



AGENDA

**FOR POLICY AND PLANNING COMMITTEE MEETING TO BE HELD ON
16 JUNE 2025 AT 6.30PM
IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY**

MEMBERS

Deputy Mayor, Cr C Buchanan (Chairman)
Mayor G Aldridge
Cr B Brug
Cr L Brug
Cr J Chewparsad
Cr A Graham
Cr K Grenfell
Cr D Hood
Cr P Jensen (Deputy Chairman)
Cr M Mazzeo
Cr S McKell
Cr S Ouk
Cr S Reardon

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
A/General Manager Community Development, Ms C Giles
Manager Governance, Mr R Deco
Governance Support Officer, Ms M Prasad

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Policy and Planning Committee Meeting held on 19 May 2025.

REPORTS

Administration

- 1.0.1 Future Reports for the Policy and Planning Committee 11
- 1.0.2 Recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Tuesday 10 June 2025..... 13

For Decision

- 1.1.1 Council Policy for Comments and Consultation on Private, other Council and State-Led Code Amendments..... 19
- 1.1.2 Request to Rename Joseph Street, Salisbury or Salisbury East 33

QUESTIONS ON NOTICE

There are no Questions on Notice.

MOTIONS ON NOTICE

There are no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

ORDERS TO EXCLUDE THE PUBLIC

1.4.1 Local Heritage Listing - Update & Next Steps Recommendation

That the Policy and Planning Committee:

1. *Orders that pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - *information the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non-disclosure of the matter and discussion of this item in confidence would protect commercial negotiations and Council's commercial position*

*the public's interest is best served by not disclosing the **Local Heritage Listing - Update & Next Steps** item and discussion at this point in time.*

CLOSE



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

19 MAY 2025

MEMBERS PRESENT

Deputy Mayor, Cr C Buchanan (Chairman)
Mayor G Aldridge
Cr B Brug
Cr L Brug
Cr J Chewparsad
Cr A Graham
Cr K Grenfell
Cr D Hood
Cr P Jensen (Deputy Chairman)
Cr M Mazzeo
Cr S Ouk
Cr S Reardon

STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
A/General Manager Community Development, Ms C Giles
Manager Governance, Mr R Deco
Governance Support Officer, Ms M Prasad

The meeting commenced at 6.34pm

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

APOLOGIES

An apology has been received from Cr S McKell.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr A Graham
Seconded Cr K Grenfell

The Minutes of the Policy and Planning Committee Meeting held on 22 April 2025, be taken as read and confirmed.

CARRIED

REPORTS

Administration

1.0.1 Future Reports for the Policy and Planning Committee

Moved Cr B Brug
Seconded Cr L Brug

That Council:

1. Notes the report.

CARRIED

For Decision

1.1.1 Updates to Legislative Delegations

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Delegates from the 26th of May 2025 in exercise of the power contained in Section 100 of the *Planning, Development and Infrastructure Act 2016* the powers, functions and duties as provided for in the Instrument of Delegation at Attachment 1 of this report (Item 1.1.1; Policy and Planning Committee; 19 May 2025) to the person occupying the position of Chief Executive Officer of the Council subject to the conditions specified in each Instrument of Delegation. Noting that decisions outlined in 3.10 (Item 1.1.1, Policy and Planning Committee, 19 May 2025) are not delegated but will remain with Council.
2. Notes that such powers, functions and duties may be further delegated by the person occupying the position of Chief Executive Officer as they see fit, unless otherwise indicated herein or in each proposed Instrument of Delegation in accordance with Section 100(2)(c) of the *Planning, Development and Infrastructure Act 2016* at Attachment 1 (Item 1.1.1; Policy and Planning Committee; 19 May 2025).

-
3. Requests the Administration to bring back a further report outlining the process for Council comment and consultation on private, ministerial and or other Code Amendments.

CARRIED

1.1.2 Cambodian Genocide Memorial

Moved Cr S Ouk

Seconded Cr C Buchanan

That Council:

1. Approves Salisbury Memorial Park as the location for the Cambodian Genocide Memorial subject to community consultation.
2. Approves a non-discretionary 2025-26 first quarter budget review capital budget bid of \$20,000 for the design and development of a Maquette for a Cambodian Genocide Memorial.
3. Approves the Administration engaging with the Cambodian community to consider alternative sources of funding and support for a Genocide Memorial in the City of Salisbury.
4. Notes the options for memorialisation and associated capital cost estimates to develop a Cambodian Genocide Memorial as outlined in paragraphs 4.2 to 4.4.

CARRIED

1.1.3 Potential to establish a Chamber of Commerce for the City of Salisbury council area

Moved Cr J Chewparsad

Seconded Mayor G Aldridge

That Council:

1. Notes the report.

CARRIED

1.1.4 Draft Shaping Salisbury Strategy and Action Plan

Moved Mayor G Aldridge
Seconded Cr M Mazzeo

That Council:

1. Approves the draft Shaping Salisbury Strategy and Action Plan – Summary Version, as found in Attachment 1 of this report (Item 1.1.4, Policy and Planning Committee, 19 May 2025).
2. Notes that the summary version of the document will be accompanied by a full version containing background information and research, for Council's consideration in July 2025.
3. Notes the following key project dates:
 - a. Finalisation of document post-Council – June 2025
 - b. Council consideration and adoption – July 2025
 - c. Launch of the strategy and associated material – August 2025.

CARRIED

For Information

1.2.1 State Government Strategies - For Information

Moved Cr P Jensen
Seconded Cr J Chewparsad

That Council:

1. Notes the information as contained in this report (Item 1.2.1, Policy and Planning Committee, 19 May 2025).

CARRIED

1.2.2 Royal Commission into Domestic, Family and Sexual Violence

Moved Cr P Jensen
Seconded Cr K Grenfell

That Council:

1. Notes the report.

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

There were no Other Business Items.

The meeting closed at 6.42pm.

CHAIRMAN.....

DATE.....

ITEM 1.0.1

POLICY AND PLANNING COMMITTEE

DATE 16 June 2025

HEADING Future Reports for the Policy and Planning Committee

AUTHOR Michelle Whibley, PA to General Manager, City Development

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

That Council:

1. Notes the report.

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. REPORT

- 2.1 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
24/02/2025 1.1.1 MONW3	Body Worn Cameras 2. Requests the Administration to undertake an evaluation of the Body Worn Cameras during the trial and provide a report to Council on the outcomes using an Evaluation Assessment Framework that will include an evaluation of: <ul style="list-style-type: none"> • Number of activations and type of use e.g. safety, compliance and enforcement, etc • Technical Features • Functionality and Performance • Durability and Build Quality • Ease of Use and Officer Experience • Impact on Safety and Community Interactions • Evidence Quality and Usability; and 	John Darzanos

- Cost Analysis.
4. Notes that Administration will provide a report post-trial regarding the outcomes of the trial and recommendations for potential future use.

Due: September 2025

24/02/2025 1.1.2	Accommodation Diversity Code Amendment 2. Notes the Administration is developing a housing strategy as part of the City Plan to be presented to the Policy and Planning Committee.	Kynan Mann
Due:	June 2025	
Revised:	August 2025	
Reason:	Formulating scope and yet to be presented to Executive.	
24/03/2025 1.1.3	Planning, Development and Infrastructure (Vehicle Parking) Amendment Bill 2025 – Vehicle Parking Scheme 3. Notes that Administration will bring back a report in June 2025 on opportunities to utilise the remaining fund within the Mawson Lakes Carparking Fund should the Bill be passed.	Kynan Mann
Due:	June 2025	
Revised:	July 2025	
Reason:	To enable time to provide greater detail on the options to progress use of the fund.	
26/05/2025 1.1.4	Draft Shaping Salisbury Strategy and Action Plan 2. Notes that the summary version of the document will be accompanied by a full version containing background information and research, for Council's consideration in July 2025.	Daryl Tian
Due:	July 2025	

4. CONCLUSION / PROPOSAL

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

ITEM 1.0.2**POLICY AND PLANNING COMMITTEE****HEADING** Recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Tuesday 10 June 2025**AUTHOR** Hayley Berrisford, PA to General Manager Community Development, Community Development**CITY PLAN LINKS** 1.2 Our community is physically and mentally healthy and connected
1.3 Our city is welcoming to people of all ages, backgrounds and abilities, and recognises First Nations peoples**SUMMARY** The minutes and recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Tuesday 10 June 2025 are presented for Policy and Planning Committee's consideration.**RECOMMENDATION**That Council:

1. Receives and notes the information contained in the Intercultural Strategy and Partnerships Sub Committee Minutes of the meeting held on 10 June 2025 and that the following recommendations contained therein be adopted by Council:

ISPS1 Future Reports for the Intercultural Strategy and Partnerships Sub CommitteeThat Council:

1. Notes the report.

ISPS2 Update on SICA and SISA meetings - Community Diversity and Inclusion DivisionThat Council:

1. Notes the report.

ISPS3 Diversitours project updateThat Council:

1. Notes the report.
2. Approves the cessation of the Diversitours Project.

ATTACHMENTS

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

1. Minutes Intercultural Strategy and Partnerships Sub Committee - 10 June 2025



**MINUTES OF INTERCULTURAL STRATEGY AND PARTNERSHIPS SUB COMMITTEE
MEETING HELD IN THE LITTLE PARA CONFERENCE ROOMS, SALISBURY
COMMUNITY HUB, 34 CHURCH STREET, SALISBURY ON**

10 JUNE 2025

MEMBERS PRESENT

Cr Johnny Chewparsad (Chair)
Mayor G Aldridge (ex officio)
Deputy Mayor, Cr C Buchanan
Cr S McKell
Cr S Ouk (Deputy Chair)
Cr S Reardon

STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
A/General Manager Community Development, Ms V Haracic
Manager Governance, Mr R Deco
Governance Support Officer, Ms M Prasad

The meeting commenced at 7.24pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

APOLOGIES

There were no Apologies.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Mayor G Aldridge

Seconded Cr S McKell

The Minutes of the Intercultural Strategy and Partnerships Sub Committee Meeting held on 14 April 2025, be taken as read and confirmed.

CARRIED
unanimously

REPORTS

ISPS1 Future Reports for the Intercultural Strategy and Partnerships Sub Committee

Moved Cr C Buchanan

Seconded Cr S Ouk

That Council:

1. Notes the report.

CARRIED
unanimously

ISPS2 Update on SICA and SISA meetings - Community Diversity and Inclusion Division

Moved Cr C Buchanan

Seconded Mayor G Aldridge

That Council:

1. Notes the report.

CARRIED
unanimously

ISPS3 Diversitours project update

Moved Cr C Buchanan
Seconded Cr S Ouk

That Council:

1. Notes the report.
2. Approves the cessation of the Diversitours Project.

CARRIED
unanimously

QUESTIONS ON NOTICE

There are no Questions on Notice.

MOTIONS ON NOTICE

There are no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

There were no Other Business Items.

CLOSE

The meeting closed at 7.30pm.

CHAIRMAN.....

DATE.....

ITEM	1.1.1
	POLICY AND PLANNING COMMITTEE
DATE	16 June 2025
HEADING	Council Policy for Comments and Consultation on Private, other Council and State-Led Code Amendments
AUTHOR	Sally Jenkin, Team Leader Strategic Urban Planning, City Development
CITY PLAN LINKS	3.2 Our city's growth is well planned and supported by the integrated delivery of infrastructure
SUMMARY	As requested by Council, a draft policy is provided for Council's consideration on providing comments on private, other council and state-led Code Amendments.

RECOMMENDATION

That Council:

1. Adopts the Draft Code Amendment Comment Policy detailed in Attachment 1 of this report (Item 1.1.1, Policy and Planning Committee, 16 June 2025) that outlines the process for comments on private, other Council and State Government led Code Amendments.

ATTACHMENTS

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

1. Code Amendment Comment Policy

1. BACKGROUND

- 1.1 The Planning and Design Code established under the *Planning, Development and Infrastructure Act 2016* (The Act) can be amended through a code amendment process.
- 1.2 Under the Act, code amendments can be undertaken by:
 - 1.2.1 Councils
 - 1.2.2 The State Planning Commission
 - 1.2.3 Chief Executive of the Department for Housing and Urban Development
 - 1.2.4 Government Agencies
 - 1.2.5 A private proponent who has a legal interest in the land.
- 1.3 There are two stages for comment for private proponent code amendments and one stage for other code amendments.

Private Proponents

- 1.4 Private proponents are required by Practice Direction 2 to consult the Chief Executive Officer of the relevant council on the Proposal to Initiate a code amendment (and any details of any matters raised as a result) prior to lodging the proposal with the State Government for approval.
- 1.5 The Practice Direction provides that the Chief Executive has 15 business days to provide these comments. If a response is not received by the private proponent within this time, the private proponent may presume that the Chief Executive Officer does not desire to provide comment on the Proposal to Initiate.

All Code Amendments

- 1.6 All proponents are required to undertake consultation on a draft Code Amendment in accordance with the Community Engagement Charter and direct engagement with the relevant council is mandatory.
- 1.7 The time period for engagement is not set but is guided by the Community Engagement Charter principles that are:
 - 1.7.1 Engagement is genuine
 - 1.7.2 Engagement is inclusive and respectful
 - 1.7.3 Engagement is fit-for-purpose
 - 1.7.4 Engagement is informed and transparent
 - 1.7.5 Engagement process is reviewed and improved
- 1.8 In the past 12 months most code amendments have had an engagement period of 6 weeks.
- 1.9 Depending on the commencement of the engagement and the stage of the Council meeting cycle, providing comments within six weeks can be difficult to achieve.
- 1.10 Our experience is that private proponents generally allow an extension to the consultation period, however State Government led code amendments do not.
- 1.11 In the instances that a final submission cannot be provided within the 6 weeks, a draft submission is sent within the engagement timeframe, and the final submission is provided following Council's endorsement.

2. DISCUSSION

- 2.1 A policy (Attachment 1 - Code Amendment Comment Policy) has been drafted to guide the process for Council comments on:
 - 2.1.1 Proposals to Initiate a code amendment by private proponents
 - 2.1.2 All code amendments that are not prepared by Council.
- 2.2 The City of Salisbury seeks to work with all proponents in a collaborative manner to minimise delay and unnecessary disruptions.

- 2.3 The draft Policy reflects the current informal process for providing comments on Proposals to Initiate a code amendment prepared by private proponents, as well as code amendments at consultation, and technical amendment at consultation.

Private Proponent Code Amendment - Initiation Proposal

- 2.4 Administration uses its best endeavors to encourage private proponents to engage with Council early and prior to preparing initiation documentation. Generally, most consultants consult early.
- 2.5 On receipt of proposals, the proposal is referred to relevant departments within the City of Salisbury for comment.
- 2.6 At this stage, it is important that the proposal to initiate documentation incorporates all of the envisaged investigations, especially infrastructure requirements.
- 2.7 The role of comments at this stage is to:
- 2.7.1 Advise whether the proposed rezoning is consistent with Council's strategic direction.
- 2.7.2 Advise of any specific investigations and/or any infrastructure requirements that need to be considered as part of the code amendment.
- 2.7.3 Provide recommendations on the planned engagement process (including with Council) that is outlined in the initiation document.
- 2.8 Support or otherwise for the rezoning is not given at this stage, as this assessment will be undertaken and advised once the detailed investigations are completed.
- 2.9 The Proposal to Initiate a code amendment is assessed against the following criteria:
- 2.9.1 Consistency with the State Planning Policies, including the principles of good planning and the Regional Plan for Greater Adelaide.
- 2.9.2 Consistency with Council approved Strategic directions including:
- The City Plan
 - Shaping Salisbury Strategy
 - Housing Strategy (when approved)
 - West of Port Wakefield Road Strategic Growth Framework
 - Strategic Development Projects
 - Other current code amendments.
- 2.9.3 The detailed infrastructure requirements needed, including social infrastructure to support the anticipated growth.
- 2.9.4 The social, economic and/or environmental merits.
- 2.10 Since the introduction of the Planning and Design Code there have been no requests for comments on initiation proposals by private proponents that do not meet paragraph 2.9.2 above.

- 2.11 The policy has been drafted so that if a proposal is not consistent with paragraph 2.9.2 of this report, the Chief Executive's response will advise the proponent of such. The response to the private proponent would also advise that a second letter will be sent once Council has had an opportunity to formally consider its strategic position on the matter.
- 2.12 It is important to note that there is no formal requirement for the private proponent or the code amendment initiation process to be put on hold pending further consideration of the matter by Council.

Code Amendment - Consultation Comments

- 2.13 Administration seeks to engage with proponents during the preparation of code amendments to help inform code amendments.
- 2.14 The proposed steps for considering a code amendment during the formal consultation process from either a private proponent or the State Government are as follows:
- 2.14.1 Consider whether the timeframe can be met and if not request an extension.
 - 2.14.2 Refer the code amendment to relevant departments for comment.
 - 2.14.3 Prepare a report on the matter with the proposed submission for Council's consideration.
 - 2.14.4 If the consultation timeframe cannot be met a draft submission is provided to the proponent.
 - 2.14.5 Following Council approval of the submission, the finalised letter signed by the Chief Executive Officer is sent to the proponent.

Technical Code Amendments

- 2.15 The State Government from time to time undertakes technical and minor amendments to the Planning and Design Code. These amendments generally address anomalies and interpretation issues and improvements to the assessment pathways within the Planning and Design Code.
- 2.16 Technical Code Amendments do not address matters of planning policy.
- 2.17 Comments on these code amendments are signed by the Chief Executive of Council.

Rezoning by adjoining Councils

- 2.18 The City of Salisbury usually gets directly consulted on draft code amendments that propose to rezone land in an adjoining Council area.
- 2.19 When a proposed rezoning is located within 500m of the City of Salisbury's boundary and is more likely to have an impact within the council area the procedures outlined in paragraph 2.14 of the report will be followed.
- 2.20 Rezonings that are further away from the council boundary will be endorsed by the Chief Executive Officer as comments usually relate to technical issues (e.g. stormwater).

3. FINANCIAL OVERVIEW

3.1 Nil.

4. CONCLUSION

- 4.1 The draft policy for Council adoption has been prepared to formalise the current process for providing comments on Proposals to Initiate, code amendments on consultation, and technical code amendments by the State Government.
- 4.2 The policy recognises the importance of working with proponents in a collaborative manner to minimise delays and unnecessary disruptions where Council has already a formally adopted policy or strategy in relation to the proposed rezoning.
- 4.3 It also recognises the difficulty of always being able to provide a final endorsed Council position within the timeframes, however, provides an opportunity to provide a final submission in line with Council's adopted position.
- 4.4 The policy provides the framework for how Administration will formally engage with Council at different stages of the code amendment process and with different Code Amendment types.



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Code Amendment Comment Policy

Council comments on private, other Council and State Government led Code Amendments

Approved by:	Council
Responsible Division:	City Shaping, City Development
First Issued/Approved:	June 2025
Last Reviewed:	New Policy
Next Review Date:	Within 12 months of the next Council election

1. Purpose

The purpose of this policy is to outline the City of Salisbury's process regarding the review and feedback of external code amendments, when Council itself is not the proponent.

1.1 Introduction to a Code Amendment

The Planning and Design Code (the Code) established under the [Planning, Development and Infrastructure Act 2016](#) (the Act) provides policy for the assessment of development applications across the state.

The State Planning Commission (the SPC) is responsible for preparing and maintaining the Code. It is responsible for the standard set of overlays, zones and policies that apply across the state.

The zones that apply to land can be amended through a 'code amendment' process. With approval of the Minister for Planning, a code amendment may be initiated by a range of entities (named under the Act as 'designated entities'), including:

- Private proponents – private proponents must have a legal interest in the land
- Councils – Local governments may rezone land within their boundaries
- State Government – including the State Planning Commission, Chief Executive of the Planning Department or other government agencies.

All designated entities are able to seek to change the spatial application of a zone or overlay within the Code with some local variations through technical numerical variations or concept plans. The State Planning Commission or Government Agencies are responsible for changing the policy within the zone.

To ensure that the City of Salisbury (Council) grows in an orderly, economic, social and sustainable manner, it is important that land is zoned appropriately to meet our community and economic growth needs.

Council supports code amendments that seek to improve the community's liveability, housing choices and economic prosperity.

Council seeks to work with external designated entities (also known as 'proponents') in a collaborative manner to minimise delay and unnecessary disruptions.

1.2 Code amendment engagement

The code amendment process is prescribed under section 73 of the Act and supported by [Practice Direction 2 – Preparation and Amendment of Designated Instruments](#).

Once a code amendment is initiated by the Minister for Planning, the designated entity is responsible for preparing the necessary investigations and information as outlined in the initiation proposal.

Code amendments must be subject to engagement in accordance with the SPC's [Community Engagement Charter](#) (the Charter). Stakeholders, community members or any interested parties can review the code amendment proposal and provide submissions through the State Government's SA Planning Portal ([PlanSA](#)).

A mandatory requirement of the Charter is that the relevant Council must be directly consulted on a code amendment. The Charter does not prescribe the timeframe for engagement; however most proponents have adopted a consultation period of between four to eight weeks.

The Charter outlines a set of principles to meet when undertaking a code amendment engagement process, to ensure that they are:

- genuine
- inclusive and respectful
- fit-for-purpose

- informed and transparent
- reviewed and improved.

The designated entity is responsible for preparing a report on the engagement results and lodging the final amendment proposal with the Planning Department for assessment, and for forwarding to the Minister for Planning for a decision.

2. Scope

This policy applies to Council's comments on code amendments when it is not the proponent.

There are two opportunities for Council to provide comments:

- Feedback by the Chief Executive Officer at the initiation stage (see 5.1 of this policy)
- Feedback from Council at the engagement stage (See 5.2 of this policy).

This policy outlines the process for the provision of these comments.

3. Legislative Requirements and Corporate Policy Context

- *Planning, Development and Infrastructure Act 2016* (the Act)
- [*Planning, Development and Infrastructure \(General\) Regulations 2017*](#)
- Practice Direction 2 – Preparation and Amendment of Designated Instruments
- Community Engagement Charter
- [*Local Government Act 1999*](#)
- [*City Plan 2040*](#)
 - Direction: A growing city that provides new opportunities
 - Foundation: Our city's growth is well planned and supported by the integrated delivery of infrastructure.

4. Interpretation/Definitions

- **Administration** – Staff employed by the City of Salisbury
- **Chief Executive of the Planning Department** – the head officer responsible for assisting the Minister for Planning in the administration of the Act
- **CEO** – the Chief Executive Officer of the City of Salisbury
- **Code** – the Planning and Design Code
- **Council** – the City of Salisbury as a whole
- **Designated Entity** – the entity that is preparing the code amendment and undertaking the engagement process
- **Elected Members** – the elected body of the City of Salisbury; also known as 'councillors' and including the Mayor
- **Private proponent** – a person/party/group who has interest in the land they are seeking to alter the way in which the Code affects the land
- **Planning Department** – the State Governmental department responsible for assisting the Minister in the administration of the Act (in this policy, the 'Planning Department')

refers to the Department of Housing and Urban Development, and will similarly apply to other future renamed planning department(s) within the State Government)

- **Community Engagement Charter-** is prepared by the State Planning Commission under Section 44 of the Act. It sets out the engagement requirements for code amendments.
- **State Planning Policies** – Are prepared by the State Planning Commission under section 58 of the Act. They collectively set out the State’s overarching goal or requirements for the planning system. They are given effect through the Greater Adelaide Regional Plan and the Planning and Design Code.
- **Greater Adelaide Regional Plan-** is prepared by the State Planning Commission under section 64 of the Act to set out the urban growth and infrastructure plans for the next 15 to 30 years.

5. Policy Statements

5.1 Council’s role during the initiation stage

For private proponent initiation proposals

Council supports code amendments that seek to improve the community’s liveability, housing choices and economic prosperity.

Council seeks to work with designated entities/private proponents in a collaborative manner to minimise delay and unnecessary disruptions.

Prior to proponents initiating or investigating a code amendment, Council encourages that they meet with the Administration early for informal advice. This can:

- provide advice on actions or additional investigations required for the code amendment
- provide in-principle support or otherwise
- provide guidance on how to best engage with Council’s Elected Members and the community.

Once the private proponents are ready to lodge the proposal, in accordance with Practice Direction 2, a proposal to initiate by a private proponent is required to be referred to a Council for the CEO’s comment. A period of 15 business days is prescribed for the CEO to provide feedback.

At this stage, it is expected that a complete draft proposal consistent with the requirements of Practice Direction 2 and the template on PlanSA is provided to the CEO. It is important that the proposal incorporates all the envisaged investigations required to enable the code amendment, especially infrastructure requirements.

Given the 15 business days limitation, it is imperative that the proponents meet with the Administration early in the process to help shape the initiation proposal, to ensure alignment and expedite the feedback process. The Administration will use its best

endeavours to encourage private proponents to engage with Council early and prior to preparing an initiation documentation.

On receipt of the initiation proposal, it will be referred to relevant departments of the Council for comment.

The role of comments at this stage is to:

- Advise whether the code amendment is consistent with Council's strategic directions
- Advise of any specific investigations and/or any infrastructure requirements that need to be considered as part of the code amendment
- Provide recommendations on the planned engagement process (including with Council).

Formal support or otherwise of the final code amendment is not given at this stage as this will be done once the detailed investigations are completed. However, in-principle support can be given to continue with the process.

The proposal to initiate will be assessed against the following criteria:

1. Consistency with the State Planning Policies, including the principles of good planning and the Greater Adelaide Regional Plan
2. Alignment with the Council's strategic directions, including the following documents:
 - a. City Plan 2040
 - b. Shaping Salisbury Strategy
 - c. Housing Strategy (when approved)
 - d. Strategic Growth Framework for Waterloo Corner and Bolivar Corridor
 - e. Council's strategic development projects.
3. Other current code amendments in the area
4. Detailed infrastructure requirements needed including social infrastructure to support the anticipated growth
5. Social, economic and/or environmental merits.

Alignment and consideration of the above will be outlined within the CEO's response.

If the proposal for rezoning is not consistent or not included with actions previously endorsed by Council in the criteria 2 above, the CEO's response (to be provided within the 15-business day period) will advise that a further letter will be sent following Elected Member's consideration of the matter.

Note that there is no formal requirement for the initiation process to be put on hold for any responses provided outside the 15 business days.

Other initiation proposals

State Government agencies, the State Planning Commission and other Councils are not required to seek comments from Councils on code amendment proposals that they initiate.

However, often they consult informally when a rezoning is proposed within, or adjacent to the Council area.

5.2 Council's role during the engagement stage

In accordance with section 44 of the Act, consultation on a code amendment must be done in accordance with the Community Engagement Charter and must include consultation with the relevant Council.

The role of Council during the consultation stage is to:

- review all the investigations in the proposal
- determine and provide advice about the proposal's consistencies with Council's strategies and plans
- consider the infrastructure provision implications of the proposal
- provide advice about any infrastructure deeds that may be required.

On receipt of a code amendment on consultation, the proposal will be referred to relevant departments of Council for feedback. They will be given two weeks to provide comments.

Because private proponents are encouraged to engage with the Administration during the preparation of investigations during the pre-initiation stage, it should be noted that the proposal should have already been informed by, and be consistent with Administration feedback.

The Administration's feedback is used to provide a draft submission for Elected Members' formal consideration at Council meetings. Council's meeting dates can be [found here](#).

Engagement timeframes and Council's feedback

Engagement timeframes vary and fall usually in the range of four to eight weeks. The Administration will provide advice about engagement expectations at the initiation stage to encourage the proponent to give Council adequate time to consider the code amendment and obtain formal sign off from Elected Members at a Council meeting.

If the timeframe for consultation does not fit into Council's reporting schedule, the Administration will seek an extension of time. On occasions when extensions of time are not accepted by the proponent, Administration will provide the proponent with a draft submission during the consultation period, and provide the Council endorsed submission after the closing date.

5.3 Technical code amendments by the State Government

From time to time, the State Government undertakes technical and minor amendments to the Code. These amendments generally address anomalies and interpretation issues

and improvements to the assessment pathways within the Code, and are not considered strategic.

Comments on these code amendments will be prepared by the Administration and be signed off by the CEO.

5.4 Rezoning by adjoining Councils

Council usually gets directly consulted on draft code amendments that rezone land in an adjoining Council area. When this rezoning is located within 500m of the Council area the procedure outlined in 5.2 will be followed.

Rezoning that are further away from the Council area will be endorsed by the Chief Executive Officer, as comments usually relate to technical issues (Eg stormwater management).

6 Related Policies and Procedures

- [Private Proponent Planning and Design Code Amendment Policy](#)
(provides instructions regarding Council preparing a Proponent-funded Code Amendment)

7 Approval and Change History

Version	Approval Date	Approval By	Change
1	June 2025	Council	

8 Availability

- 8.1 The policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
Email: city@salisbury.sa.gov.au

9 Review

This policy will be reviewed within 12 months of a Council election or as dictated by legislation changes or changes to related Policies and Procedures, or as deemed necessary by Council.

Further Information

For further information on this policy please contact:

Responsible Officer: Team Leader – Strategic Urban Planning

Address: 34 Church Street, Salisbury SA 5108

Telephone: 8406 8222

Email: city@salisbury.sa.gov.au

ITEM 1.1.2**POLICY AND PLANNING COMMITTEE****DATE** 16 June 2025**HEADING** Request to Rename Joseph Street, Salisbury or Salisbury East**AUTHOR** Chris Zafiropoulos, Assessment Manager, City Development**CITY PLAN LINKS** 4.4 Our community is engaged and connected

SUMMARY Council has received a request from a resident to re-name one of two Joseph Streets in the Council area. One of the streets is in the suburb of Salisbury East and the other is in the suburb of Salisbury. The request has merit, and this report provides information on the process for Council's consideration.

RECOMMENDATIONThat Council:

1. Notes the request to rename one of the Joseph Streets in Salisbury or Salisbury East.
2. Approves the commencement of the process to rename Joseph Street, Salisbury subject to:
 - a. Consultation with all the affected residents in Joseph Street, Salisbury.
 - b. The affected residents being invited to suggest a new street name for Council's consideration.
 - c. A further report being presented to Council for consideration following the consultation process.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Council has received a request from a resident from Joseph Street, Salisbury East for Council to rename one of two Joseph Streets in the Council area, due to confusion being caused to mail and deliveries. The streets are in different suburbs, Salisbury and Salisbury East, but the residents have been experiencing a significant amount of confusion, resulting in mail and deliveries being frequently misdirected to the other Joseph Street. The suggestion is that Joseph Street, Salisbury is changed.
- 1.2 Council can rename an existing street. This report set out this process, should Council decide to proceed with the request.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 If Council agrees to investigate this request, consultation will be undertaken in accordance with Council's *Naming of Roads and Public Places Policy* as described in this report.

3. DISCUSSION

- 3.1 Council's *Naming of Roads and Public Places Policy* seeks to minimise confusion that may be created if similar names are used for streets within the Council area.
- 3.2 Clause 5.2.1 of the policy states the following:
A road name will be unique within an official suburb, postcode or rural locality. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (e.g. emergency services response).
- 3.3 While the streets are in different suburbs with different postcodes, it is noted that the suburb distinction of Sailsbury and Salisbury East is minor. Given the issues the residents are experiencing, changing one of the street names is considered to be warranted.
- 3.4 The confusion appears to be greatest for the properties with the odd street numbers, which appear in both streets (numbers 5, 7, 9, 11). This is likely to increase with the potential future re-development this is likely in both streets.

Joseph Street, Salisbury



Joseph Street, Salisbury East



- 3.5 The implications of changing a street name, is that each affected residents will have to update their details for postal services, licences, bills, etc. In addition, while the formal name changes will be readily picked up by relevant statutory authorities such as Australia Post, international companies such as Google can be very slow to update their systems.
- 3.6 The process for changing the names is outlined below:
- 3.6.1 Council writes to the owners and occupiers of properties where the street name change is proposed, inviting submissions on the proposal. This letter will set out the reasons the change. A four (4) week consultation period is proposed for this process.
 - 3.6.2 The feedback from the consultation is presented to Council for consideration. Council decides on the name change at this meeting.
 - 3.6.3 Council writes to the affected owners and occupiers of properties where the street name change is proposed. It is proposed that a four (4) week notice period is provided before Council formally gazettes the name change.
 - 3.6.4 Council publishes the new street names by gazette and notice in the Advertiser.
 - 3.6.5 Council advises all relevant parties of the name change such as Australia Post (as listed in clause 5.6 of the *Naming of Roads and Public Places Policy*).

- 3.7 In respect to which of the two street should be renamed, this decision is at Council's discretion. The matters that are considered relevant to the consideration include:

3.7.1 Circumstances that led to the confusion:

- Joseph Street, Salisbury East was created in 1963.
- Joseph Street, Salisbury was created in 2003 when it was declared a public road by Council.
- A new housing development in late 2017 created an additional twenty (20) dwellings on Joseph Street, Salisbury. Before this development, it appears that there were only two (2) occupied dwellings on Joseph Street, Salisbury.

3.7.2 The number of affected residents

- Joseph Street, Salisbury East will affect nine (9) existing property owners / occupiers.
- Joseph Street, Salisbury will affect twenty-two (22) existing property owners / occupiers.

- 3.8 In this situation, the least number of affected residents will be in Salisbury East. However, noting that the street name in Salisbury East has been in place since 1963, the timeframe is also considered to be a relevant consideration. On balance, it is recommended that Joseph Street, Salisbury be re-named.

- 3.9 Given the change for the affected residents, it is recommended that they be invited to suggest a new street name, in accordance with *Naming of Roads and Public Places Policy*, for Council's consideration.

4. FINANCIAL OVERVIEW

- 4.1 In the event Council proceeds with this request, the costs will be absorbed within existing resources.

5. CONCLUSION

- 5.1 The request to change one of the Joseph Streets in either Salisbury or Salisbury East is considered to be warranted.
- 5.2 While the number of affected residents in Joseph Street, Salisbury East would be less, given the circumstances that led to this confusion, it is suggested to change the street name in the suburb of Salisbury.
- 5.3 It is recommended that the residents in Joseph Street, Salisbury be invited to suggest a new name for their street for Council's consideration.