Cr L Braun

STAFF

Chief Executive Officer, Mr J Harry
General Manager City Development, Mr T Sutcliffe
A/General Manager Community Development, Ms V Haracic
Senior Social Planner, Ms J Douglas
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

The meeting commenced at 7.40pm.

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

APOLOGIES

An apology was received from Cr G Reynolds (Chairman).

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr J Woodman
Seconded Cr P Jensen

The Minutes of the Strategic and International Partnerships Sub Committee Meeting held on 08 April 2019, be taken and read as confirmed.

CARRIED

REPORTS**SIPSC1 Future Reports for the Strategic and International Partnerships Sub Committee**

Moved Cr K Grenfell
Seconded Cr P Jensen

1. The information be received.

CARRIED

SIPSC2 Terms of Reference Review and Knowledge Transfer Opportunities

Moved Cr N Henningsen
Seconded Cr K Grenfell

1. That this report be received.
2. That the amended Terms of Reference as contained in Attachment 1 to this report (Item No. SIPSC2, Strategic and International Partnerships Sub Committee, 12/08/2019) be endorsed to include the following changes:
 - a. Inclusion of “identify opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes” as an objective in the Purpose section.
 - b. Removal of non-voting members in the Membership section.
 - c. Increasing the duration of the chairman and deputy chairman roles from 12 months to 24 months.
 - d. Removing reference to non-voting members from the Quorum section.
 - e. A refinement of the purpose to distinguish formal Sister City/Friendship City relationships from other types of relationship opportunities such as knowledge transfer, cultural exchange and economic development.
 - f. Including more direct reference to investment attraction under economic development.

CARRIED

SIPSC3 Future Delegations to Mobara

Moved Mayor G Aldridge
Seconded Cr N Henningsen

1. That this report be received and noted.
2. That the cycle of future delegations is amended in accordance with the proposal presented by the City of Mobara, as follows:
 - a. The next scheduled delegation by the City of Mobara to the City of Salisbury to occur in 2021;
 - b. The next scheduled delegation by the City of Salisbury to the City of Mobara to occur in 2023.

CARRIED

SIPSC4 City of Salisbury visit to Linyi - Update

Moved Mayor G Aldridge
Seconded Cr N Henningsen

1. That this information be received.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 8.06pm.

CHAIRMAN.....

DATE.....

ITEM 1.1.2

POLICY AND PLANNING COMMITTEE

HEADING Minutes of the Youth Council Sub Committee meeting held on Tuesday 13 August 2019

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 of the Youth Council Sub Committee meeting held on Tuesday 13 August 2019 and cancelled due to the unavailability of members resulting in a lack of quorum are presented for Policy and Planning Committee's information. All business items scheduled to be presented to the Youth Council are presented to the Policy and Planning Committee on 19 August 2019 under separate reports.

RECOMMENDATION

1. The information be received and noted.

ATTACHMENTS

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

1. Minutes Youth Council Sub Committee - 13 August 2019

CO-ORDINATION

Officer:	GC	GMCD
Date:	14/08/2019	14/08/2019



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

13 AUGUST 2019

Due to the unavailability of members resulting in a lack of quorum, this meeting was cancelled and all business presented to the Policy and Planning Committee for consideration at its meeting to be held 19 August 2019.

ITEM	1.1.3
	POLICY AND PLANNING COMMITTEE
DATE	19 August 2019
HEADING	Future Reports for the Youth Council Sub 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 Youth Council Sub 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 A list of resolutions requiring a future report to Council is presented to each sub committee and standing 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 table below outlines the reports to be presented to the Youth Council as a result of a Council resolution.

Meeting - Item	Heading and Resolution	Officer
25/02/2019 Cnl-7.3 Due:	Motion on Notice – 24th Annual YMCASA Youth Parliament Sponsorship 2. A condition of the financial support provided be for Ms Robertson to present a report to Youth Council regarding her participation. October 2019	Jo Cooper

4. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 01/08/2019

ITEM	1.1.4
	POLICY AND PLANNING COMMITTEE
DATE	19 August 2019
HEADING	Youth Council Project Teams Update
AUTHOR	Jules Brett, Community Planner Youth Participation, Community Development
CITY PLAN LINKS	3.1 Be an adaptive community that embraces change and opportunities. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report will provide an update on the Youth Council Project teams

RECOMMENDATION

1. That the information be received and noted

ATTACHMENTS

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

1. DV & Family Violence Project Team Update
2. Life Beyond 18 Project Team Update

1. BACKGROUND

- 1.1 Youth Council held an induction and planning camp in January 2019
- 1.2 As part of the camp planning Youth Council members explored the youth issues they believe are relevant for young people in Salisbury. The 2017-2021 Strategic Youth Action Plan objectives and implementation plans were taken into consideration in developing project ideas. Some of the current Youth Council members were involved in the consultation process for the development of the strategy.
- 1.3 A list of 5 project ideas were developed and discussed, and Youth Council members (both at attendance and those not present) were involved in a simple voting process at camp and through a poll on Facebook to select priority projects.
- 1.4 At the Youth Council meeting in February 2019, the Youth council recommended the establishment of two project teams and recommended appointment of project team leaders to undertake two projects during 2019.
- 1.5 The following two projects were initiated:
 - DV and Family Violence
 - Life Beyond 18

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Luke Hall, Team Leader ; DV & Family Violence Project Team

2.1.2 Tom Wood, Team Leader ; Life Beyond 18

2.2 External

2.2.1 SAPOL – White Ribbon Walk discussion

3. REPORT

DV & FAMILY VIOLENCE

3.1 The aim of this project is to create awareness about the issues of DV & Family Violence in our community and to inform young people of where they can access assistance.

3.2 Key outcomes for the project will include data gathering regarding DV in our community, an event on White Ribbon Day in collaboration with the Council initiated event, partnering with SAPOL for their White Ribbon Walk in July and the creation of an art project.

LIFE BEYOND 18

3.3 The aim of this project is to develop a program to assist young people to navigate through life after 18 years through providing education, information and practical skills.

3.4 Key outcomes for this project will include the development of an 8 week program and delivery of the pilot program. Long term outcomes will include ensuring the sustainability of the program which can be repeated either at Twelve25 or another space in 2020.

4. CONCLUSION / PROPOSAL

4.1 Project teams provide the opportunity for Youth Council members to plan develop and implement key projects that address issues of importance for young people in Salisbury. Youth Council has developed project briefs to provide structure to the teams and clarity for council regarding the projects and their outcomes.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 01/08/2019

DV & Family Violence Project Team Update July 2019

Luke Hall

The DV team has partnered with SAPOL in Salisbury to support their White Ribbon walk in July by designing and having a banner produced by Haynes signs to carry on the walk. The team will also be making badges for people to wear on the walk.

We are also working with Council staff to plan an event for later in the year to mark White Ribbon Day

The second part of our project is a public art project working with a young Aboriginal artist and some local young people to produce an art piece on the Salisbury North Skate Park toilet block to highlight that violence is not ok

The team is also looking at collecting data relating to DV & Family Violence in the City of Salisbury with a focus on young people

Life Beyond 18 Project Team Update July 2019

Tom Wood

The project team has been developing the sessions for this program with assistance from Julie Brett and Damien Walker

An expression of interest form was created and uploaded on the Cos website with the link shared on the Youth in Salisbury Facebook page and emailed out to people who work with young people.

34 people have registered their interest and an information session will be held in early August to ensure the young people are committed to joining the 8 week program

The team has also been securing guest speakers for the program including experts in Tax, Housing, Centerlink and Finance.

Discussions will also be held with Burton Road Community Centre as Youth Council has been approached to support a program being held at Burton

The goal of this program is for it to be a pilot program developed in a professional manner with the aim to be able to share the program content with other organisations that work with young people to deliver more programs across the region

ITEM	1.1.5
	POLICY AND PLANNING COMMITTEE
DATE	19 August 2019
HEADING	Youth Programs and Events Update August 2019
AUTHOR	Kate Kitching, Youth Services Project Officer, Community Development
CITY PLAN LINKS	1.3 Have a thriving business sector that supports community wellbeing, is globally oriented and creates job opportunities. 3.3 Be a connected city where all people have opportunities to participate. 4.1 Strengthen partnerships that enable us to better address our community's priorities.
SUMMARY	The report provides an update of youth focused programs and events for 12-25 year olds.

RECOMMENDATION

1. That the information be received and noted.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The staff from Twelve25 participates in the Youth Council Sub Committee meetings to ensure a strong working relationship with Youth Council.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Team Leaders, Community Capacity and Learning
 - 2.1.2 Community Centre Coordinators, Community Capacity and Learning
 - 2.1.3 Community Learning Coordinator, Community Capacity and Learning
 - 2.1.4 Digital Literacy Programs Coordinator, Community Capacity and Learning

3. REPORT

- 3.1 This report provides a summary of youth programs delivered by both Twelve25 and the Community Learning Programs team across the City of Salisbury as a recap of previous and upcoming activities.
- 3.2 A Getting Your Learners course was held at Twelve25 in June and the 7 young people who sat the test all passed. The next course is planned for 19 August.

- 3.3 Twelve25 and Youth Council representatives attended the Thomas More College Careers Expo on 25th June. Youth Council's Life Beyond 18 program received a lot of interest with all the flyers for this being taken.
- 3.4 On Tuesday 2nd July the Rotary Club of Salisbury and Rotary Club of Mawson Lakes partnered to deliver Rotary Youth Driving Awareness (RYDA) to 154 students from Thomas More College at Twelve25 Salisbury Youth Enterprise Centre. The students participated in 6 different short workshops delivered by a variety of presenters including presentations from RAA, SAPOL and road accident survivor.
- 3.5 The Jibba Jabba Radio Round 19 youth lead radio program's 9 participants finished up on 5 July. The next group will start on 26th July.
- 3.6 Twelve25 and the Salisbury Youth Council hosted the NAIDOC Games and Activities Day on Thursday 11 July. Nineteen young people attended. The activity was free to participants and the main activities consisted of placemat making with Marra Dreaming and music/art with Scott Rathman from Rusted Tin - Contemporary Aboriginal Arts. Lunch was catered by Indigenu - Art of Australia. This event was funded by the City of Salisbury with \$1000 and \$800 in grant funding from The Department of Prime Minister and Cabinet.
- 3.7 Through the Digital Literacy Programs Coordinator and teachers from Northern Adelaide Senior College, the Salisbury ESports League is hosting 3 free workshops that will develop the skills and knowledge for young people (12-25 years old) in the gaming world. To be hosted at Twelve25 with the workshops on Model a 3D logo on Thursday 25 July 4-6pm, Introduction to streaming/recording game footage on Thursday 1 August 4-6pm and Introduction to game footage highlight reels on Saturday 3 August from 1-3pm.
- 3.8 The Para Hills Community Hub has a new program starting in term 3 called What's the Buzz. What's the Buzz is a 16 lesson highly structured, role-play and play-based program that is designed to teach children (7-12 years) and (13-15 years) how to think socially and make friendship work. The program engages children into feeling friendship together; it connects young people and offers them the skills to belong. For more information and bookings contact Ursula on 0419188716.
- 3.9 The Burton Community Centre in partnership with Mawson Lakes ran a Term 2 Lego, Robotic, Mindstorm afterschool program) on Fridays and a Term 1 School Holiday Program for same topic (2 hours) with huge success. The afterschool program ran for 6 weeks and saw 5 individuals from 12-17 learn some valuable new STEM skills. The school holiday program had 8 children 7-10 years learning similar STEM skills with interest to join the term 3 and 4 afterschool programs in Lego Robotics, Mindstorm and 2D Animation.
- 3.10 The term 1 Bubble Art for children aged 7-12 years saw 10 children attend at the Burton Community Centre. They learnt how to convert bubbles in to art work on paper. Overall Burton Community Centre saw 103 children / young people under 18 years participate in the centre.

- 3.11 The Mawson Centre is conducting 6 school holiday activities for July, all of which are on course to sell out. This will equate to 400 individual visits over the holidays for the 6 activities. Two are movie events, attracting on average 170 people (youth and parents, grandparents).
- 3.12 In Term 2 the Mawson Centre held a successful after school program for children aged 8-13 running Computer Animation (Mon and Tues), Coding Club (Tues) and LEGO Mindstorms (Weds). Each program ran for 6 weeks at a cost of \$5per session with 8-12 kids in each session, gaining a variety of new learning skills.
- 3.13 The Mawson Library Chess Club (Tues during term time) is a free club attracting up to 19 players each week.
- 3.14 The Salisbury East Neighbourhood Centre secured funding to run 2 programs, Adulting for Teens and Work Ready Skills. Adulting for Teens is a 10 week program commencing on 26th July and is aimed at youth with disability. Students will gain practical experience developing life skills to build confidence in looking after themselves. The program will include cooking, self-care, budgeting and developing independence. The Work Ready Skills program is for disengaged youth to gain work ready skills to build confidence and skills to enter the workplace. Students will gain accreditation in first aid, child safe environments, barista and white card and will include resume writing and interview skills. As of writing this 40 students have completed First Aid accreditation and White Card. This program will run over 2 terms.

4. CONCLUSION / PROPOSAL

- 4.1 The programs and services on offer across the Community Capacity and Learning Division are provided to Youth Council members for information and to share with the wider community of young people.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 01/08/2019

ITEM	1.1.6
POLICY AND PLANNING COMMITTEE	
DATE	19 August 2019
PREV REFS	SIPSCSIPSC212/08/2019
HEADING	Strategic and International Partnerships Sub Committee Terms of Reference Review
AUTHORS	Julie Douglas, Senior Social Planner, Community Development Greg Ratsch, Manager Economic Development & Urban Policy, City Development
CITY PLAN LINKS	4.1 Strengthen partnerships that enable us to better address our community’s priorities. 3.3 Be a connected city where all people have opportunities to participate. 4.2 Develop strong capability and commitment to continually improve Council’s performance.
SUMMARY	This report provides amended Terms of Reference for the Strategic and International Partnerships Subcommittee for Council endorsement.

RECOMMENDATION

1. That this report be received and noted.
2. That the amended Terms of Reference as contained in Attachment 3 to this report (Item No. 1.1.6, Policy and Planning Committee, 19/08/2019) be endorsed.

ATTACHMENTS

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

1. SIPSC2 Terms of Reference and Knowledge Transfer Opportunities Report
2. Amended Terms of Reference 1 - as attached to SIPSC2 Report
3. Amended Terms of Reference 2

1. REPORT

- 1.1 At the Strategic and International Partnerships Sub Committee meeting on 12 August 2019 the attached report, detailing changes to the Sub Committee's Terms of Reference, was considered. The report is appended as attachment 1 and the Terms of Reference as attachment 2 to this report.

1.2 As a result the Sub Committee resolved:

That the amended Terms of Reference as contained in Attachment 1 to this report (Item No. SIPSC2, Strategic and International Partnerships Sub Committee, 12/08/2019) be endorsed to include the following changes:

- a. Inclusion of “identify opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes” as an objective in the Purpose section.*
- b. Removal of non-voting members in the Membership section.*
- c. Increasing the duration of the chairman and deputy chairman roles from 12 months to 24 months.*
- d. Removing reference to non-voting members from the Quorum section.*
- e. A refinement of the purpose to distinguish formal Sister City/Friendship City relationships from other types of relationship opportunities such as knowledge transfer, cultural exchange and economic development.*
- f. Including more direct reference to investment attraction under economic development.*

1.3 Accordingly, the Terms of Reference for the Strategic and International Partnerships Sub Committee has been redrafted to reflect the discussion and resolution of the Strategic and International Partnerships Sub Committee. The amended Terms of Reference are appended as attachment 3 to this report.

1.4 The objectives in the revised Terms of Reference have been categorised under Advance Economic Development and Increase Knowledge Exchanges, although in practice there is a relationship between each of these areas.

1.5 The Sub Committee’s request to more explicitly acknowledge investment attraction has been included. It should be noted that Council’s current focus on attracting investment is through positioning Salisbury as a preferred location for South Australian and interstate firms while discussions regarding international investment are usually conducted through the particular firm’s Australian offices rather than through civic relationships. Council should also note the recent Joyce Review into the South Australian Government’s International and Interstate Engagement Bodies and Functions as this will influence the nature and level of support Council can expect from the State Government in relation to international investment and trade activity.

2. CONCLUSION / PROPOSAL

2.1 This report provides amended Terms of Reference for the Strategic and International Partnerships Sub Committee for Council endorsement.

CO-ORDINATION

Officer:	A/GMCD	MG	GMCID	CEO
Date:	15/08/2019	15.08.19	15.08.19	15.08.19

ITEM	SIPSC2
	STRATEGIC AND INTERNATIONAL PARTNERSHIPS SUB COMMITTEE
DATE	12 August 2019
PREV REFS	SIPSC SIPSC2 14/11/2017
HEADING	Terms of Reference Review and Knowledge Transfer Opportunities
AUTHOR	Julie Douglas, Senior Social Planner, Community Development
CITY PLAN LINKS	4.1 Strengthen partnerships that enable us to better address our community's priorities. 4.2 Develop strong capability and commitment to continually improve Council's performance. 4.4 Embed long term thinking, planning and innovation across the organisation.
SUMMARY	This report provides amended terms of reference for the Sub-Committees consideration, and identifies some potential opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes.

RECOMMENDATION

1. That this report be received.
2. That the amended Terms of Reference as contained in Attachment 1 to this report (Item No. SIPSC2, Strategic and International Partnerships Sub Committee, 12/08/2019) be endorsed to include the following changes:
 - a. Inclusion of "identify opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes" as an objective in the Purpose section.
 - b. Removal of non-voting members in the Membership section.
 - c. Increasing the duration of the chairman and deputy chairman roles from 12 months to 24 months.
 - d. Removing reference to non-voting members from the Quorum section.

ATTACHMENTS

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

1. Amended Terms of Reference
2. Staff Exchange Costing

ITEM SIPSC2

1. BACKGROUND

1.1 At its February 2019 meeting Council resolved:

1. *That staff review the Strategic and International Partnerships Sub Committee Terms of Reference for the purpose of providing a strategic focus that encourages and enables the identification of opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes, including any budget implications.*
2. *That staff identify preliminary opportunities for Sub Committee consideration with potential for further assessment and pursuit.*
3. *That a report be provided to the Sub Committee discussing these matters at its May 2019 meeting, and include advice on cost implications of any changed approach.*

Resolution No. 0089/2019

1.2 This report provides a revised version of the Sub-Committee's Terms of Reference, and an initial identification of some opportunities to be considered for further scoping and costing.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Manager, Economic Development and Urban Policy

2.1.2 General Manager, Community Development

2.2 External

2.2.1 N/A

3. REPORT**Terms of Reference**

- 3.1 The current Terms of Reference for the Strategic and International Partnerships Sub-Committee is reasonably broad in its purpose, but could be further enhanced by the inclusion of the Sub-Committee's resolution within the purpose section, as highlighted in attachment 1.
- 3.2 In addition to the amendment outlined in paragraph 3.1, the following revisions to the Terms of Reference are recommended, as noted in attachment 1:
 - 3.2.1 **Membership** - Removing the category of "non-voting members" from the membership section 4.1 on the basis that the non-voting member roles have been vacant for several years and remain unlikely to be filled. It is noted that the Sub-Committee has the ability to call in external expertise as required – as detailed in section 4.1.
 - 3.2.2 **Chairman and Deputy Chairman** The duration of the chairman and deputy chairman roles, outlined in sections 5.1 and 5.2, be extended from 12 months to 24 months to be consistent with the terms of chairs of other sub-committees and committees.

ITEM SIPSC2

- 3.2.3 **Quorum** – Reference to non-voting members be removed from the Quorum section.

Preliminary Opportunities for Strategic and International Partnership Development

- 3.3 The range of relationships that Council could enter into, in accordance to the Sub-Committees Terms of Reference and the Sister City and Friendship City Selection and Maintenance Policy, is very broad. The types of relationships are on a continuum ranging from very short term and cost neutral information/knowledge sharing interactions; short to medium term knowledge/skill exchanges involving physical exchanges at relatively low cost (dependent on the scale proposed); to long term formalised civic relationships with ceremonial and civic obligations requiring annual budget allocation.
- 3.4 Council has two existing formal relationships but has not yet fully explored the opportunities that may be available for less formalised, more flexible and time-limited strategic and international relationships, such as:
- 3.4.1 **Knowledge and technical exchange projects** – Typically these are single focus projects related to emerging technologies, and specialised expertise and knowledge. Projects of this nature may occur across different parts of the organisation and may be supported by the Strategic and International Partnerships Sub-Committee through the provision of funding for study tours and exchanges.
- 3.4.2 The City of Ballarat in Victoria currently has a staff exchange program in place based on an Expression of Interest from staff, which is assessed against criteria including:
- Benefit to the community;
 - Benefit to the host City;
 - Benefit to the participant.
- Each participant is required to complete a project (as outlined in their business case) and present back to the organisation and the community.
- 3.4.3 Examples of projects that may be applicable to the City of Salisbury, and the Salisbury community, include but are not limited to:
- Cultural exchanges;
 - Educational exchanges;
 - Use of smart technologies;
 - Water harvesting technologies;
 - Environmental sustainability initiatives;
 - Local tourism development;
 - Community hub activation initiatives;
 - Social infrastructure development;
 - Manufacturing regions undergoing transformation;
 - Innovative employment development initiatives.

ITEM SIPSC2

- 3.4.4 Educational institutions located within the City of Salisbury participate in a range of educational exchanges and study tours, including:
- Salisbury High School and Hosei, Japan;
 - Parafield Gardens and Yokohama and Mobara Japan;
 - Salisbury East and Huangdao, China;
 - Endeavour College and Mobara, Japan;
 - Tyndale College and Musashino Tokyo and Mobara, Japan; and
 - The University of South Australia has a wide range of exchange partner universities around the world.
- 3.4.5 Cost Implications - Previous costings presented to the Sub-Committee in the International Staff Exchange Report (SIPSC2) on 14 March 2018 indicates the cost of a staff exchange would be in the vicinity of \$6,508 for a 2 week exchange to \$27,290 for a 3 month exchange (see attachment 2).
- 3.4.6 **Social-Cultural projects** - Generally, these relationships are forged with cities and communities that have similar social infrastructure, issues and ethical understandings. They have a people-to-people interest that requires energy and commitment from Council to fulfil the public's perception. The motivation for developing such projects includes social enrichment and cohesion; appreciation for diversity; tolerance and support for under-represented groups. Projects of this nature facilitate community involvement in international partnerships and may be supported by the Strategic and International Partnerships Sub-Committee through the provision of grants made available to enable exchanges and events to occur, noting that Council currently provides *some* opportunities for funding through the Youth Sponsorship Program, Community Grants Program and Community Event Sponsorship Program. Examples of social-cultural projects may include:
- Student exchanges;
 - Arts exchanges;
 - Sporting club exchanges;
 - Cultural events;
 - Humanitarian extension projects.

4. CONCLUSION / PROPOSAL

- 4.1 A review of the Sub-Committee's Terms of Reference has concluded that the following amendments be made:
- 4.1.1 Inclusion of an additional statement in the Purpose section – "identify opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes".
- 4.1.2 Removal of non-voting members in the Membership section.
- 4.1.3 Increasing the duration of the chairman and deputy chairman roles from 12 months to 24 months.
- 4.1.4 Removing reference to non-voting members from the Quorum section.

ITEM SIPSC2

- 4.2 The identification of preliminary opportunities for knowledge and technical exchanges, and social cultural projects may warrant further consideration in regards to how opportunities may be funded and promoted via the Sub-Committee.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 05/08/2019



Strategic and International Partnerships Sub Committee

- Terms of Reference -

1. Purpose

- 1.1 In 2002 the City of Salisbury entered into a Sister City relationship with the City of Mobara, Japan. The intention of the relationship being to:
- provide opportunities for a 'global education' to the youth of both cities;
 - expand the understanding of both cities in relation to culture;
 - make the citizens of both aware and accepting of the culture of our Sister City, therefore contributing to world peace and understanding; and
 - promote the City of Salisbury and the potential for increasing tourism and trade.

Since 2002 Council has been approached from other international communities requesting the development of formalised relationships. In 2009 the City of Salisbury signed a letter of intent to form a Friendship City relationship with Linyi City, China.

In December 2014 the Council established the Strategic and International Partnerships Sub Committee. The aim of the Sub Committee being to develop, co-ordinate and enhance the City of Salisbury's relationships with international communities for the social, economic, educational and cultural benefit of Salisbury and its community members.

The specific objectives of the Sub Committee being to:

- review international relations opportunities;
- advise Council relating to international relation's policy, strategy, current issues or trends;
- develop and maintain relationships with international communities;
- identify opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes;
- enhance Salisbury's economy through improved business, trade and tourism links;
- promote and facilitate the Salisbury community enjoying direct associations with international communities;
- develop activities such as student exchange, teacher exchange, citizen exchange, cultural and sporting exchange, community involvement;
- raise awareness of the city's international relationships;
- promote the City of Salisbury and the potential for increasing tourism and trade; and
- support Council in hosting international delegations where appropriate.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 1 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

- 1.2 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Strategic and International Partnerships Sub Committee (formerly the Sister Cities Sub Committee) is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Policy and Planning Standing Committee for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub Committee will exist for the term of Council.

3. Meeting Details

- 3.1 The Sub Committee meetings will be held when required.
- 3.2 Meetings of the Sub Committee will be held at Council Offices, 12 James Street, Salisbury.
- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 2 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

4. Membership

4.1 The membership of the Sub Committee comprises:

Voting Members

- six (6) elected members as determined by Council
- a member of the Northern Economic Leaders actively engaged in international trade and investment;
- the University of South Australia's Pro-Vice-Chancellor (International) or that person's nominee;
- the Principal of a Salisbury-based school with an active international program;
- two representatives from local Service Clubs; and
- one representative of a local sporting club.

Non-voting Members

- ~~a senior staff member/administrative representative of the South Australian Government; and~~
- ~~a senior staff member/administrative representative of the City of Playford.~~

The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.

4.2 The Mayor is, ex officio, a member of this Committee.

4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.

4.4 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

5.1 The Chairman is appointed by the Policy and Planning Committee for a period of ~~12-24~~ months.

5.2 Deputy Chairman will be appointed at the first meeting of the Committee for a period of ~~12-24~~ months, after which time the Committee will make a new ~~12-24~~ month appointment.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 3 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

6. Voting Rights

- 6.1 All Voting Members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each Voting Member must vote on a question arising for a decision.
- 6.3 Non-Voting Members do not participate in the voting processes of the Sub Committee.
- 6.4 The Chairman has a deliberative vote, but does not; in the event of an equality of votes have a casting vote.
- 6.5 In the event of an equality of votes, the matter must be referred to the parent committee for decision.

7. Meeting Procedures, Minutes and Documents

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of Voting Members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 10 members, the quorum is 6 (that is, 10 divided by 2 = 5 + 1).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is 6 (that is 11 divided by 2 = 5.5 (ignoring any fractions) = 5 + 1).
- ~~8.3 Non-Voting Members are not counted in the calculation of the quorum.~~

Strategic and International Partnerships Sub Committee Terms of Reference - Page 4 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

9. Reporting Requirements

- 9.1 This Sub Committee reports to Policy and Planning Standing Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 5 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

1. Purpose

1.1 Background

The Strategic and International Partnerships Sub Committee was established in December 2014 to develop, co-ordinate and enhance the City of Salisbury's relationships with international communities for the social, economic, educational and cultural benefit of Salisbury and its community and business members.

The Strategic and International Partnerships Sub Committee replaced the Sister Cities Sub Committee, which was established in 2002 to assist Council with the implementation of the Sister City agreement with the City of Mobara in Japan, the responsibility for the oversight and management of the Sister Cities Program, and for advising Council of any actions necessary to advance the program.

The City of Salisbury's Sister City relationship with the City of Mobara, Japan was formed with the intention to:

- provide opportunities for a 'global education' to the youth of both cities;
- expand the understanding of both cities in relation to culture;
- make the citizens of both aware and accepting of the culture of our Sister City, therefore contributing to world peace and understanding; and
- promote the City of Salisbury and the potential for increasing tourism and trade.

The City of Salisbury has been approached by other international communities requesting the development of similar formalised relationships. In 2015 the City of Salisbury signed a Friendship City agreement with Linyi City, China.

The City of Salisbury maintains an interest in developing a range of strategic and international relationships that provide benefit to the Salisbury community.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 1 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

- 1.2 The specific objectives of the Sub Committee are to:
- Advance Economic Development
- review and explore strategic and international relations opportunities that will enhance Salisbury's economy through improved business, trade, tourism links, and investment attraction;
 - advise Council relating to international relation's policy, strategy, current issues or trends; and
 - promote the City of Salisbury and the potential for increasing tourism, trade and investment.
- Increase Knowledge Exchanges
- identify opportunities for the City of Salisbury to encourage knowledge transfer across economic, community, cultural and environmental themes; and
 - develop activities that facilitate educational development and knowledge transfer such as student exchange, teacher exchange, citizen exchange, cultural and sporting exchange, community involvement, and hosting international delegations which support the economic development of the city.
- 1.3 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Strategic and International Partnerships Sub Committee (formerly the Sister Cities Sub Committee) is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Policy and Planning Standing Committee for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub Committee will exist for the term of Council.

3. Meeting Details

- 3.1 The Sub Committee meetings will be held when required.
- 3.2 Meetings of the Sub Committee will be held at Council Offices, 12 James Street, Salisbury.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 2 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days' notice of an ordinary meeting will be provided to members of the Committee.
- 3.4 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street Salisbury.
- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Sub Committee comprises:

Voting Members

 - six (6) elected members as determined by Council
 - a member of the Northern Economic Leaders actively engaged in international trade and investment;
 - the University of South Australia's Pro-Vice-Chancellor (International) or that person's nominee;
 - the Principal of a Salisbury-based school with an active international program;
 - two representatives from local Service Clubs; and
 - one representative of a local sporting club.

The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.
- 4.2 The Mayor is, ex officio, a member of this Committee.
- 4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.4 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 3 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

5. **Chairman and Deputy Chairman**

- 5.1 The Chairman is appointed by the Policy and Planning Committee for a period of 24 months.
- 5.2 Deputy Chairman will be appointed at the first meeting of the Committee for a period of 24 months, after which time the Committee will make a new 24 month appointment.

6. **Voting Rights**

- 6.1 All Voting Members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each Voting Member must vote on a question arising for a decision.
- 6.3 Non-Voting Members do not participate in the voting processes of the Sub Committee.
- 6.4 The Chairman has a deliberative vote, but does not; in the event of an equality of votes have a casting vote.
- 6.5 In the event of an equality of votes, the matter must be referred to the parent committee for decision.

7. **Meeting Procedures, Minutes and Documents**

- 7.1 All meetings of the Sub Committee will be held in accordance with the *Local Government Act 1999* (and relevant Regulations), the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.
- 7.2 Minutes will be kept of the proceedings at each Sub Committee meeting. Members of Council will be provided with a copy of all minutes of the proceedings of this Sub Committee within five days after a meeting.
- 7.3 Members of the public have access to all documents relating to the Sub Committee unless prohibited by resolution of the Committee under the confidentiality provisions of section 91 of the *Local Government Act*.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 4 of 5



Strategic and International Partnerships Sub Committee

- Terms of Reference -

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of Voting Members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 10 members, the quorum is 6 (that is, 10 divided by 2 = 5 + 1).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is 6 (that is 11 divided by 2 = 5.5 (ignoring any fractions) = 5 +1).

9. Reporting Requirements

- 9.1 This Sub Committee reports to Policy and Planning Standing Committee.
- 9.2 The Sub Committee shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 9.3 Recommendations made by the Sub Committee will be referred to the next meeting of the parent committee, through presentation of minutes, for final resolution.

Strategic and International Partnerships Sub Committee Terms of Reference - Page 5 of 5

ITEM	1.3.1		
	POLICY AND PLANNING COMMITTEE		
DATE	19 August 2019		
PREV REFS	Salisbury Town Centre Sub-Committee	STCSC3	09/07/2012
	Salisbury Town Centre Sub-Committee	STCSC1	13/08/2012
	Program Review Sub Committee	PRSC3	10/02/2014
	Policy and Planning Committee	1.3.3	20/04/2015
	Policy and Planning Committee	1.10.2	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
	Policy and Planning Committee	1.3.1	16/10/2017
	Policy and Planning Committee	1.3.1	11/12/2017
	Policy and Planning Committee	1.10.1	11/12/2017
	Resources and Governance Committee	3.6.1	16/04/2018
	Council	GB01	23/04/2018

Policy and Planning Committee	1.7.1	21/08/2017
Policy and Planning Committee	1.3.4	18/09/2017
Policy and Planning Committee	1.3.1	16/10/2017
Policy and Planning Committee	1.3.3	21/05/2018
Council	GB6.1	28/05/2018
Council	GB13.2	28/05/2018
Policy and Planning Committee	1.3.3	18/06/2018
Policy and Planning Committee	1.3.4	20/08/2018
Policy and Planning Committee	1.3.3	10/12/2018
Policy and Planning Committee	1.3.3	21/01/2019
Policy and Planning Committee	1.3.1	18/02/2019
Policy and Planning Committee	1.1.1	18/03/2019
Works and Services Committee	2.9.1	18/03/2019
Works and Services Committee	2.9.2	20/05/2019
Works and Services Committee	2.1.1	20/05/2019
Policy and Planning Committee	1.3.2	17/06/2019

HEADING

Salisbury Community Hub - Project and Construction Progress Report

AUTHORS

Chantal Milton, Manager Strategic Development Projects, City Development
Charles Mansueto, General Manager Business Excellence, Business Excellence

CITY PLAN LINKS

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 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.

The final Community Hub Council decision point at approximately 50% design completion was achieved in December 2017 with the decision to proceed to tender and construction. Hansen Yuncken were confirmed as the Principal Contractor following a competitive tender process in May 2018, under a Design & Construct procurement model.

This report provides the fifth quarterly construction progress report through the Salisbury Community Hub construction period as per Recommendation 2 (Item 1.3.3, Policy and Planning, 21/05/2018):

Recommendation 2: That quarterly information and status reports be provided to Council through the Salisbury Community construction period.

This update report has been brought one month early to provide an update on the current forecast project Practical Completion Date combined with an update on the organisational preparation for relocation and opening.

RECOMMENDATION

1. That the report be received, and the current status of the Salisbury Community Hub project be noted.
2. That the hours of operation to Library Services is increased to provide for the period 8.30am to 9:30am Monday to Friday, with the increase in costs (approximately \$140k) funded through existing salary & wages provision for 2019/20, and a report is brought back as part of the 2020/21 budget process to consider any future funding and service level changes.
3. An assessment of the demand for increased Customer Services and other council services outside core business hours is conducted early 2020.
4. A report is brought back to Council on the assessment of this demand and any implications of increasing the service levels should the demand support an increase in service levels.

ATTACHMENTS

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

1. Mandatory Cultural Items List as included in Hansen Yuncken Contract for installation
2. Room Naming & Civic - Permanent Cultural Asset Display Plan

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 The project is a critical action in the Salisbury City Plan 2030 and a design and delivery total capital budget of \$43.82 million was included in the 2017/18 Annual Plan for delivery of this project by 2019. The total capital budget for the Salisbury Community Hub project includes demolition and site preparation, site infrastructure and servicing, building works and fit-out, decanting and relocation, open space and streetscape upgrades, demolition of the existing 12 James Street Civic Centre and replacement carparking, and professional fees and project contingencies. Noting this is a total project cost and not just the building construction cost.
- 1.3 Council has previously endorsed:
- the project independent Prudential Report (Item 1.10.1, Policy and Planning, 17/07/2017).
 - a preferred four storey concept for the Community Hub (Item 1.10.2, Policy and Planning, 17/07/2017).
 - 30% Design Development drawings and outcomes of the concurrent design development community engagement process for the project (Item 1.3.4, Policy and Planning Committee, 18/09/2017).
 - 50% Detailed Design drawings and concurrent community engagement outcomes for the project to proceed to a select tender and execution of a Principal Contract for construction of the Salisbury Community Hub, subject to the final negotiated tender being within the total capital budget of \$43.82 million. (18 December 2017 Resolution 2218/2017 and 2247/2017).

- 1.4 Development Plan Consent for the Salisbury Community Hub project was issued by the Council Assessment Panel 23 January 2018. Building Rules Consent is complete with the final Development Consent for the building issued on 17 December 2018.
- 1.5 Concurrent with the transition to the Salisbury Community Hub, the organisation is undertaking an operational readiness project which aligns our operational practices with the objectives and intended function of the Salisbury Community Hub, particularly in terms of how the Hub is used, promoted and activated.

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 Executive Group, key Divisional Managers and specialist disciplines across Council continue to be closely involved in this project. Broader engagement has occurred with staff as part of a change management program. Further consultation will be undertaken with employees as required, consistent with Council's commitment as an employer in the Enterprise Agreement and obligations under the Work Health & Safety Act.
- 3.1.2 A site walk-around for Elected Members to view project progress to date was held on 1 July 2019, attended by a small group of Elected Members.
- 3.1.3 An Elected Member Informal Strategy session was held on 13 August 2019, to provide an update on the progress of construction, and to update on the extensive operational readiness program that is underway to support the organisation and the community in the transition to the Hub.

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 services in the Salisbury City Centre, in addition to the quantum of the required financial investment.
- 3.2.2 A Project Control Group (PCG) involving two Elected Member representatives from the Audit Committee, Executive and senior staff, and external specialists, was established in October 2016. The external memberships include community facilities and project specialist, a legal/probity advisor, Project Client Representative, Design Team representative, Contractor representative and Project Cost Manager.

Given the volume of activity on the project over the last three months both in closing out the design and monitoring the status of construction on site, PCG has met on a monthly basis across the last two months, with correspondence and status updates being shared by email in between meetings.

- 3.2.3 An external communication and media plan is in place guiding 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 plan 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.
- 3.2.4 As part of the Hansen Yuncken project management plan, a Communications Working Group has been established involving Hansen Yuncken and Council representatives that meet regularly to coordinate communication relating to site activities. A stakeholder Communications and Engagement Plan has been produced, owned by Hansen Yuncken, which sets out the communication protocols, responsibility for communication with all key stakeholders, construction milestone points and news story opportunities. To date eight trader information notices have been distributed to immediately affected landowners and tenants by the Hansen Yuncken Site Manager. The latest notice was distributed 12 July 2019, ahead of the commencement of works in the Civic Square and the associated extension of the site perimeter fencing. The final community notice will likely be distributed in September, with the confirmation of the dates around completion of construction and removal of fencing. Target stakeholder engagement will occur with John Street traders during the works around the upgraded John Street crossing to minimise impacts during these isolated works, with the Salisbury Business Association copied into all correspondence.
- 3.2.5 Ongoing engagement sessions have continued with Council’s Reference Groups (Salisbury Seniors Alliance, Disability, Access and Inclusion Network (DAIN), Youth Council and Reconciliation Action Plan Working Group). The reference groups provided community feedback throughout the project design program since early conceptual work began. Across the last three months, an update was provided to Disability Access and Inclusion Network on 25 June 2019. This session included a final presentation on the disability access design solutions adopted in the building and involved HY, Hassell, Able Access (project access consultant) and representative members from relevant advocate group Royal Society for the Blind. The group will continue to play an important role through induction of high need community members into the new facility and capturing feedback on the function of the facility through the early months of operation.

4. CONSTRUCTION PROGRAMME & PROGRESS

- 4.1 This report provides the fifth construction progress report through the Salisbury Community Hub construction period as previously resolved by Council. The progress update report is provided as an overview of the current status of the project against key milestones and commentary relating to the project's performance against Key Result Areas including Northern Adelaide Economic Benefit outcomes. Overall the project is currently proceeding within established budget contingencies.
- 4.2 Design Completion Status
- 4.2.1 At the point of Council signing the contract with Hansen Yuncken the design drawings for the Salisbury Community Hub were notionally 50% complete, noting that some elements of the design package were more or less advanced than the notional 50% at that time. The Design Team led by HASSELL was novated to Hansen Yuncken under the adopted Design and Construct project delivery model.
- 4.2.2 Since contract signing in May 2018 a concurrent design and delivery program has been undertaken via separating the project documentation into discrete drawing packages which in turn supports sub-contractor involvement in the design process. This approach is fundamental to realising the benefits of a Design and Construct procurement model.
- 4.2.3 Hansen Yuncken has opted to break the Salisbury Community Hub into five design packages, with packages submitted for staged Building Rules Consent. The packages and current status of design and approvals is summarised below:
- Package #1 – Demolition and Civil - completed with Building Rules Consent issued 2 July 2018, final items being closed out for Issue for Construction Drawings.
 - Package #2 – Sub-structure, Super-structure and Vertical Transportation (Lift) – 100% drawings complete with Building Rules Consent issued 17 August 2018, final items being closed out for Issue for Construction Drawings.
 - Package #3 – Façade – 75% and 100% drawings complete and hold point drawing reviews completed. Building Rules Consent issued 17 December 2018, final items being closed out for Issue for Construction Drawings.
 - Package #4 – Building Services – 75% and 100% drawings completed and hold points drawing reviews completed. Building Rules Consent issued 17 December 2018, final items being closed out for Issue for Construction Drawings.
 - Package#5 – Finishes /Joinery – 75% and 100% drawings completed and hold points drawing reviews completed. Building Rules Consent issued 17 December 2018, final items being closed out for Issue for Construction Drawings.

- 4.2.4 The design documentation and Council review process was completed in line with the negotiated Hansen Yuncken revised construction program for all five hold points. As part of the City of Salisbury review process, Third Party Quality Consultants were used specifically, for the building services and for the purpose of assisting staff with the documentation review given the technical nature of the drawings.
- 4.2.5 Due to the need for the contractor and Council to apply more time to resolve design detail prior to construction to preserve project quality, in February 2019 Hansen Yuncken and Council negotiated a one month extension to the original Contract Practical Completion date of 12 July 2019. This extension was agreed on the basis that neither Hansen Yuncken nor Council would claim costs from either party due to the mutual benefit the negotiated extension provided. It was of significant assistance in resolving design issues before construction commencement, minimising the extent of potential rework during the construction phase.
- 4.2.6 Signage & Wayfinding final content documentation for the building signage was returned to Hansen Yuncken in early February for completion of the signage tender and signage shop drawings, incorporating the feedback on room naming as endorsed by Council (Item 1.3.3, Policy and Planning, 21/01/19). Final signage proofs are progressively being provided to Council administration for sign-off concurrent with commencement of signage manufacture.
- 4.2.7 Council endorsed additional placemaking lighting to the Civic Square in February 2019 (Item 1.3.1, Policy and Planning, 18/02/19). The placemaking lighting was included in Hansen Yuncken's original contract scope of works by way of a provisional sum, and this is now being finalised for delivery to the established budget following Council's approval.

4.3 Construction Progress

A time-lapse camera was installed in the clock tower on the corner of John and Church Street on 3 May 2018. Key construction activity photographs across the last six months are provided below for information.



Photo 1: Roof Plant Slab upstands complete, Steel Roof Structure complete, Formwork stripping complete, Slab Edge fascia cladding and Ground Floor Glazing (Photo: 7 June 2019)



Photo 2: Soffit linings underway, all glazing installed, commencement of works to adjacent public spaces (Photo: 5 August 2019)

- 4.4 During the last two months, the construction of the Salisbury Community Hub has incurred some delays due to inclement weather, as defined within the Design & Construct Contract with Hansen Yuncken, and under which the contractor can only claim time, not costs. All inclement weather claims are assessed by the Project Superintendent. Noting risk of further claims moving forward will predominantly be related to external works such as the Civic Square with the building effectively weather tight for internal fittings and fixtures.

- 4.5 As a result of both inclement weather claims and the previously-negotiated contract extension, at the time of writing this report the current revised contract Practical Completion date is September 2019. This date is also subject to potential further movement for Extensions of Time due to inclement weather, as allowed for under the contract. However Hansen Yuncken have further advised that the current contract Practical Completion date will not be achieved for a range of reasons, and negotiations are underway to confirm a new Practical Completion date, likely to be early-mid October on the basis of the current Hansen Yuncken program.
- 4.6 There have been a significant number of detail design and construction matters, and functional clarifications, in particular regarding services, Audio Visual and ICT services, which have taken time to be resolved in order to preserve project quality objectives, and minimise the risk of re-work and rectification work post-occupancy. The changes in expected practical completion date do pose challenges for both parties in managing resourcing over a longer time period, and for Council in managing target dates for early works access, decanting, and transition to the Hub. It is however a normal process to plan for time contingencies in a project of this scale and complexity, and the program is being actively managed by both the contractor and Council as Principal throughout the construction phase in order to minimise further extensions of time.
- 4.7 The project achievements against key milestones are reflected in the summary table below, noting that key construction milestones will be added as project construction proceeds, with the next immediate milestone provided for information.

Key Milestones	Achieved Date	Forecast Date
Site Possession	12 June 2018	
Site Establishment	16 June 2018	
Groundbreaking Ceremony	2 July 2018	
Hard Demolition Works	26 July 2018	
Civil Works (including remediation and excavation)	18 August 2018	
Footing Construction, In-ground Services and Ground Floor Slab	25 October 2018	
Completion of Super-structure (Mezzanine, Level 1, 2, 3 and Roof Plant)	April 2019	
Wall Framing, Lift installation, First Fix services & masonry brickwork commencement	May - June 2019	

Façade installation and Internal Linings and Fixtures	June- July 2019	
Interior Finishing, Second Fix Services & Fitting installation (including AV)	August– September 2019	
Practical Completion (Current Contract Position) – <i>noting that the final handover date will be subject to any further claims available under the Contract including but not limited to inclement weather.</i>		5 September 2019 (contract PC date as at 14/8/19) <i>Refer to body of report for further information regarding Practical Completion date</i>

- 4.8 Council supported the preparation of a new initiative bid for the Salisbury City Centre Methodist Cemetery Improvement Project, with a proposed capital value of \$75k to be considered as part of the 19/20 Annual Plan (Item 1.3.1, Policy and Planning, 18/02/19). Since this recommendation and Council's approval of funding in the 2019/20 budget, staff have refined the landscape concept with the Uniting Church and negotiated the terms of a license agreement for ongoing maintenance of the new landscape works. The license agreement will be resolved between the parties in time to support completion of works in August/September 2019 subject to the final budget decision.

4.9 Project Risks & Opportunities

4.9.1 Northern Adelaide Economic Benefit

Hansen Yuncken has contractual obligations in respect to the return of Northern Adelaide Economic Benefit, both in respect to labour hours and materials. The contractor's performance against the following measures are monitored on a monthly basis via the Project Control Group:

- A minimum target set for the project of 15% total labour hours to be undertaken by apprentices, trainees, Aboriginal and Torres Strait Islander people, local people with barriers to employment and for upskilling.
- Maximising local labour hours, with a minimum of 40% of total labour hours (including sub-contractor labour) being sourced from the Northern Adelaide Region. Hansen Yuncken are currently tracking above the target for both people with barriers to employment and local labour hours, noting that this will fluctuate over the life of the project.
- The minimum target is for 20% of the value of the materials supply component of the construction contract to be via Northern Adelaide suppliers with an objective to exceed this target.
- Commitment to Australian steel comprising 90% of the steel to be used in the construction of the Hub.

Reporting to date confirms that the Contractor is meeting or exceeding those targets.

- 4.9.2 Hansen Yuncken are receiving strong commitment from contractors towards the Northern Adelaide Economic Benefit targets. To date the following trade packages have been identified from the Northern Adelaide region: Site Labour, Formwork, Reinforcement, Demolition, Earthworks, Post Tensioning, Structural Steelwork & Fabrication, Electrical Services, Fire Services, Ceilings and Partitions, Brickwork, Carpentry, Ceramic Tiling, Waterproofing, Metalwork and Timber Flooring.
- 4.9.3 Whilst not all business and associated trade packages are located in the identified Northern Region, the labour commitments required to be achieved as part of the contract have been passed onto the sub-contractors who are also obligated to reach the minimum commitment. Further, where available, trades are seeking material supplies from within the northern region. Hansen Yuncken compliance reporting is based on progress claims and to date are tracking above the required targets. As part of the final Progress Claim, final figures on NAEB will be recorded and opportunities explored to share this project success story with the wider community.
- 4.9.4 Separate to the Design & Construct tender with Hansen Yuncken, staff have coordinated the selection and procurement of the Furniture, Fittings & Equipment (FFE) with assistance from Hassell Architects in selection of items.
- 4.9.5 This process has delivered the use of local suppliers or manufacturers of the equipment with particular note of the award of the workstations and task chairs tender to a South Australian company UCI, which further adds to the benefits from the investment by Council in creating economic outcomes.

5. OPERATIONAL READINESS

- 5.1 Separate to the Hansen Yuncken contract program, the Council administration has commenced the Operational Readiness project which aims to ensure that the Salisbury Community Hub operates as intended, and puts in place a detailed process for decanting and hub-set-up. The Operational Readiness project is working to the contract Practical Completion Date as detailed earlier in the report, but is able to be adjusted as required in the event that this date changes.
- 5.2 As part of the Operational Readiness project and concurrent with the transition to the Salisbury Community Hub we are implementing a number of business transformation programs, such as our customer service interface. Some of these business transformation programs are not directly reliant upon our move to the Salisbury Community Hub but it is appropriate that they be coordinated with the move.
- 5.3 The initial stage of the Operational Readiness project was to identify and plan for the changes that are required to ensure the Salisbury Community Hub is activated and operated as intended.
- 5.4 The project is now progressing to the transition phase which will see a number of initiatives delivered either prior to the Practical Completion date or in the decanting and transition period.

Integrated Community Model

- 5.5 A key outcome of the new operating model is the integrated community experience model where frontline staff (predominantly customer service & library services) are aligned to deliver an enhanced integrated community experience through a concierge model and resolving the majority of queries at first point of call.
- 5.6 The model will see community members greeted at the entrance and either have their enquiry resolved at that point or supported in transitioning to another staff member for more detailed enquiries.
- 5.7 The aim is to also ensure the community is shown how to explore and maximize the use of the facility beyond just the enquiry.
- 5.8 To support staff in delivering this service, hand held devices (Ipads) will be used where access to information that may assist in delivering the required services is available. Community Service pods are located on the ground and first floors where a community member can interact “shoulder to shoulder” with staff and provide a more personalised service than current “behind the counter” operations.
- 5.9 The community member will have various options on how they would like to interact with Council, either speaking directly with a staff member or accessing various technologies.
- 5.10 Examples of this are accessing payment machines. Two self-serve payment machines will be available on the ground floor, where the resident can scan their invoice, automatically bringing up their details and then processing payment by credit card.
- 5.11 The other option for payments available to a resident, is either at the general community service pods located on both the ground and first floor where staff can transact EFTPOS and credit card transactions or by cash at a dedicated cash handling community service pod.
- 5.12 To enhance the overall experience, a queuing system will be available where should there be a requirement to “queue” for a particular service, eg Justice of the Peace. The community member is provided a ticket or a message directly to their smart device of their turn to access the required service. This allows the community member to experience the other services in the facility while waiting as not only will a message be sent directly to their smart device, but should they elect to use a ticket, various digital displays across the two floors will allow them to see the progress with the queue.
- 5.13 A further potential to align to delivering exceptional community experience is to ensure that the services are available when the community member wants to access services. This would entail increasing the existing hours of operation for services like customer service.
- 5.14 If Council seeks to progress to both increasing and/or amending the core business hours, a suggested framework is detailed below.
- 5.15 The main changes would be to the core business hours to customer services, which have been aligned predominately to existing library hours.

5.16 The table below summarises the current and proposed hours of operations.

	Current Customer Service Hours	Proposed Customer Service Hours	Current Library Services Hours	Proposed Library Service Hours
Monday	8.30am – 5.00pm	8.30am – 5.30pm	9.30am – 5.30pm	8.30am – 5.30pm
Tuesday	8.30am – 5.00pm	8.30am – 5.30pm	9.30am – 5.30pm	8.30am – 5.30pm
Wednesday	8.30am – 5.00pm	8.30am – 5.30pm	9.30am – 5.30pm	8.30am – 5.30pm
Thursday	8.30am – 5.00pm	8.30am – 8.00pm	9.30am – 8.00pm	8.30am – 8.00pm
Friday	8.30am – 5.00pm	8.30am – 5.30pm	9.30am – 5.30pm	8.30am – 5.30pm
Saturday	-	9.30am – 3.30pm	9.30am – 3.30pm	9.30am – 3.30pm
Sunday	-	-	1.30pm – 4.30pm	11.00am – 2.00pm

- 5.17 The above changes aim to provide greater flexibility for the community to access Council services.
- 5.18 The change in operating hours on a Sunday is to align to retail trade in the City Centre and maximise attendance at the Salisbury Community Hub.
- 5.19 To deliver the above increase in services, particularly for customer service an additional staff pool of resources is required to roster over the increased hours.
- 5.20 This additional cost is estimated to be \$397k (4.6FTE) which not only provides for the additional hours but also addresses the need to have more staff across the ground and first floors to deliver the required services which are aimed to be more personal.
- 5.21 Of the 4.6FTE, approximately 4 FTE (\$345k) is associated with delivery of the integrated model, including concierge and catering for the increased library services hours Monday to Friday. The 0.6FTE is associated with the increase in service levels for customer service on a Saturday.
- 5.22 If Council seeks to progress to increase service levels it is recommended that funding of this additional requirement is sourced from existing salary & wages budget for 2019/20 with a report presented back to Council as part of the 2020/21 budget of any long term budget implications.
- 5.23 This approach would allow an assessment of efficiencies that may be gained through the integrated model and reduce any ongoing cost impacts, while also assessing demand for the increased service levels.
- 5.24 It is noted that in this model not all of the services will be provided over the weekend and Thursday night. This includes no cash payments on weekend and Thursday night, with only access to credit card payments during these hours.

- 5.25 The other option for Council is to not increase the current core hours of operation, that is, maintain provision of Customer Service Monday to Friday only between 8.30am to 5.00pm.
- 5.26 In this option, it would be appropriate to increase the Library Services start time to 8.30am to align with the current opening hours of the principal office to ensure the appropriate level of service is provided to library users.
- 5.27 Customer Service will continue to operate 8.30am to 5.00pm, with any general customer service enquiry between 5.00pm and 5.30pm dealt with by a library officer.
- 5.28 The additional cost to increase the hours of operation for just the library services (starting at 8.30am rather than 9.30am) and ensure sufficient staff are available across the ground and first floor will require an increase in resources of approximately 1.6FTE (\$138k).
- 5.29 As noted in 5.22 and 5.23, this increase would be funded through existing salary & wages budget with a report brought back to Council as part of the 2020/21 budget process to assess any future demand.
- 5.30 In early 2020 a survey of the community and a trial could occur to assess the demand for the increased services on the weekend and Thursday night before Council commits to any ongoing increase in service levels.
- 5.31 If this approach was agreed on, it would be prudent to assess demand for other Council services, for example, building and planning enquiries, health along with customer services.
- 5.32 It is recommended that Council progress with the latter option that defers an increase in Customer Service hours pending an assessment and potential trial early 2020 to assess demand for services but increase Library Services hours to commence at 8.30am (from 9.30am) , noting that the additional costs will be absorbed within existing budget pending a report to Council as part of the 2020/21 budget.

Facilities & Event Management Models

- 5.33 The Salisbury Community Hub will require a different approach to maintaining the facility fit for use due to the broader use of the facility by the community. The facility will also require a new model to ensure the intended activation of the facility is achieved.
- 5.34 This has required a review of the way various contracts, eg cleaning, waste removal, are delivered to ensure that beyond the core hours the services provided will be delivered to enhance the experience either during general use of the facility or during events.
- 5.35 The event model will see community members being able to make an initial booking of the facility either by speaking to staff or online. Once a booking request is made, a triage approach is delivered to align the intended use of the booking to the appropriate space within the facility and what services are required to support the booking.
- 5.36 These additional services may include access to AV, catering and then set up and pack down arrangements.

- 5.37 A new fee structure is proposed for the booking of spaces within the Salisbury Community Hub which is detailed in the Budget & Finance agenda.

Technology and AV Services

- 5.38 The Salisbury Community Hub has been designed to cater for expanded use of the facility by the community. This has required the design and delivery of a more complex Wi-Fi and AV system accessible both within the facility and within the Civic Plaza.
- 5.39 Members of the community will be able to access free Wi-Fi, allowing them to spend time in the facility either to socialize or undertake other activities.
- 5.40 The AV system has been designed by Hansen Yuncken through their respective contractors to deliver something that is not currently available to the community. This involves the ability for the community to access smart screens in various spaces and utilize a better Wi-Fi service than currently provided.
- 5.41 The large external screen will provide the opportunity for live streaming of events or other programs, information and various other content depending on the need.
- 5.42 All content will be managed internally to ensure consistency and alignment with the various programs running within the Salisbury Community Hub.

Decanting/Transition Period

- 5.43 As noted earlier, the Operational Readiness project is progressing to the transition phase.
- 5.44 As part of this transition phase a decanting plan has been developed that will see the transition of staff, equipment and testing of the facility before the first day of operation of the facility.
- 5.45 This period will also involve the delivery and installation of the majority of new furniture and equipment to the facility (with some items required to be installed prior to Practical Completion to enable integration with the Contractor's base build works).
- 5.46 This period is planned to be 3 weeks after the practical completion date and involves staff accessing the facility to stress test the technology, undertake inductions and various "mock" testing of how we would deliver the services to the community. We will also provide familiarisation tours so that Elected Members, staff and the community can have a guided tour of the facility to showcase new technology and design features.
- 5.47 To support this, an extensive change management and training plan is in place to strive to have a successful outcome once the facility is operating.
- 5.48 This change management plan not only covers staff but also includes undertaking pilot programs for the community so they are exposed to the new way of operating and also allows some refinement to the approaches should they be required. This includes trialling the concierge model, customer service pods and queuing software in our current building over the next few months.
- 5.49 Aligned to this a program to support Elected Members transition to the new facility will also take place, which will include running a mock Council meeting to test and learn the new technology within the Chamber and other facilities provided.

5.50 Further details on these programs will be provided at a later stage.

Communications

5.51 During the transition phase, communications will be “ramped up” to the community to ensure the community is fully aware of the changes and timings to prepare them for the new facility.






5.52 Associated with the messaging for the community, more regular updates to Elected Members will also be provided by the Chief Executive Officer.

6. CONCLUSION / NEXT STEPS


6.1 This report provides the fourth quarterly construction progress report through the Salisbury Community Hub construction period as per Recommendation 2 of Item 1.3.3, Policy and Planning agenda, 21/05/2018, and a general project update for information.


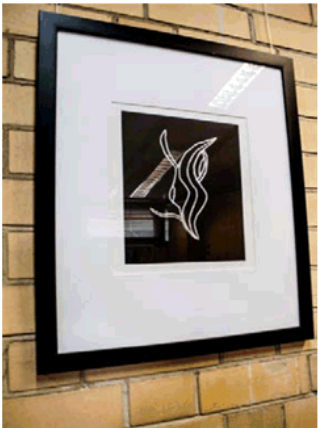

CO-ORDINATION





Officer:	GMCID	GMBE	CEO
Date:	14.08.19	15.08.19	15.08.19


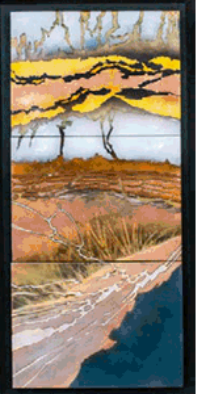


Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Aboriginal Art 'Dawn & Remembrance' by Marra Dreaming Artists 2009.	Painting	Fair	Partnership between Cos & Marra Dreaming "Indigenous Arts Project 2008"		Height: 122.5cm x Length: 152.5cm
Aboriginal Art 'This is Me' Artist Trudy Staker 2012		Good	Unknown		Height: 48.5cm x Length: 60.5cm
Aboriginal Art 'Walking to the Future' Artist Missy B		Good	Unknown		Height: 48.5cm x Length: 60.5cm
Aboriginal Art 'Home and Beyond' Artist Joy Makepeace 2012		Good	Unknown		Height: 48.5cm x Length: 60.5cm
Aboriginal Art 'Unsung Heroes' Marra Dreaming Artists	Painting	Good	Commissioned by the City of Salisbury for 2010 NAIDOC		Height: 101.5cm x Length: 152.5cm





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Aboriginal Art 'My Relationship' Artist Lynn Walker		Good	Unknown		Height: 60.5cm x Length: 48.5cm
Aboriginal Art 'Working Together', Artist Missy B	Lino Print	Good	Unknown		Height: 48.5cm x Length: 60.5cm
Aboriginal Art 'Bush Plum' Artist R Snow 2012	Lino Print	Good	Unknown		Height: 48.5cm x Length: 60.5cm




Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Aboriginal Art -- The 2008 NAIDOC Community project. Titled 'Wakwakkunnaitya' (meaning 'with children' in Kurna language).	Painting	Fair	Community Project -2 Panels 2.2m x 1.6m produced by Community Groups, Northern Carers network group from Daveron Park, Kids and You Group from Elizabeth, Salisbury High Parent Group, students from Salisbury Primary & St Augustine Primary, and members from Marra Dreaming facilitated by Marra Dreaming.		Height: 168cm x Length: 211cm
Aboriginal Art -- The 2008 NAIDOC Community project. Titled 'Wakwakkunnaitya' (meaning 'with children' in Kurna language).	Painting	Fair	Community Project - 2 Panels 2.2m x 1.6m produced by Community Groups, Northern Carers network group from Daveron Park, Kids and You Group from Elizabeth, Salisbury High Parent Group, students from Salisbury Primary & St Augustine Primary, and members from Marra Dreaming facilitated by Marra Dreaming.		Height: 168cm x Length: 211cm
Aboriginal Art 'Looking at Nature 1 Artist Suzie Braun 2012		Good	Unknown		Height: 60.5cm x Length: 48.5cm





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Art - Aboriginal Art 'Bush Plum 2' Artist Re Snow 2012		Good	Unknown		Height: 60.5cm x Length: 48.5cm
Aboriginal Art 'Looking at Nature 2' Artist Suzie Braun 2012		Good	Unknown		Height: 60.5cm x Length: 48.5cm
Aboriginal Art	Painting	Fair	Community Project - Marra Dreaming & St Augustine Primary School 2008 - Complete artwork		Each panel - Height: 99.5cm x Length: 75cm





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Aboriginal Art	Painting	Fair	Community Project - Marra Dreaming & St Augustine Primary School 2008 - panel 1		Each panel - Height: 99.5cm x Length: 75cm
Aboriginal Art	Painting	Fair	Community Project - Marra Dreaming & St Augustine Primary School 2008 - panel 2		Each panel - Height: 99.5cm x Length: 75cm
Aboriginal Art	Painting	Fair	Community Project - Marra Dreaming & St Augustine Primary School 2008 - panel 3		Each panel - Height: 99.5cm x Length: 75cm
Aboriginal Art	Painting	Fair	Community Project - Marra Dreaming & St Augustine Primary School 2008 - panel 4		Each panel - Height: 99.5cm x Length: 75cm





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Aboriginal Art 'Wetlands' Artist R. Venon 2016	Painting	Good	Unknown		Height: 120cm x Length: 89cm
Landscape Artist Jenny Gone 1982	Painted Ceramic tile	Good	Unknown		Height: 84cm X Length: 39cm
Landscape - Artist C.A Knightly	Oil on Canvas Painting	Good	Unknown		Height: 53.5cm x Length: 63.5cm
"Down to Salisbury from Golden Grove" Artist - Margery Hann - 1991	Painting	Good	Donated to the City of Salisbury by Stephen Hains, City Manager of Salisbury, 1991-2011		Height: 43.5cm x Length: 58.5cm





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Landscape Created 1989 artist possibly S. Schneider	Painting	Good	Left behind from artists in previous years		Height: 33cm x Length: 43cm
Untitled (written in Japanese) 2010 Kimibo Usabuza.		Good	Believed to be a gift given to Salisbury from Mobara, Japan		Height: 39.5cm X Length: 51.5cm
'Point of Entry' Artist: Liz Butler	Painting	Good	Gifted/donated/purchased - 2014 Watershed Art Prize - second place		Height: 133cm x Length: 103cm
Landscape Artist - J.K Van Dokkung 1986	Painting	Good	Unknown		Height: 55.5cm x Length: 71cm





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
'Greenfields' The Magazines Artist Milan 2007	Painting	Good	Unknown		Height: 76cm x Length: 102cm
'Balance' by Roland Weight	Painting	Good	Gifted : rotating artwork, Watershed Art Prize 2015, second prize		Height: 120cmn x Length: 150cm
'Pioneer Relic' 'A' Artist S Johns 1983	Painting/Print	Good	Unknown		Height: 51cm x Length: 77cm


Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
'John Street, Salisbury' Artist: Peter Van Hoof 18/12/1995	Painting	Good	Salisbury Art Exhibition - winning Salisbury Section		Height: 60cm x Length: 85cm
Artist D. Rooh 1986	Painting	Good	Unknown		Height: 28cm x Length: 36cm
'Ibises' Artist : Roland Weight	Painting	Good	Watershed Art Prize 2018, second prize		Height: 120cm x Length: 140cm
Floral Reflections' Artist Hazel Harding 1986	Painting	Good	Unknown		Height: 92cm x Length: 74.5cm








Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
"Black Ridge" Artist Terrence Martin	Painting	Good	Unknown		Height: 64.5cm x Length: 79.5cm
Limited edition photo 'untitled' by Liam Rodger	Photograph	Good	Unknown		Height: 33.5cm x Length: 43.5cm
'Wetlands' by Yvonne Ashby	Photograph	Good	Unknown		Height: 55cm x Length: 49cm
St Kilda Boardwalk , no other information found	Photograph	Good			Height: 125cm x Length: 235cm





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Art - Poster	Poster	Good	Gifted - presented to the City of Salisbury in 1988 by Mrs Joyce Thurgood national President of the Association of civilian Widows of Australia		Height: 102.5cm x Length: 72.5cm
Nature photographs	Photograph	Good	Gifted - To the City of Salisbury - in appreciation Northern Adelaide State Schools alliance 2014.		Height: 54cm x Length: 28cm
Title unkown : Artist Hans Koppan	Painting	Good	From 2018 Salisbury SALA Trail exhibition		Height: 76cm x Length: 152cm
Art - Wetlands - no other information found	Photograph	Good	From 2018 Salisbury SALA Trail exhibition		Height: 115.5cm x Length: 260.5cm









Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Art - Wood Carving	Wood	Fair	Unknown		Height: 30cm
Award - Display Cabinets - containing Commemorative stamp for 100th anniversary of postal services dept. (Brunei Darassalam)		Good	Unknown		Height: , Width: , Length:
Cultural - Display Cabinets - Mobara Sister City items - SHELF 1 - 1 porcelain tea set ; SHELF 2 - 1 metal pagoda on wooden stand ; SHELF 3 - 1 ceramic vase, 1 photograph ; SHELF 4 - 1 Japanese samurai outfit, 1 metal etching of a horse	Various	Good			
Cultural - Display Cabinets - Mobara Sister City items - SHELF 1 - 1 porcelain tea set ; SHELF 2 - 1 metal pagoda on wooden stand ; SHELF 3 - 1 ceramic vase, 1 photograph ; SHELF 4 - 1 Japanese samurai outfit, 1 metal etching of a horse	Various	Good			




Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Cultural - Display Cabinets - Mobara Sister City items - SHELF 1 - 1 porcelain tea set ; SHELF 2 - 1 metal pagoda on wooden stand ; SHELF 3 - 1 ceramic vase, 1 photograph ; SHELF 4 - 1 Japanese samurai outfit, 1 metal etching of a horse	Various	Good		 	
Cultural - Display Cabinets - Mobara Sister City items - SHELF 1 - 1 porcelain tea set ; SHELF 2 - 1 metal pagoda on wooden stand ; SHELF 3 - 1 ceramic vase, 1 photograph ; SHELF 4 - 1 Japanese samurai outfit, 1 metal etching of a horse	Various	Good			
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 - 3 wooden plaques (writing, tree, horse) ; SHELF 2 - 2 figures :: 1 artificial orchid ; SHELF 3 - 2 painted shells ; SHELF 4 - 1 metal pagoda on wooden stand ; SHELF 5 - 1 metal sculpture :: 1 framed origami :: 1 etched picture (temple) ; SHELF 6 - 2 fans :: 1 Japanese figure	Various	Good			photograph each item individually








Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 - 3 wooden plaques (writing, tree, horse) ; SHELF 2 - 2 figures :: 1 artificial orchid ; SHELF 3 - 2 painted shells ; SHELF 4 - 1 metal pagoda on wooden stand ; SHELF 5 - 1 metal sculpture :: 1 framed origami :: 1 etched picture (temple) ; SHELF 6 - 2 fans :: 1 japanese figure	Various	Good			
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 - 3 wooden plaques (writing, tree, horse) ; SHELF 2 - 2 figures :: 1 artificial orchid ; SHELF 3 - 2 painted shells ; SHELF 4 - 1 metal pagoda on wooden stand ; SHELF 5 - 1 metal sculpture :: 1 framed origami :: 1 etched picture (temple) ; SHELF 6 - 2 fans :: 1 japanese figure	Various	Good			
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 - 3 wooden plaques (writing, tree, horse) ; SHELF 2 - 2 figures :: 1 artificial orchid ; SHELF 3 - 2 painted shells ; SHELF 4 - 1 metal pagoda on wooden stand ; SHELF 5 - 1 metal sculpture :: 1 framed origami :: 1 etched picture (temple) ; SHELF 6 - 2 fans :: 1 japanese figure	Various	Good			





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 - 3 wooden plaques (writing, tree, horse) ; SHELF 2 - 2 figures :: 1 artificial orchid ; SHELF 3 - 2 painted shells ; SHELF 4 - 1 metal pagoda on wooden stand ; SHELF 5 - 1 metal sculpture :: 1 framed origami :: 1 etched picture (temple) ; SHELF 6 - 2 fans :: 1 japanese figure	Various	Good			
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 - 3 wooden plaques (writing, tree, horse) ; SHELF 2 - 2 figures :: 1 artificial orchid ; SHELF 3 - 2 painted shells ; SHELF 4 - 1 metal pagoda on wooden stand ; SHELF 5 - 1 metal sculpture :: 1 framed origami :: 1 etched picture (temple) ; SHELF 6 - 2 fans :: 1 japanese figure	Various	Good		  	
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 - 3 wooden plaques (writing, tree, horse) ; SHELF 2 - 2 figures :: 1 artificial orchid ; SHELF 3 - 2 painted shells ; SHELF 4 - 1 metal pagoda on wooden stand ; SHELF 5 - 1 metal sculpture :: 1 framed origami :: 1 etched picture (temple) ; SHELF 6 - 2 fans :: 1 japanese figure	Various	Good		  	





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Cultural - Display Cabinets - Linyi Sister City - SHELF 1 - scroll ; SHELF 2 - wall hanging, fan, book ; SHELF 3 - fan	Various	Good			photograph each item individually
Cultural - Display Cabinets - Linyi Sister City - SHELF 1 - scroll ; SHELF 2 - wall hanging, fan, book ; SHELF 3 - fan	Various	Good			
Cultural - Display Cabinets - Linyi Sister City - SHELF 1 - scroll ; SHELF 2 - wall hanging, fan, book ; SHELF 3 - fan	Various	Good		 	

Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Cultural - Display Cabinets - Linyi Sister City - SHELF 1 - scroll ; SHELF 2 - wall hanging, fan, book ; SHELF 3 - fan	Various	Good			
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 -Soft toy, umbrella, cloth bag ; SHELF 2 - papier mache figure, wooden plaque (tree), wooden sticks, small plate ; SHELF 3 - calligraphy box, origami picture, japanese helmet (underneath material banner with Rencong ACEH, small Texas flag)	Various	Good		  	photograph each item individually
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 -Soft toy, umbrella, cloth bag ; SHELF 2 - papier mache figure, wooden plaque (tree), wooden sticks, small plate ; SHELF 3 - calligraphy box, origami picture, japanese helmet (underneath material banner with Rencong ACEH, small Texas flag)	Various	Good		   	





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 -Soft toy, umbrella, cloth bag ; SHELF 2 - papier mache figure, wooden plaque (tree), wooden sticks, small plate ; SHELF 3 - calligraphy box, origami picture, japanese helmet (underneath material banner with Rencong ACEH, small Texas flag)	Various	Good			
Cultural - Display Cabinets - Mobara Sister City - SHELF 1 -Soft toy, umbrella, cloth bag ; SHELF 2 - papier mache figure, wooden plaque (tree), wooden sticks, small plate ; SHELF 3 - calligraphy box, origami picture, japanese helmet (underneath material banner with Rencong ACEH, small Texas flag)	Various	Good			
Cultural - Display Cabinets - Mobara Sister City - 2 Japanese figures	Various	Good			photograph each item individually

Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Cultural - Display Cabinets - Mobara Sister City - 2 Japanese figures	Various	Good			
Cultural - Display Cabinets - Mobara Sister City - 2 fans, 4 plates, 1 book, 1 photograph (underneath 2 Thai dolls, 1 plate with Amsterdam written on)	Various	Good		    	photograph each item individually
Cultural - Display Cabinets - Mobara Sister City - 2 fans, 4 plates, 1 book, 1 photograph (underneath 2 Thai dolls, 1 plate with Amsterdam written on)	Various	Good		 	





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Cultural Item - Japanese artefact in glass display case	Metal, material	Good			Height: 40cm x Width: 30cm x Length: 37.5cm
Cultural Item - Piano 'untitled', Marra Dreaming Artists - Raelene Snow & Samantha Snow, commissioned in 2014 Fringe		Fair			Height: , Width: , Length:
Soccer Guernsey		Good	gifted to the Mayor from the Pontian Eagles Sports & Social Club 2018		Height: 109cm , Width: 88cm
Historic - Brass Plaques		Good			




Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Historic - Brass Plaques		Good			
Historic - Brass Plaques		Good			
Mural - Len Beadell Memorial Artwork - date 1998. Artists Martin Corbin, Jan Aspinall & Berin Behn (Architectural Stained Glass Studio), Dataworks doc: 3446247 (information brochure)	Stained Glass	Good			
Mural - Len Beadell Memorial Artwork - date 1998. Artists Martin Corbin, Jan Aspinall & Berin Behn (Architectural Stained Glass Studio), Dataworks doc: 3446247 (information brochure)	Stained Glass	Good			Height: , Width: , Length:





Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Mural - Len Beadell Memorial Artwork - date 1998. Artists Martin Corbin, Jan Aspinall & Berin Behn (Architectural Stained Glass Studio), Dataworks doc: 3446247 (information brochure)	Stained Glass	Good			
Mural - Len Beadell Memorial Artwork - date 1998. Artists Martin Corbin, Jan Aspinall & Berin Behn (Architectural Stained Glass Studio), Dataworks doc: 3446247 (information brochure)	Stained Glass	Good			
Mural - Len Beadell Memorial Artwork - date 1998. Artists Martin Corbin, Jan Aspinall & Berin Behn (Architectural Stained Glass Studio), Dataworks doc: 3446247 (information brochure)	Stained Glass	Good			







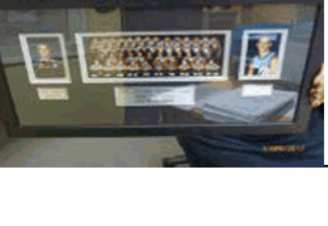
Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Fair			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Good			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Good			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Good			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm

Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Good			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Good			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Good			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Good			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm

Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Good			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm
Historic - 8 x photos from Local history collection and aerial photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland	Photograph	Fair			Aerial photograph - Height: 200cm x Length: 200cm, Individual photographs - Height 39.5cm x Length: 51cm
Historic - Aerial Photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland, same as aerial photograph in upstairs foyer near council chambers		Fair			Aerial photograph - Height: 200cm x Length: 200cm
Historic - Aerial Photograph Dec 1999 to scale requested by Greg Waller of entire Cos by Mapland, same as aerial photograph in upstairs foyer near council chambers		Fair			Aerial photograph - Height: 200cm x Length: 200cm




Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Historic - Portrait of Jack Bormann Town Clerk/City Manager 1952 - 1981	Photograph	Good			Height: 26cm x Length: 31cm
Historic - Queen's Portrait	Photograph	Good			Height: 59cm x Length: 51cm
Historic - Quilt - 150 Years	Textile	Fair	Donated 2002 by the Salisbury Stitches Club to celebrate the City of Salisbury first 150 years		Height: 243cm x Length: 165cm

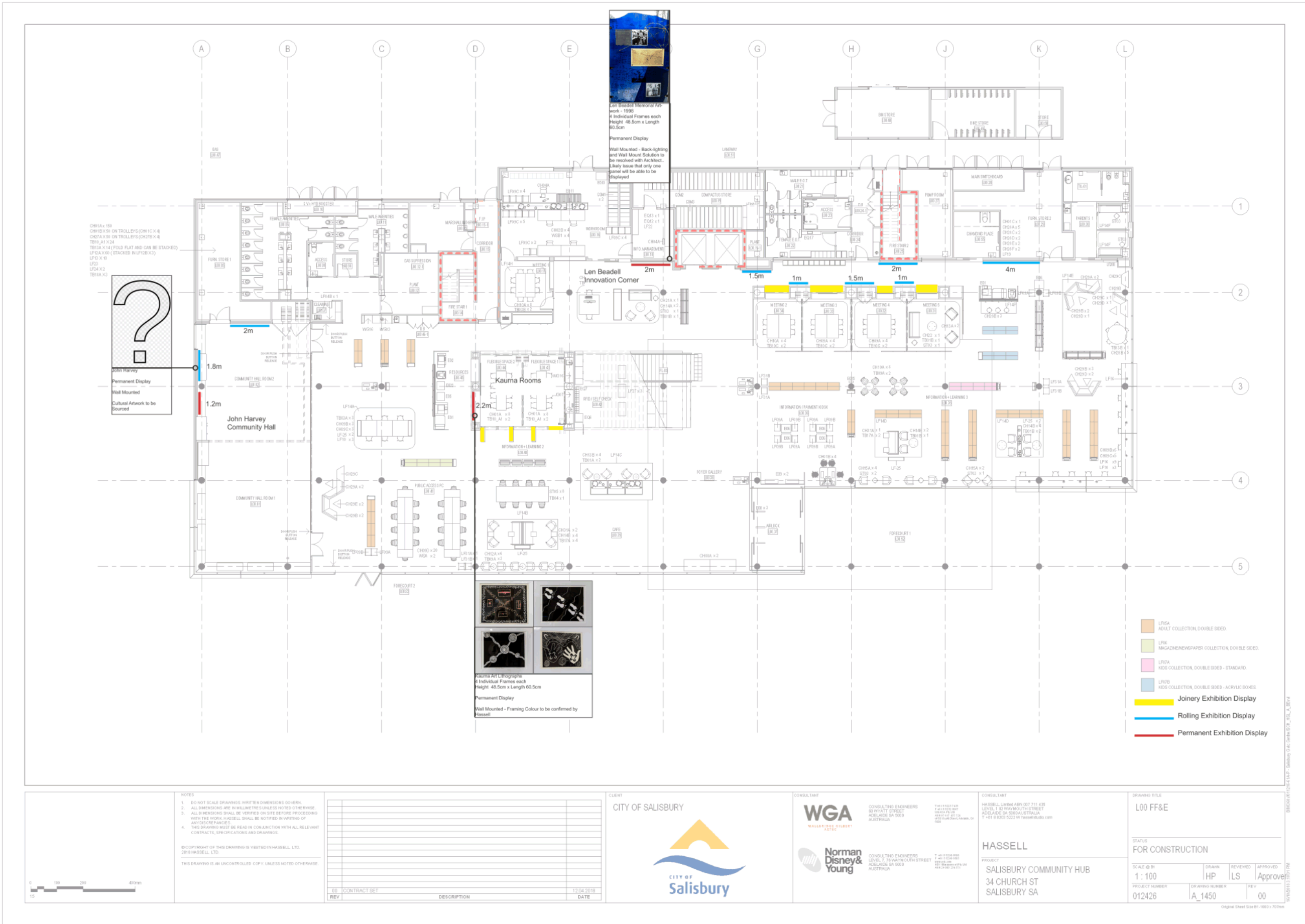
Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Historic - Salisbury Historic Logo	Metal on wood	Good			Height: 66cm x Length: 58cm
Historic - Spirit of Salisbury Poem by Christopher 'Knocka' Price 1998	Paper	Good	Unknown		Height: 42.5cm x Length: 35cm
Aboriginal art plate	Ceramic	Good	Unknown		
Mayoral Chain in glass and wooden display case	Metal	Good			Height: 57cm x Length: 76cm

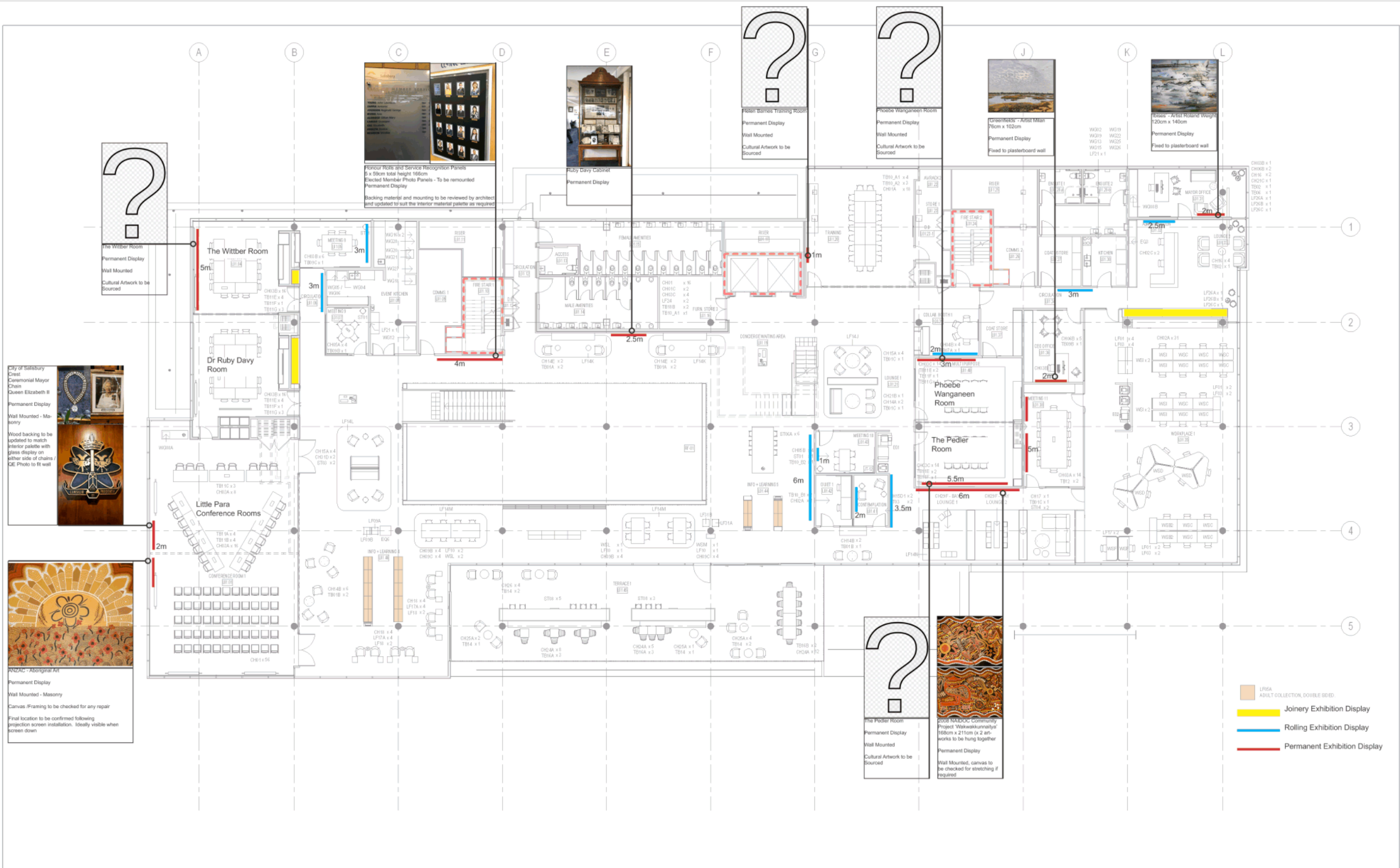
Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
		Good			
		Good			
		Good			
Award - Cos & Lions Acknowledgement Board- Donors		Good			Corporate
Mural - 2007	Photographic Wall Panels with Historical Theme	Good	Part of Customer Service Desk -Building Renewal Project		Corporate
Mural - 2007	Photographic Wall Panels with Historical Theme	Good	Part of Customer Service Desk -Building Renewal Project		Corporate
Signed - Port Power photo	Photograph	Good	gifted to Council for being a Key Partner		Miscellaneous


Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
'Monkeying Around' by James	Photograph	Good	Twelve25 digital photography project		Miscellaneous
Historic - Framed photograph of the O'Leary Family - donated by the family		Good			Local History collection
Historic - Framed photograph of Adelheid Bussenshutt, pioneer of Parafield (Airport)		Fair			Local History collection
Historic - Photo Portrait of John Harvey		Fair			Local History collection
Historic - Painting of Doctor John Fisher the 1st Doctor in Salisbury		Poor			Local History collection
Historic - Old Sewing Machine owned by the Jenkins Family, Smoking stand presented to Councillor J.S. Jenkins		Poor			Local History collection
Historic - Framed painting of the bridge on Mill Road (now Gawler Street) Artist unknown		Fair			Local History collection

Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Historic - Framed photo of Albert Bussenshutt, pioneer of Parafield (Airport)		Fair			Local History collection
Historic - Framed coloured sketch of "Proposed Salisbury War Memorial Institute" Architect - Harold T. Griggs		Fair			Local History collection
<p>The Ruby Davy Cabinet</p> <p>Item is in two pieces – main cabinet and stand</p> <p>Make of wood and glass</p> <p>Inscription on the top of the cabinet reads:</p> <p>“In honour of Rd. Ruby C. E. Davy</p> <p>Musician and composer</p> <p>Australia’s first Lady Doctor of Music”</p> <p>The cabinet contains:</p> <p>Framed photographs of bouquets X 10</p> <p>Framed list of musical records</p> <p>Framed photograph of some of her press releases</p> <p>Wooden stand containing two glass ink wells and pen stand</p> <p>Metal bell</p> <p>Blue “Welcome Home” sash</p> <p>Framed certificates X10</p> <p>A Ruby Davy biography</p> <p>Framed biographical details X 2</p> <p>Black metal canister containing her original University of Adelaide certificate</p> <p>Framed family photographs and family history</p> <p>Framed photograph of the first organ she was taught to play by her mother</p> <p>Several music magazines with articles on Ruby</p> <p>Several sheets of music</p>		Fair			Local History collection
Historic - Framed aerial photograph Parabanks Shopping Centre June 1974		Good			Local History collection

Description/Artist	Medium	Condition	Connection to CoS	Photograph	Measurements
Historic - Small Wall Mounted Bookcase Make of wood with a glass fronted door. It has a side hook and eye latch on the left side. On the top it has a metal plaque which reads: "Presented to Salisbury Institute by Salisbury Sub Branch R.S.I.L. 3.9.23"		Fair			Local History collection
Historic - Framed Building Plan of the St John's C of E Parsonage.		Good			Local History collection
Historic - Framed colour picture of the Coach and Horses Hotel which was the meeting place of the Loyal Wellington Lodge (original in the Masonic Lodge in Adelaide)		Good			Local History collection





<p>NOTES</p> <ol style="list-style-type: none">DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS GOVERN.ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.ALL DIMENSIONS SHALL BE VERIFIED ON SITE BEFORE PROCEEDING WITH THE WORK. HASSELL SHALL BE NOTIFIED IN WRITING OF ANY DISCREPANCIES.THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS AND DRAWINGS. <p>© COPYRIGHT OF THIS DRAWING IS VESTED IN HASSELL LTD. 2019 HASSELL LTD.</p> <p>THIS DRAWING IS AN UNCONTROLLED COPY. UNLESS NOTED OTHERWISE.</p>		<p>CLIENT</p> <p>CITY OF SALISBURY</p> 		<p>CONSULTANT</p> <p>WGA WALLACE GUNDEL & ASSOCIATES CONSULTING ENGINEERS 60 WYATT STREET ADELAIDE SA 5000 AUSTRALIA</p> <p>Norman Disney & Young CONSULTING ENGINEERS LEVEL 7, 70 WYATT STREET ADELAIDE SA 5000 AUSTRALIA</p>		<p>CONSULTANT</p> <p>HASSELL PROJECT SALISBURY COMMUNITY HUB 34 CHURCH ST SALISBURY SA</p>		<p>DRAWING TITLE</p> <p>L01 FF&E</p> <p>STATUS</p> <p>FOR CONSTRUCTION</p> <p>SCALE @B1</p> <p>1:100</p> <p>PROJECT NUMBER</p> <p>012426</p> <p>DRAWN</p> <p>HP</p> <p>REVIEWED</p> <p>LS</p> <p>APPROVED</p> <p>00</p>	
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