



AGENDA

FOR POLICY AND PLANNING COMMITTEE MEETING TO BE HELD ON

21 SEPTEMBER 2020 AT 6:30 PM

IN LITTLE PARA CONFERENCE ROOMS, 34 CHURCH 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 City Infrastructure, Mr J Devine
General Manager Community and Org. Development, Ms G Page
Manager Governance, Mr M Petrovski
Risk and Governance Program Manager, Ms J Crook
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Policy and Planning Committee Meeting held on 17 August 2020.

REPORTS

Administration

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Urban Development

1.3.1 Council Assessment Panel Operations and update on the Planning Reforms..... 45

OTHER BUSINESS

CLOSE



**MINUTES OF POLICY AND PLANNING COMMITTEE MEETING HELD IN LITTLE
PARA CONFERENCE ROOMS, 34 CHURCH STREET, SALISBURY ON**

17 AUGUST 2020

MEMBERS PRESENT

Cr C Buchanan (Chairman)
Mayor G Aldridge
Cr M Blackmore
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
General Manager City Infrastructure, Mr J Devine
General Manager Community and Org. Development, Ms G Page
Manager Governance, Mr M Petrovski
Risk and Governance Program Manager, Ms J Crook
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.33 pm.

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

APOLOGIES

Apologies were received from Cr L Braun and Cr B Brug.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr P Jensen
Seconded Cr M Blackmore

The Minutes of the Policy and Planning Committee Meeting held on 20 July 2020, be taken and read as confirmed.

CARRIED

REPORTS

Administration

1.0.1 Future Reports for the Policy and Planning Committee

Moved Cr P Jensen
Seconded Cr D Proleta

1. The information be received.

CARRIED

1.0.2 Minutes of the Tourism and Visitor Sub Committee meeting held on Monday 10 August 2020

Moved Cr D Proleta
Seconded Cr K Grenfell

The information contained in the Tourism and Visitor Sub Committee of the meeting held on 10 August 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

CARRIED

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 City of Salisbury Digital Asset Enhancement

Moved Cr D Proleta
Seconded Cr K Grenfell

1. The information be received.
2. Staff investigate and a report be brought back on three internal sites for kiosks.
3. The Tourism and Visitor Sub Committee supports the enhancement of the Salisbury Discover website within the proposed budget of \$15,000 to include consideration of information relating to accommodation and historical sites.

CARRIED

TVSC-OB1 Salisbury Recreation Precinct

Moved Cr D Proleta
Seconded Cr K Grenfell

1. That staff bring back a report on the promotion of the Salisbury Recreation Precinct, including signage.

CARRIED

Community Development

1.1.1 Minutes of the Youth Council Sub Committee meeting held on Tuesday 11 August 2020

Moved Cr M Blackmore
Seconded Cr S Reardon

The information contained in the Youth Council Sub Committee of the meeting held on 11 August 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

CARRIED

1.1.1-YC1 Future Reports for the Youth Council Sub Committee

Moved Cr M Blackmore
Seconded Cr S Reardon

1. The information be received.

CARRIED

1.1.1-YC2 Youth Council Membership

Moved Cr M Blackmore
Seconded Cr S Reardon

1. That the resignation of Hayley Williams as a Youth Member on Salisbury Youth Council be received and accepted.
2. That the resignation of Netra Dulal as a Youth Member on Salisbury Youth Council be received and accepted.

CARRIED

1.1.1-YC3 Youth Council Projects Update

Moved Cr M Blackmore
Seconded Cr S Reardon

1. That the information be received and noted.

CARRIED

1.1.1-YC4 Youth Programs and Events Update August 2020

Moved Cr M Blackmore
Seconded Cr S Reardon

1. That the information be received and noted.

CARRIED

YCSC-OB1 Effects of COVID-19 on Youth and Sporting Clubs

Moved Cr M Blackmore
Seconded Cr S Reardon

2. That the Youth Council Sub Committee is provided information via email regarding the effects that COVID-19 has had on youth and sporting clubs.

CARRIED

Urban Development

1.3.1 Affordable and Community Housing Policy - Development of Surplus Council Owned Land - Outcomes of the Homelessness Strategy

Moved Cr C Buchanan
Seconded Cr A Duncan

1. The report be received.

CARRIED
UNANIMOUSLY

OTHER BUSINESS

Nil

The meeting closed at 6.38 pm.

CHAIRMAN.....

DATE.....

ITEM	1.0.1
	POLICY AND PLANNING COMMITTEE
DATE	21 September 2020
HEADING	Future Reports for the Policy and Planning Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
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: November 2020	Julie Kushnir
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: November 2020	Andrew Legrand
24/06/2019 12.1	Motion without Notice: Upgrades to Current Sporting Facilities 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 2020	Adam Trottman
26/08/2019 1.3.1	Salisbury Community Hub - Project and Construction Progress Report 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. Due: December 2020	Jo Cooper
23/09/2019 1.5.1	Heritage 1. Subject to budget approval by Council, the General Manager City Development be authorised to engage a heritage expert to undertake a Local Heritage first stage study, a Thematic Heritage Framework, for the City of Salisbury area, and report back to Council on the findings. Due: October 2020	Peter Jansen

25/11/2019	Summary Report for Attendance at Training and Development Activity - 2019 Local Government Professionals Australia National Congress and Business Expo, Darwin	Julie Douglas
3.6.2	3. That staff prepare and bring back to the relevant Council Committees, a report/s that considers the prospective implementation of: <ol style="list-style-type: none"> a. strategies and opportunities for Council to engage in the “Direct Democracy” (Citizens Jury), identifying areas where this can be used e.g. Neales Green; 	
Due:	November 2020	
28/01/2020	Bridgestone Athletics Centre – Sponsorship Opportunities	Adam Trotman
1.10.1	Council has previously resolved this resolution to be confidential.	
Due:	November 2020	
28/01/2020	Motion on Notice: Drinking Fountain - Salisbury Civic Plaza/Community Hub	Jo Cooper
MON7.2	4. Staff report back on the feasibility of aligning the Hub opening hours on both Saturday and Sunday to 9.30am to 3.30pm.	
Due:	September 2020	
Deferred to:	December 2020	
Reason:	Deferral due to COVID-19 restrictions impact on assessment of operating hours.	
23/03/2020	Strategic Review	Terry Sutcliffe
AC-OB1	1. That a strategic review of the project management and contract management regarding the Salisbury Community Hub be performed.	
Due:	December 2020	
27/04/2020	Salisbury Community Hub - Update - Future Service Demands	Hannah Walters
1.1.2	2. That administration provides an update report by December 2020 on the status of assessing any future service demands at the Salisbury Community Hub and implications.	
Due:	December 2020	
27/07/2020	Community Safety Implementation Plan 2020/21	Julie Douglas
1.1.1	3. Staff bring back a report with a draft annual plan for CCTV expansion program within 3 months of the conclusion of the portable CCTV trial.	
Due:	March 2021	

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: 14/09/2020

ITEM	1.0.2
	POLICY AND PLANNING COMMITTEE
HEADING	Recommendations of the Tourism and Visitor Sub Committee meeting held on Tuesday 15 September 2020
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	1.4 We are proud of our strengths, achievements and cultural diversity 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	The minutes and recommendations of the Tourism and Visitor Sub Committee meeting held on Tuesday 15 September 2020 are presented for Policy and Planning Committee's consideration.

RECOMMENDATION

1. The information contained in the Tourism and Visitor Sub Committee Minutes of the meeting held on 15 September 2020 be received and noted and that the following recommendations contained therein be adopted by Council:

TVSC1 Future Reports for the Tourism and Visitor Sub Committee

1. The information be received.

TVSC2 Cycling and Walking Path Signage

1. The information contained within this report be received and noted.
2. That staff will install signage along the Cycling and Walking path Ta Martinthi Yala to promote key destinations
3. Consultation with neighbouring councils who have property that the path passes through, be carried out, to investigate a collaborative desire to partner and further beautify the entire strip.

TVSC3 City of Salisbury Digital Asset Enhancement and Tourism Kiosks

1. The information contained within this report be noted and received and that the digital kiosk concept not be progressed.

ATTACHMENTS

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

1. Minutes Tourism and Visitor Sub Committee - 15 September 2020

CO-ORDINATION

Officer: GMBE
Date: 17/09/2020



**MINUTES OF TOURISM AND VISITOR SUB COMMITTEE MEETING HELD IN
WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY ON**

15 SEPTEMBER 2020

MEMBERS PRESENT

Cr J Woodman (Deputy Chairman)
Mayor G Aldridge (ex officio)
Cr K Grenfell
Mr J Pinney
Cr D Proleta
Mr L Virgo
Mr D Waylen

OBSERVERS

Nil

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
Manager Community Experience and Relationships, Ms J Kushnir
Administrative Coordinator - Business Excellence, Mrs M Potter

The meeting commenced at 5.03 pm.

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

APOLOGIES

Apologies were received from Cr M Blackmore (Chair) and Cr S Reardon.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr D Proleta
Seconded Mr L Virgo

The Minutes of the Tourism and Visitor Sub Committee Meeting held on 10 August 2020, be taken and read as confirmed.

CARRIED

REPORTS

TVSC1 Future Reports for the Tourism and Visitor Sub Committee

Moved Cr K Grenfell
Seconded Mayor G Aldridge

1. The information be received.

CARRIED

TVSC2 Cycling and Walking Path Signage

Moved Mayor G Aldridge
Seconded Cr D Proleta

1. The information contained within this report be received and noted.
2. That staff will install signage along the Cycling and Walking path Ta Martinthi Yala to promote key destinations
3. Consultation with neighbouring councils who have property that the path passes through, be carried out, to investigate a collaborative desire to partner and further beautify the entire strip.

CARRIED

TVSC3 City of Salisbury Digital Asset Enhancement and Tourism Kiosks

Mayor G Aldridge left the meeting at 05:13 pm.

Mayor G Aldridge returned to the meeting at 05:15 pm.

Mayor G Aldridge left the meeting at 05:25 pm and did not return.

Moved Mayor G Aldridge
Seconded Mr L Virgo

1. The information contained within this report be noted and received and that the digital kiosk concept not be progressed.

CARRIED

OTHER BUSINESS

Nil

CLOSE

The meeting closed at 5.45 pm.

CHAIRMAN.....

DATE.....

ITEM	1.0.3
	POLICY AND PLANNING COMMITTEE
DATE	21 September 2020
HEADING	Community Perceptions Tracking & Customer Experience Insights - Research 2020
AUTHOR	Julie Kushnir, Manager Community Experience & Relationships, Business Excellence
CITY PLAN LINKS	4.1 Members of our community receive an exceptional experience when interacting with Council 4.2 We deliver quality outcomes that meet the needs of our community 4.5 We engage meaningfully and our community is aware of Council initiatives
SUMMARY	<p>The City of Salisbury has conducted Community Perceptions Tracking & Customer Experience Insights research biennially since 2008, with the next project scheduled for early/mid October 2020. The last survey in 2018 was conducted by McGregor Tan Research and a proposal has been sought from them for the 2020 program.</p> <p>The research also measures the Net Promotor Scores of various South Australian Councils, against which the results of the City of Salisbury can be measured.</p>

RECOMMENDATION

1. That this report is noted and received.
2. The committee note that an additional question (to be developed) will be included regarding the City of Salisbury's roads, (reference Q 32 in Attachment) which may be further explored through focus group research.
3. The committee also consider an additional topic of particular relevance to Elected Members be identified for further exploration through the proposed Community Perception Survey which can be interrogated in more detail via focus group research (reference Q 31 in Attachment).

ATTACHMENTS

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

1. Community Satisfaction Survey 2020

1. BACKGROUND

- 1.1 Since 2008, the City of Salisbury has undertaken Community Perceptions Tracking & Customer Experience Insights research to measure the levels of customer satisfaction amongst our community with the services we provide.

- 1.2 It should be noted that no material change has been made to the content of the 2020 survey compared to the 2018 version, apart from a proposed inclusion of a small section seeking feedback on Council's road network (to be further developed), and the opportunity to include one additional question specific to a topic identified by Elected Members, and regrouping some of the questions into subject matter, rather than being asked sporadically. It is essential to keep the majority of the survey the same each time in order to provide effective and meaningful comparisons on KPIs and other determinants.
- 1.3 This year's survey will be conducted by the following methods and falls within the budget allocation, at a cost of \$21,000 excluding GST:
- 1.3.1 450 online surveys
 - 1.3.2 75 paper copies collected at Council touch points
 - 1.3.3 75 face to face surveys in Wards that require additional sample (if response weighting is skewed and insufficient balance across various Wards is experienced)
 - 1.3.4 To note is that McGregor Tan have a panel of 40,000 South Australian participants which they have built over 45 years, with the email component being actively built since the 1990's.
 - 1.3.5 They collect a random, ABS aligned presentative sample of residents of the participating council area. Additionally they conduct face to face surveys (via paper/hard copy) into a number of other locations, with the Jack Young Centre being earmarked to capture our seniors cohort for example. Additionally shopping centres, community centres and local shopping strips provide face to face touchpoints with potential respondents.
 - 1.3.6 A mixed methodology such as the one described above will ensure a broad range of the community is covered.
 - 1.3.7 McGregor Tan monitor the response rate throughout the duration of the survey, and if they identify that a particular demographic or Ward zone needs up-weighting, they then proceed to identifying the most relevant face to face location to conduct a personalised survey to provide more balance to the weighting.
 - 1.3.8 The surveys are traditionally conducted in English only, with additional charges applicable for translations. Generally participants on the database are able to respond to the survey questions.
 - 1.3.9 The research is specifically designed to interrogate perceptions of satisfaction levels across a wide range of customer interactions. The survey takes the participant through a logical series of questions which seek to identify factors such as:
 - Participant's Ward, demographic, ethnicity, occupation and time lived in the area
 - Participant's level of participation (frequency) with various community activities

- Participant's satisfaction levels regarding services such as rubbish, hard waste, recycling, library services, community centres etc, and the level of importance for all these services.
- Participant's quality of life, encompassing a number of questions such as better streetscapes, better playgrounds, improvements to roadways, traffic flow, job opportunities etc.
- Preferred methods of communications, and reason for that communication, be it for a service request, payment of rates, general enquiry etc
- Likelihood of recommending living in the Council area to friends and family and initial attraction of the participant and views about affordability and safety
- Identify topics of community importance and measure our performance against them

1.3.10 The survey also has the ability to include 1-2 questions that Council may want to explore further as part of the survey.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 General Manager, Business Excellence

2.2 External

2.2.1 Ms Jaclyn Thorne, Director, McGregor Tan

2.2.2 Tom Hannon-Tan, Managing Director, McGregor Tan

3. REPORT

- 3.1 That the content of the survey be noted, anticipating the research will commence in early/mid October, with firm dates to be confirmed.
- 3.2 The proposed survey is linked to the new City Plan 2035 in that there are various indicators noted in the plan that will be collected from this survey.
- 3.3 As the majority of the questions are consistent with previous years (important that this is maintained to monitor trends and performance over time), the 2020 survey seeks to also invite responses to specific questions on our road network.
- 3.4 There is an opportunity for Council to consider an additional question/topic that they may seek to explore further with the community
- 3.5 The proposed quotation for conducting the 2020 Community Perceptions Tracking & Customer Experience Insights survey is \$21,000 (ex GST) commensurate with what was charged in 2018.
- 3.6 Further to the survey as occurred in 2018, following the receipt of the survey responses, Council will have the opportunity to conduct focus group workshops to explore particular topics further.
- 3.7 At this stage, McGregor Tan has provided Council with a proposal to conduct these sessions but we have yet to commit.

- 3.8 Their proposal to conduct focus group surveys, following the initial Community Perceptions Tracking & Customer Experience Insights questionnaire, is for three distinct groups to be researched, to reflect the main communication touchpoints of council, or issues that have recently been identified via the survey (ie roads) at \$4,500 per group (ex GST), ie \$13,500 (ex GST).
- 3.9 A copy of the proposed questionnaire is attached within this report.

4. CONCLUSION / PROPOSAL

- 4.1 Committee is asked to note the proposed survey, and provide feedback on the possible additional topic that Council may seek to get specific community feedback, noting that there will be an opportunity to further explore some issues in detail as part of the focus group stage in the coming months.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 14.09.2020



Project No: 11681

**City of Salisbury – 2020 Community Survey
COMMERCIAL IN CONFIDENCE**

DRAFT – 16/9/20

Online introduction:

McGregor Tan, as an independent social and market research company, is conducting a **survey** about living in the City of Salisbury on behalf of Council and would appreciate your opinion.

We do not sell, promote or endorse any product or service, there are no right or wrong answers, Participation in the survey voluntary. McGregor Tan complies with the Privacy Act and we can assure you that all information given will remain confidential. Your details will only be used for research purposes and will not be sold to any third party.

All completed surveys go into a draw for a chance to win \$200 at the end of the month. You will also be entered into our annual McGregor Tan cash draw of \$1,000.

QUALIFYING QUESTIONS

Screeners 1: Is your household located in the Salisbury Council area?

1.	Yes	Continue
2.	No	Terminate
3.	Don't know	Terminate

Screeners 2: Does anyone in this household work in market research, or is anyone a staff member or an elected member of the City of Salisbury Council?

1.	Yes	Terminate
2.	No	Continue

The first few questions are so we can achieve a good demographic spread of respondents within the Council area.

1. What is your postcode and suburb?

2. Which ward do you live in?

INSERT MAP TO DETERMINE WARD LOCATIONS – MCGREGOR TAN TO PROGRAM

3. Do you identify as...

1.	Male
2.	Female
3.	Differently identify/ prefer not to answer

4. In which year were you born?

Hidden: Automatic recode into the following age groups

1.	18 to 24	1994-2000
2.	25 to 34	1984-1993
3.	35 to 44	1974-1983
4.	45 to 54	1964-1973
5.	55 to 64	1954-1963
6.	65+	1918-1953

5. How long have you lived in the Salisbury Council area?

1.	Less than one year
2.	1 to less than 3 years
3.	3 to less than 5 years
4.	5 to less than 10 years
5.	10 to less than 15 years
6.	15 to less than 20 years
7.	More than 20 years

The next few questions are about **community activities and community involvement**.

6. How often are you involved in the following community activities?

	Daily/ most days	2-3 times a week	Once a week	2-3 times a month	About once a month	Every 2-3 month s	Once or twice a year	Less often	Never
Attend local council events such as Salisbury Secret Garden, Salisbury Writers Festival, Salisbury Plays, Harmony Week, Australia Day Celebrations or the Watershed Art Prize	1	2	3	4	5	6	7	8	9
Attend local sports and recreation centres such as Ingle Farm and Parafield Gardens	1	2	3	4	5	6	7	8	9
Attend community or youth centres	1	2	3	4	5	6	7	8	9
Attend organised sport, church or community groups	1	2	3	4	5	6	7	8	9
Visit Council Libraries	1	2	3	4	5	6	7	8	9
Visit senior centres	1	2	3	4	5	6	7	8	9

The next section is in regards to the **services** Council provides the community.

7. Using a scale of 1-5, with 1 being very dissatisfied and 5 being very satisfied, how satisfied are you in each of the following areas. (rotated) (add don't know/ not applicable)

	1-5
General rubbish collection and services	
Hard waste services	
Green waste collection and services	
Recycling collection and services	
Library services	
Community Centres	
Recreation Centres	
Parks and Reserves maintenance	
Road maintenance	
Footpath maintenance	
Verge cutting	
Services for the aged	
Services for the youth	
Water recycling	
Arts and cultural programs and events	
Dog parks	
Health services	
Services for the disabled	
Planning and Building	
Economic Development	

8. On a scale of 1-5 how important are the following areas with 1 being not at all important and 5 being very important?

General rubbish collection and services
Hard waste services
Green waste collection and services
Recycling collection and services
Library services
Community Centres
Recreation Centres
Parks and Reserves maintenance
Road maintenance
Footpath maintenance
Verge cutting
Services for the aged
Services for the youth
Water recycling
Arts and cultural programs and events
Dog parks
Health services
Services for the disabled
Planning and Building
Economic Development

9. Are there any other services you believe council should deliver that they currently do not?

1.	Yes (specify)
2.	No
3.	Don't know

10. And, are there any other services you believe council should **not** deliver that they currently do?

4.	Yes (specify)
5.	No
6.	Don't know

11. Using a scale of 1-5, 1 being very dissatisfied and 5 being very satisfied, how satisfied are you with the service delivered by the City of Salisbury Council OVERALL. (add don't know)

	1-5
Overall satisfaction with the service delivered by Salisbury Council	

12. **Back end coding prompt if "dissatisfied"** - Why are you dissatisfied with the service delivered by Salisbury Council? (multiple response allowed)

1.	Not enough consultation/ information
2.	Receive little/ no service from Council
3.	Lack of street/ verge maintenance/ cleaning
4.	Ignore queries/ requests for maintenance
5.	Other reason (specify)
6.	Don't know/ not sure

13. Overall, how satisfied are you with the *quality of life* in the Salisbury Council area? Using the same 1-5 scale where 1 is very dissatisfied and 5 is very satisfied.

	1-5
Satisfaction with quality of life	

14. In what ways, if any, do you think the quality of life in the Salisbury Council area could be improved? [multiple response allowed]

1.	Beautification/ better streetscape/ better tree selections
2.	Better communication and consultation/ listen more/ give more info
3.	Better parks and reserves
4.	Better playgrounds
5.	Better public transport
6.	Better streets (verges, footpaths and general cleanliness)
7.	Cut back overgrown trees
8.	Graffiti - faster removal/ better management
9.	Hard rubbish collection
10.	Housing - improve quality, affordability
11.	Improve roadways
12.	Improve traffic flow/ congestion
13.	Improve/ add bike tracks/ lanes
14.	Improve/ add parking

15.	Improve/ add sporting facilities
16.	Improve/ clean up shopping centres/ buildings/ industrial areas
17.	Lighting improvement needed
18.	Lower rates
19.	More job opportunities
20.	More or better range of shopping centres/ shops
21.	More services for the elderly/ disabled
22.	More things to do - recreation services, youth activities
23.	Policing - less crime/ make safer/ control undesirables
24.	Provide bins/ clean up rubbish in public areas
25.	Other (specify)
26.	Don't know
27.	OK as is, can't be improved

The next few questions are about **communications** to and from Council

15. Within the **last 12 months**, have you initiated any contact with the City of Salisbury Council staff or Elected members/ Councillors? **[multiple response allowed]**

1.	Council staff
2.	Elected members/ Councillors
3.	No contact with either

16. When was that contact initially made? (select one)

1.	2019
2.	2020
3.	Can't recall

17. Thinking about that contact, which of the following methods did you use to make contact with Council staff or an Elected Member? **(multiple response allowed)**

1.	Called Council general enquiry number
2.	Called Elected Member direct
3.	Email
4.	Enquiry from website/ webchat
5.	Social Media
6.	In person at Council office
7.	In person at another location (please specify)

18. What was your purpose for contacting Council staff or Elected members? **[multiple response allowed]**

1.	Service request
2.	Development request/ question
3.	Pay rates or dog registration
4.	To make a complaint
5.	Other (specify)
6.	Don't know/ can't recall

19. Now thinking specifically about the contact with council staff, and using a scale of 1-5, 1 being very dissatisfied and 5 being very satisfied, how satisfied are you with...

	1-5
The general courtesy of Council staff	
The general effectiveness of Council staff to respond to/ resolve your enquiry	
The timeliness of the response	
Staff responsiveness to your enquiry	
Don't know/not applicable	

20. **Contacted Elected members or Councillors (embedded code):** Now thinking specifically about the contact with Elected Members and Councillors, and using a scale of 1-5, 1 being very dissatisfied and 5 being very satisfied, how satisfied are you with the following ...

	1-5
The general courtesy of Elected members/ Councillors	
The general effectiveness of Elected members/ Councillors to resolve/ respond to your enquiry	
Elected members/ Councillors' responsiveness to your enquiry	
The timeliness of your response	
Don't know/not applicable	

21. How would you prefer for Council to keep you informed about the following areas: (multiple choice allowed) – tick all that apply

	A stall at council run events	Community consultation sessions	Via SMS	Via Council Website	Via E-mail	Facebook/ Social Media	Library/ Community Centre/ Recreation Centre	Direct Mail/ Letterbox drop	Salisbury Aware Magazine	Roadside banners	The free City of Salisbury calendar
Change in rates/ services/ etc											
Information about Council Events											
New Council initiatives/ projects											
General Council information											

22. How do **you** prefer to contact Council in regards to the following requests? (Multiple choice allowed) (tick all that apply)

	In person at a Council office	Over the phone	Via Council Website	Via E-mail	Via Social media ie Facebook	In the Library/ Community Centre/ Recreation Centre	Via the post	Other specify	I don't require this service
Make a service request									
Pay rates									
Pay dog registration									
Notify Council of a change in circumstances									
Make a general council enquiry									

23. Using a score of 0 to 10 where 0 is not at all likely 10 is would definitely recommend, how likely are you to recommend living in the Salisbury Council area to friends or family? (Net Promoter Score)

24. What do you consider to be the City of Salisbury's strengths? **(multiple response allowed)**

1.	Availability of housing
2.	Availability of services
3.	Cost of housing
4.	Employment opportunities
5.	Location
6.	Parks and Reserves
7.	Schools
8.	Shopping centres
9.	Other (specify)
10.	Don't know/ not sure

25. Thinking about when you moved into the Salisbury Council area, what attracted you to living in the area? **(multiple response allowed)**

11.	Availability of housing
12.	Availability of services



13.	Cost of housing
14.	Employment opportunities
15.	Location
16.	Schools
17.	Shopping centres
18.	Family/ friends live in area
19.	Retirement Village
20.	Other (specify)
21.	Don't know/ not sure
22.	Nothing
23.	Had no choice

26. Please rate, on a scale of 1-5, 1 is do not agree at all and 5 strongly agree, your level of agreement with the following statements ...

	1-5
I can get help from family, friends and neighbours when I need it	
I feel that I am part of my local community	
I feel that I live in a pleasant environment in terms of planning, open space and lack of pollution	
I feel that people in my neighbourhood can be trusted	
I like living in my local community	
I regularly volunteer my time	
My neighbours are friendly and willing to help others	
I have access to information, services and activities that support my health and wellbeing	
Don't know	

27. Compared to other areas across Adelaide, how affordable would you say it is to rent or buy housing in the Salisbury Council area? Please use a 0-10 scale where 0 means it is much less affordable, or more expensive, and 10 means it is much more affordable, or cheaper, than the rest of Adelaide.

	0-10
Affordability to rent or buy	

28. Using a scale of 1-5 1 being very unsafe, and 5 being very safe, how safe do you feel in the Salisbury Council area? (add don't know)

	1-5
Level of safety	

29. Why do you feel unsafe?

(insert text box)- Code answers

30. Is there a particular location within the Salisbury City Council area where you feel unsafe? **(multiple response allowed)**

1.	Interchange
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2.	Out in the street/ on the road
3.	Parabanks
4.	Paralowie
5.	Parks and Reserves e.g. Pitman Park, Murrell Reserve
6.	Salisbury
7.	Salisbury North
8.	Salisbury Centre
9.	Shopping Centres/ Car parks
10.	Train station
11.	Everywhere, all areas
12.	Other (specify)
13.	No/ Can't think of any

- 31. Additional question to be further developed, based on Elected Member identification of specific topic (which may be further explored via focus group research).
- 32. Additional question specific to roads/streets, to be further developed (which may be further explored via focus group research)

RESPONDENT DEMOGRAPHICS

- 33. Which of the following best describes your current circumstances? Do you...?

1.	Rent your home
2.	Own your home outright
3.	Own your home with a mortgage
4.	Live at home or board with friends or family who rent their home
5.	Live at home or board with friends or family who own or are buying their home
6.	Live in a retirement or lifestyle village
7.	Other
8.	Refused

- 34. What is your current employment status?...

1.	Part-time employment
2.	Full-time employment
3.	Unemployed
4.	Home duties
5.	Pensioner (non-age pension)
6.	Retired/ age pensioner
7.	Student
8.	Refused

- 35. How do you describe your occupation? ...

1.	Manager/ administrator
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2.	Professional
3.	Tradesperson/ related worker
4.	Clerical, sales & service worker
5.	Production and transport worker
6.	Labourer/ related worker
7.	Refused

36. Which of the following best describes the highest education level you have completed?

1.	Still at school
2.	Left school aged 15 years or less
3.	Left school after age 15
4.	Left school after age 15 but still studying
5.	Trade/ Apprenticeship
6.	Certificate/ Diploma
7.	Bachelor degree or higher
8.	Refused

37. How do you most commonly access the internet? (select one that most applies)

1	Internet connection at home
2	Internet connection at work
3	Free wifi
4	Library computers
5	Mobile data
6	Other (specify)
7	Refused

38. In which country were you born?

1.	Australia
2.	England
3.	New Zealand
4.	India
5.	Italy
6.	Germany
7.	Netherlands/ Holland
8.	Scotland
9.	Vietnam
10.	China
11.	Philippines
12.	Bhutan
13.	Other (specify)
14.	Refused

39. Which of the following ranges best describes your household's gross income?



1.	Less than \$25,000 per annum
2.	\$25,000 to less than \$50,000
3.	\$50,000 to less than \$75,000
4.	\$75,000 to less than \$100,000
5.	\$100,000 to less than \$150,000
6.	\$150,000 to less than \$200,000
7.	\$200,000 or more
8.	Don't know
9.	Refused

That concludes the survey. On behalf of the City of Salisbury and McGregor Tan, thank you for your time.

McGregor Tan is accredited to the highest professional industry standards (CIRQ ISO 20252) for the full scope of research and strategy services including customised research for consumer, social and commercial studies, as recognised by the Australian Market and Social Research Society.



ITEM	1.1.1 POLICY AND PLANNING COMMITTEE
DATE	21 September 2020
HEADING	Street Libraries
AUTHOR	Natalie Cooper, Team Leader Community Learning North, Community & Org. Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report outlines the viability, cost and concept for the proposal to implement Street Libraries at the City of Salisbury.

RECOMMENDATION

1. The Community led and Council grant funded option for Street Libraries, as detailed in Paragraph 4.4 of this report (Policy and Planning Committee, 21 September 2020 Item No. 1.1.1) be endorsed.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 In May 2020 Council endorsed a resolution (0562/2020) that:
 - 1.1.1 *That the City of Salisbury report on the viability, cost and concept of street libraries for consideration by Council post COVID19.*
 - 1.1.2 *The report also include appropriate types of locations for placement and the experience of other Councils that have adopted such initiatives.*
 - 1.1.3 *That the report also include advice from Street Library Australia and advice in regards to costs and process of registrations.*
- 1.2 The concept of the Little Free Library movement originated in the United States in 2015, with the aim to build a sense of community and to endorse literacy and reading. The ‘Street Library’ is a simple book swap concept consisting of box structure that is filled with a collection books that anyone can stop by and collect, and replace the one that they take with another. They are typically installed on residential properties near schools or in parks.
- 1.3 There are two organisations that have developed these book exchanges. Street Library – www.streetlibrary.org.au and Little Free Library – www.littlefreelibrary.org . These two organisations provide online maps of registered street libraries, advice on how to start up a street library and Street Library kits that can be purchased.

- 1.4 In Australia Street Libraries have been popular for a number of years at a grass roots level, with support from Local Government and other not for profit organisations.
- 1.5 City of Salisbury has an existing network of 5 library sites and home library service available to the community which fulfills literacy needs. Therefore the proposal for the creation of Street Libraries would focus on place making and building community engagement.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Team Leader – Community Learning & Information Technology
- 2.2 External
 - 2.2.1 City of Tea Tree Gully
 - 2.2.2 City of Port Adelaide Enfield

3. REPORT

- 3.1 The ‘Street Library’ is a simple book swap concept consisting of box structure for take a book, leave a book. The desire to share books with neighbours has a serendipitous, feel good appeal. Book swaps can also be found in cafes, shopping centres, pubs and other community facilities which are not necessarily branded as a ‘Street Library’.
- 3.2 The Little Free Library movement which originated in the United States is now a trademarked name, with an associated registration fee and the option to purchase structures which range in price. This concept is replicated on the Australian website known as ‘Street Library’.
- 3.3 There is some debate about the trademarking of the name and asserting ownership of a concept that already exists (public libraries), and that one does not need the assistance or an organisation to share books within the community. Although the movement aim is to promote literacy, the provision of secondhand books does not lend to enhanced literacy. Street Libraries does successfully promote place making and building community engagement.
- 3.4 In South Australia there 18 sites registered with the Little Free Library and approximately 130 with Street Library Australia. In researching Street Libraries the City of Tea Tree Gully and City of Port Adelaide Enfield were contacted.
- 3.5 Tea Tree Gully launched the ‘Adopt a Little Free Library’ in 2018. Three Little Free Libraries were constructed by the Tea Tree Gully men’s shed and adopted by community groups and individuals. In return Council donated used library books to stock the Little Free Library in the first instance and installed it in an approved location. The program has not been continued by Council, however individuals still maintain their adopted ‘Free Little Library’.
- 3.6 City of Port Adelaide community groups and individuals have organised Street Library concept at the grass roots level with location approval provided by Council.

- 3.7 City of Prospect purchased a Council Grant Pack from Street Library Australia at a capital cost of approximately \$4,000. Grant applications were offered to individuals and schools with some criteria including the Street Library being installed on private property.
- 3.8 Community can design and build their own structures, or buy one already made. The Street Library Australia website has plans and designs to construct your own or they can be purchased ready to go. Prices vary according to size and design, from \$279 through to \$2,800 excluding \$53.00 shipping from NSW.
- 3.9 City of Salisbury has previously experimented with book exchanges at Twelve25 Youth Enterprise Centre and Community Centres. These were discontinued due to lack of interest and the poor quality of items that were being exchanged. They were often filled with unwanted items and therefore did not add any value. Ensuring that the contents are maintained, relevant to the population and are consistently stocked requires ongoing resources which may be better invested in the existing library service.
- 3.10 Types of locations for the placement of Council implemented and managed Street Libraries would be parks and recreation spaces such as St Kilda, Cobbler Creek Recreation Park, Bridgestone Reserve, Carisbrooke Park and Pitman Park. For Street Libraries in the community installed public spaces there are risks associated with vandalism and theft. Ongoing maintenance and staff resources would be required.
- 3.11 Comprehensive information on how to start and register a Street Library is provided on the Street Library website. This includes detailed plans on how to build a construction, options to purchase and registration details and maps. There are also opportunities to partner with existing men's shed groups for construction of Street Libraries.

4. STREET LIBRARY OPTIONS

- 4.1 Community led Street Library:
 - 4.1.1 Promote and provide information on the concept to the community with individuals creating their own Street Library installed on their own private property. This would be supported by Council by donating used library books so that individuals could initially stock the Street Library.
- 4.2 Council grant Street Library
 - 4.2.1 Purchase a Council Grant Pack from Street Library Australia. The capital cost of this grant pack is **\$3,849.00** and includes:
 - 10 Street Libraries (5 sheds, 3 flat tops and 2 catalogue models) – as pictured below. All design are purchased unpainted and decorated.



Shed Design



Flat Top Design



Catalogue Model Design

- Find 10 hosts in the City of Salisbury area willing to host the libraries.
- Set up of a web page to promote the concept and invite local residents to become hosts.
- Ship the Street Library box to the host and encourage them to paint, promote the Street Library.

- Report when the Street Libraries are live and registered, ready to be promoted.
- 4.2.2 This would be further supported by Council donating used library books so that individuals could initially stock the Street Library. This option would require resources of administration staff to manage the grant program.
- 4.3 Council implemented and managed Street Library:
- 4.3.1 This option would require the selection of 5-10 suitable outdoor locations such as St Kilda, Cobbler Creek Recreation Park, Bridgestone Reserve, Carisbrooke Park and Pitman Park.
- 4.3.2 The construction or purchase of up to five Street Libraries would be approximately **\$2,000**, excluding resources of administration staff to manage the process and the ongoing stocking and maintenance.
- 4.3.3 There are risk associated with theft and vandalism of Street Libraries installed in public areas.
- 4.4 Combination of 4.1 AND 4.2 above for Community led and Council grant funded
- 4.4.1 This option combines the community led and Council grant funded initiative. As a one off grant funded program the Street Library pack would be purchased with Street Library box and plaque provided to community members who apply. The capital cost of this grant pack is **\$3,849.00**.
- 4.4.2 This would be further supported by Council by donating used library books so that individuals could initially stock the Street Library. This option would require resources of administration staff to manage the grant program.
- 4.4.3 Ongoing maintenance and stocking of items would be the responsibility of the grant recipient.

5. CONCLUSION / PROPOSAL

- 5.1 The 'Street Library' is a simple book swap concept consisting of box structure that is filled with a collection books that anyone can stop by and collect, and replace the one that they take with another. They are typically installed on residential properties near schools or in parks.
- 5.2 Successful Street Libraries are those which are owned and managed by residents which then invoke a sense of place making and community pride. Council can promote and support the movement through grant funded initiatives without the need to implement and manage an ongoing program.
- 5.3 The combined option of Community led and Council grant funded is therefore recommended. The capital cost of this grant pack is **\$3,849.00**.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 14/9/2020

ITEM	1.1.2
	POLICY AND PLANNING COMMITTEE
DATE	21 September 2020
HEADING	Public Art - Feature Artwork
AUTHOR	Julie Kushnir, Manager Community Experience & Relationships, Business Excellence
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community 4.5 We engage meaningfully and our community is aware of Council initiatives
SUMMARY	This report provides information regarding the status of the Public Arts major feature piece.

RECOMMENDATION

1. The information is received and noted.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 At the Council meeting held on 16/12/2019 it was resolved that:

1.1.2 Public Art – Feature Artwork

4. *Staff to continue to work with the Public Art Panel to identify suitable locations with a further report to be brought back to Council in March 2020 with recommendations that can be incorporated into the 2020/21 budget.*

Resolution No.0359/2020

- 1.2 The Public Art panel has not met since November 2019 and therefore, the reference above to a report being available in March 2020 was deferred, originally until August 2020, and then again to September 2020.

2. CONSULTATION / COMMUNICATION**2.1 Internal**

- 2.1.1 Team Leader Parks and Open Space Assets
- 2.1.2 Coordinator Urban Policy
- 2.1.3 Manger Community Planning and Vitality
- 2.1.4 Manager Community Experience and Relationships
- 2.1.5 Community Planner Arts and Culture
- 2.1.6 Facilities Promotions and Activation Coordinator

2.2 External

- 2.2.1 n/a

3. REPORT

- 3.1 The Public Art Panel met on the 11 November 2019 where it was identified that:
 - 3.1.1 Key sites reviewed included Main North Road, Cobbler Creek, Walkley Heights, Dry Creek and the roundabout at Montague and Nelson Roads.
 - 3.1.2 Mapping of public art and the conditioning audit of certain sites be conducted.
 - 3.1.3 It was decided that a budget bid be made for a major artwork piece to the value of \$200,000 ex GST.
- 3.2 In March 2020 the COVID-19 pandemic started to have an impact on the ability on delivering some projects with some either suspended or cancelled.
- 3.3 A budget bid was endorsed in the 2020/21 budget to the value of \$200,000 ex GST for a major art piece which to date is unspent.
- 3.4 To that end, investigation into a major Public Art investment piece has not progressed any further.
- 3.5 There has been some consideration given to the potential to use smart technology in the development of the major art piece that may incorporate lighting or some other modern application of technology in its design.
- 3.6 This approach will be put to the Public Arts Panel when they next meet to assist in defining the project scope.
- 3.7 Running in parallel to major activities of the Public Art Panel, it is noted that:
 - 3.7.1 The Create A Place program in the past has identified different locations around our region and engaged local South Australian artists to paint a mural on a private or council owned infrastructure.
 - 3.7.2 Artists and venues are encouraged to register their interest in the project via social media call outs and information on our corporate website.
 - 3.7.3 In previous years, we have been able to stage two rounds each year, consisting of three locations per round (equating to 6 per annum).
 - 3.7.4 Our budget for this project is \$50,000 ex GST per financial year, for 3 years.
 - 3.7.5 Our current selection locations are (1) The Stockade Information Booth, (2) Music Corner and (3) Bagster Road Community Centre.
 - 3.7.6 The artists for these locations are (1) Simon Burt for the Stockade Information Booth, (2) Seb Humphreys for Music Corner and (3) Shane Cook for Bagster Road Community Centre.
 - 3.7.7 All three venues and artists were matched due to their style of artwork which was provided to venues for consideration.
 - 3.7.8 The 2019/2020 financial year did not see the above works progress, in part due to the pandemic and therefore have been given priority in this current round to be completed.
 - 3.7.9 Quotations are generally based on the square meterage of the area to be painted and the complexity of the design.

- 3.7.10 On average we allow approximately \$8,000 ex GST per location.
- 3.7.11 Immediate tasks for the Create A Place Program to resume its progress, is:
 - to obtain firm quotations from artists and their design briefs, which is currently in progress
 - Send the proposed artworks to the venue proprietors to ensure they are happy with the design
 - Send the project brief to the Public Art Panel for approval, along with the quotations
 - Proceed to arranging artist contracts outlining both parties' obligations to the project once approvals are received.
- 3.7.12 The Poles apART program is progressing well, with two submissions to date, and which has gained popular interest on our social media channels, and been supported by local schools.
 - Applications for the Poles apART program are received via email application outlining what the artists wish to paint, together with their approval from SA Power Networks (which they are required to seek prior).
 - Once approved by City of Salisbury administration, the artists will receive an approval letter which they may present at Inspirations Parafield, where they will be supplied with paint and materials for their project.
 - The applicant notifies City of Salisbury administration when they have commenced, so that we may take photos to be used on our social media platforms.
- 3.8 It would be reasonable to assume that “grass roots” style art programs such as Create A Place and Poles apART really made a connection with the community in recent months, and it is anticipated that they both maintain their popularity.
- 3.9 The aim is to bring the Public Arts Panel together soon so that they can consider and progress the various projects.

4. CONCLUSION / PROPOSAL

- 4.1 This report provides a status update on the considerations of the Public Arts Panel and other projects and initiatives that have continued to deliver arts focused outcomes to our community
- 4.2 The aim is to bring the Public Arts Panel together soon so that they can consider the various items and Council resolution.
- 4.3 A further report will be presented to Council once the Public Arts Panel has met.

CO-ORDINATION

Officer: GMBE
Date: 16.9.2020

ITEM	1.3.1		
	POLICY AND PLANNING COMMITTEE		
DATE	21 September 2020		
PREV REFS	Council	NOM1	22/06/2020
	Policy and Planning Committee	1.3.1	17/02/2020
HEADING	Council Assessment Panel Operations and update on the Planning Reforms		
AUTHORS	Chris Zafiroopoulos, Manager Development Services, City Development Peter Jansen, Strategic Planner, City Development		
CITY PLAN LINKS	3.4 Our urban growth is well planned and our centres are active 4.4 We plan effectively to address community needs and identify new opportunities		
SUMMARY	This report provides information in response to a resolution of Council about the Council Assessment Panel meeting on 16 June 2020 and also information on the status of the planning reforms.		

RECOMMENDATION

1. The information be received.

ATTACHMENTS

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

1. Attachment 1 - Presentations - LGA and PDI Act

1. BACKGROUND

- 1.1 This report has been prepared in response to the following resolution of Council at the 22 June 2020 meeting:

That a report be prepared for the Policy and Planning Committee regarding Item 5.2.1 – Council Assessment Panel operations under the Planning, Development and Infrastructure Act 2016, from the Council Assessment Panel meeting held on 16 June 2020.

- 1.2 The report also provides Council with information on the status of the planning reforms.

2. REPORT

- 2.1 The Council Assessment Panel considered information for its future operations under the Planning, Development and Infrastructure Act 2016 (PDI Act) at its meeting in June 2020. The information was provided in the form of a workshop.

- 2.2 Mr Stephen Smith, Planning Reform Partner from the Local Government Association attended the meeting to provide a presentation on the key issues, particularly in relation to the general operation of Council Assessment Panels under the new legislative scheme. The presentation covered:
- Development Assessment Pathways;
 - Relevant Authorities;
 - CAPs and RAPs roles, obligation and Code of Conduct;
 - Assessment Manager's role, obligations and Code of Conduct;
 - Liabilities;
 - Continued Professional Development; and
 - LGA Resources.
- 2.3 In addition, Mr Chris Zafirooulos, Manager Development Services provided information in the form of a presentation on issues that are of particular relevance for the Panel.
- 2.4 The purpose of the presentations is to provide the Panel information to assist in the consideration of the Panel operations under the new legislative scheme. The intention is that reports will be provided to future Panel meetings for decisions.
- 2.5 Copies of the presentations are provided in Attachment 1. The key considerations that have been identified for the Panel's considerations are discussed below.

Accreditation

- 2.5.1 The independent members on Panels are required to have Planning Level 2 (Assessment Panel Member) Accreditation on a date to be designated by the Minister for Planning. This date is yet to be confirmed but will be the date the new Planning and Design Code applies to the Council area. Members will be required to participate in mandatory training to maintain prescribed Continuing Professional Development points.
- 2.5.2 Members were also advised that the LGA has produced a policy for all Councils to consider adopting for monitoring members accreditation. This policy will be presented to Council for consideration at a future meeting.

Relevant Authority & Delegations

- 2.5.3 The PDI Act assigns the Panel as a relevant authority in its own right. At this stage, it is understood that all development applications that are subject to public notification will be assigned to the Panel.
- 2.5.4 This will significantly increase the development applications that are required to be considered by the Panel. If the same number of applications are notified under the PDI Act, the Panel will have to assess some 80 development applications per year, a significant increase from approximately 20 applications per year currently. This will have significant implications for resources and timeframes.
- 2.5.5 While more information is required in relation to the final Planning and Design Code to determine the full impact, the Panel has been asked to consider delegations, mirroring those currently adopted by Council, that will provide for staff to consider publicly notified applications where a third party representor does not wish to make a verbal submission to the relevant authority.

Building Consents

- 2.5.6 The PDI Act assigns the Panel as the relevant authority for development applications requiring building consent. There does not appear to be any particular reason that Panels have been assigned the relevant authority in respect to building assessment. Panels are essentially authorities established to assess planning matters. The PDI Act provides that Panels may refer a proposed development which involves the assessment of the building rules to the Council for the area in which the proposed development is to be undertaken. The LGA have developed a template for this purpose and this is the practice that is being commonly adopted across the state. Councils will then be able to delegate this function to the Chief Executive Officer of Council, essentially replicating the current practice.

Deemed Consents

- 2.5.7 Deemed consents is a new provision under the PDI Act that allows an applicant to initiate a deemed planning consent process if the planning authority has not made a decision within a prescribed timeframe. A deemed consent requires the planning authority to approve the application in accordance with the prescribed Practice Direction. If Council does not want this development approved, it would then have to appeal against this deemed approval. This poses a risk of developments being prematurely approved and therefore increased attention to timeframes is required to mitigate the risk of a deemed consent.

Appeals

- 2.5.8 Panels have been assigned the responsibility of reviewing a decision of staff (Assessment Manager), where an applicant makes such a request. The Panel will need to establish a policy and procedure for this purpose. This process will inherently increase the Panel's role, particularly the Presiding Member, in considering such appeals.

Status of the Planning Reforms

- 2.6 The new planning regime has been introduced in stages by the government. The fundamental change will occur when the Planning and Design Code is introduced to replace the current Development Plans. The previous Minister for Planning had proposed a starting date on 31 July 2020 for country councils, which did commence, and 30 September 2020 for metropolitan councils.
- 2.7 The new Minister for Planning announced on 18 August 2020 a revised timeframe for the implementation of the PDI Act for Councils in the metropolitan area. The Minister has not advised of a new start date but only that it will not be prior to Christmas 2020.
- 2.8 Council considered the draft Planning and Design Code at its meeting on 17 February 2020. Council raised a number of issues in its submission on the draft Code. At this stage, the government has not formally responded to council submissions. The government department overseeing the reforms (now Planning and Land Use Services) is still working through the submissions and issues. As part of this process, the department has been seeking technical peer input into the identified issues from planning staff in councils. This is intended to verify issues

and potential policy responses. It is understood that the department will then provide an opportunity for Elected Members to review the code. This process has not been finalised at this stage and further information will be provided to Council once this process has been confirmed by the department.

- 2.9 It should also be noted that the delay to the Planning and Design Code is causing difficulty for some landowners in that it is not possible to provide advice on likely outcomes or the process timing. The preparation of Code Amendments will be under a new process once the Planning and Design Code has come into effect. The transition process that has been communicated to councils is to finalise remaining Development Plan Amendments that have undergone consultation, and minimising new rezonings while the Code is prepared.
- 2.10 Future reports will be presented for Council's consideration and will include an updated overview of the new system and Council's role. This will include the following issues:
- Update on the Planning and Design Code, and the amendment processes.
 - Review of Council's building inspection policy given the government has issued a practice direction that will replace Council's current policy.
 - Re-establishing the Building Fire Safety Committee.
 - Updated Delegations.
 - Adopting a policy for Accredited Professionals.
 - Establishing Offset Schemes - car parking fund & potential tree fund.
 - Review of Fees.

3. CONCLUSION / PROPOSAL

- 3.1 That the information be received.

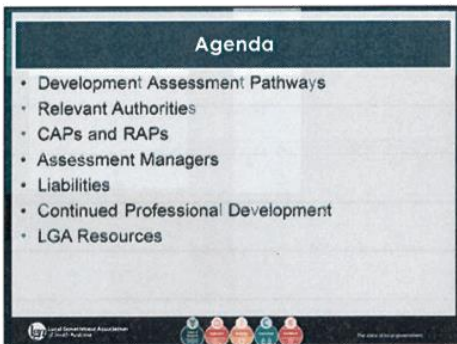
CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 14.9.2020

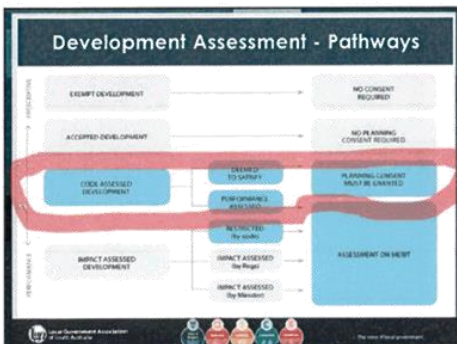
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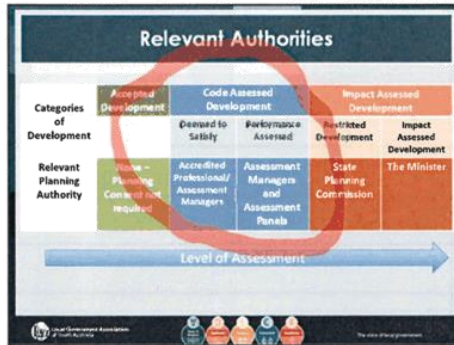


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Item 1.3.1 - Attachment 1 - Presentations - LGA and PDI Act

16-Jun-20



4

- ### Types of Panels
- Council Assessment Panels (CAPs)
 - Regional Assessment Panels (RAPs)
 - Joint Planning Board Assessment Panels
 - Assessment Panels established by the Minister:
 - Combined Assessment Panel
 - Local Assessment Panel

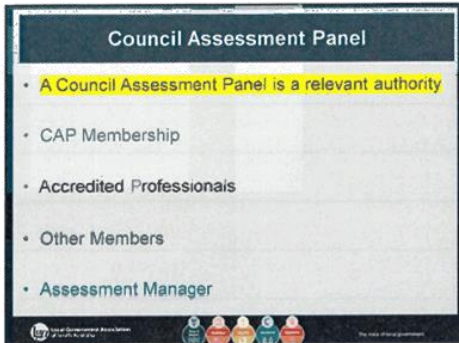
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- ### RAPS AND CAPS
- CAPs and RAPs are relevant authorities
 - What is the differences between a CAP and a RAP.
 - Procedures of a RAP.
 - Costs.
 - Appointment of an Assessment Manager.

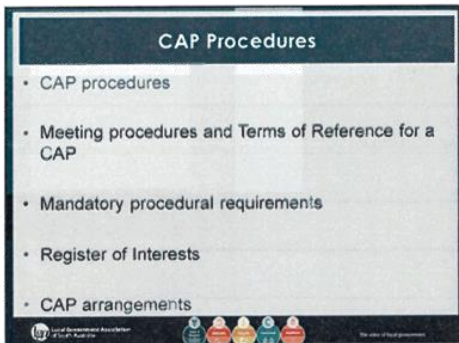
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Item 1.3.1 - Attachment 1 - Presentations - LGA and PDI Act

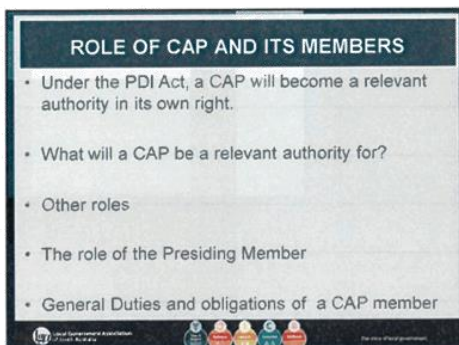
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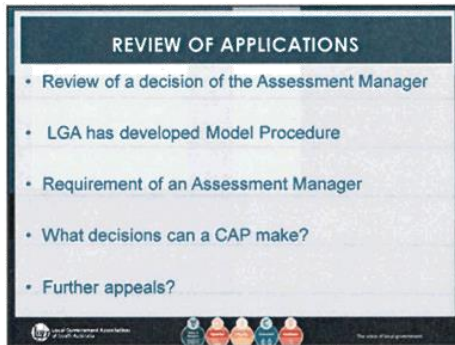


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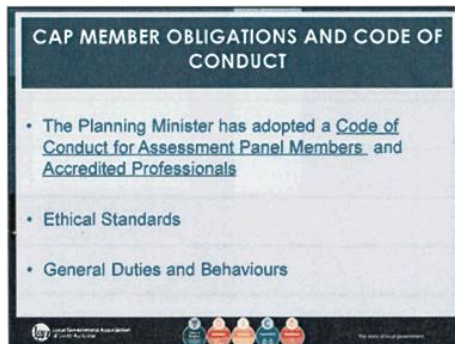
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Item 1.3.1 - Attachment 1 - Presentations - LGA and PDI Act

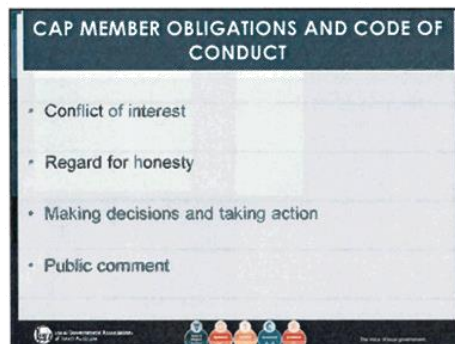
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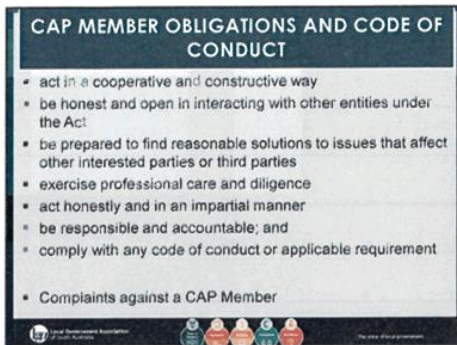


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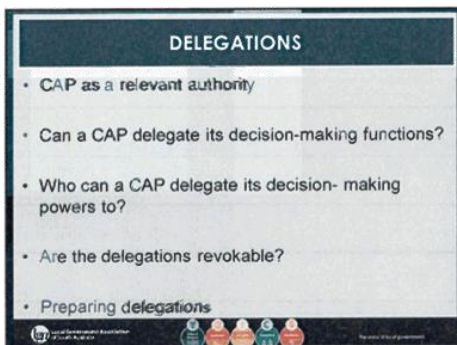
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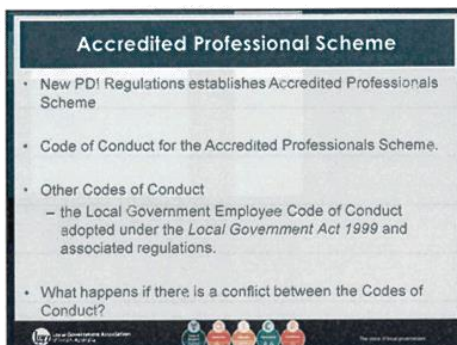
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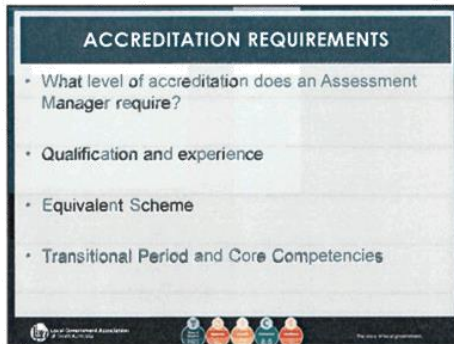


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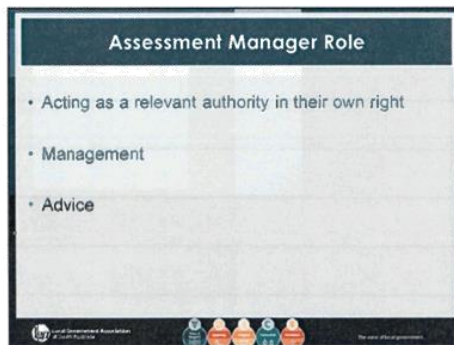
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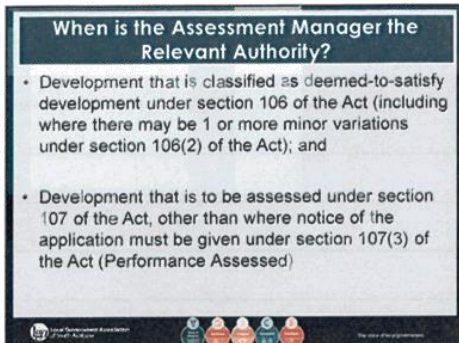
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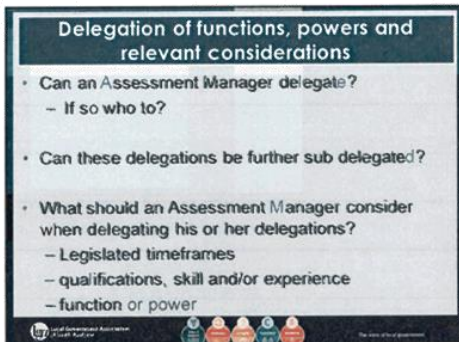
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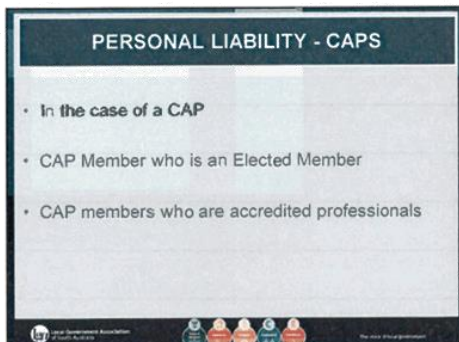
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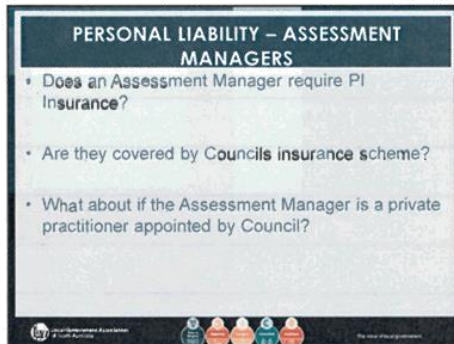
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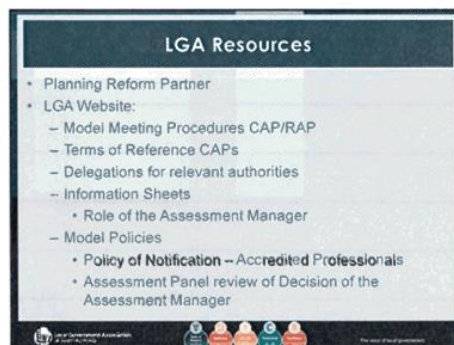
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Planning level 1 (Assessment Manager)	Planning level 2 (CAP member)
20 CPD Units	10 CPD Units
2 units – Performance Based Planning in Design	1 unit – Performance Based Planning in Design
2 units – Decision Making in Development Assessment	1 unit – Decision Making in Development Assessment
2 units – Legislative Compliance	1 unit – Governance
2 units – Ethics in Planning	1 unit – Ethics in Planning

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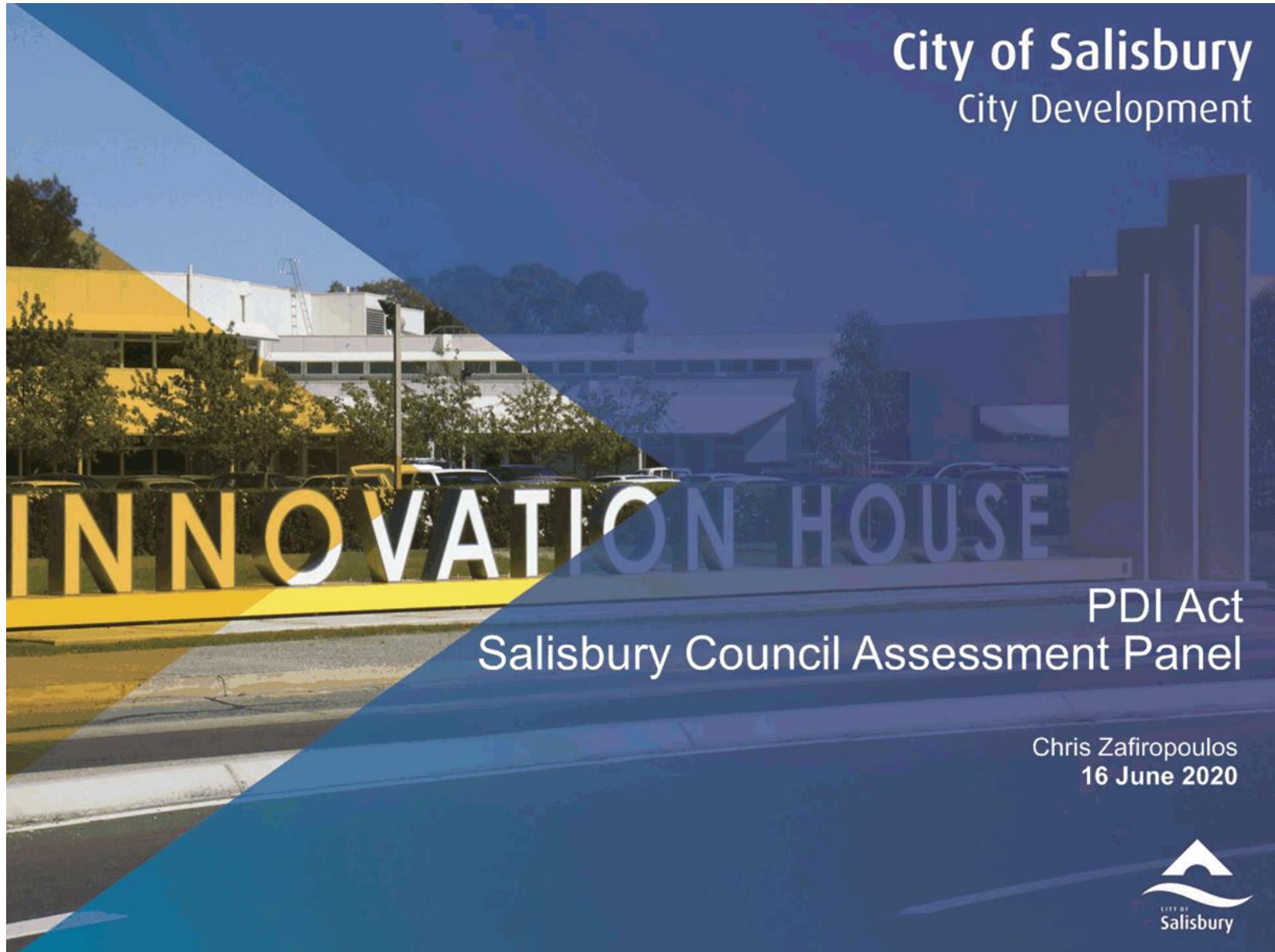
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Item 1.3.1 - Attachment 1 - Presentation 1 - Presentations - LGA and PDI Act

Purpose

- Information to inform future decisions
- Identification of key issues
- Formal report – August 2020

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Key Issues

- Accreditation
- Relevant Authority & Delegations
- Building Consents
- Deemed Approval
- Appeals

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Accreditation

- Minimum level 2 accreditation (independent members)
 - September 2020
- Mandatory ongoing training
 - **\$300 per member per annum**
 - **Policy Notification - Accredited Professionals**

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Relevant Authorities - PDI Act

Type of Authority	Type of Assessment	How appointed
Minister	<ul style="list-style-type: none"> Impact assessable development (other than restricted development) Crown development Essential infrastructure 	
State Planning Commission	<ul style="list-style-type: none"> Restricted development Development assigned to it in the Act or in Regulations Development occurring outside of Council areas As directed by the Minister (i.e. matters of State significance or importance or delayed applications) 	<ul style="list-style-type: none"> Appointed by the Minister
Assessment Panels – Council Local Regional Combined	<ul style="list-style-type: none"> Development that is prescribed to it in Regulations Development that occurs within the relevant area Intended to apply to more complex developments (performance-based and other assessment) 	<ul style="list-style-type: none"> Various appointment methods (i.e. by Council, by Joint Planning Boards, by the Minister) Is the default (typical) assessment authority
Assessment Manager	<ul style="list-style-type: none"> Development that is prescribed to it in Regulations Currently akin to delegated decisions Intended to apply to deemed-to-satisfy and a range of generally minor development 	<ul style="list-style-type: none"> Must be an accredited professional or meet other prescribed criteria Every assessment panel must have an assessment manager Appointed by the process prescribed under the Act relating to the relevant assessment panel (i.e. either by Joint Planning Board, Council Chief Executive or DPTI Chief Executive)
Accredited Professional	<ul style="list-style-type: none"> Development that is prescribed to it in Regulations Building Rules consent Intended to apply to deemed-to-satisfy development 	<ul style="list-style-type: none"> Accreditation scheme provided for in Regulations
Council	<ul style="list-style-type: none"> Responsible for granting final approvals for development that occurs within its area 	

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Council Delegations (Dev Act)

- CAP considers approximately 20 applications per year, including:
 - Third party representors wish to be heard.
 - Non-complying for determination.
 - Complex, controversial or significant development.
- Other development applications* determined by Council staff

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CAP Relevant Authority (PDI Act)

- All development applications subject to public notification
(approximately 80 per year currently)
- Draft Planning and Design Code*
 - Quantitative triggers, adjacent different zone, 4+ dwellings / lots, floor areas in retail type zones

Issues:

- Significant increase in workload
- Implications for timeframes, CAP meeting cycle
- Reason for change

➤ **Delegate excepting where third party representors wish to be heard**

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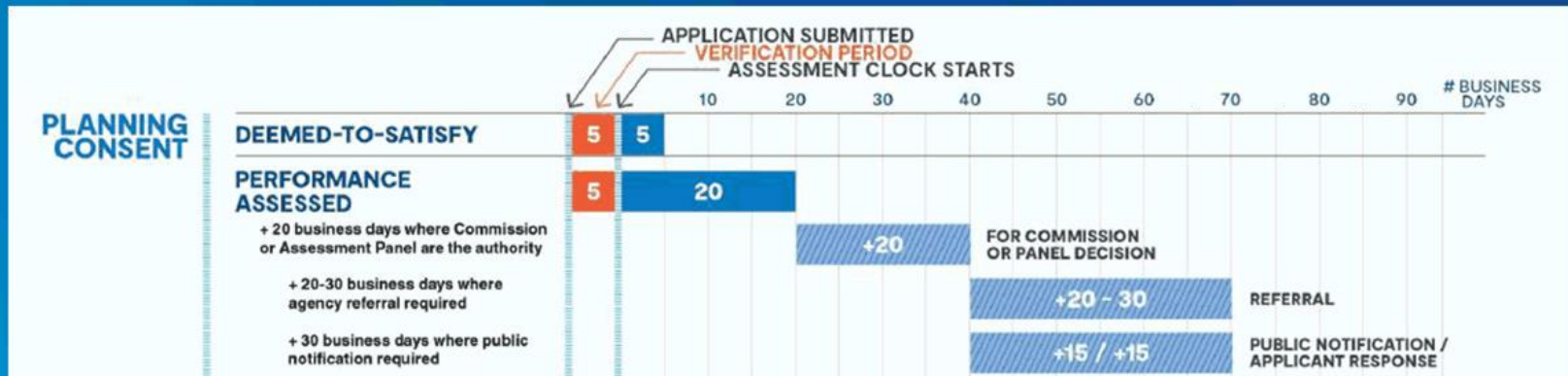
Delegations – other matters

- Verification
 - Minor & no public notification
 - Fees*
 - Referrals
 - Notification
- **Delegate other ancillary matters** (LGA template guide)

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Deemed Approval

- Applicant may initiate deemed consent



- CAP meeting cycle – option for special meeting / electronic meeting

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Appeals

- Applicant may appeal to Panel against delegated decision of Assessment Manager.
 - Applicant may appeal to ERD Court – CAP is respondent.
 - No third party appeals
-
- **Policy for Assessment Panel Review of Decision of Assessment Manager** (LGA template guide)
 - **Mechanism for assigning authority for appeals** (Assessment Manager or CEO)

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Building Consents

- CAP is relevant authority for building consent*
- Accredited professional advice
- Option to refer building rules assessment to Council

➤ **Standard Referral for Building Rules Assessments from Panels to Councils** (LGA template guide)

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Assessment – other considerations

- Consents need not be granted in any particular order s102(6)
- Each element may be assessed separately (including by different relevant authorities) s102(7)
- Elements that are *deemed-to-satisfy* are taken to have been granted planning consent s107(2)

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Next Steps

- Formal Business Items – August meeting
- Independent Members Accreditation

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