



AGENDA

FOR POLICY AND PLANNING COMMITTEE MEETING TO BE HELD ON

10 DECEMBER 2018 AT 6:30 PM

IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Cr C Buchanan (Chairman)
Mayor G Aldridge
Cr M Blackmore
Cr L Braun
Cr B Brug
Cr A Duncan
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

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

APOLOGIES

An apology has been received from Cr S Ouk.

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Policy and Planning Committee Meeting held on 15 October 2018.

REPORTS

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OTHER BUSINESS

CLOSE



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

15 OCTOBER 2018

MEMBERS PRESENT

Cr D Pilkington (Chairman)
Mayor G Aldridge
Cr D Balaza
Cr S Bedford
Cr G Caruso
Cr L Caruso
Cr E Gill
Cr S Reardon
Cr D Proleta
Cr G Reynolds
Cr J Woodman (Deputy Chairman)
Cr R Zahra

STAFF

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

The meeting commenced at 6:31 pm.

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

APOLOGIES

Apologies were received from Cr B Brug, Cr D Bryant, Cr C Buchanan, Cr R Cook and Cr S White.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr R Zahra
Seconded Cr L Caruso

The Minutes of the Policy and Planning Committee Meeting held on 17 September 2018, be taken and read as confirmed.

CARRIED

Cr J Woodman entered the meeting at 6:32 pm.

REPORTS

Administration

1.0.1 Future Reports for the Policy and Planning Committee

Moved Cr L Caruso
Seconded Cr G Caruso

1. The information be received.

CARRIED

Community Development

1.1.1 Minutes of the Youth Council Sub Committee meeting held on Tuesday 9 October 2018

1.1.1-YC1 Future Reports for the Youth Council Sub Committee

Moved Cr G Reynolds
Seconded Cr R Zahra

1. The information be received.

CARRIED
UNANIMOUSLY

1.1.1-YC2 Youth Council Project Team Updates

Moved Cr G Reynolds
Seconded Cr R Zahra

1. That the information be received and noted.

CARRIED
UNANIMOUSLY

1.1.1-YC3 Youth Programs and Events Update - August/September 2018

Moved Cr G Reynolds
Seconded Cr R Zahra

1. That the information is received and noted.

CARRIED

YC-OB1 Acknowledgement of the Resignation of Rick Henke

Moved Cr G Reynolds
Seconded Cr R Zahra

1. That Rick Henke be acknowledged for his role and time at Twelve25.

CARRIED
UNANIMOUSLY

1.1.2 Telstra Safe Connections Program

Moved Cr G Caruso
Seconded Cr S Reardon

1. That this report be received and noted.

CARRIED
UNANIMOUSLY

Urban Development

1.3.1 Statutes Amendment (Decriminalisation of Sex Work) Bill 2018 update

Moved Cr L Caruso
Seconded Cr G Caruso

1. The information be received.

CARRIED
UNANIMOUSLY

OTHER BUSINESS

Nil

The meeting closed at 6:34 pm.

CHAIRMAN.....

DATE.....

ITEM	1.0.1
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Future Reports for the Policy and Planning Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This item details reports to be presented to the Policy and Planning Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

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

2. CONSULTATION / COMMUNICATION

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

3. REPORT

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

Meeting Item	Heading and Resolution	Officer
19/12/2016 P&P-OB1	<p>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.</p> <p>Due: December 2018 Deferred to: March 2019 Comment: This item is pending advice from the Department of Defence in relation to the donation to the RSL of Salisbury.</p>	Adam Trottman
24/04/2017 1.3.2	<p>Privately Funded Development Plan Amendments Policy Review 2. That a review of the Privately Funded Development Plan Amendment Policy be conducted when relevant details of the Planning Reforms under the Planning, Development and Infrastructure Act are known.</p> <p>Due: March 2019</p>	Peter Jansen
24/04/2017 1.3.1	<p>Salisbury, Mawson Lakes and Ingle Farm Car Parking Review Salisbury City Centre Study Area: (d) Retain the current exemption from car park contribution for small business with a further review in two years.</p> <p>Due: June 2019</p>	Peter Jansen
26/03/2018 1.1.2	<p>City of Salisbury Events 7. That a future report be brought back discussing the potential to rotate location of events in future financial years, or contemplate alternating venues.</p> <p>Due: February 2019</p>	Adam Trottman

26/03/2018 6.4.2	Budget Bids 2018/2019 - Budget Bids requiring further clarification and or reports as detailed in paragraphs 3.4 and 3.5 be brought back to the relevant Committee meeting for further consideration, with these bids being:- - PSN000159 Mawson Lakes – Skate, Bike, Basketball Facility – Regional Facility West of the City and Rage Cage at Unity Park (to be considered in May as an element of the Game Plan) Due: February 2019	Adam Trottman
23/04/2018 NOM2	Mawson Lakes Traders 1. That a report be brought forward providing advice on options for maximising parking space available for customers to assist the traders of Mawson Lakes. Due: December 2018 Deferred to: February 2019 Reason: Re-timed to link with presentation of Mawson Lakes and Salisbury City Centre Parking Review.	Clint Watchman
28/05/2018 1.1.3	Reconciliation Action Plan Status Report and Next Iteration Draft 4. That Council investigate and report back by February 2019 on possible costs and suitable sites/venues for a tourism and cultural centre in Salisbury showcasing the culture and heritage of Indigenous people of the Northern Adelaide Plains. Due: February 2019	Julie Kalms
28/05/2018 1.2.1	Cities Power Partnership Program 1. That Council re-consider becoming a partner of the Cities Power Partnership program once the City of Salisbury’s Energy Management Plan has been finalised and endorsed during 2018/19. Due: February 2019	Andy Legrand
28/05/2018 1.3.3	Salisbury Community Hub - Status Update Report 3. That a market approach be undertaken commencing June 2018 to identify the level of interest in the café offer framed by the Café Principles outlined in Section 9.6 (Item 1.3.3, Policy and Planning, 21/05/18), with a further report on the outcomes of the market approach to be brought back to Council. Due: January 2019	Karen Pepe
25/06/2018 1.1.3	Community Art Program 4. Note that a further report regarding the Public Art Framework will be brought back to Council in February 2019. Due: February 2019	Adam Trottman

25/06/2018 1.2.1	Approach to Supporting Business Growth and Investment That it be noted that further individual reports will be provided for consideration in respect to: c) The Northern Business Breakfast.	Greg Ratsch
Due:	December 2018	
Deferred to:	February 2019	
Reason:	Re-timed to link with review of economic development opportunities and roles due to be reported in March 2019	
25/06/2018 MWON2	Cultural Advisory Committee That Staff provide a report to Council regarding the benefits and requirements for reforming the Cultural Advisory Committee (or similar) to provide advice and recommendations in regards to artworks to be undertaken by the City of Salisbury.	Adam Trottman
Due:	February 2019	
23/07/2018 MON1	Basketball Court - Cascade Estate, Mawson Lakes 1. That a report be brought forward, which investigates the appropriateness and feasibility of establishing a 'half court or full court' basketball court in the Cascade Estate at Mawson Lakes, and other suitable locations within the City of Salisbury.	Adam Trottman / Craig Johansen
Due:	March 2019	
23/07/2018 1.1.2	Salisbury Sport and Recreation Network Review 4. That staff bring back a further report within the next six months outlining activities and the potential for establishing a network between the Cities of Salisbury, Tea Tree Gully and Playford.	William McInerney
Due:	January 2019	
23/07/2018 1.5.1	The Paddocks Masterplan 3. That a scoping study of works be brought back to Council with an implementation plan for year three onward.	Clint Watchman
Due:	April 2019	

27/08/2018 MON7.4	Single use Straws That Council, in recognising it is imperative to reduce single use plastic, seek a report on measures necessary to implement the following proposals to commence from 1 July 2019, to: 1. Ban the use of single use plastic straws, that cannot be appropriately recycled or reused, in Council operations and Council-run events, and 2. Ban the use of single use plastic straws, that cannot be appropriately recycled or reused, in all new licenses for events in Council reserves. Due: January 2019	Adam Trottman / Karen Pepe
27/08/2018 MON7.10	Recognition of Benefactors of Salisbury Oval 2. A report be brought forward to the February 2019 meeting of Council advising the outcomes of this consultation, including the list of suggestions from both clubs, along with any suggested by the administration, and recommending an appropriate way to recognise those benefactors for this gift to the City of Salisbury. Due: February 2019	Adam Trottman
27/08/2018 P&P-OB1	Community Hub for South Ward 1. That a report be brought back to Council in April 2019 on establishing a community hub for South Ward which would incorporate the current Sunset Room at the Recreation Centre and the Ingle Farm Library. Extensions to the library facility to possibly include a meeting room(s) with flexible space, an office, reception/lounge, small kitchen and a computer room. Due: April 2019	Pippa Webb
24/09/2018 P&P-OB1	Safety in the City of Salisbury 2. The report be provided to Council that provides advice on safety issues in the City of Salisbury and provides advice, with input from SAPOL, on whether there are measures that need to be implemented to improve safety where needed. Due: January 2019	Julie Douglas
22/10/2018 7.2	Motion on Notice – Salisbury Oval Development and Neales Green Historical Information 1. That a report be provided to the new Council at its January 2019 meeting giving update advice on the Salisbury Oval development and historical information about Neales Green. Due: January 2019	Terry Sutcliffe

4. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: EXEC GROUP
Date: 03.12.18

ITEM	1.0.2
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Appointment of Deputy Chair - Policy and Planning Committee
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This report provides information with respect to the appointment and role of Deputy Chair. In accordance with resolution of Council and the terms of reference of the Policy and Planning Committee, an appointment is required to be made.

RECOMMENDATION

1. Cr _____ be appointed as Deputy Chairman of the Policy and Planning Committee for a two year term.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 At the November 2018 Council meeting it was resolved (Resolution Number 0007/2018):

1. *Membership of the Policy and Planning Committee comprise all members of Council.*
2. *Cr C Buchanan be appointed as Chairman of the Policy and Planning Committee for a two year term.*
3. *The Policy and Planning Committee appoint a Deputy Chairman for a two year term at its first meeting.*

2. REPORT

2.1 The Terms of Reference for the Policy and Planning Committee provides for the appointment of the Deputy Chairman at the first meeting of the Committee. The appointment is for a period of two years in accordance with Council's resolution, after which time the Committee will make a new 2 year appointment.

2.2 The Deputy Chairman acts in the role of Chairman in their absence.

3. CONCLUSION / PROPOSAL

- 3.1 In accordance with Council's resolution (Resolution Number 0007/2018, Item No 6.5, Council 26 November 2018) and the Terms of Reference for the Policy and Planning Committee, the Committee is now asked to consider the position of Deputy Chairman and determine who should fulfil this role for the coming 2 years.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 03.12.18

ITEM	1.0.3
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Membership of the Strategic and International Partnerships Sub Committee
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	<p>4.3 To deliver sustainable, creative and innovative solutions that enable excellent operations and service delivery</p> <p>4.4 To ensure informed and transparent decision-making that is accountable and legally compliant</p> <p>4.6 To provide our customers with excellent service that meets their needs</p>
SUMMARY	This report provides information with respect to the membership of the Strategic and International Partnerships Sub Committee and seeks Council endorsement of that membership.

RECOMMENDATION

1. The membership of the Strategic and International Partnerships Sub Committee will comprise:
Cr G Reynolds (Chairperson as resolved by Council 26/11/18)

2. The Mayor be appointed as an ex-officio member of the Strategic and International Partnerships Sub Committee.

ATTACHMENTS

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

1. Terms of Reference - Strategic and International Partnerships Sub Committee

1. BACKGROUND

- 1.1 At the November 2018 Council meeting it was resolved (Resolution Number 0016/2018) that the Strategic and International Partnerships Sub Committee be established in accordance with the Terms of Reference and that it report to the Policy and Planning Committee.
- 1.2 Also at that meeting, Council further resolved (Resolution Number 0019/2018):
 - 1.2.1 That Cr G Reynolds be appointed Chairperson for a period of two years.
 - 1.2.2 That the Deputy Chair be appointed by the sub committee at its first meeting.
 - 1.2.3 That the membership of the Strategic and International Partnerships Sub Committee be determined at the Policy and Planning Committee.

2. REPORT

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

The specific objectives of the Sub Committee being to:

- review international relations opportunities;
 - advise Council relating to international relation's policy, strategy, current issues or trends;
 - develop and maintain relationships with international communities;
 - enhance Salisbury's economy through improved business, trade and tourism links;
 - promote and facilitate the Salisbury community enjoying direct associations with international communities;
 - develop activities such as student exchange, teacher exchange, citizen exchange, cultural and sporting exchange, community involvement;
 - raise awareness of the city's international relationships;
 - promote the City of Salisbury and the potential for increasing tourism and trade; and
 - support Council in hosting international delegations where appropriate.
- 2.2 Currently the Terms of Reference of the Strategic and International Partnerships Sub Committee provides that the membership of the Sub Committee comprises:

Voting Members

 - four (4) elected members as determined by Council
 - a member of the Northern Economic Leaders actively engaged in international trade and investment - currently vacant;

- the University of South Australia’s Pro-Vice-Chancellor (International) or that person’s nominee - Mr Nigel Relph (Dep. Vice Chancellor: Int’l & Advancement, UniSA);
- the Principal of a Salisbury-based school with an active international program, Mrs Heather Vogt, Endeavour College;
- two representatives from local Service Clubs –Mr Christopher Moore (Deputy Chairman) Mr Pat Trimboli (Rotary Representatives), and;
- one representative of a local sporting club - Mr Brett George.

Non-voting Members

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

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

- 2.3 The General Manager Community Development in collaboration with the General Manager City Development, are the General Managers responsible for oversight of Strategic and International Partnerships Sub Committee activity as part of the key directions within the City Plan.

3. CONCLUSION / PROPOSAL

- 3.1 In accordance with Council’s resolution (Resolution Number 0019/2018, Item No 6.5, Council 26 November 2018) and the Terms of Reference for the Strategic and International Partnerships Sub Committee, the Committee is now asked to consider the membership of the Sub Committee.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03.12.18



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

1. Purpose

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

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

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

The specific objectives of the Sub Committee being to:

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

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



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

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

2. Status and Term of the Committee

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

3. Meeting Details

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



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

4. Membership

4.1 The membership of the Sub Committee comprises:

Voting Members

- four (4) Elected Members
- a member of the Northern Economic Leaders actively engaged in international trade and investment;
- the University of South Australia's Pro-Vice-Chancellor (International) or that person's nominee;
- the Principal of a Salisbury-based school with an active international program;
- two representatives from local Service Clubs; and
- one representative of a local sporting club.

Non-voting Members

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

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

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

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

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

5. Chairman and Deputy Chairman

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

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

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



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

6. Voting Rights

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

7. Meeting Procedures, Minutes and Documents

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

8. Quorum

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

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



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

- 8.3 Non-Voting Members are not counted in the calculation of the quorum.

9. Reporting Requirements

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

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

ITEM	1.0.4
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Membership of the Tourism and Visitor Sub Committee
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.3 To deliver sustainable, creative and innovative solutions that enable excellent operations and service delivery 4.4 To ensure informed and transparent decision-making that is accountable and legally compliant 4.6 To provide our customers with excellent service that meets their needs
SUMMARY	This report provides information with respect to the membership of the Tourism and Visitor Sub Committee and seeks Council endorsement of that membership.

RECOMMENDATION

1. That expressions of interest are sought for members of the Tourism and Visitor Sub Committee for the following positions:
 1. Local Commercial Tourism Representative
 2. Local History Club Representative
 3. Business Community Connected with the City of Salisbury Representative (x2)
 4. Kaurna Representative from the RAP working group
2. That the Terms of Reference for the Tourism and Visitor Sub Committee be amended by removing the State Government representative from its membership noting that input from the State Government will be sought as required.
3. Elected Members appointed to the Tourism and Visitor Sub Committee will comprise: Cr M Blackmore (Chairperson as resolved by Council 26/11/18)

Elected Member _____

Elected Member _____

Elected Member _____

Elected Member _____
4. The Mayor be appointed as an ex-officio member of the Tourism and Visitor Sub Committee.

ATTACHMENTS

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

1. Terms of Reference - Tourism & Visitor Sub Committee

1. BACKGROUND

- 1.1 At the November 2018 Council meeting it was resolved (Resolution Number 0016/2018) that the Tourism and Visitor Sub Committee be established in accordance with the Terms of Reference and that it report to the Policy and Planning Committee.
- 1.2 Also at that meeting, Council further resolved (Resolution Number 0020/2018):
 - 1.2.1 That Cr M Blackmore be appointed Chairperson for a period of two years.
 - 1.2.2 That the Deputy Chair be appointed by the subcommittee at its first meeting.
 - 1.2.3 That the membership of the Tourism and Visitor Sub Committee be determined at the Policy and Planning Committee.

2. REPORT

- 2.1 The Tourism and Visitor Sub Committee was established to:
 - Promote and facilitate tourism and visitor opportunities for the City of Salisbury.
 - Identify and advise Council on tourism opportunities.
 - Develop and maintain professional relationships that support the implementation of Councils Tourism and Visitor Strategy.
 - Identify linkages and opportunities to leverage benefit between the Tourism and Visitor Strategy and other state and local government plans and strategies.
- 2.2 Currently the Terms of Reference of the Tourism and Visitor Sub Committee provides that the membership of the Sub Committee comprises:
 - One Representative from the local commercial tourism industry.
 - One Representative from a local history club.
 - One Kurna Representative.
 - Two Representatives from the business community connected with the City of Salisbury.
 - A representative of the South Australian Government nominated by the Minister for Tourism.
 - Four (4) Elected Members
 - The Mayor (ex-officio).
- 1.1 The previous membership of the Tourism & Visitor Sub-Committee consisted of:
 - Elected Member Representative
 - 1.1.1 Cr S Reardon as Chairman of the Tourism and Visitor Sub Committee
 - 1.1.2 Cr R Zahra, Cr R Cook and Cr J Woodman as members of the Tourism and Visitor Sub Committee

Local Commercial Tourism Representative

- 1.1.3 Mr Kevin Collins was appointed as the Local Commercial Tourism Representative

Local History Club Representative

- 1.1.4 Mr Jeffery Robert Pinney was appointed as the Local History Club Representative

Business Community Connected with the City of Salisbury Representative

- 1.1.5 Mr David Waylen was appointed from the business community connected with the City of Salisbury and Deputy Chairman of the Tourism and Visitor Sub Committee
- 1.1.6 Mrs Marilyn Collins was appointed from the business community connected with the City of Salisbury

Karna Representative

- 1.1.7 Karna Representative

South Australian Government Representative

- 1.1.8 Representative from the local NRM Board
- 2.3 Participation from the Karna Representative and the South Australian Government Representative has not been as active as other members of the Sub Committee since the establishment of the Sub Committee.
- 2.4 The General Manager Business Excellence is the General Manager responsible for oversight of the Tourism and Visitor Sub Committee activity as part of the key directions within the City Plan.

3. CONCLUSION / PROPOSAL

- 3.1 It is proposed that expressions of interest are sought for community representative members of the Tourism and Visitor Sub Committee for the following positions:
- 3.1.1 Local Commercial Tourism Representative
- 3.1.2 Local History Club Representative
- 3.1.3 Business Community Connected with the City of Salisbury Representative (x2)
- 3.1.4 Karna Representative from the RAP working group
- 3.2 It is proposed that ongoing input can be sought from State Government by staff on specific projects as required.
- 3.3 This will require that the Terms of Reference are amended to remove the State Government representative and note that input from the State Government will be sought as required.
- 3.4 In accordance with Council's resolution (Resolution Number 0020/2018, Item No 6.5, Council 26 November 2018) and the Terms of Reference for the Tourism and Visitor Sub Committee, the Committee is now asked to consider the membership of the Sub Committee.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 03.12.18



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

1. Purpose

1.1 The Tourism and Visitor Sub Committee has been established to:

- Promote and facilitate tourism and visitor opportunities for the City of Salisbury.
- Identify and advise Council on tourism opportunities
- Develop and maintain professional relationships that support the implementation of Councils Tourism and Visitor Strategy.
- Identify linkages and opportunities to leverage benefit between the Tourism and Visitor Strategy and other state and local government plans and strategies.

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

2. Status and Term of the Committee

2.1 The Sub Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to the Policy and Planning Committee for the purpose of providing advice to Council in regard to the areas listed in section 1 above.

2.2 This Sub Committee will exist for the term of the Council.

3. Meeting Details

3.1 The Sub Committee meets as required, but no less than 3 times per year.

3.2 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury.

3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days' notice of an ordinary meeting will be provided to members of the Sub Committee.



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

- 3.4 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Sub Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Sub Committee comprises:
- One Representative from the local commercial tourism industry.
 - One Representative from a local history club.
 - One Kurna Representative.
 - Two Representatives from the business community connected with the City of Salisbury.
 - A representative of the South Australian Government nominated by the Minister for Tourism.
 - Four Elected Members
 - The Mayor (ex-officio).
- The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The Chairman is appointed by the Policy and Planning Committee for a period of 12 months.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Sub Committee for a period of 12 months, after which time the Sub Committee will make a new 12 month appointment.



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

6. Voting Rights

- 6.1 All voting members have equal voting rights. A question arising for a decision will be decided by a majority of votes cast by all members present.
- 6.2 Each voting member must vote on a question arising for a decision.
- 6.3 The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
- 6.4 In the event of an equality of votes, the matter must be referred to the Policy and Planning Committee for decision.

7. Meeting Procedures, Minutes and Documents

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

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of voting members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 7 voting members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) = 3 + 1).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is 5 (that is, 8 divided by 2 = 4 (ignoring any fractions) = 4 + 1).



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018

Review Date: November 2019

9. Reporting Requirements

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

ITEM	1.1.1
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Future Reports for the Youth Council Sub Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This item details reports to be presented to the Youth Council Sub Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each standing committee for noting.
- 1.2 The reports to standing committees also capture reports that are required to be presented to sub committees that fall within the responsibility of that standing committee.
- 1.3 The administration will now separate these and present a report indicating items that, as a result of a Council resolution, will be presented to each sub committee.

2. CONSULTATION / COMMUNICATION

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

3. REPORT

3.1 The following table outlines the reports to be presented to the Youth Council Sub Committee as a result of a Council resolution:

Meeting Item	- Heading and Resolution	Officer
18/12/2017 2.1.1	Salisbury North Skate Park Upgrade 3. Consideration of the feedback, assessment and draft scope be reported back to Council in April 2018. Due: January 2019	Craig Johansen
26/02/2018 1.1.2-YC-OB2	Judd Street Laneway Status 1. That a report is provided to the Youth Council Sub Committee regarding the status of the Judd Street Laneway. Due: January 2019	Jo Cooper
23/04/2018 YCSC-OB2	University Partnership Project Update 1. That staff provide a report to the Youth Council Sub Committee in June 2018 with an update on the University Partnership Project. Due: December 2018 Deferred to: January 2019 Reason: Requires further investigation	Jo Cooper

4. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03.12.18

ITEM	1.1.2
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Youth Council Membership - Resignations
AUTHOR	Jules Brett, Community Planner Youth Participation, Community Development
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.

SUMMARY

This report details the resignations of the following Youth Council Mentors from Salisbury Youth Council

RECOMMENDATION

1. That the resignations of David Waylen and Bianca Bilsborow from the positions of Youth Council Mentors be received and accepted.

ATTACHMENTS

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

1. David Waylen Resignation
2. Bianca Bilsborow Resignation

1. BACKGROUND

- 1.1 In the October 2016 Youth Council Meeting through a verbal report David Waylen was appointed as a Youth Mentor for Salisbury Youth Council
- 1.2 In the Jan 2018 Policy and Planning Committee Meeting Bianca Bilsborow was appointed as a Youth Mentor for Salisbury Youth Council

2. CITY PLAN CRITICAL ACTION

3. CONSULTATION / COMMUNICATION

- 3.1 Internal
 - 3.1.1 Nil
- 3.2 External
 - 3.2.1 David Waylen and Bianca Bilsborow

4. REPORT

- 4.1 Written resignation was received from Youth Mentor David Waylen on 13 June 2018 via email to the Community Planner Youth Participation. Although received on 13 June, the inclusion of this resignation was unintentionally omitted in the October report.
- 4.2 David advised his resignation was due to being unable to attend meetings due to the timing and not being clear on what the mentor role entailed. Since his resignation, further discussions have been held with David to help address his concerns.
- 4.3 Written resignation was received from Youth Mentor Bianca Bilsborow on October 3 2018 via email to the Community Planner Youth Participation
- 4.4 Bianca Bilsborow advised her resignation was due to lack of time to commit to the role

5. CONCLUSION / PROPOSAL

- 5.1 That the resignation from David Waylen as a Youth Mentor on Salisbury Youth Council be received and accepted
- 5.2 That the resignation from Bianca Bilsborow as a Youth Mentor be received and accepted

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/12/18

From: Info Salisburyba [mailto:info@salisburyba.com.au]

Sent: Wednesday, 13 June 2018 7:47 AM

Subject: Salisbury Youth Council Resignation

Good morning Julie,

Last night I made the decision to resign as a mentor on the Salisbury Youth Council.

I have been unable to attend consecutive project team meetings due to their timing (the ad hoc calling of meetings is very disruptive to people's schedule) and since being appointed last year I have been unable to:

- (a) identify what is expected of the mentor
- (b) where I can be of most assistance or
- (c) where the mentor role fits in with the SYC.

However, I am happy to provide advice or support to anyone who needs it. I wish the SYC and the project teams the very best over the coming months.

Thank you

Regards,

David

David Waylen

Executive Officer

Salisbury Business Association Inc.

Email from Bianca Bilsborow

03/10/18

Hey Julie,

I won't be continuing as a mentor, I think I'll leave the position for someone who has more time on there hands. I miss everyone and the centre, I hope things settle down soon for you guys.

Regards

Bianca

ITEM	1.1.3
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Youth Council Project Team Updates
AUTHOR	Jules Brett, Community Planner Youth Participation, Community Development
CITY PLAN LINKS	3.3 Be a connected city where all people have opportunities to participate. 4.1 Strengthen partnerships that enable us to better address our community's priorities.
SUMMARY	This report provides an update on the Youth Council Project Teams
RECOMMENDATION	1. That the information be received and noted
ATTACHMENTS	This document should be read in conjunction with the following attachments: 1. Anti Bullying Project Team Update 2. Disability Inclusion Project Team Update
1. BACKGROUND	1.1 At the February 2018 Youth Council Subcommittee meeting, two project teams were established and project team leaders were appointed. Membership of the project teams was detailed in the February 2018 project team report. 1.2 The following project teams were initiated: <ul style="list-style-type: none"> • Anti Bullying Team Update • Disability Inclusion Team Update
2. CITY PLAN CRITICAL ACTION	2.1 Nil
3. CONSULTATION / COMMUNICATION	3.1 Internal Discussions with Michael Taggart, Community Health and Wellbeing 3.2 External Meetings with Julia Farr Youth

4. REPORT

- 4.1 The aim of the Anti-Bullying team is to partner with local schools, services and community groups to provide young people with information and tools to protect themselves from the impacts of bullying.
- 4.2 The Anti-Bullying Team update by the Team Leader Tom Wood is provided as an attachment.
- 4.3 The aim of the Disability Inclusion Team is to assist young people living with a disability to learn about services, social groups and employment opportunities.
- 4.4 The Disability Inclusion team update by the Team Leader Tyler Rutka-Hudson is provided as an attachment.

5. CONCLUSION / PROPOSAL

- 5.1 Project teams provide the opportunity for Youth Council members to plan, develop and implement keys projects that align with the key directions of the City of Salisbury Youth Strategic Action Plan 2017-2021.
- 5.2 It is recommended that the project team updates for Anti-Bullying and Disability Inclusion be received and noted.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/12/18

Anti-Bullying Project Team Update

December 4th 2018

Tom Wood

The Anti-Bullying team hosted a forum with 100 students from Salisbury East High school to assist the Student Representatives to form an Anti-Bullying Policy for the school. SAPOL and Headspace were also in attendance and provided some information and strategies for combatting bullying.

The students then worked through the information as part of a NASSA Schools program and produced some guidelines for both staff and students.

Discussions are underway to continue this work next year with another forum designed to bring students and parents together to discuss bullying issues. This forum will also extend to the other schools in the City of Salisbury with invitations to SRC's and their parents to attend.

Several members of the team have also been in discussion with Rebecca Lee from Communications and Customer Relations in relation to creating a landing page on the COS Website to provide and share information to young people about bullying and other important issues. This project has been moved to 2019 due to the timing of the creation of the new COS website

Team members also attended a student wellbeing day at Salisbury High School in November and provided information to students about how to seek help if they are concerned about bullying, depression and anxiety.

The Anti-Bullying team chose to spend a portion of the project funds on wristband that carry the message "No more lives lost to bullying" these wristband are being distributed to young people across Salisbury at Tafe and University campuses, sporting clubs and events.

Disability Inclusion Project Team Update

December 2018

Tyler Rutka-Hudson

The Disability Inclusion Project team worked closely this year with Michael Taggart, Community Health and Wellbeing and Julia Farr Youth to host a Disability Inclusion Forum for young people in the North.

This forum consisted of a panel of young people with disabilities, guest speakers, mini workshops and disability service stall holders. The forum was held in August 2018 with approx. 25 young people in attendance.

The disability Inclusion team has continued to meet with Julia Farr Youth to discuss challenges and opportunities for young people who live with disabilities.

Team members have also attended expos and shared their experiences with other young people.

They are keen to continue working in this space in the year ahead to support young people living with disabilities.

Three members of this team live with a disability and would like to continue doing work in this space including positive role modelling and increasing access to safe places for young people with disabilities as part of the implementation plan formed from the City of Salisbury Youth Strategic Action Plan 2017-2021

ITEM	1.1.4
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Youth Programs and Events Update Oct 2018 - Jan 2019
AUTHOR	Kate Kitching, Youth Services Project Officer, Community Development
CITY PLAN LINKS	1.3 Have a thriving business sector that supports community wellbeing, is globally oriented and creates job opportunities. 3.3 Be a connected city where all people have opportunities to participate. 4.1 Strengthen partnerships that enable us to better address our community's priorities.
SUMMARY	The report provides an update of youth focused programs and events focused on 12-25 year olds during the period October 2018 - January 2019

RECOMMENDATION

1. That the information be received and noted.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The staff from Twelve25 participate in the Youth Council Sub Committee meetings to ensure a strong working relationship with Youth Council.
 - 1.1.1 In the February council decision (Resolution 2293/2018 Section 3b) there was a decision which included a report requirement to include 'analysis and reporting of performance, regular activities, programs and events of youth programming across the Community Capacity and Learning Division'.
 - 1.1.2 The report provides Youth Council members with updates and information from the Community Capacity and Learning Division.

2. CONSULTATION / COMMUNICATION

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

3. REPORT

- 3.1 This report provides a summary of youth programs delivered by both Twelve25 and the Community Learning Programs team across the City of Salisbury for the period October to December 2018.
- 3.1.1 'The Lab' is a technology club run by Inclusive Directions for youth aged 10 - 18 years with high functioning Autism or Asperger's Syndrome. At weekly Lab sessions mentors work one-on-one with students in areas such as programming, 3D and digital design, video creation and gaming. The Lab program has recently relocated from the Len Beadell Library to the Para Hills Community Hub in order to utilise the new space and available technology to cater for increased participation/enhance the program deliverables.
- 3.1.2 On 27 October 2018 the Community Learning Programs team partnered with the Southern LEGO User Group to deliver a LEGO exhibition held at the Para Hills Community Hub as part of National Children's Week. Attendance was ticketed for 300 participants and was sold out prior to the event. Aimed at those young and old, local youth visitors were the highest cohort of attendees throughout the day and saw one of the largest weekend events held at the site to date. Many enjoyed the large and intricate LEGO displays whilst also taking the opportunity to build their own creations. A further outcome of this event has been the increased attendance in other children/youth programs at that site due to cross promotion of services on the day.
- 3.1.3 Twelve25 Youth Enterprise Centre, in partnership with Bagster Road Community Centre, held the last Getting Your Learner's program for 2018 on 29th and 30th October with the testing occurring on 2nd November. This program saw seven young people successfully gain their learners. Staff received positive feedback about this program with one young person's grandmother contacting the centre to express her appreciation as her grandson has Autism and had previously failed twice before due to being overwhelmed. Program dates for 2019 are currently being considered.
- 3.1.4 Twelve25 Youth Enterprise Centre and Parafield Gardens High School's Duke of Edinburgh program concluded with the Adventurous Journey camp at Roonka Water Activity Centre in Blanchetown in October and a further graduation celebration on Thursday 8th November. Eight young people completed the Gold Award, two completed Silver, fifteen Bronze and two returned to complete the Residential Journey of Gold. Participants have shown dedication through setting goals and completing the elements of the award through physical activity, skill and service. In doing so, they have improved their skills in leadership, communication, team work and have learnt how to successfully manage conflict.
- 3.1.5 A Youth Week project team (which includes Youth Council members) is meeting on 12 November to plan for the quiz night and art exhibition to be held during SA Youth Week in April 2019. Staff member Julie Brett has submitted a grant application to the Office for Youth with the outcome to be notified in December.

- 3.1.6 The NASSSA Community Learning Centre Photography and Aerosol Art programs at Twelve25 concluded with a celebration and exhibition on Thursday 15th November with Mayor Aldridge presenting the participants with their certificates. The young people's artwork is currently for sale.
- 3.1.7 Through its partnership with City of Playford and PBA FM Community Radio Station, Twelve25 Youth Enterprise Centre has delivered round 18 of the Jibba Jabba Radio program and the participants will continue to host their live show on air on 89.7 on Fridays at 4:30pm until 14th December 2018.
- 3.1.8 Twelve25 Youth Enterprise Centre will be delivering two activities for the January School Holidays. Planning is underway for a Creative Cooking Master Class on Thursday 17th January (more details and bookings at <https://creativecookingjan2018.eventbrite.com.au>).
- 3.1.9 A free Games Day will be held on Thursday 24th January at Twelve25 in conjunction with Youth Council (more details and booking at <https://gamesdayjan2019.eventbrite.com.au>).
- 3.1.10 The Community Learning Programs team will also be delivering school holiday programs during January 2019 for those aged up to approximately 13 years.
- 3.1.11 Salisbury Youth Performing Arts Group is working towards three performances of '1984' during the Fringe. One performance will be held at Twelve25 Youth Enterprise Centre on Thursday 28 February 2019 and two performances will be held in the city on 1st and 2nd March 2019.
- 3.1.12 The City of Playford have secured funding from the Commissioner for Children and Young People to further develop E-sports/Social gaming in South Australia partnering with other Councils including the City of Salisbury. The purpose of the funding is to host four events before May 2019 with AGFA running FIFA 18 - World Cup and the finals to be played at Northern Sound System. The City of Salisbury, through Twelve25 Youth Enterprise Centre, will be one of the Councils involved with an event on March 16th 2019.
- 3.1.13 The Para Hills Community Hub will host the Robocup Sumo Cup Challenge on Friday 30 November 2018. Targeted at upper primary/lower secondary, this robotics STEM based event will attract teams from local and wider schools who compete to create the most effective 'sumo' robot. Entry is free and the public are welcome to attend.

- 3.1.14 On 9 October 2018 a workshop was held with Youth Council members to provide information regarding two initiatives relating to Salisbury North Skate Park and Judd Street Laneway. The workshop covered how to prepare a Council report in order to have sufficient information for Council to make informed decisions, which strategies endorsed by Council could be used to guide recommendations, historical context and an overview of existing master plans, strategies and data. Through the workshop, Youth Council concluded that further work was needed on both concepts before a recommendation could be made to Council for consideration. In particular, the Salisbury North Skate Park upgrade would need a budget and plan for social programs to support any infrastructure upgrade and Judd Street Laneway works would need consideration of the plans for minor up lift around John Street as well as other changes within the City Centre. The purpose and rationale for any upgrade suggestions would also require clarity. Future workshops are also planned to support Youth Council members to further develop these concepts including budgets and recommendations.
- 3.1.15 Twelve25 Youth Enterprise Centre will be closed from 17 December and will reopen on Monday 7 January 2019. During the week of 17 December, all staff will attend identified training sessions relating to community centre operations and program planning. Over the Christmas closure period, existing room hirers will continue to have access to the centre.
- 3.1.16 The Christmas closure dates for all community centres and libraries are as follows:

Site	Closed	Re-open
Bagster Road Community Centre	14 December	14 January
The Mawson Centre	24 December	2 January
Salisbury East Neighbourhood Centre	17 December	11 January
Burton Community Centre	22 December	14 January
The Paddocks Centre	14 December	31 January
Pooraka Farm Community Centre	14 December	15 January
Morella Community Centre	19 December	21 January
Twelve25 Youth Enterprise Centre	14 December	7 January
Len Beadell Library	23 December	27 December
All other libraries	23 December	2 January

4. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03.12.18

ITEM	1.3.1
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Annual Report of the Council Assessment Panel for 2017/18
AUTHOR	Chris Zafirooulos, Manager Development Services, City Development
CITY PLAN LINKS	1.4 Have well planned urban growth that stimulates investment and facilitates greater housing and employment choice. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Council Assessment Panel Annual Report for 2017/18 provides an outline of the activities and performance of the Panel and advice on trends and issues for the period.

RECOMMENDATION

1. That the Annual Report of the Council Assessment Panel for 2017/18 be noted.

ATTACHMENTS

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

1. Council Assessment Paanel Annual Report 2017/18

1. BACKGROUND

- 1.1 Council is required to establish the Council Assessment Panel to act as a delegate of Council for the purposes prescribed in the Planning, Development and Infrastructure Act 2016 (or during the transition to the PDI Act, the Development Act 1993), relating to assessment and determination of development applications which fall under the Panel's delegations.
- 1.2 The General Operating Procedures of the Panel require an annual report to be provided to Council via the appropriate Standing Committee. This report provides an outline of the activities and performance of the Panel and advice to Council on trends and issues over the 2017/18 financial year.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 The Panel endorsed the annual report at its meeting held 28 August 2018.

3. REPORT

3.1 The Council Assessment Panel Annual Report for 2017/18 is provided in Attachment 1.

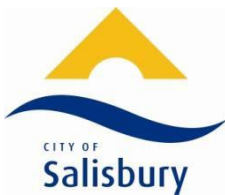
4. CONCLUSION / PROPOSAL

4.1 The Council Assessment Panel Annual Report for 2017/18 be noted.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 03.12.18



**Annual Report
of the
Council Assessment Panel
for 2017/18**

City of Salisbury

Doug Wallace

Presiding Member

28 August 2018

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Attachment 1: Council Assessment Panel General Operating Procedures

Attachment 2: Overview of Development Applications

1. BACKGROUND

- 1.1 Council is required to establish the Council Assessment Panel (CAP) to act as a delegate of Council for the purposes prescribed in the Planning, Development and Infrastructure Act 2016 (the Act). The Panel is required to undertake the following functions:
 - 1.1.1 Determine development applications made under the Act.
 - 1.1.2 Provide advice to Council on trends, issues and other matters relating to planning or development matters.
 - 1.1.3 Perform other functions assigned to the Panel by Council.
- 1.2 The Council established the CAP in August 2017 following the introduction of the new requirements under the Act.
- 1.3 The General Operating Procedures of the Panel require an annual report to be provided to Council via the appropriate Standing Committee. This report provides an outline of the performance of the Panel and advice to Council on trends and issues.
- 1.3 The Panel endorsed this report at its meeting held 28 August 2018.

2. REPORT

Overview of the Panel

- 2.1 In accordance with the Act, Council has appointed five members to the Panel comprising four independent members including the Presiding Member:

Mr Doug Wallace	Presiding Member
Mr R Bateup	Independent
Ms S Johnston	Independent
Mr J Watson	Independent
Ms L Caruso	Elected Member

The Council appointed Mr S White as Deputy Elected Member to the Panel, in the event the one appointed Elected Member was not available for any particular matter. The Deputy Elected Member was not required to attend the CAP during this period.

- 2.2 The Council has delegated its functions and powers to the Panel in accordance with the Act to consider and determine development proposals including:
 - 2.2.1 Applications where third party representors indicate a desire to be heard by the relevant authority;
 - 2.2.2 Applications listed as 'non-complying' in the relevant zone within the Development Plan;
 - 2.2.3 Applications determined of significance to warrant determination by the Council Assessment Panel; and
 - 2.2.4 Where a potential conflict of interest may exist and the Minister has directed that the Panel consider the application.

2.3 The Panel established General Operating Procedures. The operating procedures were updated on 28 November 2017 following the introduction of the new requirements under the Act. The procedures largely modified the previous procedures having regard to the requirements of the Act, accompanying regulations and model procedures released by the Local Government Association. The more substantial changes to the procedures include:

2.3.1 The decisions of the Panel are made by consensus that is determined by debate and discussion.

2.3.2 The adoption of the minutes at the end of the meeting and their confirmation by electronic communication.

A copy of the General Operating procedures is provided in Attachment 1.

2.4 The Panel takes considerable effort in providing an environment for hearing representors in a way to encourage participation, recognising that for some members of the community presenting to a formal committee in front of a gallery can be an intimidating experience.

Panel Performance

2.5 The Panel held six meetings over the period and considered nine development applications. This is a decrease from the previous 12 month period where the Panel considered 21 development applications. The attendance rate for members at meetings was 97% for the period.

2.6 The Panel approved the majority of applications. Two development applications were refused during this period.

- A development application for the removal of a Regulated Tree on Council Road Reserve that did not meet the tree removal criteria of the Development Plan.
- A mixed use community facility development comprising a Prayer Hall, Dining Hall Library/Museum and caretaker's residence that was at variance with the Rural Living Objectives of the Development Plan. This decision was subsequently appealed by the applicant (see below).

2.7 One application was deferred for further information and was subsequently approved when the information was submitted.

2.8 One appeal was lodged with the Environment, Resources and Development Court during the period. The appeal was by the applicant (United Sikhs of SA) in relation to decision to refuse Development Plan Consent for the Community Facility at 701-709 Port Wakefield Road, Globe Derby Park. The Court has adjourned the matter to allow the appellant time to evaluate their options.

2.9 A third party appeal by six third party appellants (representors) against the decision of the Panel in the previous reporting period on 28 February 2017 to approve a place of worship and cemetery located at 256-258 Bridge Road Pooraka was determined by the court during the period. The court upheld the Panel's decision and approved the development application.

2.10 A summary of key statistics is provided in the table below.

	2016/17	2017/18
Meeting		
Number	10	6
Items	21	9
Applications with representors	9	7
Development Applications		
Category 1	2	1
Category 2	11	3
Category 3	3	4
Non Complying	5	1
Decisions		
Approve	16	6
Refuse	4	2
Defer	1	1
ERD Court Appeals		
Applicant	1	1
Third party (representor)	2	0
ERD Court Decisions		
Compromise	0	0
Appeal withdrawn	2	0
Appeal upheld	0	0
Appeal dismissed	0	1
Still Pending	1	1

- 2.11 An overview of the development applications considered by the Panel is provided in Attachment 2.
- 2.12 While the number of applications considered by the Panel is low, they often represent the more complicated and contentious proposals, where representors have objected to a proposal or an element of a proposal. A total of seven applications considered by the Panel included verbal submissions from representors.
- 2.13 The Panel considered a relatively broad range of development applications including the Salisbury Community Hub, mixed use developments, change of use developments, places of worship, residential infill/redevelopment, significant tree removals, and commercial / industrial developments that incorporate new construction or the re-use of existing buildings.
- 2.14 The applications that are not considered by the Panel have been delegated to Council staff to administer and determine. Staff processed 2,276 applications for this period, of which over 96% were category 1 developments that did not require public notification.

Key Policy and Operational Issues

- 2.15 The Panel has flagged the desirability of further review of policy applying to places of worship and related community facilities, including appropriate zones for such land uses and performance requirements. This has been referred to Council's Economic and Urban Policy Division for investigation and action, particularly in the context of the forthcoming Planning and Design Code.
- 2.16 The Panel has also undertaken a review of five completed developments that the Panel has determined over the last couple of years. The review is intended to understand the outcomes from the development and how issues considered by the Panel have resulted in the completed development. The developments span the variety of developments considered by the Panel. The key conclusions from this review include:
- 2.16.1 Landscape detail and implementation requires close scrutiny during assessment phase and follow up after occupation/use activation. The location and management of waste/bins is an issue as well as built form articulation especially from the streetscape. These issues need to be managed by staff before the CAP assessment and post follow up should approval be granted. While the CAP can condition or refuse unacceptable development applications, it is preferable for staff to manage the process to achieve the optimal outcome and rely on the CAP decision where substandard development is proposed.

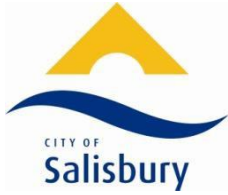
Presiding Member General Comments

- 2.17 This year we have seen a substantial drop in the number of applications compared with previous years, nevertheless there have been a number of significant applications considered. Member contribution has been valued and appreciated. In my opinion the Panel has performed efficiently, with empathy/respect to applicants/representors and with close scrutiny of every application. The transition from the Development Assessment Panel (DAP) to the Council Assessment Panel (CAP) that took effect in October 2017 has been smooth. I would like to thank those Elected Members now not on the CAP for their contribution. The future unknown policies and procedures that may eventuate are unknown however staff, council and the CAP will all have contributions to make as the state government develops the new planning policy framework.

3. CONCLUSION / PROPOSAL

- 3.1 The Council Assessment Panel Annual Report for 2017/18 summarises the activities and outcomes of the Panel over the preceding financial year. The Panel is operating effectively, and reaching decisions on development applications following consideration of relevant matters under the Development Plan, and in accordance with its operating procedures. Accordingly this Report is submitted to Council for noting.

ATTACHMENT 1: General Operating Procedures



COUNCIL ASSESSMENT PANEL

General Operating Procedures

Adopted on 28 November 2017.

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These Meeting Procedures are to be read in conjunction with the meeting procedures contained within the Planning, Development and Infrastructure (General) (Assessment Panels) Variation Regulations 2017. (Refer Appendix A).

1 Purpose

- 1.1. The purpose of the Council Assessment Panel (CAP) is to determine development applications made under the Planning Development and Infrastructure Act 2016 (or, during the transition to the PDI Act, the Development Act 1993) that are delegated from Council. The Panel may also provide advice to Council on trends, issues and other matters relating to planning or development matters.
- 1.2. The Panel acknowledges that in performing its statutory function, it is bound by the:
 - 1.2.1 Code of conduct adopted by the Minister for Planning.
 - 1.2.2 Objects, Planning Principles and General Responsibilities under the Planning, Development and Infrastructure Act 2016.
 - 1.2.3 Operating Procedures established by the Panel.

2 Timing & Notice of Meetings

Meeting time and place

- 2.1. CAP meetings will be scheduled by the CAP on the fourth Tuesday of the month, or another date as determined by the Presiding Member, subject to there being business to consider.
- 2.2. The CAP will meet in the Council Civic Centre at 12 James Street Salisbury or at such other place as the Presiding Member may determine.

Notice of meeting

- 2.3. The Assessment Manager pursuant to the Planning Development and Infrastructure Act 2016 must provide written notice detailing the date, time and place of a meeting to all CAP members at least three working days before the meeting. The notice shall include the Agenda for the meeting.
- 2.4. Notice of CAP meetings may be given to CAP members by email, to an email address nominated by a CAP Member, or by personal delivery or post to the usual residence of a CAP Member, or via such other means as authorised by a CAP Member.

Viewing agenda

- 2.5. A copy of the Agenda for every ordinary meeting of the CAP shall be available for viewing by the public at the Council's offices and on the Council's web site at least three working days before the meeting of the CAP. The three working days notice shall not apply to a special meeting of the CAP under clause 2.6, or to an item included by the Assessment Manager under clause 2.8, in which cases the agenda will be made available for viewing by the public as soon as practicable.

Special meeting

- 2.6. A special meeting of the CAP may be convened by the Presiding Member, at any time, to consider urgent business by giving not less than two working days written notice to all CAP Members.
- 2.7. Notice of a special meeting of the CAP must be accompanied by an Agenda stating the item(s) of business for which the meeting has been convened. A special meeting must only deal with the business for which the meeting has been convened.

Late items

- 2.8. The Assessment Manager may, with leave or at the request of the Presiding Member, include in the agenda an item to be considered at the meeting to which the agenda relates after notice of the meeting has been given to CAP Members. In such instance, the Assessment Manager shall provide an updated agenda and any documents and/or reports relating to that item to be considered at the meeting to Members as soon as practicable. The Assessment Manager will also make an updated agenda available to the public in accordance with clause 2.5.

3 Commencement of Meetings & Quorum

- 3.1. CAP Meetings will be conducted in accordance with the requirements of the Planning, Development and Infrastructure Act 2016 ('the PDI Act'), Development Act 1993 ('the Act') and these Operating Procedures.
- 3.2. Meetings will commence on time, or as soon as a quorum is present. If a quorum is not present within thirty minutes of the time for commencement, the Presiding Member may adjourn the meeting to the next scheduled meeting time and date, or to another time and date.
- 3.3. A quorum for a meeting of the CAP is three (3) CAP Members.

- 3.4. If the number of apologies received by the Assessment Manager in advance of a meeting indicate that a quorum will not be present at a meeting, the Presiding Member may, by notice from the Assessment Manager, provide to all CAP Members in advance of the meeting, a notice adjourning the meeting to a future time and date as specified in the notice (a copy of this notice will be displayed at the Council Offices and on the Council's website).
- 3.5. If a meeting is required to be adjourned by the Presiding Member, the reason for the adjournment, and the date and time to which the meeting is adjourned will be recorded in the Minutes.

Deputy Presiding Member

- 3.6. A Deputy Presiding Member of the CAP must be appointed by resolution of the CAP, and will preside at any meeting, or part thereof, when the Presiding Member is not present. [Ms L Caruso was appointed by the Panel on 24 October 2017 for the Term to 31 May 2019]
- 3.7. If both the Presiding Member and Deputy Presiding Member are absent from a CAP meeting (or part thereof), a CAP Member will be appointed from those present by means of resolution, and will preside at the meeting. That member will have all of the powers and duties of the Presiding Member.

Meeting behavior

- 3.8. Subject to the PDI Act and these Operating Procedures, the Presiding Member will facilitate the meeting in a manner which promotes relevant, orderly, constructive, respectful and expeditious discussion, but not repetitious discussion, with the intent of ensuring well-informed decisions and debate leading to a determination of any matters before the Panel.
- 3.9. The Presiding Member may adjourn a meeting in the event of a disruption or disturbance by a CAP Member, an applicant, a representor, or any other person present at the CAP meeting, until such time as the disruption or disturbance ceases.
- 3.10. The Presiding Member may ask a member of the public who is present at a meeting of a CAP to leave the meeting if this person is:
 - 3.10.1 behaving in a disorderly manner; or
 - 3.10.2 causing an interruption.

4 Appointment of Deputy Elected Member

- 4.1. A Deputy Elected Member has been appointed to the CAP in the event the Elected Member on the CAP is not available for a meeting or part meeting.
- 4.2. The Deputy Elected Member will attend when:
 - 4.2.1 The Elected Member notifies the Presiding Member of their unavailability before the meeting; and
 - 4.2.2 The Deputy Elected Member receiving the Agenda for the meeting three days prior to the meeting.
- 4.3. Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes a Deputy Elected Member.

5 Appointment of Additional Members

- 5.1. The CAP may appoint up to two Additional Members in accordance with Section 85 of the PDI Act.
- 5.2. Where the CAP has appointed Additional Member(s), the Presiding Member, in consultation with the Assessment Manager, may invite one or both Additional Members to attend any meeting (or part thereof) where he or she considers the Additional Member(s) will, by virtue of their qualifications, expertise or experience, assist the CAP in dealing with a matter that it must assess under the PDI Act (or, during the transition to the PDI Act, the Development Act 1993).
- 5.3. A request that an Additional Member attend a meeting must be made in writing and be accompanied by the notice for the meeting in accordance with clause 2.6, highlighting the item(s) the Additional Member is required to consider.
- 5.4. Unless the context otherwise requires, a reference to a Member in these Meeting Procedures includes an Additional Member, save that an Additional Member is not able to vote on any matter arising for determination by the CAP.

6 Decision Making

- 6.1. The CAP will conduct its meetings, and undertake all considerations, in accordance with the PDI Act (or, during the transition to the PDI Act, the Development Act).

Public meetings

- 6.2. Subject to circumstances where it excludes the public from attendance at a meeting or part thereof pursuant to Part 13 of the Development, Infrastructure (General) (Assessment Panels) Variation Regulations 2017, the Panel will generally discuss and determine applications for Development Plan Consent in public.

Member participation

- 6.3. The Presiding Member will invite all Panel members to speak on any matter before the Panel prior to calling for a motion.
- 6.4. Subject to a CAP Member not having a direct or indirect personal or pecuniary interest in a matter before the CAP (other than an indirect interest that exists in common with a substantial class of persons), each CAP Member present at a meeting of the CAP must vote on a question arising for decision.

Decisions by consensus

- 6.5. Decisions of the Panel will be where possible by consensus determined through debate and discussion of the agenda item, and where a consensus is reached the Presiding Member shall then call for a mover and confirm the consensus by a show of hands.

Decisions by vote

- 6.6. Where it is evident through debate and discussion that a consensus will not be reached by the Panel, the Presiding Member shall call for a mover and put the matter to a formal vote to determine.
- 6.7. Each CAP Member present at a meeting is entitled to one vote on any matter arising for decision and, if the votes are equal, the Member Presiding at the meeting is entitled to a second or casting vote.
- 6.8. All decisions of the CAP shall be made on the basis of a majority decision of the Members present and the Minutes shall record that decision only (Votes for/against will not be recorded, and are not relevant once the majority is determined).

CAP considerations

- 6.9. The CAP must use the Development Plan or Planning and Design Code (as may be relevant to the particular application under consideration), referred to hereafter as the Planning Rules, as the basis for its decisions, having had regard to any relevant written and verbal representations made in accordance with the provisions of the Act, or any other relevant legislation.

Seriously at variance

- 6.10. The CAP will, for each and every application, determine whether the proposal is seriously at variance with the Planning Rules, and expressly record its determination on this matter in the Minutes. If the CAP determines that the proposal is seriously at variance with the Planning Rules, the CAP must provide reasons for its determination, and must expressly record those reasons in the Minutes.
- 6.11. A development application that is assessed by the CAP as being seriously at variance with the Planning Rules will be refused.

Reasons for decision

- 6.12. The CAP must, for each and every application, provide reasons for granting or refusing Planning Rules Consent, and for the imposition of any conditions, and express or record those reasons in the Minutes.

Representations

- 6.13. Subject to the Act, a person who has lodged a valid representation in relation to a Category 2 or 3 development application, and has indicated their desire to be heard on their representation, is entitled to appear before the CAP and be heard in support of their representation, in person or by an agent.

- 6.14. The Presiding Member may in his or her discretion exclude:

6.14.1 a representation or response to representation(s) which is received out of time; or

6.14.2 a representation or response to representation(s) which is otherwise invalid.

Speaking time

- 6.15. Applicants and Representors will be allowed five minutes to address the CAP, unless a longer time is allowed by the Presiding Member. Where a person is nominated in a representation or by notice of the representors as representing three or more representors (including themselves) the Presiding Member may allow a longer time to address the Panel. Where an applicant is responding to a significant number of representations or a significant number of issues raised in representations, the Presiding Member may allow a longer time to address the Panel.

Hearing applicants

- 6.16. Should there be no Representor wishing to be heard for a non-complying development application, Category 2 or Category 3 development application, and the recommendation is for a refusal, the Applicant will be entitled to appear before the CAP and be heard in support of the application. Applicants will be allowed five minutes to address the CAP, unless a longer time is allowed by the Presiding Member.
- 6.17. Should there be no Representor wishing to be heard for a non-complying development application, Category 2 or Category 3 development application, and the recommendation is for approval, the Presiding Member may allow the Applicant to address the Panel to seek clarification and/or further information that may be required by the Panel in order to determine the application.

Additional material

- 6.18. At the discretion of the Presiding Member, any new or additional material to be submitted to the CAP by a person who has made a development application or a valid representation in relation to a matter may be accepted and considered by the CAP. A copy of any additional material accepted shall be provided to the applicant or representors by the party presenting the additional material.

Member's participation

- 6.19. A CAP Member may ask questions of any person appearing before the CAP. Subject to the Presiding Member's determination, all questions shall be relevant to the subject of the development application before the panel.

7 Minutes and Reporting

- 7.1. The Assessment Manager is responsible for ensuring that accurate Minutes are kept of Panel meetings and that they are confirmed by the Panel and signed by the Presiding Member.
- 7.2. The Minutes of the proceedings of a CAP meeting will record:
- 7.2.1 the names of the CAP Members present;
 - 7.2.2 the names of all CAP Members from whom apologies have been received;
 - 7.2.3 the name and time that a CAP Member enters or leaves the meeting;
 - 7.2.4 the name of a person who has made a representation to the CAP at the meeting;
 - 7.2.5 the decision of the CAP, including the express opinion of the CAP on whether the proposed development is seriously at variance with the Planning Rules (including reasons as appropriate);
 - 7.2.6 reasons for granting or refusing Planning Rules Consent, and for the imposition of any conditions on a Planning Rules Consent;
 - 7.2.7 in the absence of a decision, the deferral of the application including the reasons for the deferral;
 - 7.2.8 any disclosure of a conflict of interest made by a Member pursuant to the Code of Conduct adopted by the Minister under Clause 1(1)(c) of Schedule 3 of the Act (Code of Conduct), and the nature of the Interest;
 - 7.2.9 a decision to exclude public attendance; and

7.2.10 a notation, describing the confidential nature of the information and matter, in the event a matter has been excluded from the Minutes.

- 7.3. Minutes shall be read and adopted by the CAP at the end of the meeting.
- 7.4. On the adoption of the Minutes, the Assessment Manager will forward the Minutes to the Presiding Member who will confirm the Minutes by electronic communication.
- 7.5. The Minutes of a CAP meeting must be forwarded to the Council and must be publicly available within two business days after their confirmation by the CAP.

Annual report

- 7.6. The Panel shall prepare and consider an Annual Report for presentation to the Council via the appropriate Standing Committee. The Annual Report may be presented by the Presiding Member and may contain (but not be limited to) statistical information in relation to the number of items considered, the outcomes of decisions on those items, and matters identified by the Panel in the course of its assessment of development applications that warrant referral to Council for consideration of Planning Rules policy, legislative, or procedural change.
- 7.7. The Annual Report shall be presented to Council on or around the anniversary date of the appointment of the Panel, subject to Council meeting timing.

8 CAP Procedures & Support

Additional procedures

- 8.1. Insofar as the Act and these Operating Procedures do not prescribe the procedure to be followed at a CAP meeting, the CAP may determine the procedure at the time. Any such determination may be added to these Operating Procedures.

Staff Participation

- 8.2. The CAP will permit and encourage the active participation of Council staff in attendance at a meeting in providing advice to the CAP.

Assistance

- 8.3. The CAP may call for and consider such professional assistance from Council staff and other professional advisors as it deems necessary and appropriate.

Electronic communication

- 8.4. For the purpose of facilitating constructive debate on a development application under consideration by CAP, electronic communication or other telecommunication devices may be acceptable delivery method, at the discretion of the Presiding Member, for the purpose of conducting the meeting and hearing verbal representation from a person, or their representative, in support of their representation concerning a development application, and providing the applicant, or their representative, the opportunity to verbally respond to any relevant matter. Should electronic communication or other telecommunication devices be utilised they should ensure fair and equitable communication to all attendees to the CAP meeting.
- 8.5. Should electronic communication or other telecommunication devices be utilised for the conduct of a CAP meeting, all voting shall be conducted on the voices, with the Presiding Member verbally acknowledging each individual vote before declaring the outcome of the vote, and noted in the minutes of the meeting, consistent with *Part 6: Decision Making* of the Operating Procedures.
- 8.6. Should electronic communication or other telecommunication devices be utilised for the conduct of a CAP meeting, the Presiding Member and the Assessment Manager shall be present at the meeting place as nominated in the CAP Agenda for that meeting.

Appendix A

No 209 of 2017 published in *Gazette 1.8.2017 p 3051*

South Australia

Planning, Development and Infrastructure (General) (Assessment Panels) Variation Regulations 2017

under the *Planning, Development and Infrastructure Act 2016*

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- 5 Variation of regulation 8—Disclosure of financial interests
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- 11 Compliance with code of conduct—assessment panels
- 7 Insertion of Part 3

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- 12 Application
- 13 Public access to meetings
- 14 Minutes and other documents
- 15 Quorum
- 16 Voting
- 17 Validity of proceedings
- 18 Other matters

Part 1—Preliminary

1—Short title

These regulations may be cited as the *Planning, Development and Infrastructure (General) (Assessment Panels) Variation Regulations 2017*.

2—Commencement

These regulations will come into operation on 1 October 2017.

3—Variation provisions

In these regulations, a provision under a heading referring to the variation of specified regulations varies the regulations so specified.

Part 2—Variation of *Planning, Development and Infrastructure (General) Regulations 2017*

4—Substitution of heading to Part 2

Heading to Part 2—delete the heading and substitute:

Part 2—Administration and structural matters

5—Variation of regulation 8—Disclosure of financial interests

Regulation 8—after subregulation (12) insert:

- (13) For the purposes of paragraph (b) of the definition of *relevant official* in clause 1(1) of Schedule 1 of the Act in relation to an assessment panel appointed by a council, the chief executive officer of the council is prescribed as the relevant official.

6—Insertion of regulation 11

After regulation 10 insert:

11—Compliance with code of conduct—assessment panels

- (1) In this regulation—
code of conduct means the code of conduct to be observed by members of an assessment panel adopted by the Minister under clause 1(1)(c) of Schedule 3 of the Act.
- (2) A person may make a complaint to the Commission if the person believes that a member of an assessment panel has acted in contravention of the code of conduct.
- (3) A complaint must—
 - (a) be in writing; and
 - (b) contain particulars of the allegation on which the complaint is based; and
 - (c) be verified by statutory declaration.
- (4) Except with the approval of the Commission, a complaint must not be lodged with the Commission more than 6 months after the day on which the complainant first had notice of the matters alleged in the complaint.
- (5) The Commission may require the complainant to give further particulars of the complaint (verified, if the Commission so requires, by statutory declaration).
- (6) The Commission may refuse to entertain a complaint or, having accepted a complaint for investigation, may refuse to continue to entertain a complaint, if it appears to the Commission—
 - (a) that the complainant does not have a sufficient interest in the matter to which the complaint relates; or

- (b) that the matter raised by the complaint is trivial; or
 - (c) that the complaint is frivolous or vexatious or is not made in good faith; or
 - (d) that there is some other good reason not to proceed (or further proceed) with the matter under this regulation.
- (7) The Commission may, as the Commission's first step in dealing with a complaint, refer the matter to the member of the assessment panel to whom the complaint relates for a response.
- (8) The Commission may take such further action as the Commission thinks fit (including deciding not to proceed further with the matter).
- (9) The Commission may, whether or not the Commission has acted under subregulation (7), appoint a person to investigate a complaint.
- (10) If the Commission appoints an investigator—
- (a) the Commission must inform the member of the assessment panel to whom the complaint relates of the appointment of an investigator and furnish formal notification of the nature of the complaint; and
 - (b) the investigator must conduct an investigation into the complaint as soon as practicable after the appointment has been made; and
 - (c) the investigator must give the member of the assessment panel to whom the complaint relates a reasonable opportunity to make representations to the investigator about the complaint; and
 - (d) the investigator may require—
 - (i) the complainant; and
 - (ii) the member of the assessment panel to whom the complaint relates,
 to provide to the investigator any document or other information relevant to the investigation of the complaint (verified, if the investigator so requires, by statutory declaration); and
 - (e) the investigator—
 - (i) must otherwise comply with the rules of natural justice; and
 - (ii) subject to subparagraph (i), may conduct the investigation in such a manner as the investigator thinks fit (including by undertaking such other consultations and undertaking such other inquiries as the investigator thinks fit).

- (11) If during an investigation the investigator is satisfied that there is a matter about which another complaint could have been made against the member of the assessment panel, the investigator may, after consultation with the Commission, deal with the matter as if a complaint had been made about the matter.
- (12) The investigator—
 - (a) may report to the Commission at any stage of the investigation; and
 - (b) must present a report to the Commission at the conclusion of the investigation.
- (13) The Commission must provide the person to whom the complaint relates with a copy of a report presented under subregulation (12)(b) (and the Commission may, if the Commission thinks fit, invite a response from the person).
- (14) The Commission may, on the receipt of a report under subregulation (12)(b), or at the conclusion of any process that the Commission has adopted in the alternative—
 - (a) decide to take no further action on the complaint; or
 - (b) undertake any consultation or further inquiry as the Commission thinks fit; or
 - (c) take action to have the member of the assessment panel to whom the complaint relates removed from office; or
 - (d) take such other action as the Commission thinks fit.
- (15) The Commission must inform the complainant of the outcome of a complaint under subregulation (14).
- (16) Without limiting a preceding subregulation, the Commission may, at any time, consult with or provide a report to—
 - (a) the Minister; and
 - (b) in the case of a complaint that relates to a member of an assessment panel appointed by a joint planning board or a council, the joint planning board or the council (as the case requires),about a complaint that has been made under this regulation.
- (17) Nothing in this regulation limits or restricts any action or proceedings that may be taken against or in relation to a member of an assessment panel on account of the member being an accredited professional under the Act.

7—Insertion of Part 3

After Part 2 insert:

Part 3—Assessment panels—procedures

12—Application

This Part applies to and in relation to the procedures of an assessment panel established under section 83 of the Act or clause 12 or 13 of Schedule 8 of the Act.

13—Public access to meetings

- (1) In connection with the conduct of the proceedings of an assessment panel, members of the public are entitled to attend a meeting of the panel other than as set out in subregulation (2).
- (2) An assessment panel may exclude the public from attendance at a meeting—
 - (a) during so much of the meeting as is necessary to receive, discuss or consider in confidence any of the following matters:
 - (i) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
 - (ii) information the disclosure of which—
 - (A) could unreasonably be expected to confer a commercial advantage on a person, or to prejudice the commercial position of a person; and
 - (B) would, on balance, be contrary to the public interest;
 - (iii) information the disclosure of which would reveal a trade secret;
 - (iv) commercial information of a confidential nature (not being a trade secret) the disclosure of which—
 - (A) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (B) would, on balance, be contrary to the public interest;
 - (v) matters affecting the safety or security of any person or property;

- (vi) information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
 - (vii) matters that should be considered in confidence in order to ensure that the assessment panel, or any other entity, does not breach any law, or any order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
 - (viii) legal advice;
 - (ix) information relating to actual litigation, or litigation that the assessment panel believes on reasonable grounds will take place;
 - (x) information the disclosure of which—
 - (A) would divulge information provided on a confidential basis by or to a Minister of the Crown, the Commission, or another public authority or official; and
 - (B) would, on balance, be contrary to the public interest; and
- (b) during so much of the meeting that consists of its discussion or determination of any application or other matter that falls to be determined by the assessment panel.

14—Minutes and other documents

- (1) An assessment panel must ensure that accurate minutes are kept of its proceedings.
- (2) A disclosure by a member of an assessment panel of a direct or indirect pecuniary interest in any aspect of a development or any body associated with any aspect of a development required under the Act must be recorded in the minutes of the assessment panel.
- (3) Members of the public are entitled to reasonable access to—
 - (a) the agendas for meetings of an assessment panel; and
 - (b) the minutes of meetings of an assessment panel.
- (4) However, an assessment panel may, before it releases a copy of any minutes under subregulation (3), exclude from the minutes information about any matter dealt with on a confidential basis by the assessment panel.
- (5) Minutes must be available under subregulation (3) within 5 business days after their adoption by the members of the assessment panel.

15—Quorum

A quorum at a meeting of an assessment panel is a number obtained by dividing the total number of members of the assessment panel for the time being in office by 2, ignoring any fraction resulting from the division, and adding 1.

16—Voting

- (1) Each member of an assessment panel present at a meeting of the assessment panel is entitled to 1 vote on a matter arising for decision and, if the votes are equal, the member presiding at the meeting is entitled to a second or casting vote.
- (2) Subregulation (1) does not apply to a person who is taken to be a member of an assessment panel under section 85 of the Act.

17—Validity of proceedings

A proceeding of an assessment panel (and any decision made by an assessment panel) is not invalid by reason only of a vacancy in its membership or a defect in the appointment of a member.

18—Other matters

Except insofar as a procedure is not prescribed by the Act or these regulations, the procedures of an assessment panel in relation to the conduct of its business will be as determined by the assessment panel (and an assessment panel is accordingly a specified body for the purposes of section 246(6)(d) of the Act).

Note—

As required by section 10AA(2) of the *Subordinate Legislation Act 1978*, the Minister has certified that, in the Minister's opinion, it is necessary or appropriate that these regulations come into operation as set out in these regulations.

Made by the Governor

with the advice and consent of the Executive
Council on 1 August 2017

No 209 of 2017

PLN0019/17CS

ATTACHMENT 2: Applications Considered by the Council Assessment Panel July 2017 - June 2018

Meeting Date	Application Number	Address	Proposal Description	Category	Decision	Representors / No. verbal
25-Jul-17	361/888/2017/3B	7/96 Research Road, Pooraka	Change of use to a group fitness centre (Tenancy 7)	3 Non Complying	Approved with conditions	Received - 2 Heard - 1
25-Jul-17	361/865/2017/NB	120 Salisbury Highway, Salisbury	Change of use from dwelling and office to office and advertising signage (non-complying)	Non Complying 3	Approved with conditions	Received - 2 Heard - Nil
Aug	No meeting					
Sept	No meeting					
24-Oct-17	361/1144/2016/3B	701-709 Port Wakefield Road, Globe Derby Park	Mixed use development comprising Prayer Hall, Dining Hall and Library/Museum with associated facilities, including playground, carpark, caretakers residence, community garden and horse enclosure, and the removal of a regulated tree	3	Refused	Received - 31 Heard - 5
28-Nov-17	361/1282/2017/2B	43-45 & 47 Hawker Road, Burton SA 5110 and 71 & 79-85 Helps Road, Burton SA 5110	Waste Depot (temporary storage of waste oil) in Association with Existing Industrial Activities (Exact Mining) for Exact Mining Services	2	Approved with conditions	Received - 5 Heard - 1
28-Nov-17	361/241/2017/2A	231 Bridge Road, Ingle Farm	Twelve (12) two storey dwellings, combined fence & retaining walls (maximum height 3.5m) and associated internal driveway, car-parking & landscaping	2	Approved with conditions	Received - 5 Heard - 2
Dec	No meeting					
23-Jan-18	361/2379/2017/1B	Salisbury Civic Square 62-66 John Street, Salisbury Parabanks Shopping Centre, 68-	Demolition of existing council building, retail building, car parking and structures on civic square, and	1	Approved with conditions	N/A

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Item 1.3.1 - Attachment 1 - Council Assessment

Meeting Date	Application Number	Address	Proposal Description	Category	Decision	Representors / No. verbal
		84 John Street, Salisbury	construction of a four storey civic building (Community Hub) with café, LED screen and associated car parking, pedestrian links and public spaces.			
27-Feb-18	361/1589/2017/2B	1460 Main North Road, Salisbury South	Demolition of existing dwelling and associated structures and outbuildings, removal of 40 Regulated Trees (8 being Significant Trees), transplanting of 13 Regulated Trees, the construction of a mixed use retail and entertainment complex comprising major retail shops (2), speciality retail shops (13), cafe (1), bulky goods tenancies (4), entertainment venues (3), indoor recreation centre (gymnasium), fencing and screening structures, 3 fast food restaurants (with associated drive through facility) together with associated siteworks, access/egress to Kings Road, Main North Road and Mengel Court, at-grade car parking and manoeuvring areas, loading docks, pedestrian paths, waste storage areas, outdoor seating and landscaping	2	Deferred - to seek the advice of the Civil Aviation Safety Authority in respect to the Vipac Engineers & Scientists Wind Impact Assessment Report, dated 6 November 2017	Received – 3 Heard 1
March	No meeting					
April	No meeting					
22-May-18	361/284/2018/2T	Adjacent to 53 Margaret Avenue, Salisbury	Removal of one regulated tree on Council road reserve	2	Refused	Received - 4 Heard - 1

Meeting Date	Application Number	Address	Proposal Description	Category	Decision	Representors / No. verbal
	361/515/2018/3B	38 Mortess Street, Brahma Lodge	Change of use from scout hall to place of worship	3	Approved with conditions	Received - 9 Heard - 1
26-Jun-18	No meeting					

Policy and operation matters referred to Councils Administration

Meeting Date	Description
28-Nov-17	The Panel flagged the desirability of further review of policy applying to places of worship and related community facilities, including appropriate zones for such land uses and performance requirements.

Item 1.3.1 - Attachment 1 - Council Assessment Paanel Annual Report 2017/18

Applications subject to Appeal

Meeting Date	Application Number	Address	Proposal Description	Category	Decision	Appeal by	ERDC determination
28-Feb-17	361/1549/2016/3B	256-258 Bridge Road, Pooraka	Place of worship with associated activities and cemetery, car parking, landscaping and stormwater arrangements	3	Approve	Third Party (x6)	Approve
24-Oct-17	361/1144/2016/3B	701-709 Port Wakefield Road, Globe Derby Park	Mixed use development comprising Prayer Hall, Dining Hall and Library/Museum with associated facilities, including playground, carpark, caretakers residence, community garden and horse enclosure, and the removal of a regulated tree	3	Refuse	Applicant	Adjourned to allow appellant time to evaluate their options

ITEM	1.3.2
	POLICY AND PLANNING COMMITTEE
DATE	10 December 2018
HEADING	Planning Reforms Update
AUTHOR	Chris Zafiroopoulos, Manager Development Services, City Development
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.

SUMMARY This report provides an update of the State Government’s planning reform program and advice in relation to the most recent discussion papers for Council’s consideration.

RECOMMENDATION

1. That the information in relation to the State Government’s planning reform program be received and the submissions on the discussion papers for Assessment Pathways, Performance Indicators, Natural Resources and Environment Policy, Integrated Movement Systems Policy and the Accredited Professionals Scheme Draft Regulations attached to this report be endorsed.

ATTACHMENTS

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

1. Submission on the Assessment Pathways Discussion Paper
2. Submission on the Accredited Professionals Scheme Draft Regulations
3. Submission on the Performance Indicators Discussion Paper
4. Submission on the Natural Resources and Environment Discussion Paper
5. Submission on the Integrated Movement Systems Discussion Paper
6. The New Planning System: A Guide for Councils

1. BACKGROUND

- 1.1 The State Government has been implementing a reform program that is changing the planning and development approval process across the state.
- 1.2 The changes have been introduced in stages following the passing of the Planning, Development and Infrastructure Act 2016 (PDI Act). The reform program is being implemented over five (5) years and is due to be completed by July 2020.
- 1.3 Council has been provided updates and made submissions on the reform program as the Department of Planning, Transport and infrastructure (DPTI) has released the changes in stages. This report provides an update on the reform program, including matters that were released by DPTI just ahead of the recent local government caretaker period.

2. REPORT

- 2.1 The first components of the new system that the government introduced essentially established the framework of the new system and introduced mechanisms to pilot key new instruments. The key elements include:
- 2.1.1 State Planning Commission.
 - 2.1.2 Community Engagement Charter.
 - 2.1.3 State Planning Policies.
 - 2.1.4 Pilot projects for Infrastructure Schemes and Joint Planning Agreements.
 - 2.1.5 Council Assessment Panels.
 - 2.1.6 First stages of the SA Planning Portal.
- 2.2 This report provides Council an update on the following reforms that were released just ahead of the recent local government elections. Comments on these papers were sought by 17 October 2018 and 3 December 2018. Submissions were made on these papers by staff to the Department of Planning, Transport and Infrastructure, noting that Council would not formally consider the papers until the new Council was formally appointed following the elections.
- 2.2.1 Assessment Pathways Discussion Paper.
 - 2.2.2 Performance Indicators Discussion Paper.
 - 2.2.3 Accredited Professionals Scheme Draft Regulations.
 - 2.2.4 Natural Resources and Environment Policy Discussion Paper.
 - 2.2.5 Integrated Movement Systems Policy Discussion Paper.
- 2.3 The government has also recently announced its program for the complete transition to the PDI Act, including the replacement of Development Plans with the Planning and Design Code. This process, to be undertaken by the government, is discussed below.
- 2.4 Information in relation to the planning reforms is provided on the government *SA Planning Portal* website www.saplanningportal.sa.gov.au.
- 2.5 In addition, the government has produced an *Elected Members Toolkit* on the new planning system guide for Elected Members which has also been made available on the Elected Members Portal.

Assessment Pathways Discussion Paper

- 2.6 The *Assessment Pathways Discussion Paper* outlines the new assessment pathways that are proposed with the introduction of the PDI Act. The intention is to have the pathways ready for operation from July 2019. The pathways will likely become operational within Salisbury with the introduction of the Planning and Design Code that is proposed to be introduced in July 2020 in metropolitan Adelaide.
- 2.7 The assessment pathways are founded on getting the planning policies right and on this premise are designed to provide a streamlined decision making process for applicants, including in their choice of relevant authority (privately engaged accredited professionals).

2.8 The submission on the *Assessment Pathways Discussion Paper* is provided in Attachment 1. While a number of matters are discussed, the key issues that are considered relevant for Council are summarised below:

- 2.8.1 **Privately Engaged Professionals** – is the proposal for an applicant to engage a certified planner in a client relationship to approve developments that have subjective judgements. There are inherent challenges associated with privately engaged accredited professionals determining performance based developments, particularly where this involves balancing the consideration of levels of non-compliance with policy where there may be a trade-off between private development benefit and public/external benefit. The relationship between a private client and relevant authority (accredited professional) differs to that of the relationship between a customer and a public relevant authority (Panel or Assessment Manager) where such trade-offs need to be considered. Subjective judgements that require a balance between the applicant's desire to maximise development outcomes and the potential external impacts are likely to be more effective when determined by an independent Panel or Assessment Manager (Council staff).
- 2.8.2 **Council Assessment Panel Delegations** - The discussion paper suggests publicly notified applications may be determined by CAPs, unless the CAPs delegate some of these applications to Assessment Managers (council staff). This may have resourcing implications for the Salisbury CAP. The Salisbury CAP holds 8 to 10 meetings per year and considers approximately 20 applications per year, whereas adjoining Council CAPs hold more frequent meetings and may consider over 50 applications annually. An increase in applications determined by the Salisbury CAP as a consequence of this reform will be a significant inefficiency for the Salisbury community and applicants. While the CAP has the option to delegate these applications to staff (the Assessment Manager), this uncertainty and inconsistency across councils should be avoided. Assessment Panels should determine developments where third party representors indicate a desire to be heard by the relevant authority or where the Planning and Design Code prescribes developments of a complex or significant nature to warrant determination by the Panel consistent with the principles of transparency of assessment process.
- 2.8.3 **Public Notification** – It is not explicit that development applications that undergo public notification will provide the representor the opportunity to be heard by the relevant authority. These development applications should continue to be determined by Panels, as currently occurs, and the representor be able to attend and make a verbal submission to the Panel. It is important for the community to be able to see and participate in the development process for applications that are inherently more complex and controversial.

- 2.8.4 **Deemed Planning Consent** – This new procedure provides that an applicant may initiate a deemed planning consent process where a relevant authority fails to make a decision within a prescribed timeframe. This effectively will require the relevant authority to issue a planning consent, unless the relevant authority applies to the court to quash the deemed consent. In respect to CAPs and Assessment Managers, this mechanism is likely to discourage collaborative processes between a relevant authority and an applicant given the risk it poses on the development application outcomes. There is also likely to be less tolerance on outstanding information and applications, which may lead to an escalation in refusals as the relevant authority seeks to manage the risk of ‘deemed approval’ for otherwise appropriate development, as opposed to working through issues with an applicant to seek a mutually acceptable outcome.

Accredited Professionals Scheme Draft Regulations

- 2.9 The *Accreditation Professionals Scheme Draft Regulations* have been released by the Department of Planning, Transport and Infrastructure for consultation. The regulations provide the framework for the scheme, including:
- 2.9.1 Classes of accreditation and associated decision making powers.
 - 2.9.2 How the scheme will work, including registration, professional development, auditing and complaints processes.
 - 2.9.3 Skills and experience requirements
 - 2.9.4 A code of conduct.
- 2.10 It is proposed that the Accredited Professionals Scheme will be implemented in stages. From early 2019, a transitional period will begin, during which all eligible professionals will be able to transition into the Scheme. By mid-2019, all building professionals will be required to transition into the Scheme (and may do so through recognition of their existing certification). Accreditation for all other planning and building professionals will be required from late 2019 onwards.
- 2.11 Council considered the discussion paper in April 2018 that informed the draft regulations. Council indicated that it supported the introduction of a scheme to improve decision making but suggested further consideration be given to specific matters. The submission on the *Accreditation Professionals Scheme Draft Regulations* is provided in Attachment 2. The key issues that are considered relevant for Council are summarised below:
- 2.11.1 The scheme provides for the Privately Engaged Professionals (Refer discussion 2.8.1 above).
 - 2.11.2 The accreditation scheme should have regard to the pool of expertise currently employed on Council Assessment Panels and the risk that this scheme may deter those who are otherwise able to make valuable contributions. The additional costs will ultimately flow to applicants and the community, and therefore should be minimal. The Department has suggested the fee for all evaluations and registrations will be between \$600 - \$800, plus an annual (undisclosed) fee for administration costs. The evaluation fee is approximately 25% of the total annual payment for current Salisbury CAP members, excluding training requirements. (Ave 10 meeting per year @ \$320 per meeting).

Performance Indicators Discussion Paper

- 2.12 The *Performance Indicators Discussion Paper* proposed providing data to enable public enquires across the full range of development matters, including strategy, policy and assessment.
- 2.13 Purpose of indicators is to monitor and evaluate the performance of the new system. Case studies from Victoria & NSW demonstrate how information can be made available to public/practitioners/etc to monitor relative performance of councils.
- 2.14 The initiatives in this paper are generally supported given they are providing data to enable public enquires across the full range of development matters, including strategy, policy and assessment.
- 2.15 The Department was provided examples of the data currently utilised by Council.
- 2.16 The submission on the *Performance Indicators Discussion Paper* is provided in Attachment 3.

Natural Resources and Environment Policy Discussion Paper.

- 2.17 This Discussion Paper seeks to recommend policy directions for the Natural Resources and Environment that should be in the new Planning and Design Code. It considers six themes, being Sustainable and Liveable Urban Environments, Water Security and Quality, Biodiversity, Coastal Environment, Natural Hazards and Environmental Protection and Health.
- 2.18 The closing date for submissions is the 3rd December 2018. A submission was made on behalf of the Council by the administration which commented on a number of items, with the main aspects being the need to recognise existing water harvesting systems and re-use by organisations and their contribution to the water security, waste management methods to reduce the number of bins and their conflict with car parking as a result of increased housing density, impacts of climate change on coastal settlements, recognition that management of strategic infrastructure such as airports has widespread impacts on communities around airports.
- 2.19 The submission on the *Natural Resources and Environment Discussion Paper* is provided in Attachment 4.

Integrated Movement Systems Policy Discussion Paper.

- 2.20 This Discussion Paper is focussed on the key issues and opportunities associated with managing the interface between the transport systems and the surrounding land uses and how the new planning system might achieve optimal land use and development outcomes that complement the functions of transport modes.
- 2.21 The closing date for submissions is the 3rd December 2018. A submission was made on behalf of Council by the administration which provided a number of comments, and highlighted the following issues:
 - 2.21.1 The recognition that the City of Salisbury has two significant airports and that the Discussion Paper must include their large economic contribution to the economy

- 2.21.2 The number of Guidelines implemented under the Federal National Airports Safeguarding Framework which have varying but significant impacts on the communities around airports, particularly when taken as a total impact.
- 2.21.3 The opportunity to improve the east west movement links across and to the corridors and its importance to support the corridors, and the industry related transport movement efficiency gains.
- 2.21.4 To recognise car parking as a significant policy for infill development and for the interchanges along the corridors to encourage patronage and improve efficiency for industrial and commercial traffic and not hinder the occupiers of the corridors.

2.22 The submission on the *Integrated Movement Systems Policy Discussion Paper* is provided in Attachment 5.

Planning and Design Code

- 2.23 The preparation of the Planning and Design Code (the replacement of the current Development Plan) is being prepared by DPTI. The preparation of the new Code will occur in three phases; the first in mid-2019 for the Land not within a Council Area, followed by the Regional Councils at the end of 2019, and ending with the Greater Adelaide Councils in mid-2020.
- 2.24 DPTI has advised that the conversion of Council Development Plans to the Planning and Design Code will be led by the State Planning Commission and therefore no formal endorsement from Council will be required. The Commission and DPTI have indicated that Elected Members will be kept informed throughout the process via correspondence and briefings, providing council staff time to update Elected Members and via the statutory consultation process. A guide outlining this process published by DPTI, *The New Planning System: A Guide For Councils* is provided in Attachment 6.
- 2.25 It is understood that there will also be a statutory public consultation of the draft Planning and Design Code library. Council will be informed of this when it is known.

3. CONCLUSION / PROPOSAL

- 3.1 A series of discussion papers released by the state government just ahead of the election period. This report provides Council the opportunity to consider these papers and the submission made by council staff during the caretaker period.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03.12.18



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22 October 2018

Department of Planning, Transport and Infrastructure

By email: DPTI.PlanningEngagement@sa.gov.au

Dear Sir / Madam

Re: Submission on the Assessment Pathways Discussion Paper

Thank you for the opportunity to make a submission on the *Assessment Pathways Discussion Paper*.

Council is currently in caretaker period for the Local Government Elections and has not formally considered this paper. The discussion paper will be provided to Council for consideration at the first available meeting of the new Council, following which an endorsed submission will be provided to the Department.

Council staff have considered the paper and provide the following comments.

Relevant Authorities

- There are inherent challenges associated with privately engaged accredited professionals determining performance based developments, particularly where this involves balancing the consideration of levels of non-compliance with policy where there may be a trade-off between private development benefit and public/external benefit. The relationship between a private client and relevant authority (accredited professional) differs to that of the relationship between a customer and a public relevant authority (Panel or Assessment Manager) where such trade-offs need to be considered. Subjective judgements that require a balance between the applicant's desire to maximise development outcomes and the potential external impacts are likely to be more effective when determined by an independent Panel or Assessment Manager.

The discussion paper suggests publicly notified applications may be determined by CAPs, unless the CAPs delegate some of these applications to Assessment Managers. This may have resourcing implications for the Salisbury CAP. The Salisbury CAP holds 8 to 10 meetings per year and considers approximately 20 applications per year, whereas adjoining Council CAPs hold more frequent meetings and may consider over 50 applications annually. An increase in applications determined by the Salisbury CAP as a consequence of this reform will be a significant inefficiency for the Salisbury community and applicants. While the CAP has the option to delegate these applications to staff (the Assessment Manager), this uncertainty and inconsistency across councils should be avoided. Assessment Panels should determine developments where third party representatives indicate a desire to be heard by the relevant authority or where the Planning and Design Code prescribes developments of a complex or significant nature to warrant determination by the Panel consistent with the principles of transparency of assessment process.

Council will continue to be the relevant authority for development approval. The new system requires Council to check that all the necessary consents have been issued before issuing the final approval. Given an applicant may choose multiple accredited professionals to assess an application or elements of a development, or defer elements of a development application, Council will be compelled to review the plans for consistency between approvals much more comprehensively than today. While this is an increased workload for Council that may be partially off-set by reduced workloads as a result of assessments by non-council accredited professionals, this level of administration should be recognised in the future system. The cost implications should be borne by the applicant who benefits from this mechanism or a sanction applied to the accredited professional who has failed to ensure consistency in their assessment. (Q1)

The new system will enable an applicant to seek approval for various elements of consent. This concept appears to introduce a complex assessment process and potentially segments applications in a way to inhibit a complete view / understanding of a development and the associated impacts. It is not clear what issue this initiative is seeking to 'fix' and this has potentially significant unintended consequences. This new process should be justified with evidence of the issue it seeks to address, and, if justified, supported with a practice direction.

Assessment Categories

- The scope of a minor variation is currently subject to differing interpretation and providing some definition for greater consistency is supported. The greatest certainty will be created by reducing the scope of this interpretation. The current process also has very little transparency. As part of this process, it is recommended that the relevant authority be required to document the decision to grant a minor variation and that should be reviewable in the event of a subsequent enquiry. (Q4)
- Development that is not reasonably expected (land use) or impacts on adjoining land (building height, siting, length on boundary) should generally undergo a public notification process. It is important that the notification does not create a false expectation on behalf of the applicant or representor, given the assessment decision is still made against the Code.

The notification of developments where the Deemed to Satisfy criteria is not met introduces a much finer grain of notification trigger than is generally applied in the current Development Regulations. Combined with the limitation of representations to consider only that element that is not met, it creates a more complicated process for the relevant authority and the representor. It is unrealistic to expect a lay person (representor) to not consider the totality of a development in making a representation, and it will then fall on the relevant authority to determine the relevance or otherwise of all or parts of a representation. It is noted however that this is a matter for consideration in the Planning and Design Code. (Q5)

- Assessment Panels should determine developments where third party representors indicate a desire to be heard by the relevant authority or where the Planning and Design Code prescribes developments of a complex or significance nature to warrant determination by the Panel. (Q6)

Public Notification

- Development applications that undergo public notification should include the opportunity for a third party representor to be heard by the relevant authority and these development applications should continue to be determined by Panels, as currently occurs. It is important for the community to be able to see and participate in the development process for applications that are inherently more complex and controversial.

Assessment Managers should have the capacity to determine publicly notified applications where representors do not wish to make a verbal submission. A number of applications that are publicly notified are currently determined under delegated authority. Assigning all publicly notified applications to Panels will be very inefficient in comparison to existing delegations and practices at the City of Salisbury.

Accredited professionals should not be determining development applications that have undergone public notification given the complexity of such proposals and the community expectation that an independent authority will balance competing interests. (Q10)

- The requirement for placing a notice on the subject land should be with the applicant and evidence of placing the sign on the property should be provided to the relevant authority via notification in the eplanning system with a photo of the sign on the land. It is suggested that consideration also be given for third party contractors undertaking this role and providing evidence to the relevant authority and applicant. There are inherent risks and liabilities for a council to be expected to place such a sign on private property. (Q11)
- It is presumed that the source for the names and addresses for the public notification process will be council's data or alternatively a central data base that is maintained for currency, such as the Lands Title Office. This should be clarified in the regulations.

Assessment Categories

- A relevant authority should be able to dispense with the requirement for mandatory information that is otherwise required in the regulations/code/practice directions and be required to document the reason(s) for doing so. (Q15)
- A referral agency should be afforded the opportunity to request additional information in order to provide informed advice in relation to an application. A standardised schedule of information that the referral agencies could produce to streamline this process is also recommended. (Q16)
- In order to facilitate the full and proper assessment of a development, the relevant authority should be afforded the opportunity to request further information in the event amendments raise more questions / assessment considerations and/or is incomplete. (Q17)

Outline Consents

- Given this is a completely new concept, a limited trial / pilot should be considered before this assessment pathway is made operational. Clarification is required as to how the interrelationships between stages are identified and managed, and how the totality of a development proposal is assessed. Further information is required on how this process will work and an analysis of the benefits or otherwise of this proposal to applicants and the community. This will inform the development types and/or locations in which this pathway should apply.(Q18)

Referrals

- Given that statutory referrals have been reduced to only where important technical information is required and the agency may give direction to the relevant authority, it is not evident that a deferral of this advice would benefit an applicant and the relevant authority may be unable to provide an informed decision in the absence of this advice. (Q21)

Preliminary Advice

- Councils are likely to continue to provide this service to its community given community expectations that the council can be approached for such advice, and that preliminary advice will generally lead to a better development outcome and an improved assessment process. However, as there is an increased risk of 'shopping around' for advice, it would be appropriate to consider a fee and/or process to limit this practice. (Q22/23)

Deemed Planning Consent

- It would inappropriate to allow the deemed planning consent option if the application is incomplete due to outstanding information or process such as public notification / referral that is required under the Act which is pending. This would be at odds with the objects of the Act.

It is unclear why this mechanism is necessary for an applicant who engages their own accredited professional in a fee for service arrangement. There is a risk that this may be exploited in such situations.

In broad terms, it is again unclear what this initiative is seeking to 'fix', and has potentially significant unintended consequences. Such a proposal should be supported by statistical evidence of the problem as a proportion of total development applications assessed. If the incidence is statistically insignificant, then it is recommended that this proposal not proceed, noting that this will require legislative change.

In respect to CAPs and Assessment Managers, this mechanism is likely to discourage collaborative processes between a relevant authority and an applicant given the risk it poses on the development application outcomes. There is also likely to be less tolerance on outstanding information and applications, which may lead to an escalation in refusals as the relevant authority seeks to manage the risk of 'deemed approval' for otherwise appropriate development, as opposed to working through issues with an applicant to seek a mutually acceptable outcome. (Q26)

Variations

- Applicants should be afforded the opportunity to make minor variations to an application and there should be a fee for the relevant authority to process this variation. (Q30/31)

Eplanning

- Council currently offers monthly invoicing and a streamlined process for some regular applicants. The eplanning development application diagram suggests the fee payment is made for each individual development application at the time of lodgement. In order to maintain this service level with regular applicants, the eplanning solution should have flexibility to accommodate such arrangements. This assists with a small business' cash flow and is a more efficient process for regular users of the system by requiring one monthly transaction rather than multiple transactions and payments each month.

Yours sincerely



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22 October 2018

Department of Planning, Transport and Infrastructure

By email: DPTI.PlanningEngagement@sa.gov.au

Dear Sir / Madam

Re: Submission on the Accredited Professionals Scheme Draft Regulations

Thank you for the opportunity to make a submission on the *Accredited Professionals Scheme Draft Regulations*.

Council is currently in caretaker period for the Local Government Elections and has not formally considered the draft regulations. The draft regulations will be provided to Council for consideration at the first available meeting of the new Council, following which an endorsed submission will be provided to the Department.

Council staff have considered the paper and provide the following comments.

- Council considered the discussion paper in April 2018 that informed the draft regulations. Council indicated that it supported the introduction of a scheme to improve decision making but suggested further consideration be given to specific matters. Council's submission on the discussion paper and response in the draft regulations is summarised in the table below.

Council comments	Response in draft regulations
Questioned the proposed <i>Land Division Accredited Professionals</i> ability to undertake full and proper assessment	Addressed. This level of accreditation is not included in the draft regulations.
Questioned the minimum experience (6 months) for an accredited professional to become a private certifier, given current requirement is 8 years	Not addressed. The minimum of 6 months experience is retained in the draft regulations with no clear justification for such a reduction in experience for a building professional to practice as a private certifier. There is a concern that this might result in a situation where people with very little experience may seek to provide low cost service that undermines industry standards.
Recommended an effective process for monitoring and enforcement of professional conduct, particularly given	Partially Addressed. The draft regulations include an audit process for accredited professionals, but the periodic audit period is 5 years which

increased private certification	is not expected to have any real influence on professional behaviour or build confidence in the wider community, particularly given only significant breaches will be reported to accreditation authority. The draft regulations include a complaint process that is likely to deter some complaints due to the process, including the making of a statutory declaration. An effective, timely, audit and sanction system is required to maintain professional standards, consumer protection, and community confidence in the system.
---------------------------------	--

The outstanding issues described above are considered important matters that require further consideration for the community to be able to see and have confidence that the new system is improving decision making.

- The draft regulations have introduced some significant changes that were not identified in the discussion paper. These include:
 - The legislative framework appears to enable an Assessment Manager to be appointed by an applicant, as suggested in the fact sheet publications that were released with the draft regulations for a *private sector planner or allied professionals*. More recent advice from DPTI suggests it is not the intention or envisaged that an Assessment Manager should be making development assessment decisions unless they are employed or contracted to do so by a Council. This is an important clarification given the powers that are available to an Assessment Manager in the new legislative framework that should be documented in the regulations.
 - The scheme will allow private sector planner that is accredited under the scheme to assess *deemed to satisfy* (quantitative standards) development as well as *'simple' performance based* (qualitative standards) developments. It is understood that these circumstances will be prescribed in the future regulations. This increase function for private sector planners is of a concern given the subjective judgement that is made in an accredited professional-client relationship. This is already an area of concern where private certifiers make subjective judgements on minor variation for qualitative standards under the current Rescode criteria. This element of the reforms will lead to greater inconsistency and uncertainty for communities. Council does not support private sector planners assessing any performance based (qualitative standards) developments, given the inherent challenges involved in balancing consideration of levels of non-compliance with policy where there may be a trade-off between private development benefit and public / external benefit.
- The draft regulations contain clause 29(2) that prohibits an accredited professional acting in a situation where they are employed by a person or body associated with any aspect of a development. An officer or employee of the crown is exempt from this clause when acting in their capacity of an officer or employee, but this is not extended to council employees. It is considered appropriate to extend this same exemption to council officers / employees. Otherwise simple and routine council developments that are currently assessed by staff under delegation will be subject to assessment by a Panel.
- Clarification is sought if the *relevant planning qualifications* are intended to restrict the UniSA Graduate Diploma of Urban & Regional Planning with the final enrolment year of 2009.

- Accredited Professional – Building level 2 to 4 should not be able to approve structural works, calculations or performance-based solutions given the level of inherent complexity in these considerations.
- Given the significant role of the auditor in the new scheme, clarification is sought on the experience and clarifications that will be required under the Act, particularly given the diverse technical considerations that are necessary to assess technical competencies.
- It is not clear if the professional accreditation scheme will apply to those officer / employees of government departments that provide advice on development application through statutory referrals. Given these authorities will have the power of direction, it would appear appropriate to extend this scheme to apply to these officers / employees.
- The accreditation scheme should have regard to the pool of expertise currently employed on Council Assessment Panels and the risk that this scheme may deter those who are otherwise able to make valuable contributions. The additional costs will ultimately flow to applicants and the community, and therefore should be minimal. Matters for consideration include:
 - The fees payable to the scheme should have regard to the moderate sitting fees for members on Assessment Panels. The Department has suggested the fee for all evaluations and registrations will be between \$600 - \$800, plus an annual (undisclosed) fee for administration costs. The evaluation fee is approximately 25% of the total annual payment for current Salisbury CAP members, excluding training requirements. (Ave 10 meeting per year @ \$320 per meeting).
 - The accreditation scheme should recognise a person with an extensive level of experience and who may not necessarily have a prescribed planning qualification.
 - The accreditation scheme should recognise that a person with less experience will inherently require more training as opposed to a person who has demonstrated core competencies through an extensive career. The scheme does not appear to link the level of training required with a person's experience.

Yours sincerely



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22 October 2018

Department of Planning, Transport and Infrastructure

By email: DPTI.PlanningEngagement@sa.gov.au

Dear Sir / Madam

Re: Submission on the Performance Indicators Discussion Paper

Thank you for the opportunity to make a submission on the *Performance Indicators Discussion Paper*.

Council is currently in caretaker period for the Local Government Elections and has not been formally considered this paper. The discussion paper will be provided to Council for consideration at the first available meeting of the new Council, following which an endorsed submission will be provided to the department.

Council staff have considered the paper and provide the following comments.

- The proposed premise of providing data to enable public enquires across the full range of development matters, including strategy, policy and assessment is supported.
- There should be a clear line of sight between the strategic indicators and the measures of activity in the development assessment process. The performance indicators should also measure how development ultimately aligns with strategic objectives, including design quality, and measure community satisfaction of the development outcomes.
- The data should be exportable to link to other data sources to allow tailored reports.
- Council should be able to access data readily for information within the council area, including:
 - Development application activity by Council area, Ward or suburb.
 - Strategic developments within Council area.
 - Various activity reports that provide information such as workloads by officer within Council, timeframes, class of building, etc.
 - Statutory Inspections including targets, notification of inspections, completed inspected, non-compliant issues by type / area, officer.
 - Development construction activity to create various adhoc reports for development within the Council area.

Examples of this information are attachments to this letter.

- It is understood the new performance Indicators should negate the requirement for Council to provide reports to the Department for System Indicators, the Local Government Grants Commission and ABS reporting, which is supported.

- Given that the Act introduces a centralised lodgement and assessment system, it is important that in addition to providing the ability to produce higher level performance indicator data, the system also provides effective management reporting and monitoring tools for assessment authorities. If this is not achieved, there is the risk that assessment authorities will need to implement their own, potentially disparate management reporting systems.

Yours sincerely



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Attachments

1. Development Application Activity Report.
2. Strategic Developments Applications Report.
3. Development Application Workload Reporting.
4. Inspection Reporting.

7 November 2018

Department of Planning, Transport and Infrastructure

Dear Sir / Madam

City of Salisbury submission on Natural Resources and Environment Discussion Paper

Thank you for the opportunity to make a submission on the Natural Resources and Environment Discussion Paper.

Council has been in caretaker mode for the Local Government Elections, and has not considered this matter. The submission is considered to be consistent with Council positions on the various matters.

The comments are provided in the following table.

Natural Resources and Environment Discussion Paper		
Issue	Comment	Action
Inputs into Paper Pg 8 and pg 18 figure 4	Relevant government directions	Should include Federal Government directions and influences
Key Trends Pg13	What is the policy response to these identified trends?	Show the link between the trend, response and actions that will be in the PD code.
Theme 2 Water Security and quality Pg 21	Focus is on security of watershed areas. Discussions do not recognised urban stormwater harvesting currently being undertaken. Questions are raised on who owns roof water runoff and what the State policy position is on the efficiency of detaining roof water with existing quantity requirements on site, or to promote council controlled schemes which may have greater efficiencies of scale.	Recognition of existing harvesting systems and reuse by organisations, and their contribution to water security and quality Land division design linkages in the PD code should be identified as a necessary outcome
Theme 6 Environment protection- interface(including noise and air emissions) Pg 23	Photo of airport	Leads reader to assumption that noise controls will exist in PD code for aviation operations. The ability to limit airport noise should not be overstated otherwise there will be raised

		expectations in the community that will not be addressed in the PD Code. Greater clarity required on potential outcomes or change the photo.
Waste Management Pg 29	Increase in housing density as a policy has implications on car parking standards for on and off street, as well as waste management bins locations and use of street verges which results in conflict with parking availability on waste pick up days. This is through the increased number or co-use of driveways for housing and developments which reduces on street parking capacity.	PD Code must recognise the issue and respond with appropriate policies, in conjunction with other waste management methods that reduces number of bins and their conflict with parking.
Biodiversity Theme 3 Pg 32	Considered that there is an issue of roadside vegetation along arterial road corridors and the appropriate species selection and maintenance having regard to business presentation.	PD Code preparation to include policies that recognise an inclusive and business friendly streetscape in the landscaping and road presentation.
Key opportunities Theme 2 Pg 30/31	Focus on Water Protection Areas. Doesn't discuss other protection areas that might arise such as other watercourses, coastal marina areas, or reservoir usage.	Potential application of proposed responses to River Murray issues could be further applied to other appropriate water courses and marinas.
Key opportunities Coastal Environment Theme 4 Pg 34/35	Issue of climate change impacts on coastal settlements being recognised in the key opportunities and challenges and the policy response	PD Code preparation to include policies that recognise the impacts on coastal settlements land use policy.
Key opportunities Theme 5 Theme 6 Pg 36/37	Interface does reference strategic infrastructure such as airports and management of impacts on both the infrastructure uses and the interface sensitive users.	Widespread application of potential controlled areas through such matters as airport public safety areas, airport ANEFs and the like leads to question about what areas should be identified for future classification to minimise ongoing impacts, and how that

		<p>might be identified and managed.</p> <p>The proposed timing of the flood mapping should be brought forward in the Code rollout.</p> <p>Investigate alignment of NABERS and Building Code to improve environmental efficiency outcomes.</p> <p>Update to exemptions of ResCode standards to result in higher standards.</p>
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Yours sincerely

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5 November 2018

Department of Planning, Transport and Infrastructure

Dear Sir / Madam

City of Salisbury submission on Integrated Movement Systems Discussion Paper

Thank you for the opportunity to make a submission on the Integrated Movement Systems Discussion Paper.

Council has been in caretaker mode for the Local Government Elections, and has not considered this matter. The submission does however reflect various positions of Council that have been endorsed, and is considered to be consistent in its comments.

A number of detailed comments are provided in the table at the end of the letter, but the key submission points are as follows:

Airport policy consideration

The City of Salisbury has within it two significant airports. Parafield Airport is a general aviation airport that also provides for aviation training facilities which includes repeated landing and take-off flight circuit training, and the RAAF Base Edinburgh which is a significant military airport that is home to long range surveillance aircraft and is utilised by jet fighters and support planes.

Council is acutely aware of the impacts of airport operations on the community and also by the implementation of the National Airports Safeguarding Framework federal guidelines which includes airplane noise levels, and a recent draft Guideline on Public Safety Areas. There are a number of Guidelines of varying impacts and controls on development around airports, but these two significantly affect a large number of properties, with differing levels of policy requirements depending upon the airport type.

It is considered that the Discussion Paper is almost silent both on the impact of airports on the communities around them, and as economic drivers in their own right. As such it warrants a stronger policy content. The identified Airfield Zone module is aimed at airfields, and doesn't recognise the amount of business associated with the larger civil and defence airports. It is understood that these larger airports are outside of the planning control system, but it is considered this is an appropriate opportunity to adjust policy to reflect the differing nature of airports.

It must be understood that significant areas are affected by these Guidelines and their serious implications must be recognised in the first tranche of the Planning and Design Code implementation.

Council wrote to the Minister for Planning in July 2018 and indicated, amongst other matters, that

The Minister for Planning and the Department of Transport, Infrastructure and Planning be advised that the proposed Planning and Design Code should include relevant airport related matters and the NASAF Guidelines and Department of Defence controls where considered appropriate, in recognition of the importance of aviation to the State economy, that it affects multiple communities and is not a single Council issue, and accordingly requires a standardised policy approach and leadership from the State Government on these matters.

I have attached the letter to the Minister for Planning and the Council submission on the latest

NASAF Guideline and for consideration of the Policy Discussion Paper.

East west connectivity and Linkages

Council notes and supports the intent of the policy paper to improve corridor and movement systems, but it is considered the focus of the paper is on residential density changes along transport corridors to improve public transport viability. While this is a necessary direction, it is considered there are opportunities to improve movement efficiency by recognising the importance of the east west connectivity as an adjunct to the existing central hub model which concentrates on Adelaide city centre as the destination, and the importance of industry related transport movement efficiency gains.

The Discussion Paper has a residential focus in its references to Link and Place. Integrated movement consideration should include wider aspects of commercial, industrial or agricultural vehicle destination and journeys and their potential simplification and conflict with urban life.

Council has been advocating to the State Government on key strategic infrastructure projects to improve the east west transport movement such as duplication of the Elder Smith Road, grade separation and level crossing removal at Park Terrace and Kings Road, and upgrades to Diment Roads and Edinburgh Road. The Planning and Design Code should recognise the need to improve the east west connectivity of the road and transport linkages for industrial and commercial traffic, in addition to commuter traffic.

Council has also been advocating that to further support access and movement improvements, particularly in response to State initiatives such as the electrification of the Gawler line, upgrades are required to the Salisbury and Mawson Lakes Interchanges and their commuter parking and accessibility to improve patronage and commuter access to rail services and to minimise the time and economic drag on commuter and industrial traffic. The policies and Planning and Design Code must recognise these requirements in its application to corridors and networks.

I would draw the attention of the State Planning Commission to the Infrastructure Australia Report on "*Outer Urban Public Transport, Improving accessibility in lower density areas* " released in October 2018 for policy positions and recommendations to Governments.

Car Parking

An important element of the urban environment is car parking. This has been a significant issue in our community, particularly as it relates to interchange provision, and general standards for development proposals, and on road car parking capability as it is affected by infill development and new development controls.

Council made a submission to the Legislative Review Committee on the Regulation of Parking and Traffic Movement in South Australia. That submission is also attached to this letter for the consideration of the identified issues as it relates to the Policy Discussion Paper.

Various development assessments has resulted in an identified need for an ability for authorities to vary car parking rates within the Development Plan designated area so that uses with a higher staffing rate or car provision are able to be assessed having regard to their nature.

Urban Core Transition areas should likewise have a differing rate to Core areas to better integrate with existing uses in the transition areas.

To reinforce the use and development of movement corridors it is necessary to make policy in the Planning and Design Code that identifies proper car parking space provision for interchanges, and for development standards and policy provision along the corridors that will

not hinder transport and access. The Planning Code must be drafted in such a manner to encourage patronage along existing services and set standards for new services, and to recognise the efficiency gains for industrial and commercial traffic improvements that can be achieved by road improvements.

A table at the end of the letter contains detailed comments on the Discussion Paper.

Yours sincerely

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Enc

Letter to Minister for Planning

Submission to NASAG

Submission to Legislative Review Committee

Issue	Comment	Action
Integrated Movement Systems Discussion Paper		
Input into Discussion Paper Fig 3 pg 8	Doesn't reference any Federal directions/policies/initiatives such as the National Airports Strategy which has a significant impact on movement systems	Further consideration of civil and Dept of Defence influences and relevant policy directions into Paper as both types of airports are significant influencers in the economy.
Economic Competitiveness Pg 9	Doesn't identify airports as a significant item in the city shaping infrastructure investments and the increased federal policy direction to protect them and its resultant extensive and often multiple policy protections which is going to be required to be considered for the areas around airports. It is not just the actual physical corridor that should be considered in the strategic protections, it is also the reverse impacts on adjacent and affected land development potential.	Identify, and recognise cumulative effect of protections on areas around airports which includes activity and business uses, not just the actual corridor for transport movement.
Liveability, wellbeing, inclusion pg 10	Doesn't recognise airport interfaces which can have a significant individual impact and a wide ranging development impact on all urban activities across a larger area – eg aircraft noise guidelines, or upcoming public safety defined areas, including military airports.	Recognise NASAG framework impacts on urban areas.
Better balance between access and activity Pg 11	Focus is on residential situation and corridors as Link and Place. Integrated Movement includes wider consideration of commercial, industrial or agricultural vehicle destination and journey consideration and their potential simplification and conflict with residential/urban life in toto.	Discussion Paper should include other types of activity and linkages.
Key trends influencing change pg 13	Low density/high private car use significantly contributes to reliance on private vehicles	Doesn't recognise the nature of the existing central hub servicing by public transport, and the lack of ready cross city services that impact on accessibility and useability. Refer to Infrastructure Australia

		<p>Report on outer urban public transport for recommended improvements.</p> <p>To support the need for cross city transport, Council has been advocating on key strategic infrastructure projects to ease transport issues such as the upgrade to Salisbury Interchange and Mawson Lakes interchange and their commuter parking and accessibility, duplication of the Elder Smith Road corridor, Kesters Road, Road networks in the Greenfields industrial area, grade separation and level crossing removal of Park Terrace, Kings Road, and upgrades to Diment Roads and Edinburgh Road to support industrial development</p>
<p>Technology is changing how we live and how we move Pg14</p>	<p>Focus is on residential activity and not on industrial movements and freight movements which would allow more economic transport for all users eg rail line freight and grade separations</p>	<p>References to state infrastructure improvements to seek solutions to existing hotspots. Need to recognise transport linkages to interchanges and servicing improvements, and development opportunities which may arise.</p>
<p>Market dynamics and development economics Pg 15</p>	<p>Failure to recognise that the cross town services impacts on the ability of people to live without owning vehicles to get around adequately, and therefore continued demand for parking as part of construction Much of the commentary is about built form rather than movement.</p>	<p>See earlier comments</p>
<p>Draft State Planning Policies Pg 18</p>	<p>The focus is on residential occupier/user congestion and not linked to transport opportunities and needs such as east west linkages and breaking the central hub focus of transport services</p>	<p>Previous comments</p>
<p>Theme 1 Pg 20</p>	<p>Increasing urban density along corridors.</p>	<p>Policy should recognise the potential impact on industrial transport infrastructure movements and that commercial and industrial traffic flows may not align with corridors to the central hub of Adelaide.</p>

<p>Theme 2 Pg 20</p>	<p>Protection of strategic transport facilities eg airports</p>	<p>Does this reflect the NASAG Framework and its future anticipated Guidelines, particularly the Public Safety Guideline, and its cumulative effect on affected properties?</p> <p>Will there be trigger points to shift impact minimisation onto the transport facility?</p>
<p>Theme 2 table pg 26</p>	<p>Use of existing Airfield Zone SAPPL to protect ongoing operations of airports.</p>	<p>Language in the Airfield Zone module doesn't reflect strategic significant behind major civil and defence airports. Suggest that inclusion of Defence operations and as stakeholder must occur to reflect their significant impacts and influence on economy.</p> <p>The Module is not considered to improve the associated policies for significant airports or the communities around them. Airfield Zone no use if it only applies to the airport site itself. Suggest that the policy consideration must include the areas around airports and the significant implications on the land uses and corridors.</p>
	<p>Review of SAPPL building near airfields and building heights to respond to NASF.</p>	<p>Already in some Dev Plans but there are a number of Guidelines and draft Guidelines with significant impacting on areas around airports eg Public Safety. The potential application of this draft Guideline for Defence airports is wide-ranging. The State should take a position on this draft Guideline in order to clarify how planning might have regard to the adaption of the Planning and Design Code for areas around airports. This should occur prior to Planning and Design Code application of modules for areas around airports otherwise significant implication may result.</p>
	<p>Airports in strategic locations</p>	<p>Are they in strategic locations or have they become strategic through their economic value?</p>
	<p>Strategic Transport Corridors.</p>	<p>No linkages between Industrial Lands or Employment Lands and Road or Transport</p>

		<p>Corridors. East West movements must be improved. Rail corridors are significant blockage to traffic movements. Transport /Centre links, interchange opportunities and activity centres. Extension of corridors and rail lines to new areas. Refer to upcoming Ministerial Uplift DPA</p>
	<p>Car parking</p>	<p>Provision for significant state infrastructure such as interchanges must have regard to adequate provision to encourage users without impact, and expected to be further enhanced with electrification of Gawler rail line resulting in more frequent servicing. Parking rate consideration should cater for more proposals with more intense development requirements within a zone area. Urban Core transition areas should have differing car park rates to core areas.</p>
<p>Not clear how the next steps would show the application and consideration of the issues raised in response to the consultation, and what the basis for support, inclusion and adaption of Planning and Design Code will be.</p>		



THE NEW PLANNING SYSTEM: A GUIDE FOR COUNCILS

NOVEMBER 2018



saplanningportal.sa.gov.au



Councils' Guide to implementing the new planning system

This guide outlines the fundamentals of the implementation approach, describing each phase and what it means for council, practitioners and community. It aims to outline how the Department of Planning Transport and Infrastructure (DPTI) will work with and support each council with opportunities to provide feedback or formal submissions.

Understanding the fundamentals of the implementation approach is essential and this document aims to assist councils with resource planning and also assist with planning when may be the best times to engage their Elected Members.

As elements of the implementation program are confirmed, we will update this document and make it available on Council Connect.

The changes will be outlined below to make it easier for users to go to the updated sections. Additional implementation resources will be referenced in this document and stored on Council Connect.

Version	Date	Description	Author
1	9 Oct 2018	Description of the implementation process	M. Catchpole (DPTI)

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Implementation fundamentals

This section outlines some of the fundamentals of implementation. We will describe these further in upcoming briefings so you understand the key elements.

The implementation is planned over three phases.

Phase 1 (mid-2019) – Land not within a Council Area

Phase 2 (late-2019) – Regional Councils

Phase 3 (mid-2020) – Greater Adelaide Councils

What parts of the Act are operational (and when others will be)

The *Planning, Development and Infrastructure Act 2016* (PDI Act) will be fully proclaimed and operational by mid-2019. The following section outlines parts of the Act that have already been proclaimed and sections that will be proclaimed throughout implementation.

Operational now

- Planning, Development and Infrastructure (General) Regulations 2017
- Planning, Development and Infrastructure (Transitional Provisions) Regulations 2017
- Eastern Eyre Peninsula Regional Assessment Panel and Riverland Regional Assessment Panel - to Section 84 (1) (a) and Schedule 8, Clause 13 (1) (a)
- Codes of Conduct relating to the State Planning Commission, Assessment Panel Members, Infrastructure Scheme Coordinators (Schedule 3)
- Community Engagement Charter (Section 44, 45, 46 and 47)

Early 2019

Section 88 (Accredited Professional Scheme) of the *PDI Act* will be proclaimed in early 2019, along with the Regulations to provide practitioners time to complete their accreditation by the end of 2019, when the Code is operation in regional areas.

This will also provide time for Councils to adjust their internal processes in time for their Development Plan's conversion to the Code (from late 2019). Building Certifiers recognised under the *Development Act 1993* can operate as if accredited until their certification is due for renewal. At this time, they will need to become accredited under the *PDI Act*.

Mid-2019

Phase one will see the proclamation of all remaining sections of the *PDI Act*.

Transitional regulations will also be made that will specify development applications lodged in *Land not within a Council Areas* will be assessed under the *PDI Act*. Any other development applications (lodged in a Regional or Greater Adelaide council area) will continue to be assessed under the *Development Act 1993* provisions.

More information on the *PDI Act* is explained within each phase description.

The rationale of three phases

The State Planning Commission will be leading the phased implementation of the Code. There are several reasons for this approach:

- *Managing the change:* Turning on the Code simultaneously across the state would represent a major shift for councils, industry, practitioners and the community. Implementing the new planning system across three phases (and geographical areas), will allow us to better support people and practitioners in these areas.
- *Learning through implementation:* By switching on the Code progressively, we will be able to gain many insights on preparation and implementation, which will inform future phases.
- *Departmental resources:* The resources required to develop and implement the Code is significant. Phasing the release will help us use our resources effectively so we can better support councils, practitioners and local communities.
- *Meeting the legislative timeframes:* A Commission-led process to establish the first Code will provide for expedited process and allow us to talk with South Australians at the same time about what the new planning system means for them.

Council readiness for each phase

In addition to working with Council on converting Development Plans to the Code (see next section), DPTI will support councils by providing readiness support to ensure your organisation (and team) is ready to operate as each phase is 'switched on'.

Readiness support tools will include (but are not limited to):

- Organisational readiness checklists
- Education material on the new planning system
- Classroom and online training (ePlanning)
- Explanatory material (including videos) to assist your organisation and local community to understand each phase and what it means to them
- Elected Member updates and presentations for use by Council.

Closer to each go-live date, we will share the intended support pack and we welcome feedback on other elements that will be helpful to support councils' readiness.

Communication throughout implementation

Implementing the new planning system is going to be a resource-intensive exercise for both state and local government. Ensuring we keep each other informed and up-to-date is critical. To support implementation, we will share information in the following ways:

- Council Connect will be your one-stop-shop for all information on reform and implementation. Improvements include new libraries, regular content and simplified discussion forums
- Fortnightly 'Transition eNews' will be sent to councils to keep you updated on planning reform. This will reduce the need to send multiple emails and ensure consistent information across the council network
- All questions and answers will be posted on Council Connect and stored in a central register that will be available to councils.

Statutory consultation on the Code

Each phase will undergo statutory consultation that will be led by the State Planning Commission. Councils can make formal submissions and we will provide opportunities for practitioners and the community to learn more throughout consultation.

The details of the phased consultation periods is not yet confirmed (as of November 2018). However, we will present our initial ideas to councils in late 2018 and welcome your input on how we can improve. We also welcome partnership opportunities throughout consultation, so the local community can hear from both state and local government representatives. Following the close of consultation, DPTI will:

- make all submissions publicly available
- release a 'What We Have Heard Report'
- document how submissions were treated in the final package
- host a council briefing (live-streamed) on the treatment of submissions so council teams are in a stronger position to understand the reasoning.

Other statutory consultation throughout implementation

In addition to statutory consultation to support each phase, other periods of consultation will be required during 2018 and in early 2019 on other reform elements.

We are cognisant of the effort required for councils to provide meaningful comment and the internal processes required, in addition to the work we will commence soon on the Development Plan conversion.

To support council teams, we will provide updates on likely release dates for upcoming consultations via our fortnightly update so you can prepare and there will be no surprises.

We have also listed the various elements that have been on consultation and dates they have closed and when further consultations on discussion papers are open until.

DPTI will also assist by providing more upfront and targeted explanatory material (including video and live-streams) to help Council teams understand the key elements to assist you to make formal submissions.

See [Appendix B: Statutory Consultation](#) for details on completed, current and future consultations.

Conversion of Development Plans into the Code

A significant part of the implementation program for councils is the conversion of Development Plans into the Code. While the State Planning Commission will establish the first Code, following its implementation ongoing improvements and reform will be driven by councils.

This section outlines the work of the Code team to date and how we will partner with councils throughout this process.

How the code is being developed

The State Planning Commission will be responsible for preparing and maintaining the Planning and Design Code. Preparation and implementation of the first phase of the Code has and/or will involve the following key stages:

- working with Councils to review current Development Plan policies (Development Plan Review and Strategic Plan Analysis)
- the release of a series of Policy Discussion Papers that seek to inform important issues that will need to be addressed by the Code in a staged approach
- the release of Technical Papers Discussion Series
- the preparation of the Code in collaboration with Code Working Groups (which include a number of Council representatives)
- discussions relating to the spatial application of the Code.

The role of Elected Members in Development Plan conversion

The conversion of Council Development Plans is Commission-led, which means no formal endorsements from council are required (as outlined under Section 73, Ministerial Approval). However, councils will be consulted at every stage.

We appreciate this is a very different proposition for council teams and their Elected Members. The Commission and DPTI are committed to supporting councils and keeping Elected Members informed throughout the conversion process and this includes:

- regular updates to Elected Members from the Commission on the process via correspondence and briefings
- times made available for council teams to provide an update to Elected Members, ahead of statutory consultation
- statutory consultation to assist councils who wish to make formal submissions.

Through your Transition Managers we are also keen to identify any additional support we can provide to help keep Elected Members informed throughout this journey.

How we will convert Development Plans to the Code

While Commission-led, DPTI will work closely with councils to convert Development Plans into the Code.

A *Transition Plan* will be created for every Development Plan to explain how it will convert to the Code. The Transition Plan will include council advice provided throughout the process, either informally, or as formal advice from council.

The Transition Plan will include zone names and policy transitions and also the current and future mapping within council areas. The Department will provide the mapping and spatial support to apply the Code to their local government area that will be presented for public consultation.

The core information within the Transition Plan will be presented to the community for comment during the statutory consultation periods for phases two and three.

The Transition Plan will be updated following any changes as a result of consultation and will evolve in several versions:

- **Version 1** – high level zone by zone transition table (based on high level Code Framework)
- **Version 2** – full transition table with local content and spatial data as applied to your local governing area (based on draft Code Policy Modules)
- **Version 3** – post consultation update of transition table and spatial data, ready for approval.
- **Version 4** (Regional Councils only) – any required updates to transition table and spatial application as a result of Phase 3 consultation.

A structured approach

The methodology to convert Development Plans into the Code is structured to ensure transparency and consistency across all councils, prior to and following statutory consultation.

The timing of our collaboration and the versions of the Transition Plan is outlined below and shows activities to support all council teams, along with council-specific activities (dependent on the phase). Please note that the following timeframes:

- do not include readiness activities to support each implementation
- provide for only one meeting with council on Transition Plans, but there will be ongoing dialogue and discussions in between these forums
- reference only officer-to-officer activities and not Elected Member activities
- do not provide dates from round two onwards and will be updated when available
- provide either formal or informal opportunity for council responses (round two and three) will be confirmed over the coming weeks
- do not include dates of other consultations that will occur throughout this period.

Collaboration	Timing	Regional Councils	Greater Adelaide Councils
Round one Process and key elements	Oct/Nov 2018	<ul style="list-style-type: none"> LGA Briefing on phased approach (live stream) – Friday 19 October Practitioner briefing on implementation, transition plans and Phase 1 Not within a Council Area Code (live stream) – Tuesday 20 November 	<ul style="list-style-type: none"> Council briefings (group) to outline Transition Plan template (Nov)
		<ul style="list-style-type: none"> Phase 1 Not within a Council Area Code statutory consultation Practitioner Briefing on draft Phase 2 Regional Code (live stream) 	<ul style="list-style-type: none"> Council briefings (group) to outline Transition Plan template (Nov)
Round two Consultation on Draft Regional Code	Early-2019	<ul style="list-style-type: none"> DPTI update Transition Plans (V1) Meet with council to workshop (TPV1) Councils provided time to respond. DPTI considers and responds (TPV2). 	<ul style="list-style-type: none"> Briefings (group) and meetings to workshop elements of Regional Code relevant to Greater Adelaide Transition Plans (V1). Councils provided time to respond. DPTI considers and responds (TPV2).
		<ul style="list-style-type: none"> Phase 2 – Regional Code statutory consultation Practitioner briefing on draft Phase 3 – Greater Adelaide Council Code and response to Phase 1 and 2 (live streams) 	<ul style="list-style-type: none"> DPTI update Transition Plans (V3) - include draft Phase 3 Greater Adelaide Council Code. Meetings to discuss TPV3. Councils provided time to respond. DPTI considers and responds (TPV4).
Round Three Consultation on Draft Greater Adelaide Council Code	Mid-2019 – late 2019	<ul style="list-style-type: none"> DPTI updates Transition Plan (V3) based on Phase 2 consult changes. Meetings to discuss TPV3. 	<ul style="list-style-type: none"> DPTI update Transition Plans (V3) - include draft Phase 3 Greater Adelaide Council Code. Meetings to discuss TPV3. Councils provided time to respond. DPTI considers and responds (TPV4).
		<ul style="list-style-type: none"> Phase 3 – Greater Adelaide Council Code statutory consultation 	<ul style="list-style-type: none"> Department updates Transition Plan (V4) based on consult response. Meetings to discuss TPV4.
Round Four – Follow-up sessions following Phase 3 Stat Consultation	Late-2019 – mid-2020	<ul style="list-style-type: none"> Go Live on TPV3 DPTI updates Transition Plan (V4) based on Phase 3 consult changes. 	<ul style="list-style-type: none"> Department updates Transition Plan (V4) based on consult response. Meetings to discuss TPV4.
		<ul style="list-style-type: none"> Phase 2 – Regional Code Operational 	<ul style="list-style-type: none"> Meetings to discuss TPV4.
Go Live	Mid-2020	<ul style="list-style-type: none"> Operate under TPV4 	<ul style="list-style-type: none"> Go live on TPV4

Development Plan Amendments

As indicated in the formal communications, the government will continue to assess council-initiated Development Plan Amendments (DPA's) that support the state's ongoing economic performance and Ministerial DPA's that respond to issues of state importance.

In-progress DPA's must be completed by, or, at minimum, have had undergone public consultation, at least 6 months prior to the relevant phase (mid-2019 for Regional Councils and late 2019 for Greater Adelaide Councils). This will provide sufficient time to enable the transition of amendments into the Code.

To consider a new Development Plan amendment, it must meet the following requirements:

- to amend or introduce policies that apply to a local area and/or resolve an outstanding issue that cannot reasonably be deferred until introduction of the Code
- demonstrate a clear and present – albeit unrealised – economic benefit
- use the current South Australia Planning Policy Library to enable practical transition into the Code, thereby avoiding any delays to rezoning proposals or implementation of the Code
- infrastructure impacts must be resolved, and
- amendments must be the best, most cost effective and time efficient mechanism for unlocking development opportunities.

We will confirm the timings associated with each phase over the coming months. If council realistically cannot reach the agreed timeframes and is not responding to critical matters, then it is recommended council reconsider the DPA.

Our Transition Managers will talk with you in more detail if your council has a DPA or is considering one. The Department will also prepare general communications to sit alongside any DPA public consultations so your local community understands how it fits into the new planning system.

Phased consultation and the evolution of the Code and Transition Plans

The phased consultation of the Code will mean that an element consulted on in phase one may be changed as a result of a later consultation. While DPTI will aim to reduce this likelihood, it should be noted as a possibility.

This means that in areas where the Code is operational, subsequent changes may be required post-implementation which will need to go through a formal process to update and operationalise in a later phase.

Phase one: Land not within a Council Area (mid-2019)

The first phase will be the *Land not within a Council Area Code*. These areas are predominantly managed by the State Government and therefore will not greatly impact the broader community, council or development network. This phase will see the Code spatially applied in paper-based PDF format and available on the SA Planning Portal.

Prior to implementation

The details of the phase one package will describe the mechanics of the Code and how it will operate. DPTI will involve practitioners prior to statutory consultation to help you better understand these fundamentals and seek informal feedback.

Section 88 (the Accredited Professionals Scheme) of the *PDI Act* will be proclaimed in early 2019, along with those Regulations, to provide practitioners time to complete their accreditation by end of 2019 when the Code is operation in regional areas.

Planning, Development and Infrastructure Act in phase one

Phase one will see the proclamation of all remaining sections of the *Planning, Development and Infrastructure Act 2016* and therefore will be operational state-wide.

Transitional regulations will also be made that will specify development applications lodged in *Land not within a Council Areas* will be assessed under the *PDI Act*. Any other applications (lodged in a Regional or Greater Adelaide council areas) will continue to be assessed under the *Development Act 1993* provisions.

What elements of the ePlanning solution will be available in phase one?

The *Land not within a Council Area Code* (and associated Practice Directions) will be paper-based and spatially applied. South Australians will be able to find zones and overlay information relating to their property in these areas (via access to PDF documents) on the SA Planning Portal.

What will it mean for Councils?

The implementation of phase one will have no impact on the way development assessments are processed in councils.

Councils will need to consider other elements within the *PDI Act* that will be operational and require a change to operations or governance e.g. the Accredited Professionals Scheme. Guidance material and organisational checklists will be provided to ensure readiness for day one.

Phase one: Land not within a Council Area Code

DPTI will provide support material for Councils who have this type of land close to their council boundaries. During this phase Regional and Greater Adelaide Councils will continue to assess development applications under the *Development Act 1993*.

What will it mean for local communities living in these areas?

Communities living in these areas will access the Code instead of the now revoked Development Plan via the SA Planning Portal to find out what applies to their property or land. Development assessment forms will be accessible via the SA Planning Portal for preparation and lodgement.

What will phase one mean for planning practitioners?

The Accredited Professionals Scheme will be operational from early 2019 but planning practitioners will have until mid-2019 to complete their accreditations. Checklists, guidelines, registration details and dates will be provided following finalisation of the Regulations so practitioners understand what they need to do and when.

Building Certifiers recognised under the *Development Act 1993* can operate as if accredited until their certification is due for renewal. At this time, they will need to become accredited under the *PDI Act*.

What will this mean for development applications in this area?

In-progress development applications

Development applications lodged before the conversion of the *Land not within a Council Area* Development Plans will continue to be assessed against the *Development Act 1993*.

New development applications

New development applications will be assessed using the *PDI Act* provisions. Lodgement and assessment processes will continue to be paper-based and information on the new process will be available on the SA Planning Portal.

What does it mean for Development Plan Amendments?

There are no Development Plan Amendments currently being progressed in *Land not within a Council Area*.

Phase two: Regional Council Code (late 2019)

Phase two will see the *Regional Council Code* and our new ePlanning platform operational. Phase two will include a broader suite of General Modules, Overlays, Zones and Sub-zones as applicable to regional councils.

The *Regional Council Code* will be spatially applied and accessible via the SA Planning Portal. Applicants in regional areas will be able to prepare, lodge and track development applications online and council can assess them via the Portal.

Prior to implementation

We will be working closely with councils in the lead-up to statutory consultation on phase two. The *Regional Council Code* will be supported by statutory consultation. DPTI is keen to partner with councils in regional areas in particular to help local communities understand what it will mean for them.

A number of readiness tasks will need to be completed by Regional Councils prior to this implementation to ensure they are ready for day one.

The PDI Act becomes operational in Regional Council areas

Phase two will see conversion of the Regional Council Development Plans to the Code (Section 73, Ministerial approval).

Transitional regulations will ensure that as Development Plans are converted to the Code, development applications will be assessed under the *PDI Act* provisions.

Development applications lodged in Greater Adelaide Council areas will be assessed under the *Development Act 1993* provisions until Phase three, when Development Plans are converted to the Code.

What will phase two mean for Regional Councils?

For Regional Councils, the Code is operational and previous Development Plans are now revoked. Planning teams or consultant planners will now reference the *PDI Act* and associated regulations and use the ePlanning solution to progress development applications through to decision.

DPTI will support councils with organisational readiness activities including education and training (around IT systems) so they are ready to go on day one.

Phase two: Regional Council Code

What does phase two mean for Development Plan Amendments?

Regional Councils will need to have completed any in-progress Development Plan Amendments (or have at least finished public consultation) by mid-2019 so it can be incorporated into the Code. Your Transition Manager will speak with you about this.

What will phase two mean for Greater Adelaide Councils?

Phase two will not require any changes for Greater Adelaide Councils. However, some elements of the Code will be relevant to councils' Transition Plans. The Department will speak with you about these elements prior to statutory consultation and councils will have the opportunity to provide informal feedback (prior to statutory consultation) and also proffer formal submissions during statutory consultation.

What elements of the ePlanning solution will be available?

South Australians living in regional areas will now be able to search a property to find out what policy applies and the types of development that can be undertaken, with or without an assessment.

If an assessment is required, an applicant can then prepare, lodge and track their development application online. Regional councils will now be able to receive, assess and decide on development applications using the state's new ePlanning system.

At this point, the SA Planning Portal will provide for Accredited Professionals to register and lodge or simply submit their documents to ensure compliance; more detail will be provided on this in early 2019.

Accredited Professionals (working in or for Regional Councils) can log in and complete relevant tasks they have been assigned to e.g. assess components of a building or planning application.

EDALA will continue to operate to complete existing land division applications under the *Development Act 1993*. Any new land division applications will be lodged, assessed and decided upon within ePlanning.

Prior to phase two, DPTI will release more information on the ePlanning system to assist future users e.g. demonstrations and screenshots. Training will be provided to councils to use ePlanning and a DPTI technical Help Desk will also be in operation to assist users.

The team is working with councils (via a Working Group) to establish what information from ePlanning will be required to support council processes. More information on this will be available in the coming months.

Phase two: Regional Council Code

What will phase two mean for planning practitioners?

Practitioners working in (or for) Regional Councils, will need to have completed their Accredited Professional requirements to undertake their role. They will now access development applications referencing the *PDI Act* via the ePlanning platform.

Private planning, building and development practitioners working in Regional and Greater Adelaide Council areas, will (for a short period) be assessing applications under two pieces of legislation. DPTI will ensure the private consultant industry sector is informed in order to support correct decision-making.

What will phase two mean Regional Council communities?

For communities living in regional areas, a new world of planning is now open to them. Community members and local developers will be able to search a property via the SA Planning Portal and understand what policies apply and what development can be undertaken with or without an assessment. If an approval is required, they can prepare, lodge and track their application through the Portal.

Whilst the new planning system will operate with minimal paper, DPTI will work with councils and the broader community to ensure alternate preparation and lodgement options are available.

The department will support council by providing explanatory material which can be placed on their websites and/or sent to constituents leading up to or following gazettal of the *Regional Council Code*.

What will phase two mean for development applications?***In-progress development applications***

As outlined in the Transitional Regulation, development applications lodged before the conversion of Council's Development Plan will continue to be assessed against the *Development Act 1993*.

DPTI will provide support material for Councils to contact applicants to inform them of the change and their options e.g. continue or cancel and lodge under the new system. Advice may vary from council to council and your Transition Manager will work with you on this.

New development applications

Applicants can now prepare, lodge and track their development application in regional council areas using the SA Planning Portal. All functions will be online, including payments. Applications will be assessed using the *PDI Act* provisions. Paper-based lodgement will continue to be available (details to be confirmed).

Phase three: Greater Adelaide Council Code (mid-2020)

Phase three will see the *Greater Adelaide Council Code* and ePlanning solution operational. The *Greater Adelaide Council Code* will be spatially applied and accessible via SA Planning Portal, and online preparation and lodgement of development applications in these areas is also available.

Prior to implementation

We will be working closely with councils in the lead-up to statutory consultation on phase three. DPTI is keen to partner with councils to help communities understand what it means for them.

A number of readiness tasks will need to be completed by Greater Adelaide councils prior to implementation to ensure readiness for day one.

The PDI Act is operational in Greater Adelaide Council areas

Phase three will see conversion of the Greater Adelaide Council Development Plans to the Code (Section 73, Ministerial approval) and all new development applications will be assessed under the *PDI Act* provisions.

What will phase three mean for Greater Adelaide Councils?

For Greater Adelaide councils, the Code is operational and previous Development Plans are now revoked. Planning teams or consultant planners will now reference the *PDI Act* and associated regulations and use ePlanning to progress development applications through to decision.

DPTI will support council with readiness activities including education and training so they are ready to go on day one.

What does phase three mean for in-progress Development Plan Amendments?

Greater Adelaide Councils will need to have completed any in-progress Development Plan Amendments (or at least have finished public consultation) by late-2019 so it can be incorporated into the Code. Your Transition Manager will speak with you about this.

What elements of the ePlanning solution will be available in phase three?

South Australians living in metropolitan areas will now be able to search a property to find out what policy applies and the types of development that can be undertaken with or without an assessment.

If an assessment is required, an applicant can then prepare, lodge and track their development application online. Greater Adelaide Councils will now be able to receive, assess and decide on development applications using the state's ePlanning system.

ePlanning will allow Accredited Professionals to register and complete tasks they have been assigned to e.g. assess components of a building or planning application.

The benefit for Greater Adelaide councils is that we will have a live system to demonstrate and showcase from late 2019, which will also assist councils' transition. Training will be provided to councils to use the online ePlanning system and a DPTI technical Help Desk will also be in operation to assist users.

EDALA will continue to operate to complete existing land division applications under the *Development Act 1993*. Any new land division applications will be lodged, assessed and decided upon within ePlanning.

Councils who have existing systems will continue to use these to progress *Development Act 1993* applications and new applications lodged under the *PDI Act* will be processed through ePlanning.

The team is liaising with councils (via a working group) and their technology vendors to establish what information from ePlanning will be required to support council processes. More information on this will be available in the coming months.

What will phase three mean for Regional Councils?

Should elements of the Code relevant to regional councils be adjusted as a result of phase three consultation, updates will need to be made and introduced at this time. DPTI will support regional councils should elements of the Code change, so your community understands what it means for them.

What will phase three mean for planning practitioners?

Practitioners working in (or for) Greater Adelaide councils will need to have completed their Accredited Professional requirements. They will now access development applications referencing the *PDI Act* via ePlanning.

What will phase three mean for local communities living in Greater Adelaide council areas?

For communities living in Greater Adelaide Council areas, the new world of planning is open to them. Community members and local developers will be able to find a relevant property and understand what policies apply and what types of development can occur with or without an assessment. If required, they can then prepare, lodge and track their application in a seamless online process.

Phase three: Greater Adelaide Council Code

Whilst the new planning system will operate with minimal paper, DPTI will work with councils and the broader community to ensure alternate preparation and lodgement options are available.

DPTI will support councils by providing explanatory material that can be placed on their websites to help the local community understand what it means to them.

What will it mean for development applications?

In-progress applications

As outlined in the Transitional Regulations, development applications lodged prior to council's conversion of Council's Development Plan to the Code will continue to be assessed against the *Development Act 1993*.

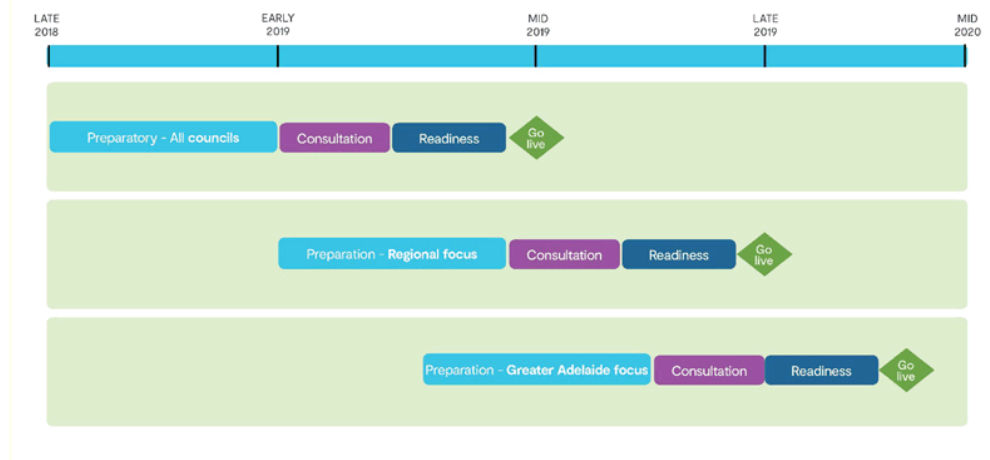
As several Greater Adelaide councils have existing systems to process development applications, those systems will be required for a period of time until all existing *Development Act 1993* applications have been decided.

DPTI will provide draft messages to outline applicant options e.g. continue under *Development Act* or cancel and lodge under the *PDI Act*. Advice may vary from council to council and your Transition Manager will work with you on this.

New applications

All applications in Greater Adelaide councils will now be lodged and assessed under the *PDI Act*. Applicants will now prepare, lodge and track their application via the SA Planning Portal. Paper-based lodgement will continue to be available (details to be confirmed).

Appendix A: Our Roadmap



Appendix A: Statutory Consultation

Consultation completed on:

- Draft Design Guidelines (Vol. 1 – Design Quality and Housing Choice) closed 25 July 2017
- Community Engagement Charter Stage 2: closed 8 December 2017
- Car parking in Local Streets in Adelaide – closed 16 February 2018
- Discussion Papers on:
 - The Planning and Design Code – how will it work: closed 22 July 2018
 - Accredited Professionals Scheme – closed 30 April 2018
- State Planning Policies: closed 21 September 2018.
- Performance Indicators – Monitoring Development: closed 17 October 2018
- Assessment Pathways Technical Discussion Paper: closed 17 October 2018
- Accredited Professionals Scheme Regulation: closed 17 October 2018

Currently on consultation:

- Discussion Papers – until 3 December
 - Integrated Movement Systems
 - Natural Resources and Environment

Upcoming consultations:

- Joint Planning Boards
- Infrastructure Scheme
- Discussion Papers on:
 - Productive Economy – on consultation until 8 February 2019
 - People and Neighbourhoods
 - Design in the Planning System
- Regulations
 - Fees and Charges
 - Referrals
 - Building Inspection
- Phase one Code – Land not within a Council Area
- Phase two Code – Regional councils
- Phase three Code – Greater Adelaide councils



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ITEM	1.3.3		
	POLICY AND PLANNING COMMITTEE		
DATE	10 December 2018		
PREV REFS	Salisbury Town Centre Sub-Committee	STCSC3	09/07/2012
	Salisbury Town Centre Sub-Committee	STCSC1	13/08/2012
	Program Review Sub Committee	PRSC3	10/02/2014
	Policy and Planning Committee	1.3.3	20/04/2015
	Policy and Planning Committee	1.10.2	20/07/2015
	Policy and Planning Committee	1.10.1	21/09/2015
	Policy and Planning Committee	1.10.1	20/06/2016
	Policy and Planning Committee	1.10.2	18/07/2016
	Policy and Planning Committee	1.3.1	15/08/2016
	Policy and Planning Committee	1.10.1	12/12/2016
	Policy and Planning Committee	1.10.1	20/02/2017
	Policy and Planning Committee	1.10.1	17/07/2017
	Policy and Planning Committee	1.10.2	17/07/2017
	Policy and Planning Committee	1.3.4	18/09/2017
	Policy and Planning Committee	1.3.1	16/10/2017
	Policy and Planning Committee	1.3.1	11/12/2017
	Policy and Planning Committee	1.10.1	11/12/2017
	Resources and Governance Committee	3.6.1	16/04/2018
	Council	GB01	23/04/2018

Policy and Planning Committee	1.7.1	21/08/2017
Policy and Planning Committee	1.3.4	18/09/2017
Policy and Planning Committee	1.3.1	16/10/2017
Policy and Planning Committee	1.3.3	21/05/2018
Council	GB6.1	28/05/2018
Council	GB13.2	28/05/2018
Policy and Planning Committee	1.3.3	18/06/2018
Policy and Planning Committee	1.3.4	20/08/2018

HEADING	Salisbury Community Hub - Project and Construction Progress Report
AUTHOR	Chantal Milton, Manager Strategic Development Projects, City Development
CITY PLAN LINKS	1.4 Have well planned urban growth that stimulates investment and facilitates greater housing and employment choice. 3.2 Have interesting places where people want to be. 4.4 Embed long term thinking, planning and innovation across the organisation.
SUMMARY	<p>The Salisbury Community Hub is a significant strategic project that will redefine how we provide services and interact with our community while also contributing towards the delivery of Council's endorsed Salisbury City Centre renewal agenda.</p> <p>The final Community Hub Council decision point at approximately 50% design completion was achieved in December 2017 with the decision to proceed to tender and construction. Hansen Yuncken were confirmed as the Principal Contractor following a competitive tender process in May 2018, under a Design & Construct procurement model.</p> <p>This report provides the second quarterly construction progress report (delayed one month due to the Local Government election timing) through the Salisbury Community Hub construction period as per Recommendation 2 (Item 1.3.3, Policy and Planning, 21/05/2018).</p>

As part of this report, a decision is required on naming for key rooms within the building, which is an opportunity to recognise City of Salisbury historical features / person(s) (Item 1.3.3, Policy and Planning 21/05/2018). Recommendation 2 has been prepared based on collated suggestions from Elected Members, Community Reference Groups and administration. Timing for this decision is critical so as not to delay the signage package.

RECOMMENDATION

1. That the report be received, and the current status of the Salisbury Community Hub project be noted.
2. That the following room names be adopted for the Salisbury Community Hub and the associated signage included within the building:
 - John Harvey Community Hall;
 - Panpapanpalya Kuu / Conference Rooms;
 - Len Beadell Room - Multi-Purpose Room 1;
 - Dr. Ruby Davy Room –Multi-Purpose Room 2;
 - Helen Barnes Training Room;
 - Hephzibah Meeting Room - Meeting Room 6 (Committee Room); and
 - Little Para Meeting Room - Meeting Room 7 (Committee Room).

ATTACHMENTS

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

1. Salisbury Community Hub -Room Naming Background Information
2. Room Naming Plan Mark-up (Ground and Level 1)
3. City of Salisbury endorsed 50% drawings (18 December 2017 Resolution 2218/2017 and 2247/2017)

1. BACKGROUND

- 1.1 A regional community hub in the Salisbury City Centre is a strategic opportunity for Council to deliver on multiple strategic objectives including:
 - Deliver improved community and civic services and facilities to meet the needs of Salisbury’s existing and future community and support increased community use and interactions.
 - Offers opportunity for rationalisation of Council’s existing facilities to:
 - secure improved service and operational efficiencies;
 - optimise floor space usage; and

- free up Council owned sites within the Salisbury City Centre for strategic outcomes aligned with Council's objectives for the City Centre and return revenue, through new development and/or re-use on these sites.
 - Address the forecast costs associated with the need, in the absence of an alternative, to upgrade the existing Civic Centre to ensure building code compliance in a financially sustainable manner that optimises community benefit from the investment.
 - Act as a catalyst for the Salisbury City Centre Renewal Project through attraction of private and government investment into the city centre.
- 1.2 The project is a critical action in the Salisbury City Plan 2030 and a design and delivery total capital budget of \$43.82 million was included in the 2017/18 Annual Plan for delivery of this project by 2019. The total capital budget for the Salisbury Community Hub project includes demolition and site preparation, site infrastructure and servicing, building works and fit-out, decanting and relocation, open space and streetscape upgrades, demolition of the existing 12 James Street Civic Centre and replacement carparking, and professional fees and project contingencies. Noting this is a total project cost and not just the building construction cost.
- 1.3 Council has previously endorsed:
- the project independent Prudential Report (Item 1.10.1, Policy and Planning, 17/07/2017).
 - a preferred four storey concept for the Community Hub (Item 1.10.2, Policy and Planning, 17/07/2017).
 - 30% Design Development drawings and outcomes of the concurrent design development community engagement process for the project (Item 1.3.4, Policy and Planning Committee, 18/09/2017).
 - 50% Detailed Design drawings and concurrent community engagement outcomes for the project to proceed to a select tender and execution of a Principal Contract for construction of the Salisbury Community Hub, subject to the final negotiated tender being within the total capital budget of \$43.82 million. (18 December 2017 Resolution 2218/2017 and 2247/2017). A copy of the 50% Endorsed Plans are provided for reference in Attachment 3.
- 1.4 Development Plan Consent for the Salisbury Community Hub project was issued by the Council Assessment Panel 23 January 2018. Building Rules Consent is being issued in staged approvals connected with the completion of design packages, refer Section 4.3.3.

2. CITY PLAN CRITICAL ACTION

2.1 The Salisbury City Centre Community Hub project relates directly to the following City Plan critical actions:

2.1.1 Progress the revitalisation of the Salisbury City Centre including:

- resourcing place management and activation; and
- encouraging and supporting private sector investment.

2.1.2 Deliver a new community hub in the Salisbury City Centre incorporating library, civic facilities, offices and commercial space to stimulate investment opportunities.

3. CONSULTATION / COMMUNICATION

3.1 Internal

3.1.1 The Executive Group, key Divisional Managers and specialist disciplines across Council continue to be closely involved in this project. Broader engagement has occurred with staff as part of a change management program. Further consultation will be undertaken with employees as required, consistent with Council's commitment as an employer in the Enterprise Agreement and obligations under the Work Health & Safety Act.

3.2 External

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

3.2.2 Across 2017, the Salisbury Community Hub project involved a significant component of community consultation, through the design development. The engagement process undertaken by the City of Salisbury for this project was awarded a commendation at the 2018 Planning Institute Awards on 9 November 2018. The judges statement on the commendation announcement is provided below:

“This engagement process went above and beyond the minimum requirements and resulted in a far better outcome for the community. Underpinned by a comprehensive project delivery plan, the Salisbury Community Hub project incorporated a detailed communication and consultation strategy at its core. The process resulted in one of the highest levels of engagement experienced by Council, with over 2300 people participating in the consultation, of which 85% were in support of the project.

The engagement process undertaken for the Salisbury Community Hub project has established a fine benchmark for public engagement and community planning in South Australia, for which the project team should be proud”

- 3.2.3 A Project Control Group (PCG) involving two Elected Member representatives from the Audit Committee, Executive and senior staff and external specialists was established in October 2016. The external memberships includes community facilities and project specialist, a legal/probity advisor, Project Client Representative, Design Team representative, Contractor representative and Project Cost Manager. In line with the commencement of construction, the PCG meeting structure adjusted to bi-monthly with monthly interim written reports.
- 3.2.4 An external communication and media plan is in place guiding messaging and timing of project communication to external audiences at varying levels of detail. Fuller Brand and Communication have prepared the Salisbury City Centre Renewal – Marketing Communications Strategy 2017-2020. This plan was endorsed by Council on 26 June 2017, with the Salisbury Community Hub a key destination and project within the overall Salisbury City Centre renewal strategy communication plan.
- 3.2.5 As part of the Hansen Yuncken project management plan, a Communication Working Group has been established involving Hansen Yuncken and Council representatives that meet regularly to coordinate communication relating to site activities. A stakeholder Communications and Engagement Plan has been produced, owned by Hansen Yuncken, which sets out the communication protocols, responsibility for communication with all key stakeholders, construction milestone points and news story opportunities. To date four trader information notices have been distributed to immediately affected landowners and tenants by the Hansen Yuncken Construction Manager. The latest notice was distributed 5 October 2018 ahead of the closure of James Street for the period of construction. The next community notice will be distributed in mid-December, to provide information based on the works likely over the Christmas/New Year period and the completion of formwork and concrete pours that will occur across the first few months of 2019.
- 3.2.6 Ongoing engagement sessions have continued with Council’s Reference Groups (Salisbury Seniors Alliance, Disability, Access and Inclusion Network, Youth Council and Reconciliation Action Plan Working Group). The reference groups provided community feedback throughout the project design program since early conceptual work began. The latest sessions provided new information relating to the construction program, closed the loop on how previous feedback has been incorporated into the design, and sought direct feedback on room naming.
- 3.2.7 As previously reported to Council, all reference groups were provided the opportunity to put forward ideas relating to City of Salisbury historical / important community members/places, who could be considered by Council for recognition in room naming of key spaces in the Salisbury Community Hub (Item 1.3.3, Policy and Planning, 21/05/2018). The room name recommendations from the reference groups form part of the final list of potential names, contained within Attachment 1 of this report, and Recommendation 2, provided for a Council decision.

- 3.2.8 Across October and November 2018 the Reconciliation Action Plan (RAP) Working Group, worked to refine the acknowledgement to country statement at the building entry incorporating the use of the Kurna shield graphic, and worked with an artistic consultant to produce the “super-graphic” Kurna concept for the Community Hall glass operable wall, telling the Kurna story of Salisbury.

4. CONSTRUCTION PROGRAMME & PROGRESS

- 4.1 This report provides the second quarterly construction progress report through the Salisbury Community Hub construction period as per Recommendation 2 (Item 1.3.3, Policy and Planning, 21/05/2018), delayed one month as a result of the Local Government elections. The progress update report is provided as an overview of the current status of the project against key milestones and commentary relating to the project’s performance against Key Result Areas including Northern Adelaide Economic Benefit outcomes. Overall the project is currently proceeding on program and within established time and budget contingencies.
- 4.2 The project achievements against key milestones are reflected in the summary table below, noting that key construction milestones will be added as project construction proceeds, with the next immediate milestone provided for information.

Key Milestones	Achieved Date	Forecast Date
Site Possession	12 June 2018	
Site Establishment	16 June 2018	
Groundbreaking Ceremony	2 July 2018	
Hard Demolition Works	26 July 2018	
Civil Works (including remediation and excavation)	18 August 2018	
Footing Construction, In-ground Services and Ground Floor Slab	25 October 2018	
Completion of Super-structure (Level 1, 2, 3 and Roof Plant)		March 2019
Practical Completion (Contract Position) – noting that the final handover date will be subject to claims available under the Contract including but not limited to inclement weather.		12 July 2019

4.3 Design Completion Status

- 4.3.1 At the point of Council signing the contract with Hansen Yuncken the design drawings for the Salisbury Community Hub were at approximately 50% complete. The Design Team led by HASSELL were novated to Hansen Yuncken under the adopted Design and Construct project delivery model.
- 4.3.2 Since contract signing in May 2018, significant progress has been made to complete the detailed design documentation for the building, concurrent with Hansen Yuncken commencing construction on-site and finalising their sub-contractor engagement. This concurrent design and delivery process is achieved through splitting the project documentation into discrete drawing packages and supports sub-contractor involvement in finalising the design to provide construction knowledge information into final project detailing, consistent with the objectives of realising the benefits of a Design and Construct procurement model.
- 4.3.3 Hansen Yuncken has opted to break the Salisbury Community Hub into five design packages, with packages submitted for staged Building Rules Consent. The packages and current status of design and approvals is summarised below:
- Package #1 – Demolition and Civil - completed with Building Rules Consent issued 2 July 2018.
 - Package #2 – Sub-structure, Super-structure and Vertical Transportation (Lift) – 100% drawings complete with Building Rules Consent issued 17 August 2018.
 - Package #3 – Façade – 75% and 100% drawings complete and hold point drawing reviews completed. Building Rules Consent documentation currently being finalised.
 - Package #4 – Building Services – 75% and 100% drawings completed and hold points drawing reviews completed, with final negotiation underway to close out remaining items and finalise the drawings.
 - Package#5 – Finishes /Joinery – 75% and 100% drawings completed and hold points drawing reviews completed, with final negotiation underway to close out remaining items and finalise the drawings.
- 4.3.4 The design documentation and Council review process was completed in line with the negotiated Hansen Yuncken construction program for all five hold points. As part of the City of Salisbury review process Third Party Quality Consultants were used, specifically for the building services, to assist staff with the documentation review given the technical nature of the drawings.

4.4 Construction Progress

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



Photo 1: Civil earthworks commenced (Photo: 7 August 2018)



Photo 2: First concrete pour Ground Floor Slab (Photo: 19 September 2018)



Photo 3: Level 1 second concrete pour; Level 2 Formwork (Photo: 27 November 2018)

4.5 It is anticipated that over the next three months the majority of the superstructure works including major concrete pours and structural columns for the building to reach its final height, will be completed and façade installation commenced.

4.6 Project Risks & Opportunities

4.6.1 Value Management

A number of Value Management items were identified as part of the tender process; these items are being progressively closed out as part of the design completion process, informed by sub-contractor trade feedback. A final Value Management session was held with Hansen Yuncken on 22 August 2018. No major items were identified, inlarge part due to the thorough Value Management process undertaken as part of contract negotiations during the tender phase. However, a number of minor items and improved value opportunities were identified for exploration as part of closing out the final detail on the drawing Hold Points.

4.6.2 Northern Adelaide Economic Benefit

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

- A minimum target set for the project of 15% total labour hours to be undertaken by apprentices, trainees, Aboriginal and Torres Strait Islander people, local people with barriers to employment and for upskilling.

- Maximising local labour hours, with a minimum of 40% of total labour hours (including sub-contractor labour) being sourced from the Northern Adelaide Region. Hansen Yuncken are currently track above the target for both people with barriers to employment and local labour hours, noting that this will fluctuate over the life of the project.
 - The minimum target is for 20% of the value of the materials supply component of the construction contract to be via Northern Adelaide suppliers with an objective to exceed this target.
 - Commitment to Australian steel comprising 90% of the steel to be used in the construction of the Hub.
- 4.6.3 Hansen Yuncken is significantly advanced in engaging their sub-contractors and confirms they are receiving strong commitment towards the Northern Adelaide Economic Benefit targets. To date the following trade packages have been identified from the Northern Adelaide region; Formwork, Reinforcement, Demolition, Earthworks, Structural Steelwork, Electrical Services, Fire Services, Ceilings and Partitions, Brickwork, Waterproofing, Metalwork and Structural Steelwork Fabrication.
- 4.6.4 Whilst not all business and associated trade packages are located in the identified Northern Region, the labour commitments required to be achieved have been passed onto the sub-contractors who are obligated to reach the minimum commitment. Further where available, trades are seeking material supplies from within the northern region. Hansen Yuncken compliance reporting is based on progress claims and to date are tracking within the required targets, as a percentage of works for all contractual requirements.

5. SIGNAGE & WAYFINDING

- 5.1 Following Council's endorsement of the building name as the "Salisbury Community Hub" (Item 1.3.3, Policy and Planning, 21/05/2018) and the overall signage and wayfinding "look and feel" (Item 1.3.3, Policy and Planning, 18/06/2018) the signage and wayfinding designs have been completed by the Design Team to a detailed design level for release as a trade package for market testing, against the assigned budget allocation.
- 5.2 To meet the construction program, Council is required to provide final "copy edits" of all signage designs by mid-January 2019. As a result of this timeline final decisions are required from Council in December 2018 relating to naming of key community rooms. As previously reported, this an opportunity to celebrate historical figures and/or the Salisbury environment/history. Recommendations have been received from the Council reference groups, along with historical research conducted by Council staff on suitable prominent persons or place names relevant to the City of Salisbury, as set out in Attachment 1.

- 5.3 Naming of spaces and rooms within existing Council buildings has historically occurred at the time of a launch of a new or refurbished space. As a preference was expressed by Members to ensure that the existing historical commemoration naming used within the 12 James Street Civic Centre and Len Beadell Library be carried across to the new facility, both the Len Beadell and John Harvey names are to be retained (Item 7.9, Policy & Planning, 21/05/2018). It is further proposed that the Helen Barnes name (existing historical commemoration) also be retained.
- 5.4 The historical research conducted by Council staff includes the short listing of names of prominent persons and families of the City of Salisbury area along with place names and landmarks. To provide balance to the naming conventions, it is proposed that along with the historical names to be carried across to the new facility that place names be included. Consultation with reference groups resulted in the suggestion to include Kaurna language to the pre-eminent place of community decision making.
- 5.5 The following list of key rooms contained within the Salisbury Community Hub were previously endorsed to be given a functional, historical or geographical name as the pre-eminent meeting and gathering spaces within the building (Item 7.0, Policy & Planning, 21/05/2018). In the section below recommended naming for each room is provided for Council consideration and approval, the location of the room is identified within Attachment 2:

- Community Halls (Ground Floor)

Name Proposed – John Harvey Community Hall

The current ‘John Harvey Gallery’ was launched as an art gallery and community meeting space in the James Street Civic Centre building after refurbishment of the space in October 1999. The gallery was named in recognition of John Harvey as the founder of the Town of Salisbury. Many of the streets in Salisbury are named after John and his family. The John Harvey name is integrally linked with the history of Salisbury and it is considered appropriate for the name to continue as the principal community meeting space in the Salisbury Community Hub, supported by the John Harvey Hall Entrance assigned to the immediately adjacent secondary entrance for evening events that will service this room.

- Conference Rooms (Council Chamber) – Level 1

Name Proposed – Panpapanpalya Kuu / Conference Room

Elected Member feedback during design development included a request to name the room used for Council Meetings to reflect the use of the rooms for a broad range of community and business services and functions when not required for formal Council gatherings. As a result the working title of Conference Rooms was adopted.

The Conference Room name is proposed to be retained for ongoing use supplemented with the Kaurna translation of the term “conference room” - Panpapanpalya Kuu. A Kaurna translation for this room responds to feedback from a number of stakeholder groups including the RAP Working Group. Kaurna Warra Pintyanthi (KWK) has provided an approved and translation for the Kaurna dual naming of the rooms.

- Multi-Purpose Rooms – Level 1

Name Proposed – Multi-Purpose Room 1 – Len Beadell Room

In 1998 the Salisbury Library moved from the James Street Civic Centre building to the current site at 55 John Street. The ‘Len Beadell Library’ was named in memory of Len Beadell OAM. Prior to his death in 1995, Len Beadell was a resident of City of Salisbury and a prominent surveyor, road builder, bushman and artist. There has been strong community feedback through the consultation of the importance of the Len Beadell name and its allocated to a major community space within the Community Hub is considered appropriate recognition and continuation of this legacy.

Name Proposed – Multi-Purpose Room 2 – Dr. Ruby Davy Room

Dr. Ruby Davy was born in Salisbury in 1883. Ruby was Australia’s first female doctorate of music. Many of the music teachers in the northern suburbs were taught by her or someone who was taught by her. Ruby taught other subjects, including elocution. Dr. Ruby Davy is recognised in the current Len Beadell Library and the sharing of the multi-purpose rooms between these two historical figures, retains this connection.

- Training Room – Level 1

Name Proposed – Helen Barnes Training Room

The Helen Barnes Room is proposed to be relocated from Len Beadell Library to a room with similar functionality in the Salisbury Community Hub. The ‘Helen Barnes Room’ is located to the east of the ‘Len Beadell Library’ and is utilised for digital training and other learning programs. This room was refurbished and officially opened by His Worship, Mayor Tony Zappia on 16 October 2002. The refurbishment was made possible through a generous donation at the time from the Friends of the Salisbury Public Library.

- Meeting Rooms 6 & 7 (Committee Rooms) – Level 1

Name Proposed – Meeting Room 6 – Hephzibah Meeting Room

Hephzibah (Primitive Methodist Church) was the first church in Salisbury, built in 1851, but soon became too small so a larger church was built and opened in April 1858 immediately adjacent. It was named the Hephzibah which means “in her my delight”. The Salisbury Community Hub is built on the land on which both churches previously stood.

Name Proposed – Meeting Room 7 – Little Para Meeting Room

Due to the rich alluvial river flats of the Little Para River and its annual flooding, it was ideal to grow citrus when Salisbury was first founded by European settlers. The orange groves patterns along the Little Para River are celebrated within the “History of Salisbury” graphic artwork for the Community Hall glass operable wall on the ground floor.

- 5.6 Further historical information compiled on significant people, places or landmarks within the City of Salisbury, including those who made the short list but are not included in the final recommendations set out within section 5.5 is provided for information within Attachment 1.

6. CAFÉ UPDATE

- 6.1 The café is a key inclusion within the overall Salisbury Community Hub project and has been a part of the overall proposal since early scoping in 2015. It will provide a service to users of the building, as well as attract and retain community visitors to the City Centre and provide critical activation to the civic square.
- 6.2 At the Council meeting (Item 1.3.3, Policy and Planning, 21/05/2018) Council resolved that a market approach be undertaken to identify the level of interest in the café framed by the endorsed Café Principles. The Café Principles endorsed by Council were as follows:
- **Quality Offer** – the café will deliver quality light food and non-alcoholic drink offers and includes a fit out commensurate to the Council investment and overall quality of the Salisbury Community Hub.
 - **Activation** - the café will contribute to the place activation of the Civic Square and broader Salisbury City Centre and have operating hours that are considerate of key usage of the building balanced with commercial viability considerations.
 - **Competitive Neutrality** - irrespective of delivery model (commercial/social enterprise) the café operator will be required to contribute to the Salisbury City Centre special rate, pay Council rates (potentially within the lease) and include lease arrangements that are consistent with market practice for this form of facility and with the Salisbury leasing market.
 - **Social Benefit/Northern Adelaide Outcomes** - the café operator will be required to commit to best endeavours to deliver broader social benefits, including but not limited to training and employment programs, social outcomes and local purchase of goods and services wherever possible.
 - **Facility Event Catering** - the café operator will not be provided exclusive rights to catering within the building, with flexibility retained for this service to be provided by a range of operators (including the café operator), and including ‘bring your own’ catering for community events. Special event liquor licensing would be considered for identified events.
- 6.3 A Request for Proposal (RFP) market approach has been prepared and released to the market by property agents Colliers. Colliers were engaged to use their expertise and contacts in the market to undertake the RFP process. It was originally intended for the outcomes of the RFP to be bought back to Council in December 2018 outlining the level of interest and recommending the appointment of a café operator. The timeframe has adjusted to suit the adopted café procurement approach and as a result the RFP is now due to close on 4 January 2019 and a report will be bought back to Council early 2019 on the outcomes of the market approach for a future Council decision.

7. GRANT FUNDING OUTCOMES/OPPORTUNITIES

- 7.1 A budget allocation was retained for additional civic square works to serve in part as contributory funds for grant applications (Item GB6.1 Confidential, Council, 28/05/2018). The 18/19 Places for People Open Space funding round was announced in late November 2018 with applications due 8 February 2019. Due to the timelines, any application to this grant round for works in the Civic Square will be outside the construction program for Hansen Yuncken and would have to be installed post Practical Completion of the building.
- 7.2 The issues with the timing for grant funding for any additional Civic Square works was previously discussed with Council and as reported in August (Item 1.3.4, Policy and Planning, 20/08/18) a budget of \$234k from the civic square works budget was allocated to deliver additional placemaking/ event lighting to be negotiated as part of a variation to the Hansen Yuncken contract. A lighting brief has been agreed and two concepts are currently being prepared for final budget estimates. In principle, this form of specialist lighting is typically undertaken in a design/construct solution with specialist lighting providers and as such is best delivered in coordination with Hansen Yuncken to ensure connection to the lighting and event control systems within the Salisbury Community Hub. The exact form of additional lighting is subject to the completion of the design exercise, however is likely to take the form of uplighting of key features i.e. cemetery, pattern lighting to footpaths and light strings through existing tree canopies and/or other light solution that may be identified. It is anticipated that this variation will be confirmed for tender through HY sub-contractors by the end of 2018. Final scope will be communicated to Council as part of a future update report for information. Additional funds remain in this budget to explore future grant funding post practical completion if required.
- 7.3 A changing places toilet was included in the Salisbury Community Hub as part of the 50% drawings endorsed by Council to proceed to tender in December 2017 (Item 1.3.1, Policy and Planning, 11/12/18) based on direct feedback received from Council's Disability, Access & Inclusion Reference Group. Staff have lodged an expression of interest for a potential grant opportunity with the State Government Department of Human Services for the installation of a changing places toilet that could offset the cost of its inclusion within the Community Hub. Available grants are understood to be in the order of \$50k. We received confirmation on 1 August 2018 that the funding round for 2019/20 under this grant will be released via a future competitive grant process. It is unclear if this timing will align with the Salisbury Community Hub construction, however this will be explored further along with alternative/additional installation sites across the City of Salisbury.

- 7.4 A Round 2 Smart Cities Funding Application was lodged with the Commonwealth Government on 2 July 2018. The funding bid sought funding for a range of digital strategy items across the Salisbury City Centre Renewal, expanding out from the “smart city” elements already included or planned for as part of the Salisbury Community Hub scope. Council was advised that we were not successful in this grant round in late November 2018. Conduits and connectivity for future installation of some of the components in the grant fund are being installed by Hansen Yuncken, and future installation can still be considered subject to alternate funding arrangements for items such as smart bollards.

8. CONCLUSION / NEXT STEPS

- 8.1 This report provides the second quarterly construction progress report through the Salisbury Community Hub construction period as per Recommendation 2 (Item 1.3.3, Policy and Planning, 21/05/2018) and a general project update for information. Overall the project is currently proceeding on program and within established time and budget contingencies.
- 8.2 As part of this report, a decision is required on room naming to key rooms within the building, which is an identified opportunity to recognise City of Salisbury historical features/person(s) (Item 1.3.3, Policy and Planning 21/05/2018). Recommendation 2 has been prepared based on collated suggestions from Elected Members, Community Reference Groups and administration for consideration of Council. Timing for this decision is critical so as not to delay the signage package design completion and risk delay notices from the Contractor.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 03.12.18

Names for the Rooms in the Salisbury Community Hub

John Harvey (founder)

John Harvey was born in 1820 in Caithness in Scotland. He immigrated to South Australia in 1839. John became involved in several occupations, including farming, being a publican, and delivering goods by horse and cart. In 1847 John bought land in the Hundred of Yatala. After careful thought he decided to use section 2191 as the beginning of a settlement, which he named Salisbury. The first lots of land went on sale in June 1848. John Harvey actively promoted Salisbury and the surrounding district. In later years John became a farmer experimenting with a wide variety of crops, a Justice of the Peace, a Magistrate and a Member of Parliament.

Dr. Ruby Claudia Emily Davey

Born in Salisbury in 1883. Ruby was Australia's first female doctorate of music. She wrote music by the age of 7, by 13 she was teaching music to other children. Many of the music teachers in the northern suburbs were taught by her or someone who was taught by her. Ruby taught other subjects including elocution.

Carl Wittber

His father was a headmaster at the Salisbury Primary School. Carl was an engineer. On 13th of March 1910 while testing a Bleriot monoplane in a paddock owned by Mr. Winzor, the plane became airborne due to a gust of wind. This is believed to be the first flight in Australia and became known as Wittber's Hop

Hephzibah (Primitive Methodist Church)

The first church was built in 1851 but soon became too small so a larger church was built and opened in April 1858. It was named the Hephzibah which means "in her my delight". Except for a 4 year period the church was used for services and Sunday School classes until 1960 when the land was sold to commercial interests. The Salisbury Community Hub is built on the land on which both churches stood. On the left of the new Salisbury Community Hub is the Hephzibah Primitive Methodist cemetery.

Helen Barnes (nee Witt)

Helen was born in Sydney. During WWII she worked in the Army General Hospital Concord. In 1943 after training in the medical officer's school Helen attained the rank of Captain and was command of a 60 person nursing unit in the Pacific. After the war she worked as an Information Officer traveling on migrant ships. Here she met her husband Bob and moved to Woomera. Here she established a kindergarten and worked as a teacher. In 1960 Bob was transferred to Weapons Research Establishment (WRE) and moved in to a home in the new suburb of Salisbury North. Helen again established a kindergarten and worked as a teacher

in the morning and had a part time position working at the Salisbury North Branch Library. In the evenings she studied for her Library qualifications. Helen was appointed as Acting Chief Librarian of the Salisbury Public Library Service in 1971. 1975 was a busy year for Helen as 3 new libraries were opened. These libraries were Para Hills, Parafield Gardens and the Central Library in James Street next to the Council Offices. Helen retired in 1981 but continued her association with the Library Service by joining the newly created Friends of the Salisbury Library Service as Treasurer in 1988. She was an active member of the organisation until she moved to Queensland in 2001

Len Beadell

He was born at West Pennant Hills, N.S.W. in 1923. He moved to Salisbury to work for the Government after World War II at the Long Range Weapons facility which after many name changes is now the Defence Science and Technology Group.

Len was responsible for surveying and selecting sites for:

- Woomera Rocket Range 1947
- Emu Atomic Test Site 1952
- Maralinga Atomic Test Site 1953

Len achieved national recognition for his work in developing over 6,000 kilometres of roads through 2.5 million square kilometres of some of Australia's harshest deserts. One of the best known of these roads is The Gun Barrel Highway. The Len Beadell Library was named after him.

J.P. (John Peter) Swann (J.P.)

Mr. Swann was a Councillor and Justice of the Peace who regularly presided at the Salisbury Magistrates Court. John also serviced as the Chair of the Yatala North District Council for several years. He was very active member of the community serving on the School Board of Advice and the British and Foreign Bible Society. John was also very devoted to church matters. Due to his powers as a debater he led the local literary society for 25yrs.

Daniel Brady

He was an early Irish settler of the area who was prominent in encouraging migration from Ireland to the area and even sponsored families. He was influential in the development of the town of Virginia.

Thelisima Aubert

He was French and an early permanent settler of the area. Thelisima was one of the first settlers from a non-British back. He bought land in 1847 on which he grew oranges as well as other farm produce. By 1851 he had built his home which he

called “Sans Souci” which means “without care”. The house still exists and has been added to over the years. In 1868 when the district was split he was elected as the first Chairman of the new Yatala North District Council.

Jack Bormann

Became District Clerk (later CEO) in 1952 after the death of E.J. Brown. Mr. Bormann over saw the development of Salisbury North, Elizabeth and Para Hills to mention just a few of the growing suburbs. During this time Salisbury and Elizabeth split to create two new cities with all the difficulties associated with this event. He was active in the Salisbury community. He left his position in 1974.

J.L. Lindbloom

He was the first Mayor of Salisbury after the split of Elizabeth from Salisbury. He was Born in Orroroo and moved to Pooraka in 1936 as his father had the Post Office and general store there. Due to his dedication in his varied role in council he was awarded the British Empire Medal for his services to local government.

Ernest J. Brown

Was the District Clark for Salisbury from 1928 until his death during the first District Council meeting of 1952. Mr Brown worked tirelessly for the Salisbury community and held 33 executive positions concurrently. The Brown family has a long history with Salisbury.

Cox Family (see Angas Home)

The family consisted of Mr. A.G.H Cox his wife, their daughter and a son. Mr. Cox was the resident Farm Manager for the Angas Home for the Deaf for 47years. This was a property which was designed to be a self supporting so that residents who were deaf (or blind and dumb) and unable to earn a living in the outside world due to infirmities of one type or another could live a productive life. Mrs Cox was the matron for 34yrs and her daughter took over from her for the next 28yrs. The Cox family contributed a total of 109yrs between them to the Angas Home and it's residents.

Angas Home (see Cox family)

This was a property which was designed to be a self supporting so that residents who were deaf (or blind and dumb) and unable to earn a living in the outside world due to infirmities of one type or another could live a productive life.

The farm grew lucerne, wheat, vegetables as well as raising pigs, sheep, horses, cattle and poultry. Mr. A.G.H Cox was the farm manager for 47yrs and his wife and daughter were both successive matrons for a total of 62yrs. This was a total of 109yrs for the family.

Dr. John Fisher

Dr. Fisher was one of the first doctors to practice in the Salisbury area from 1854. During this time he was a land owner and was active in local affairs. John was represented the local people at the ceremony of the arrival of the first train to

Salisbury in 1856. He was also a founding member of the Loyal Wellington Loge, Independent Order of Oddfellows. He was the Officer for Health for the council and the Yatala Stockade. Dr. Fisher practiced in Salisbury until 1870.

Joseph Broadstock

Joseph had been in Salisbury from as early as 1848. He became the licensee of the Old Spot Hotel which he renamed to the Old Para. After hearing that a railway was to be built in Salisbury he purchased 20 acres of Section 2191 and joined it on to John Harvey's section, which led to the creation of the "dog leg" in John Street. He sold a portion of the land to the Railway Commissioners. Being a shrewd businessman Joseph built the two storey Governor MacDonnell Hotel which was named after the then Governor of South Australia. He owned land and buildings around Salisbury. Joseph Broadstock played a significant role in the development and growth of Salisbury.

Edmund John PATERNOSTER

He was born in Waltham Abby in England in 1846. He arrived in South Australia on the General Hewett with his parents and siblings in 1858. The family settled in Gawler. Edmund went to work at the James Martin's Phoenix Foundry as he had before coming to South Australia worked at the Enfield Rifle Factory. He worked there for several years learning a variety of trades.

In 1873 Edmund set up his own business as a gunsmith and sewing machine repair shop. In 1877 he leased the business to his brother and moved to Smithfield for a year. In 1878 he moved to Salisbury and established an agricultural machinery business located on East Terrace near the corner of Union Street. Later East Terrace became known as Paternoster Row.

He became famous after he applied for a windmill patent in 1884 to create the **Little Gem** windmill which was shipped to nearly every state in Australia. He also made the Triumph (a geared mill), incubators, tanks, pumps and water wheels such as the one now on display. In later years he added a brass and iron foundry. In 1907 the business expanded when they manufactured oil engines. Edmund later moved back to Gawler, and died there in his 90s in 1943.

Little Gem Windmill – See Edmund Paternoster

Barry Ormsby

Worked for council and during the 1980s to the 1990s was a key figure in the development of storm water management which led to the development of the Salisbury Wetlands. This had significant flow on effects such as

- restore habitat and increase biodiversity
- provide flood protection

- provide natural filtering and cleansing of stormwater, enabling a low cost treatment option for re-use
- protect the delicate downstream Barker Inlet, an estuary into the Gulf St Vincent and the largest fish breeding nursery in South Australia.
- create attractive landscape features
- provide areas for passive recreation and enjoyment
- enable research and development
- provide opportunities for environmental education and awareness
- contribute significantly to the ultimate goal of a sustainable urban environment

Salisbury's Wetlands – See Barry Ormsby

Heidenreich Family

The family had businesses in Salisbury from the early 1890s. From 1917 Mr. F.T.P. Heidenreich opened up a flour mill, long since demolished. It was located on the corner of which is now Park Terrace and Salisbury Highway adjacent to the rail line. Heidenreich name was connected with the flour milling industry in Salisbury until the mills closer in the 1990s. Theo Heidenreich Jr was active in the community and in the sporting area mostly football.

Yatala

An Indigenous word meaning “flooded country”. The Hundred of Yatala was proclaimed in 1854. This area was later divided and the part in which Salisbury is situated became the Hundred of Yatala North in 1868.

R.M.D. (Reid Murray Development)

This company bought land from farmers such as the Kester family in the late 1950s at Para Hills. They subsequently divided the land and designed and built up to date modern homes with refrigerators and air conditioning. The methods that they used to sell the homes were to place their sales people on the newly docked migrant ships to promote and sell their home and land packages.

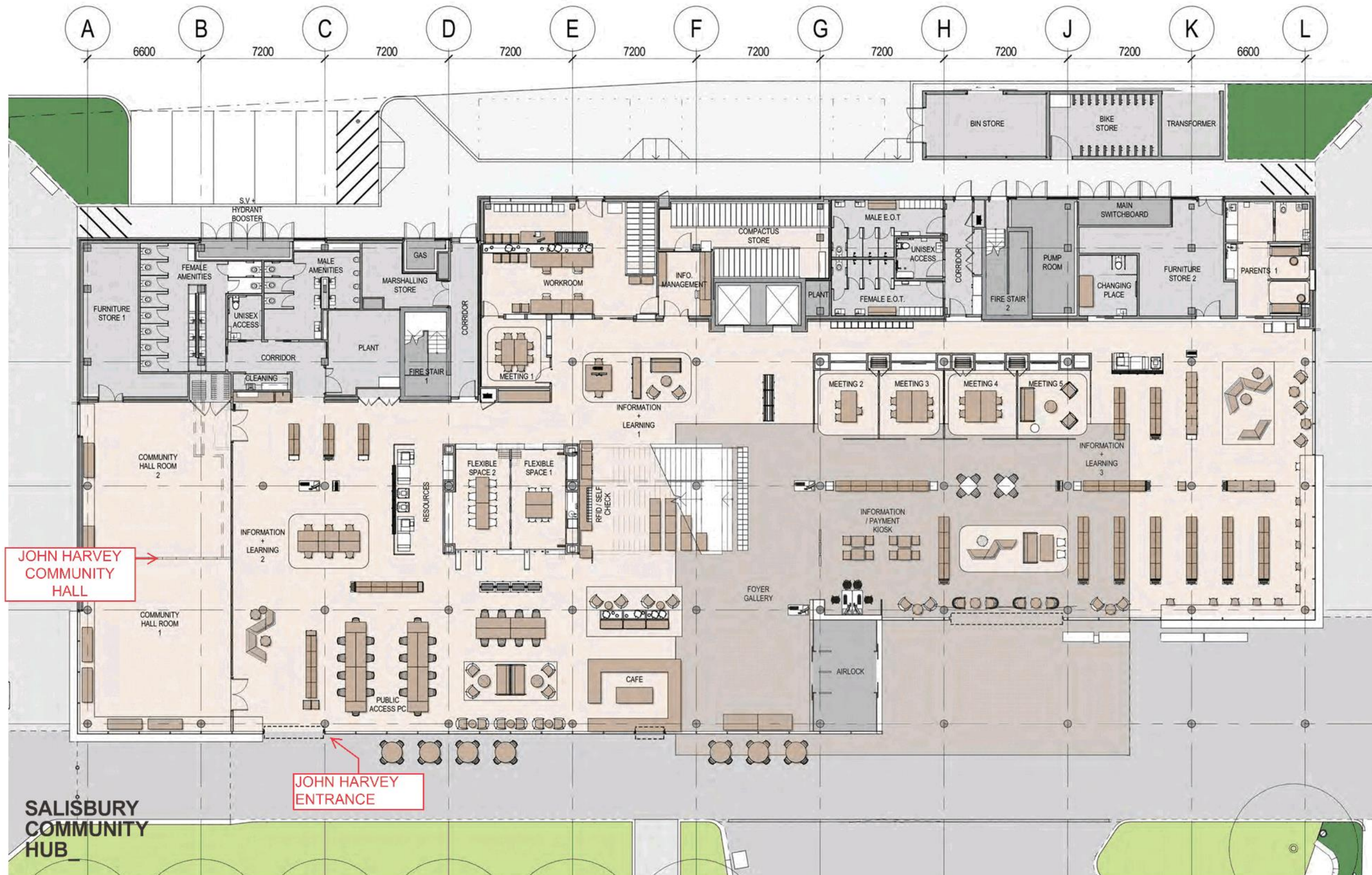
Oranges

Salisbury was famous for its oranges. Due to the rich alluvial river flats of the Little Para River and its annual flooding, it was ideal to grow citrus. Many varieties of oranges were grown as well as lemons and grapefruit. Names associated with the citrus industry include Kuhlman (who also had the Old Spot Hotel and his orchards were behind the hotel), Moss, Jenkins, Ponton, Harvey, Tate, Hooper and Sayers.

Little Para River – See Oranges

The following are prominent people and families of the area, more information can be provided on them if required.

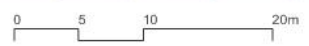
Guerin Family
Kester Family
Goodall Family
Dr. W. Hunter
Judd Family
Pitman Family
Quinlivan Family
Urlwin Family
White Family
Whittlesea Family
Winzor Family
Wright Family



JOHN HARVEY
COMMUNITY
HALL

JOHN HARVEY
ENTRANCE

SALISBURY
COMMUNITY
HUB



Revision
A_DA Submission

Date
01 December 2017

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City of Salisbury

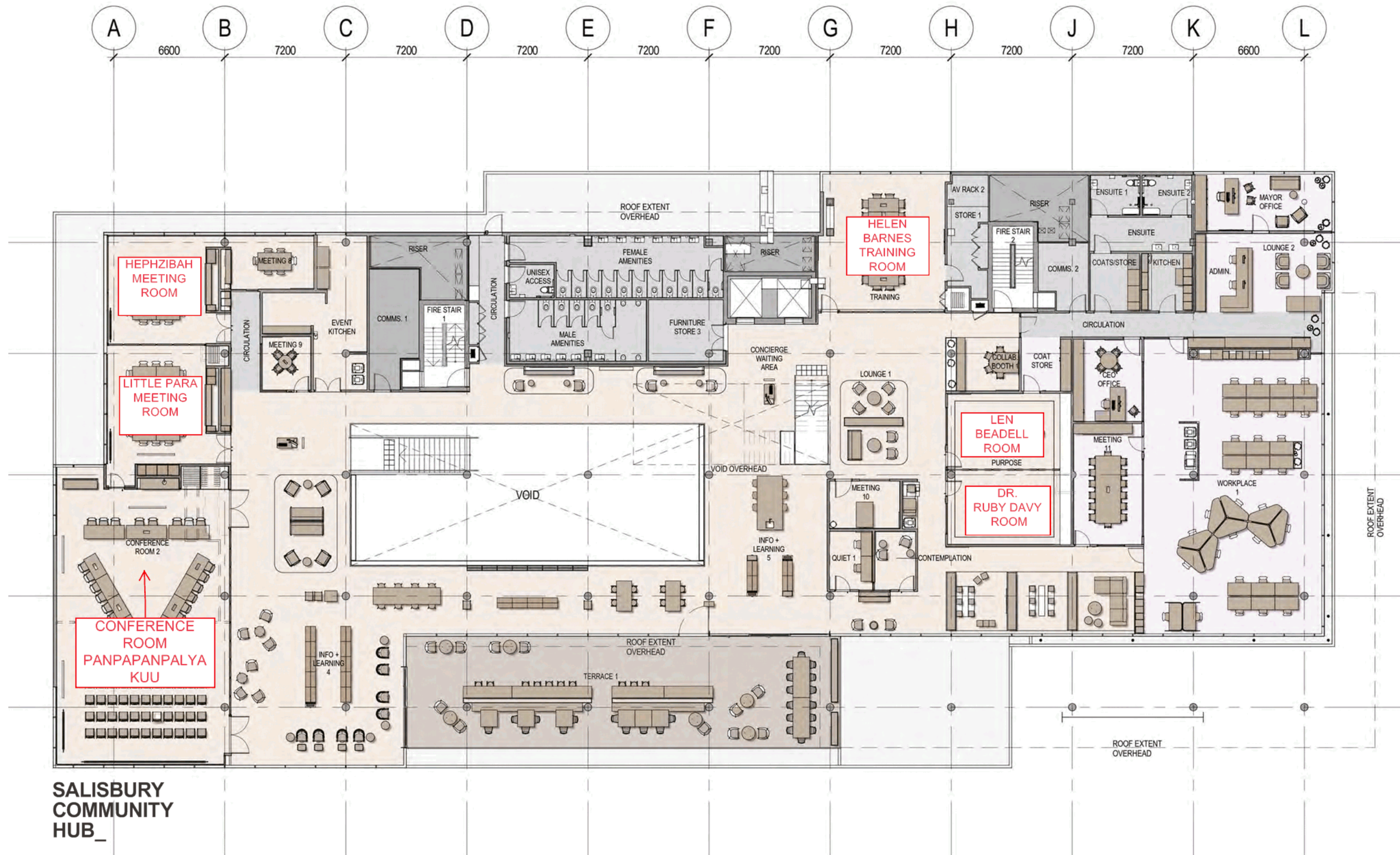
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John Street Salisbury
South Australia

Drawing
SK-04
Ground Level Plan

HASSELL

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**SALISBURY
COMMUNITY
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Revision
A_DA Submission

Date
01 December 2017

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Client
City of Salisbury

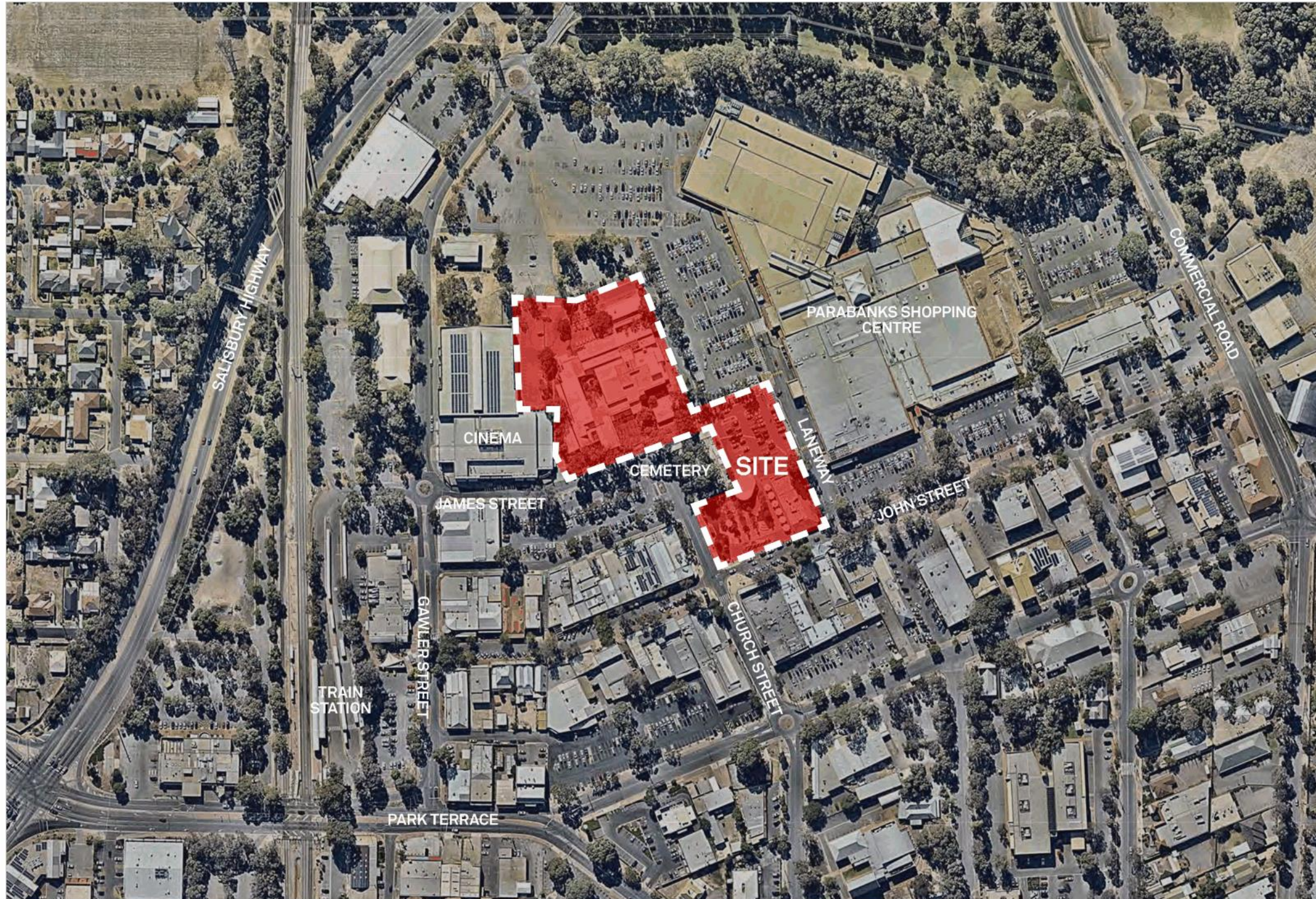
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Drawing
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Level 1 Plan

HASSELL

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SALISBURY
COMMUNITY
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HASSELL



Revision
A_DA Submission

Date
01 December 2017

Scale
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Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

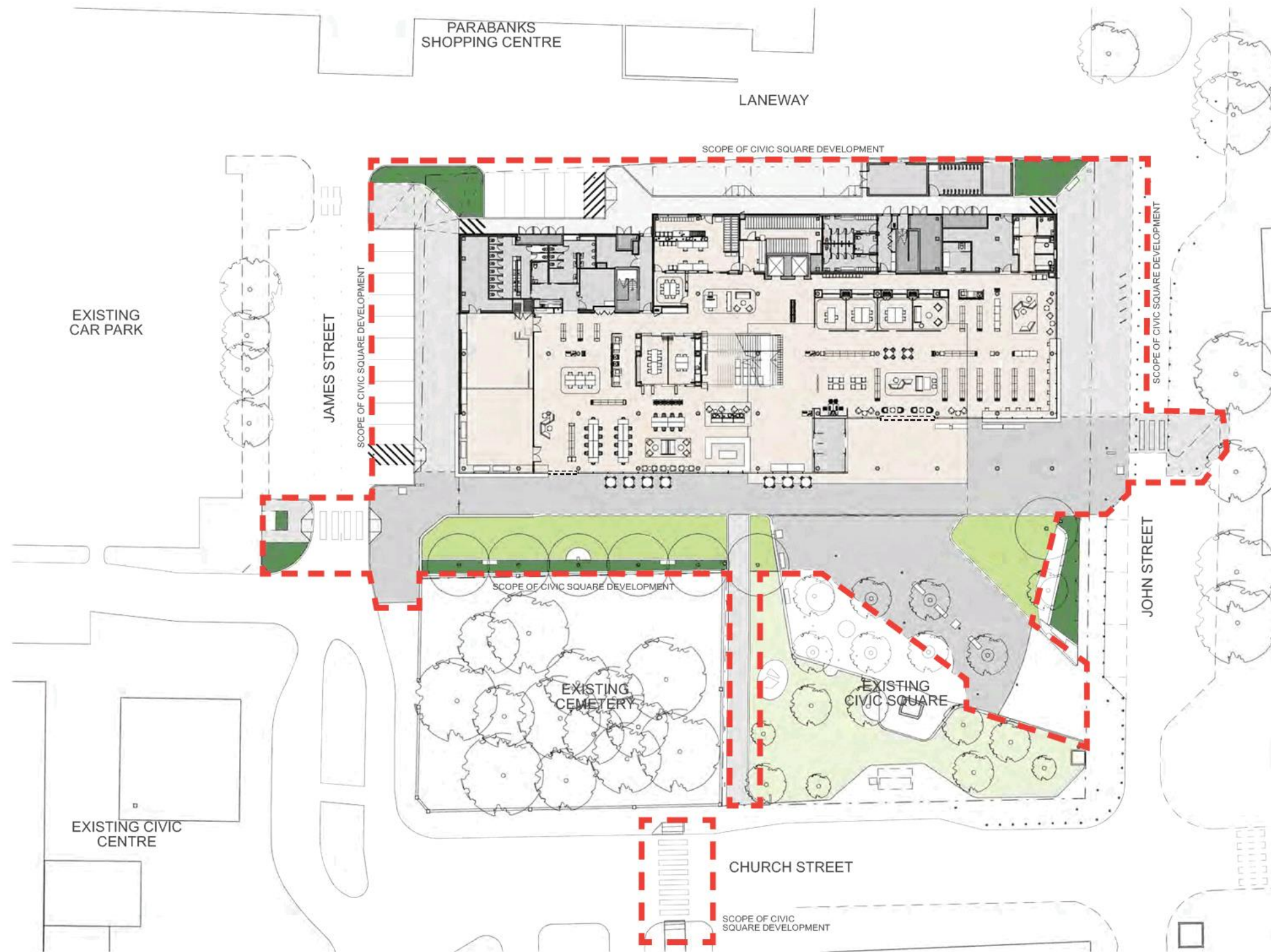
Drawing
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Location Plan

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**SALISBURY
COMMUNITY
HUB_**

HASSELL



Revision
A_DA Submission

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01 December 2017

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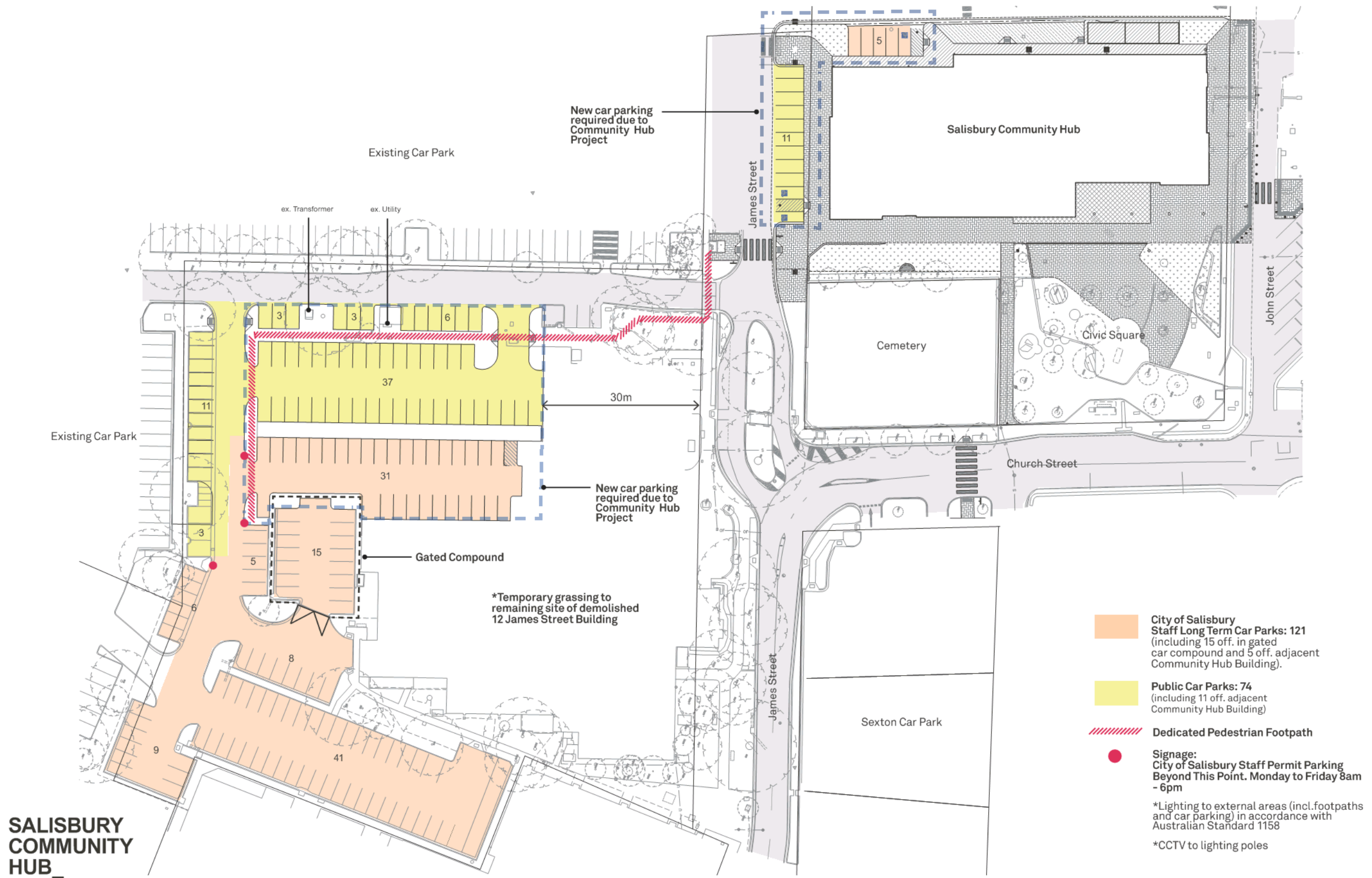
Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-03
Salisbury Community Hub Site
Plan

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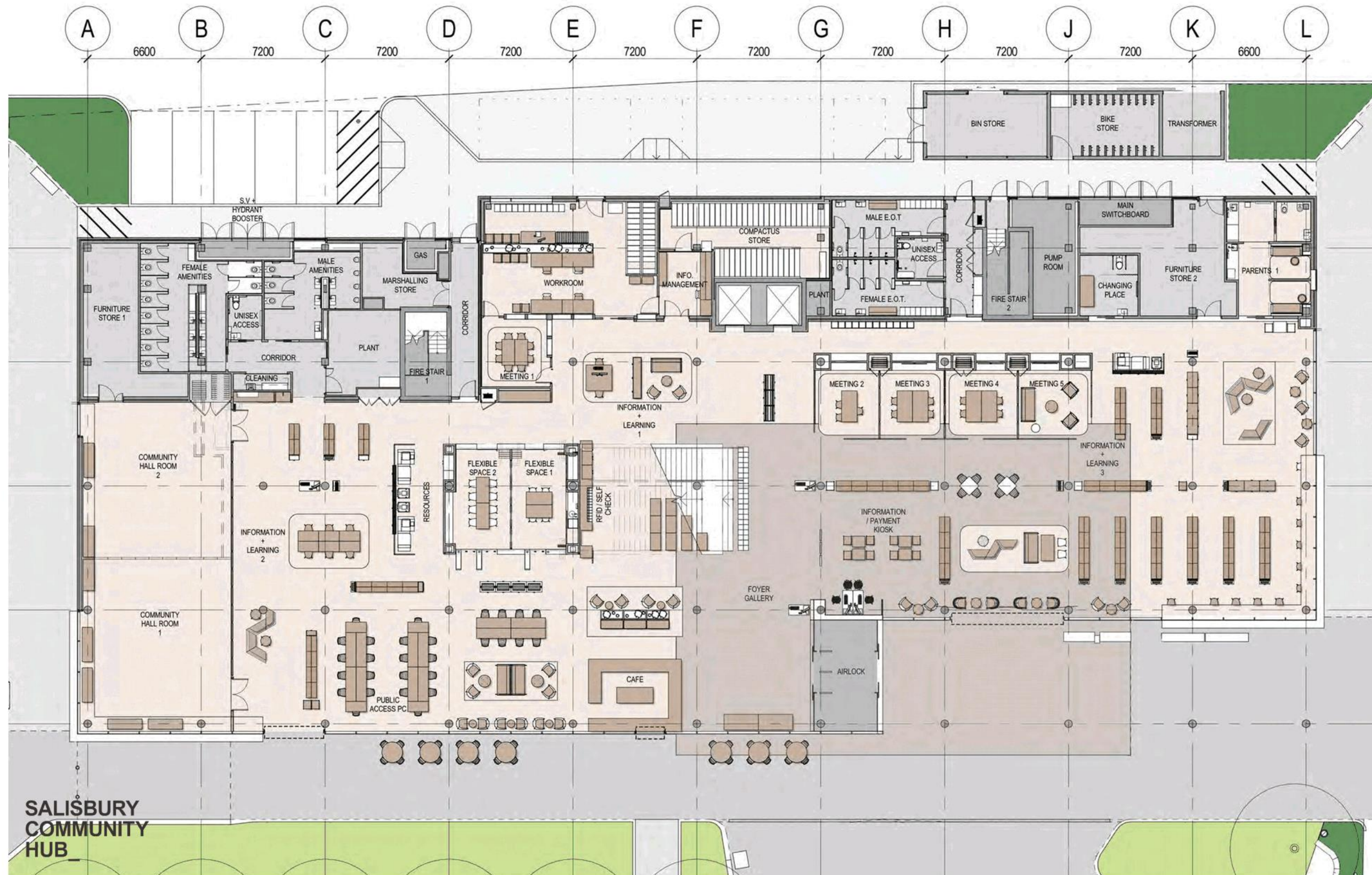
**SALISBURY
COMMUNITY
HUB_**

HASSELL

Revision A_DA Submission	Date 01 December 2017	Scale N/A	Client City of Salisbury	Project Name Salisbury Community Hub John Street Salisbury South Australia	Drawing SK-02 Car Park Plan
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Item 1.3.3 - Attachment 3 - City of Salisbury endorsed 50% drawings (18 December 2017 Resolution 2218/2017 and 2247/2017)



**SALISBURY
COMMUNITY
HUB**



Revision
A_DA Submission

Date
01 December 2017

Scale
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Client
City of Salisbury

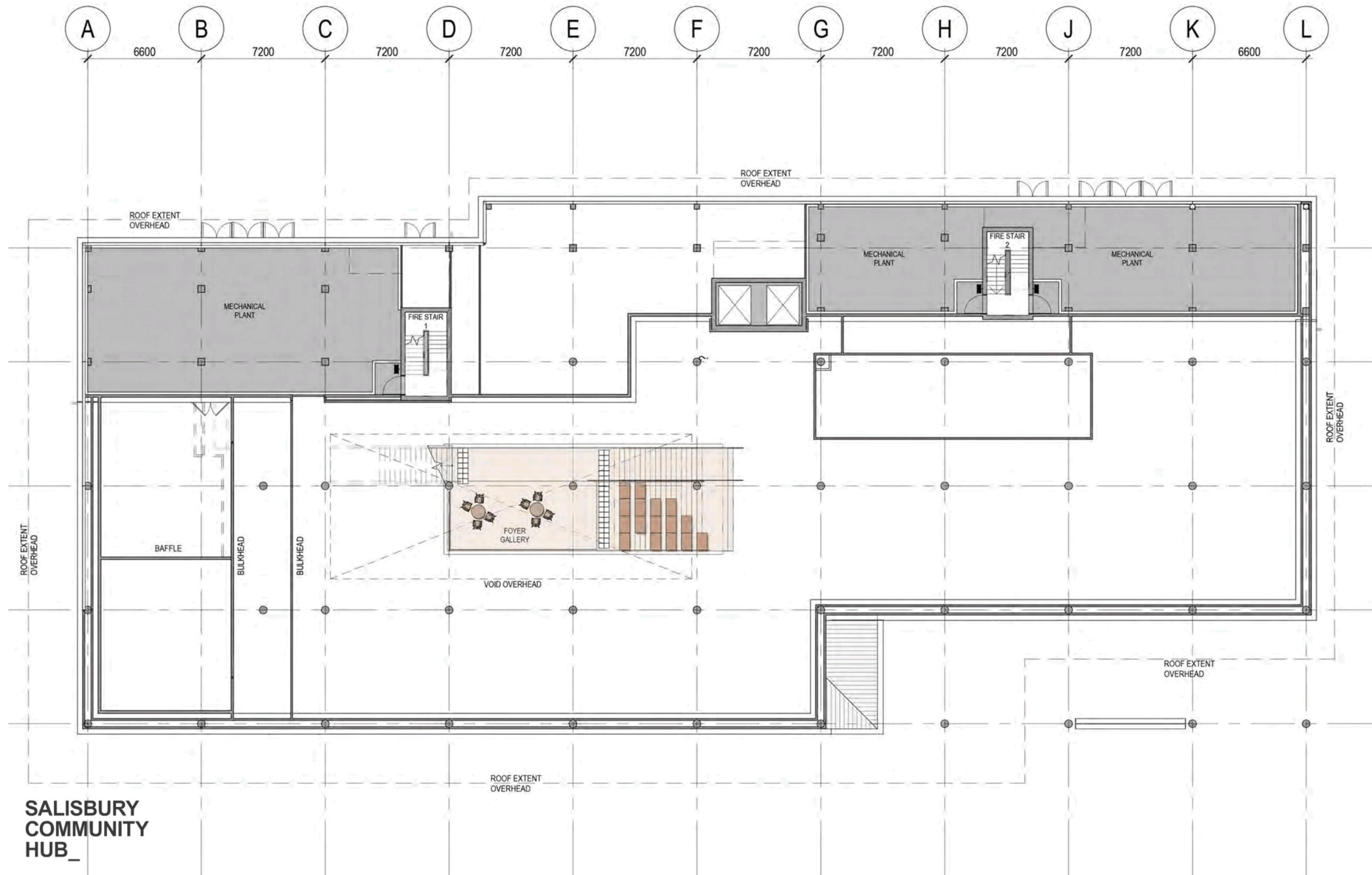
Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-04
Ground Level Plan

HASSELL

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**SALISBURY
COMMUNITY
HUB_**



Revision
A_DA Submission

Date
01 December 2017

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Client
City of Salisbury

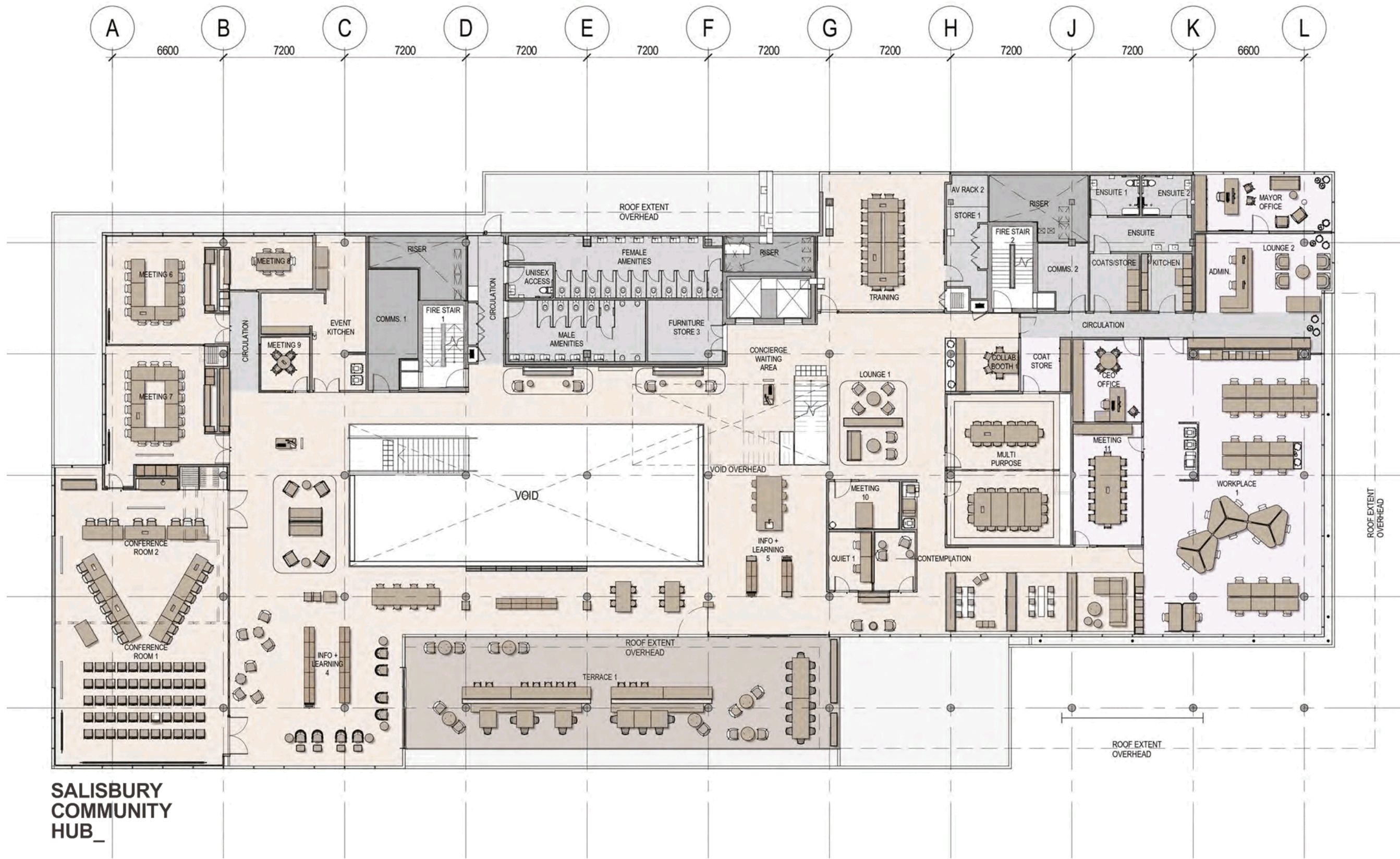
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John Street Salisbury
South Australia

Drawing
SK-05
Mezzanine Level Plan

HASSELL

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB_**



Revision
A_DA Submission

Date
01 December 2017

Scale
1:200@A3
1:100@A1

Client
City of Salisbury

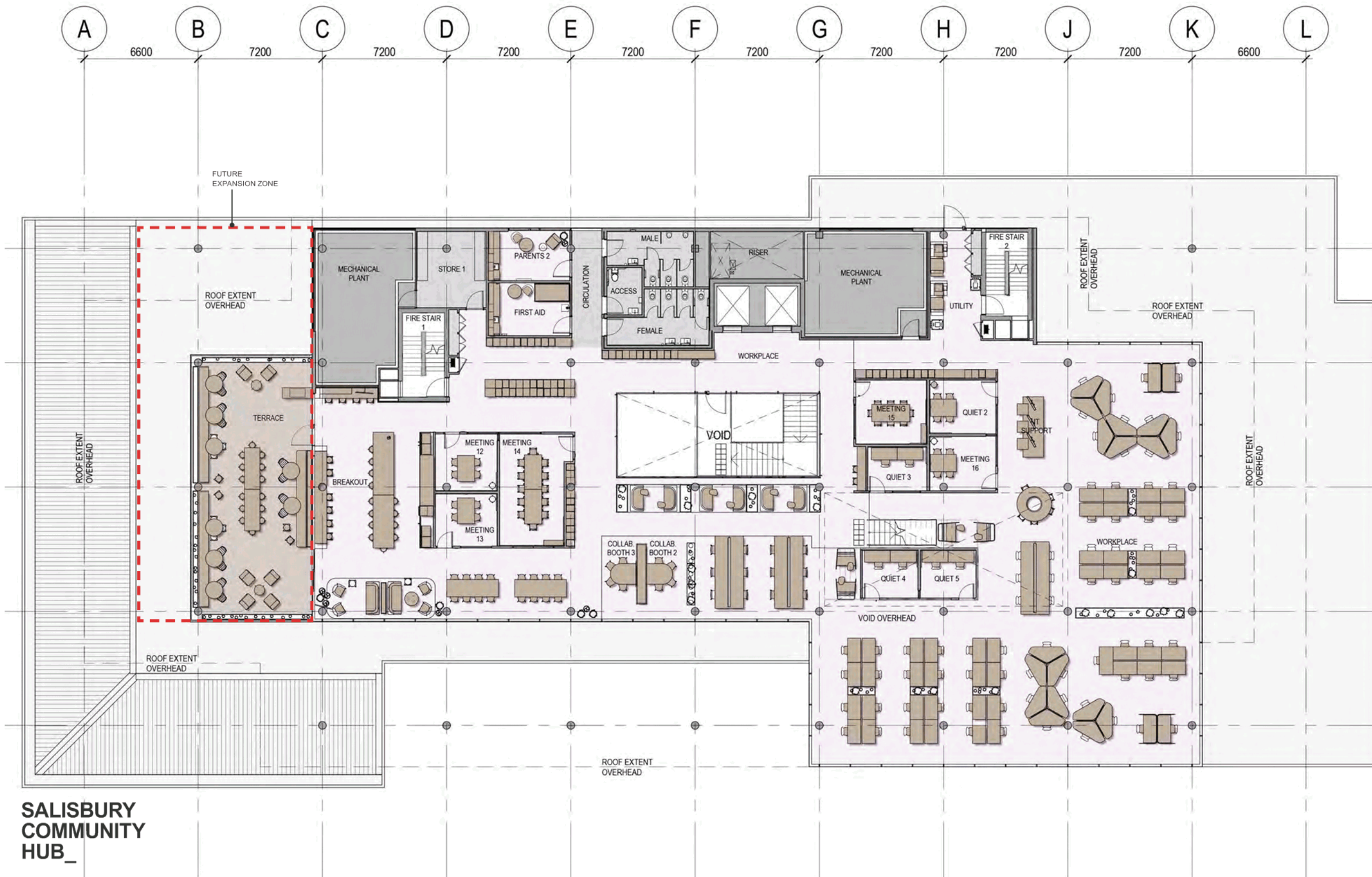
Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-06
Level 1 Plan

HASSELL

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB_**

HASSELL



Revision
A_DA Submission

Date
01 December 2017

Scale
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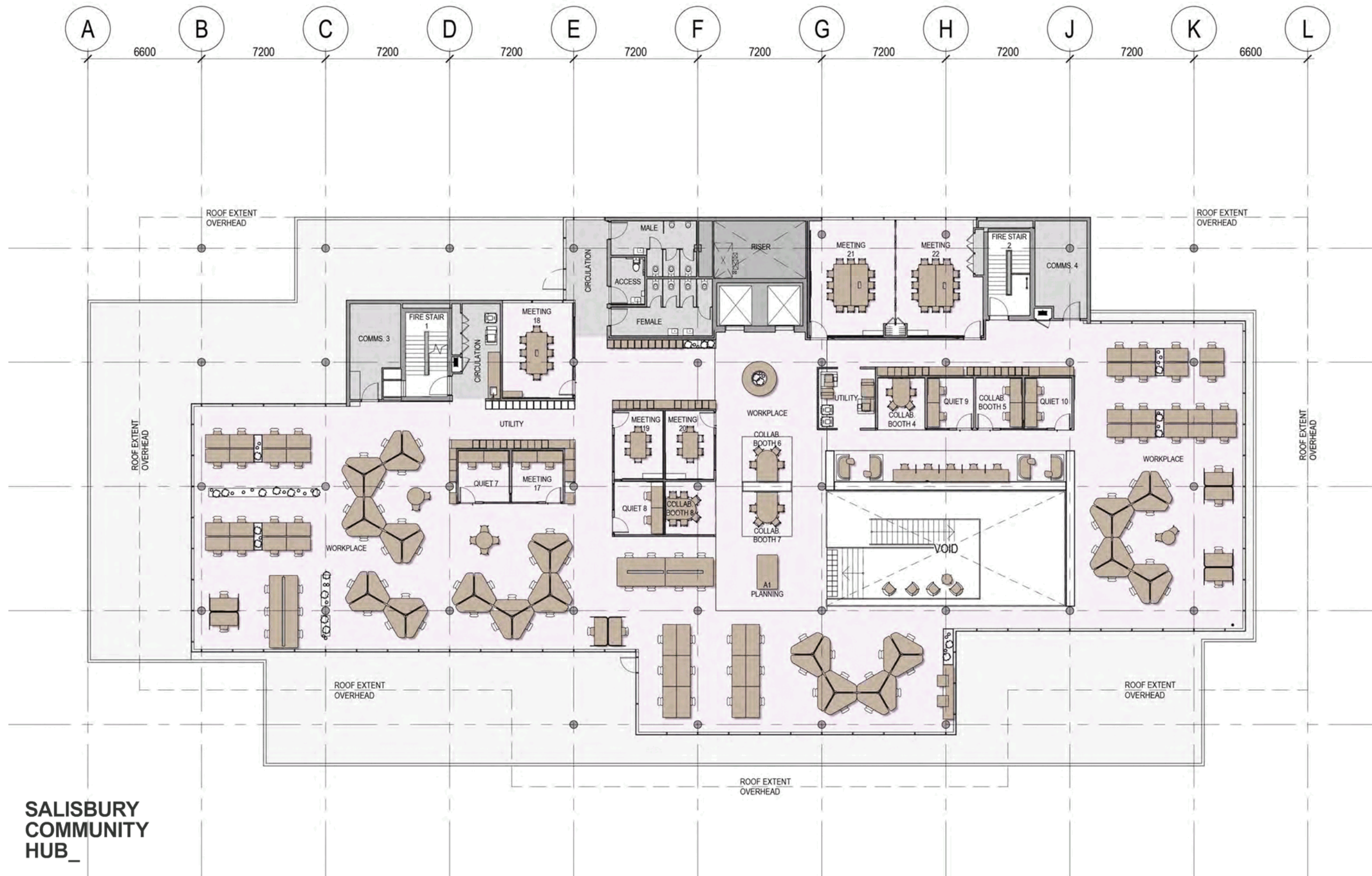
Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-07
Level 2 Plan

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB_**



Revision
A_DA Submission

Date
01 December 2017

Scale
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1:100@A1

Client
City of Salisbury

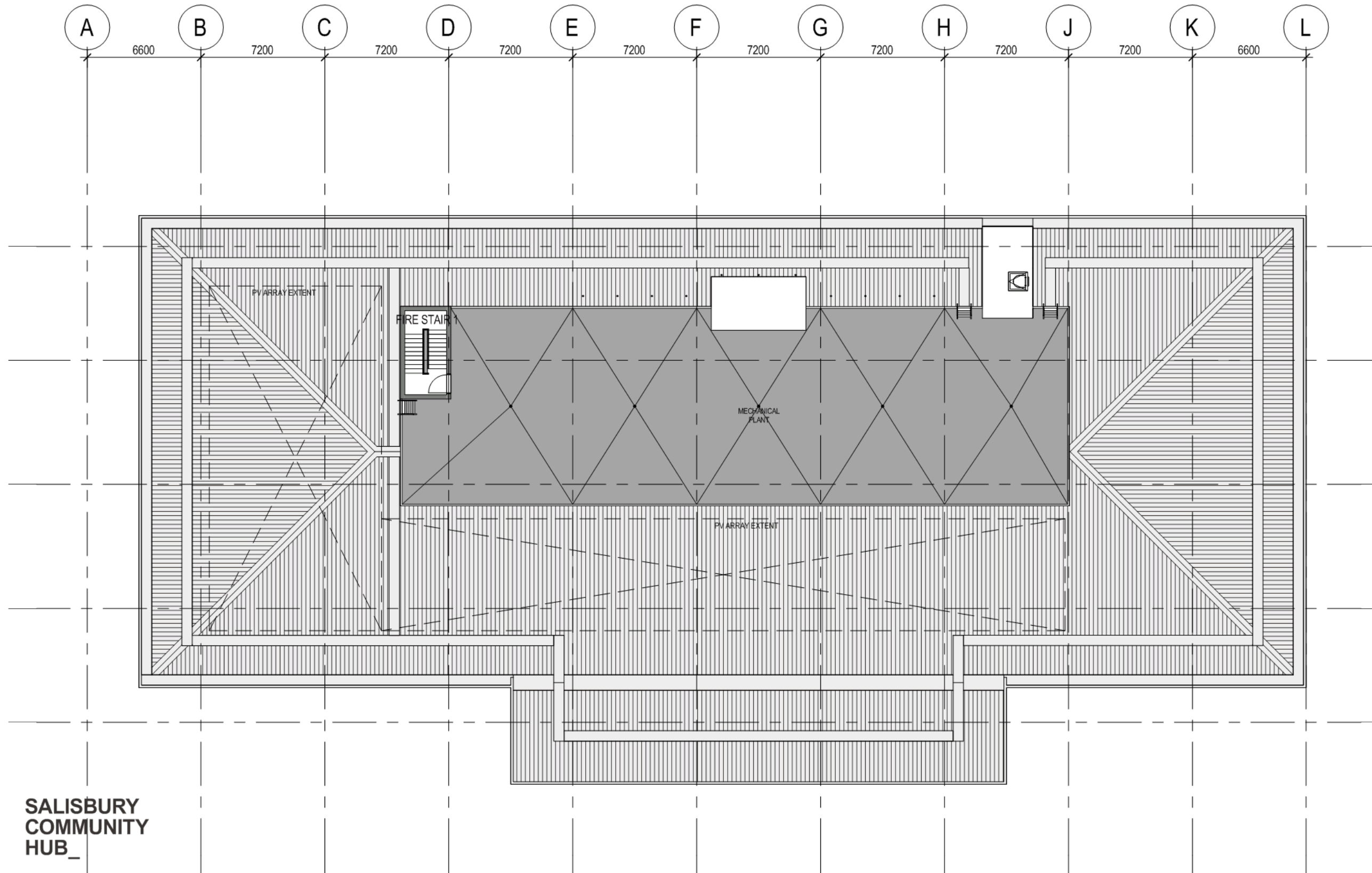
Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-08
Level 3 Plan

HASSELL

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB_**



Revision
A_DA Submission

Date
01 December 2017

Scale
1:200@A3
1:100@A1

Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

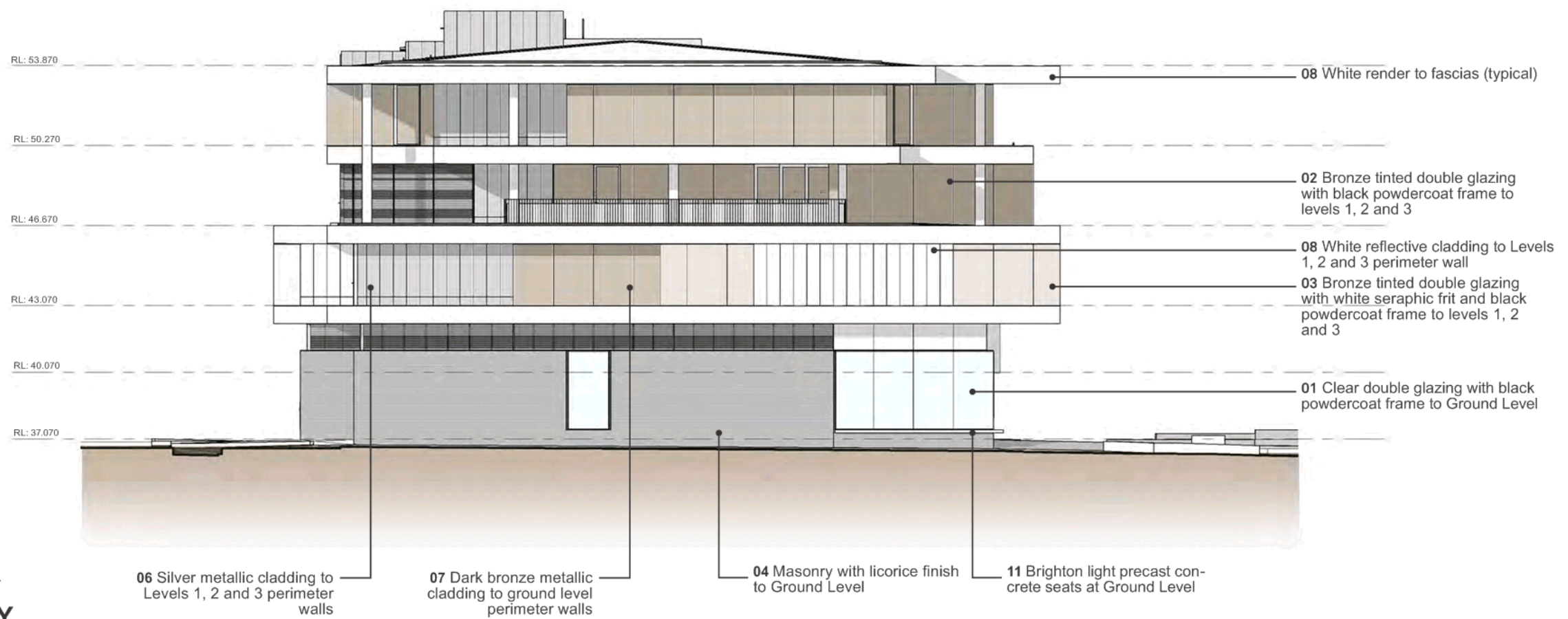
Drawing
SK-09
Level 4 (Roof) Plan

HASSELL

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB_**



Revision
A_DA Submission

Date
01 December 2017

Scale
1:200@A3
1:100@A1

Client
City of Salisbury

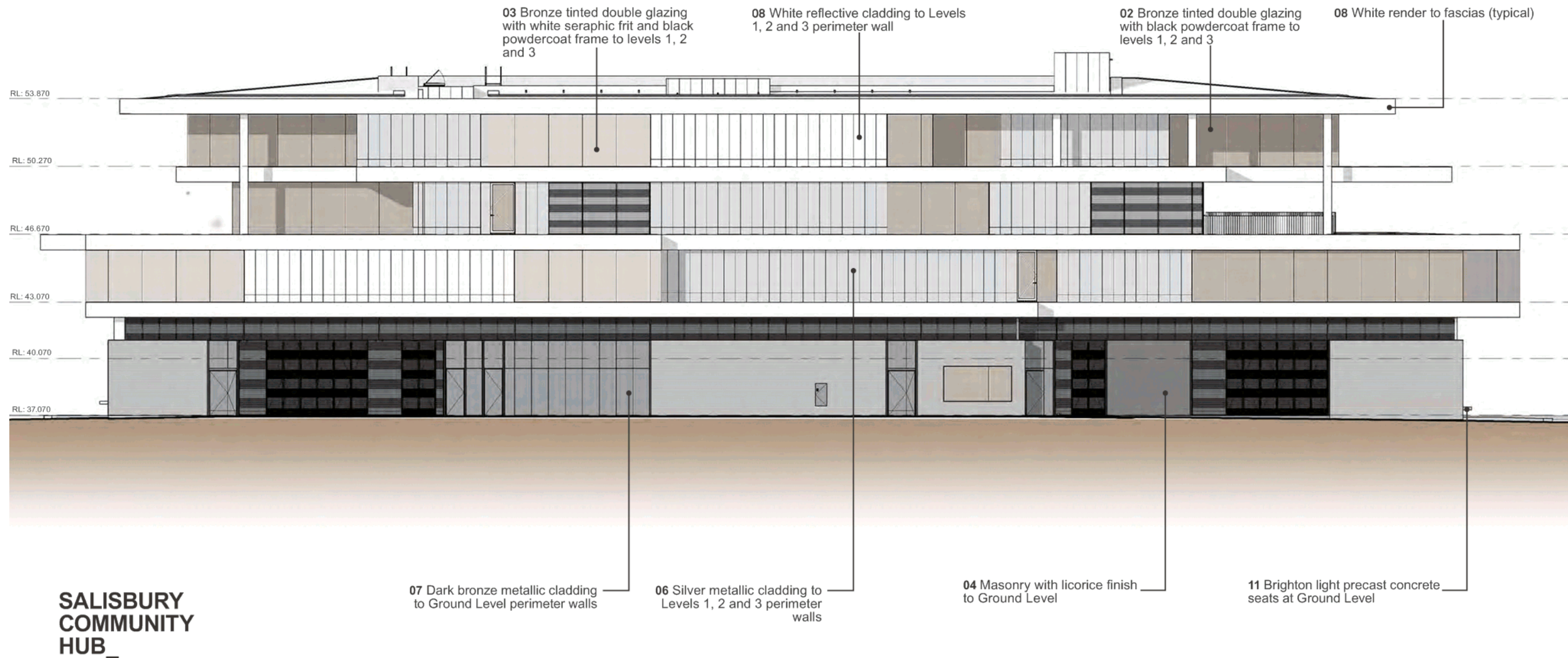
Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-10
Northern (James Street)
Elevation

HASSELL

Indicative layout only - not for construction.

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Revision
A_DA Submission

Date
01 December 2017

Scale
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1:100@A1

Client
City of Salisbury

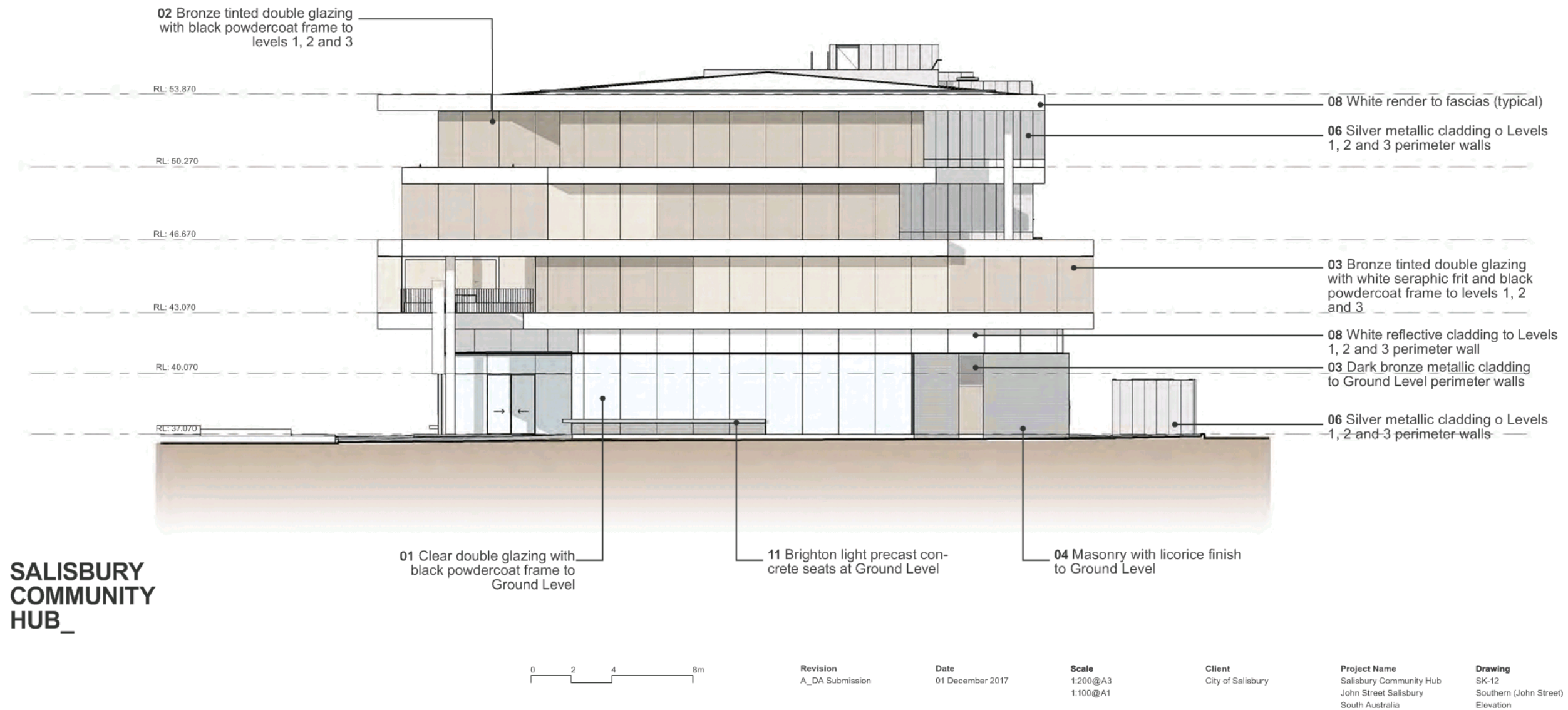
Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-11
Eastern (Laneway) Elevation

HASSELL

Indicative layout only - not for construction.

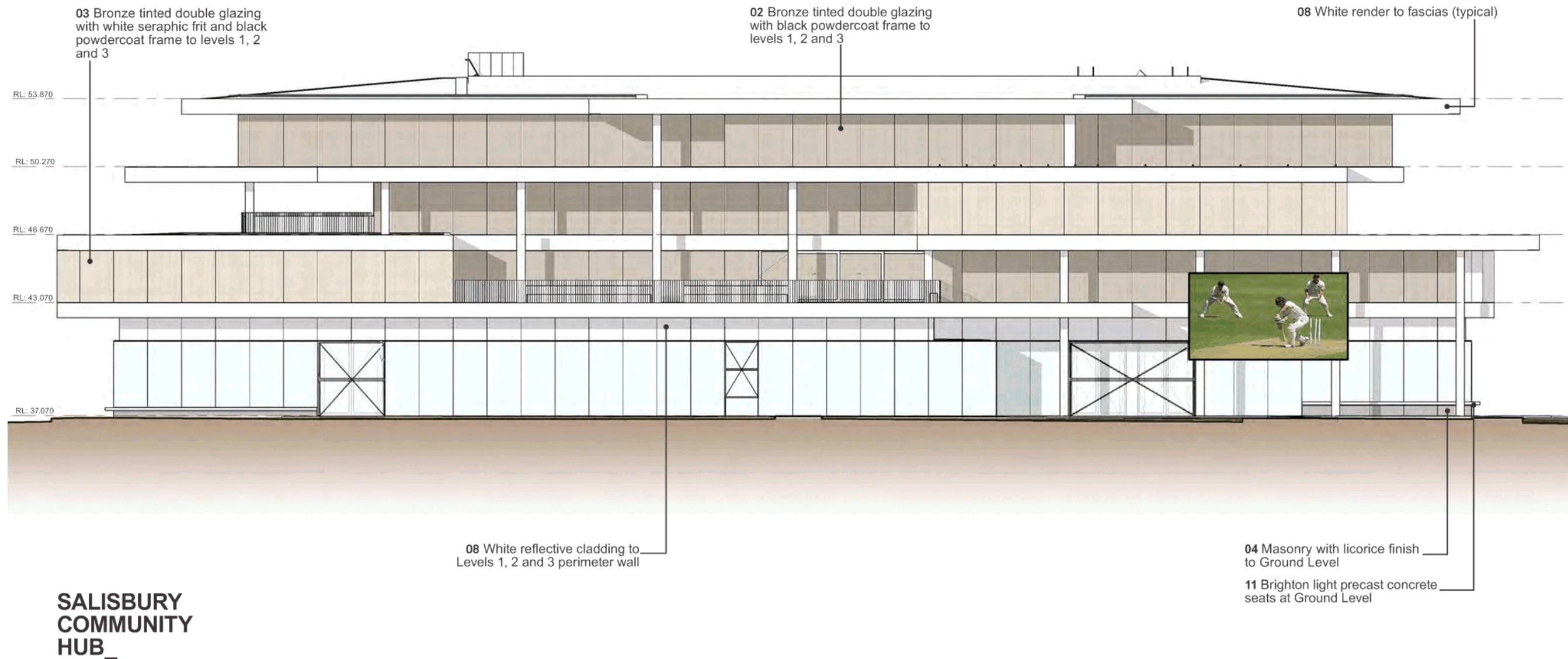
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HASSELL

Indicative layout only - not for construction.

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Revision
A_DA Submission

Date
01 December 2017

Scale
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Client
City of Salisbury

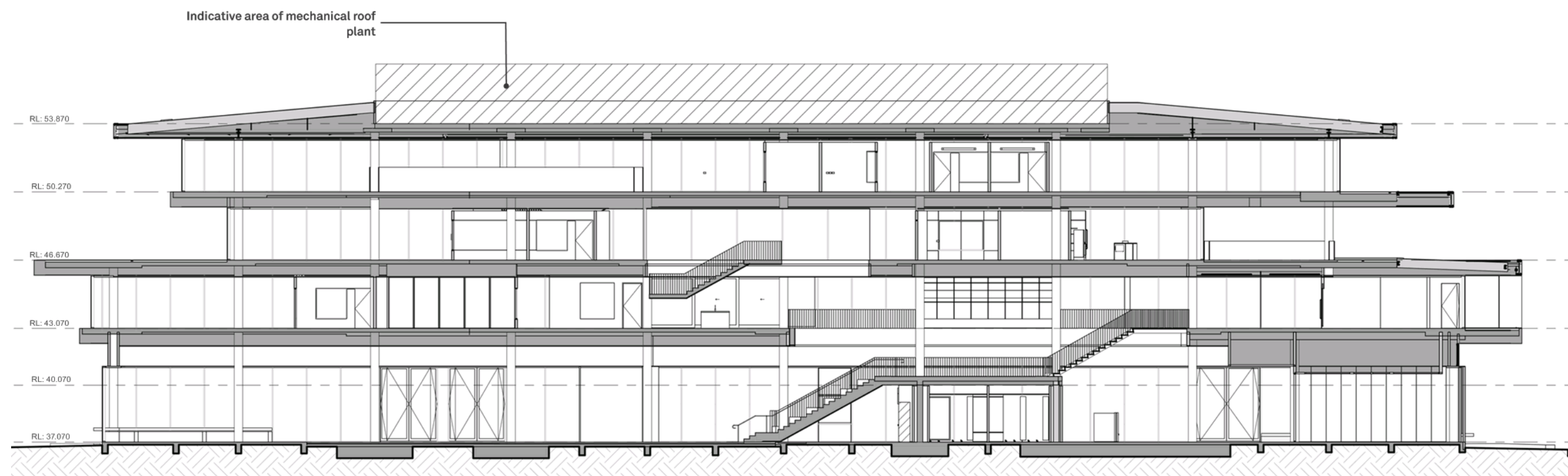
Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-13
Western (Church Street)
Elevation

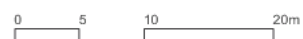
HASSELL

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB_**



Revision
A_DA Submission

Date
01 December 2017

Scale
1:200@A3
1:100@A1

Client
City of Salisbury

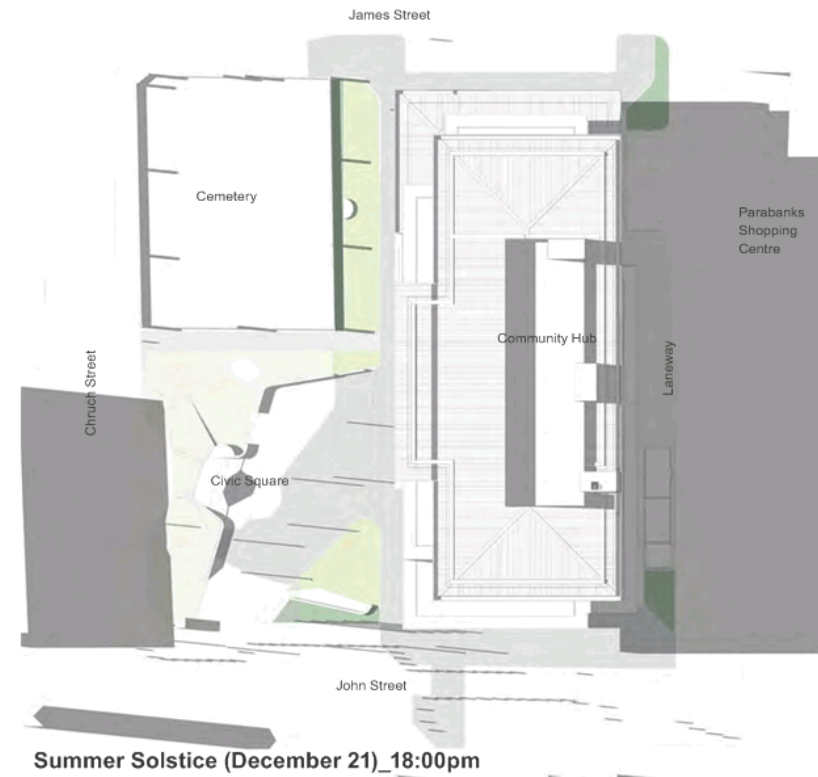
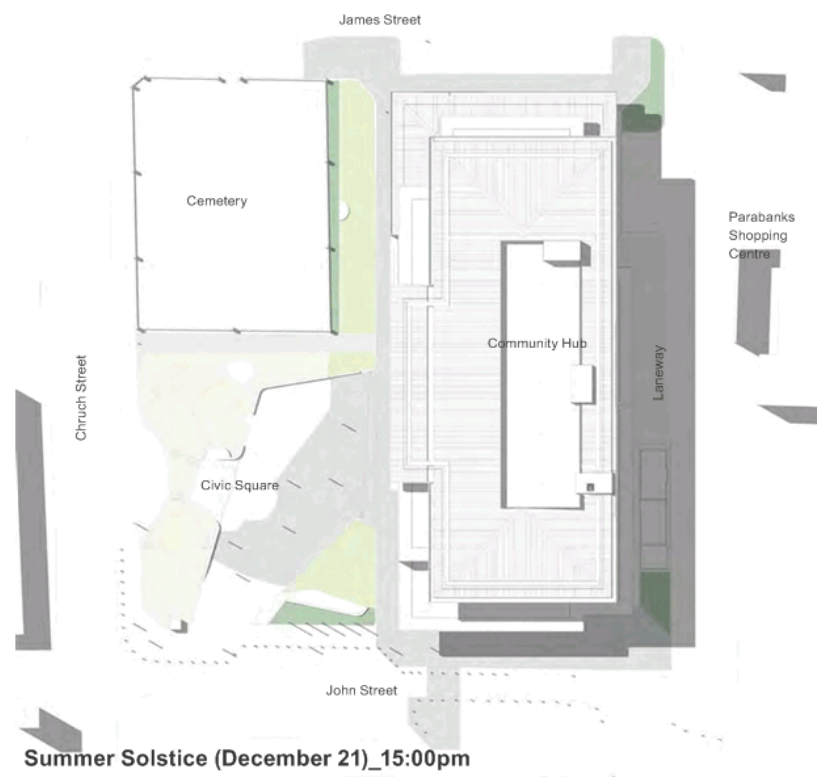
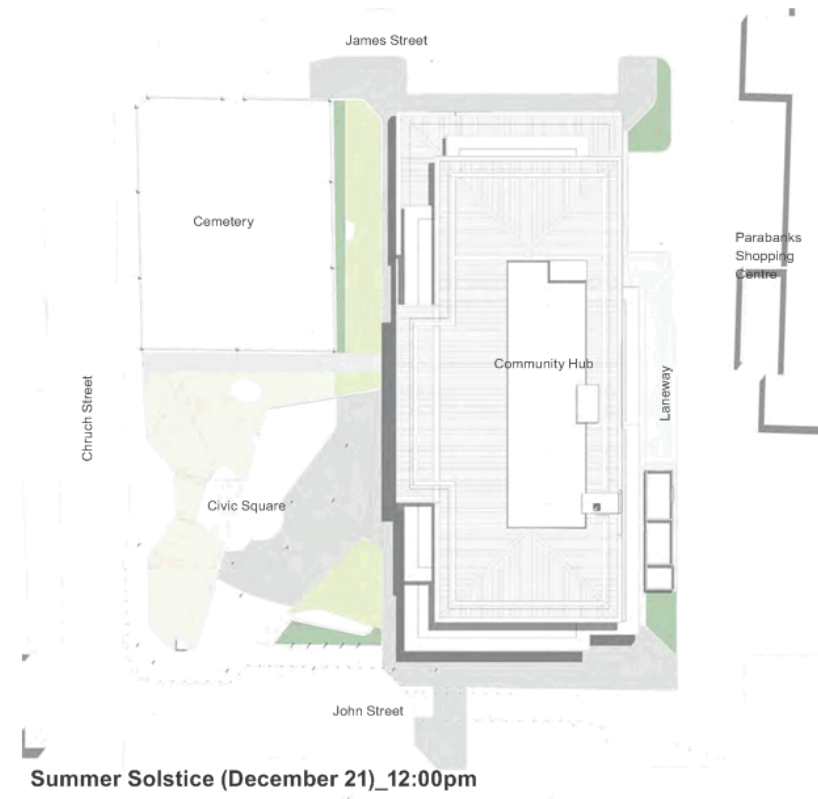
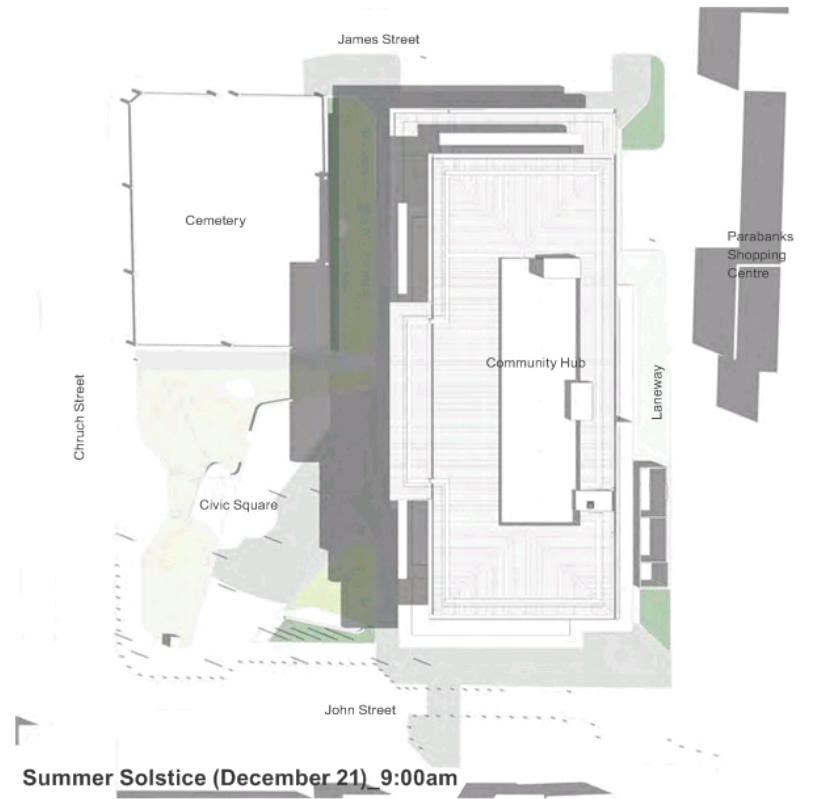
Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-14
Longitudinal Section

HASSELL

Indicative layout only - not for construction.

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HUB_**

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Revision
A_DA Submission

Date
01 December 2017

Scale
N/A

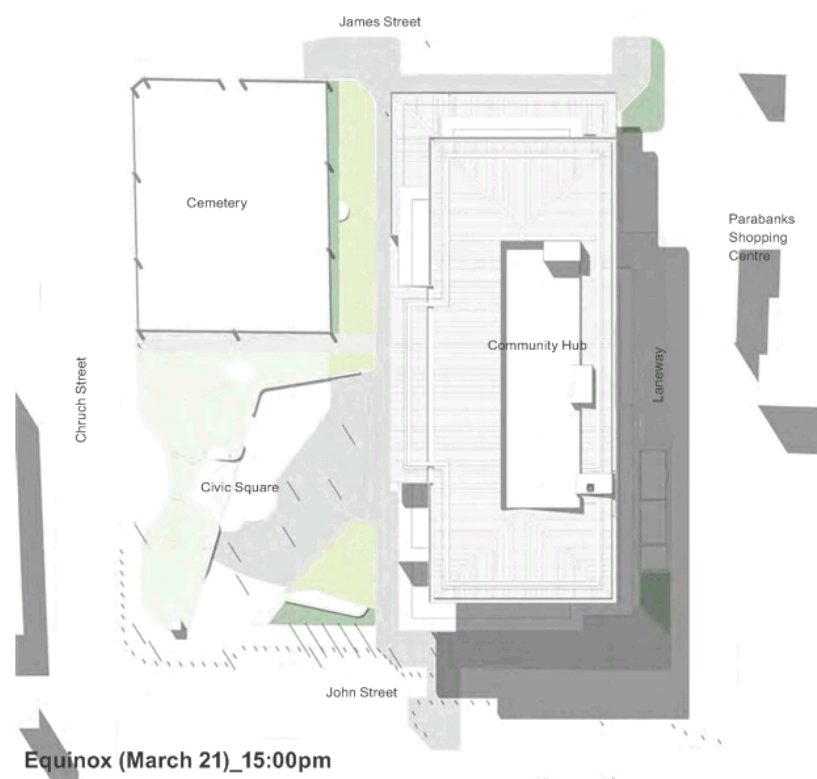
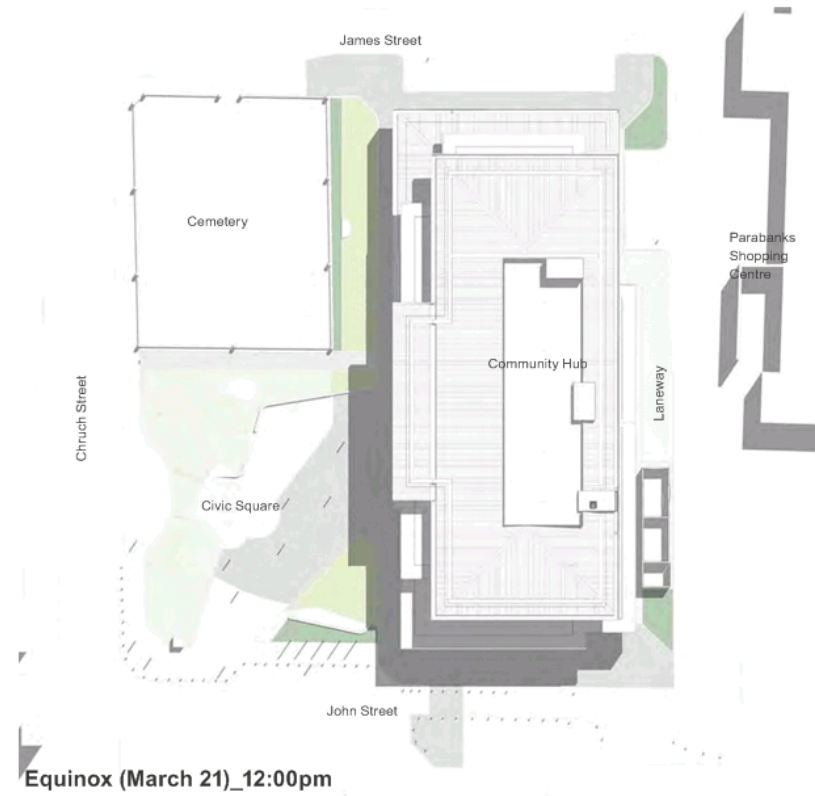
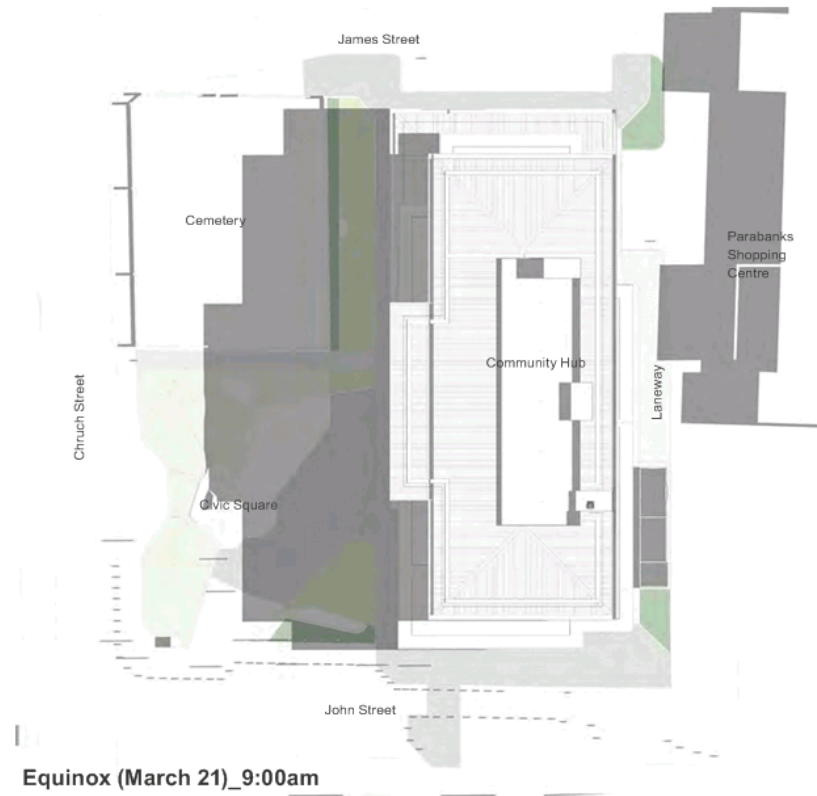
Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-15
Shading Diagrams: Summer
Solstice

Indicative layout only - not for construction.

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COMMUNITY
HUB_**

HASSELL



Revision
A_DA Submission

Date
01 December 2017

Scale
N/A

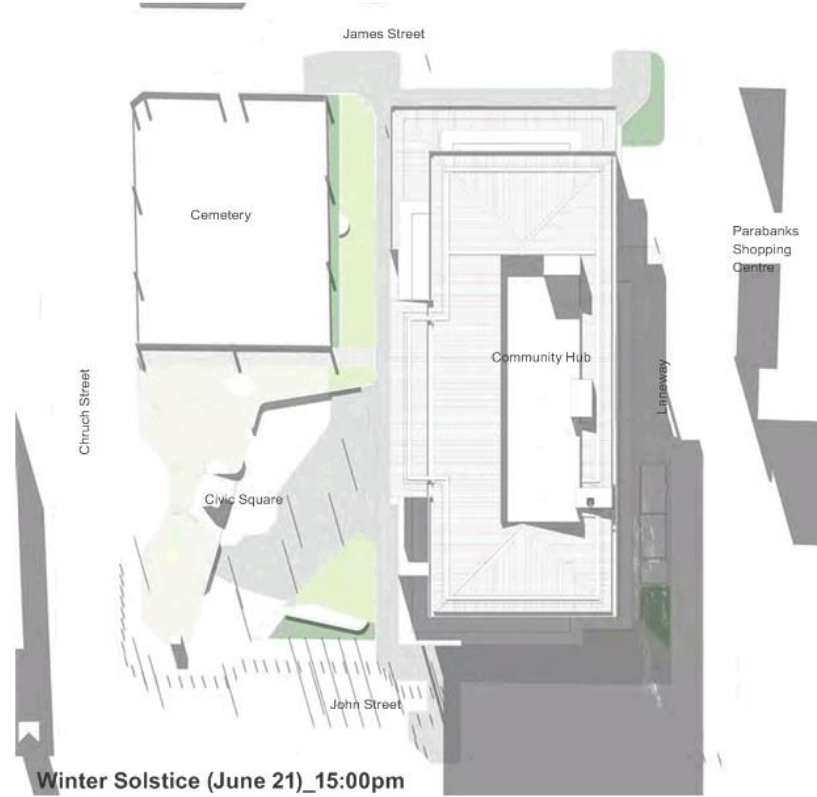
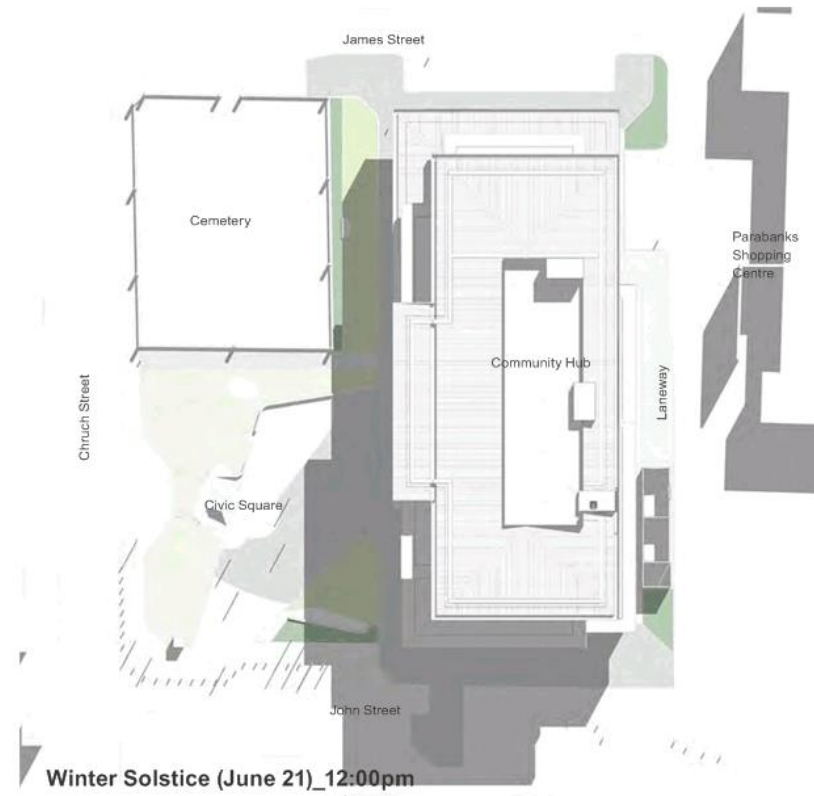
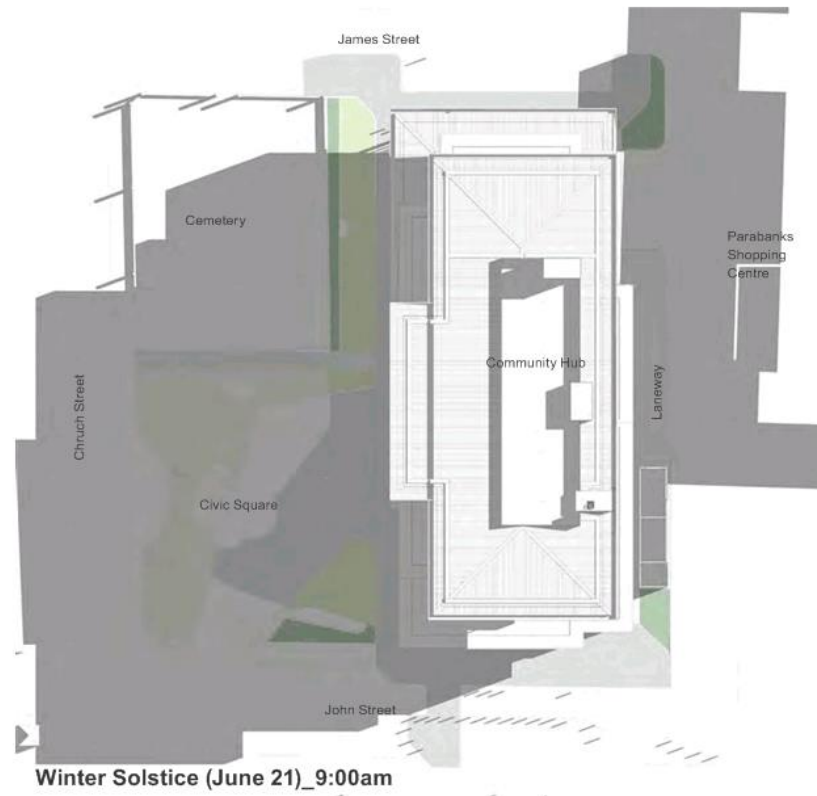
Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-16
Shading Diagram:
March Equinox

Indicative layout only - not for construction.

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COMMUNITY
HUB_**

HASSELL



Revision
A_DA Submission

Date
01 December 2017

Scale
N/A

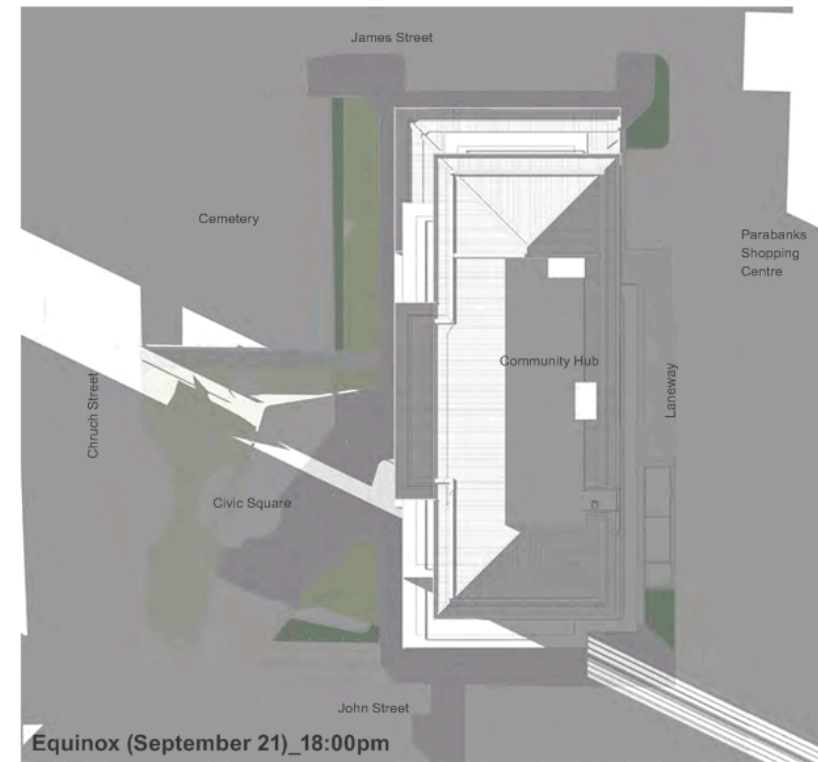
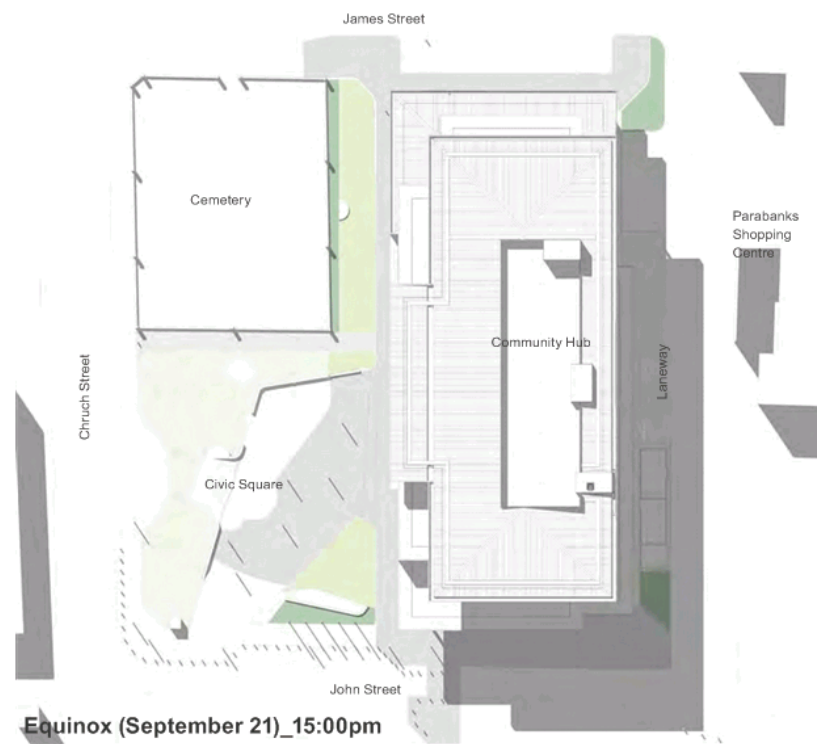
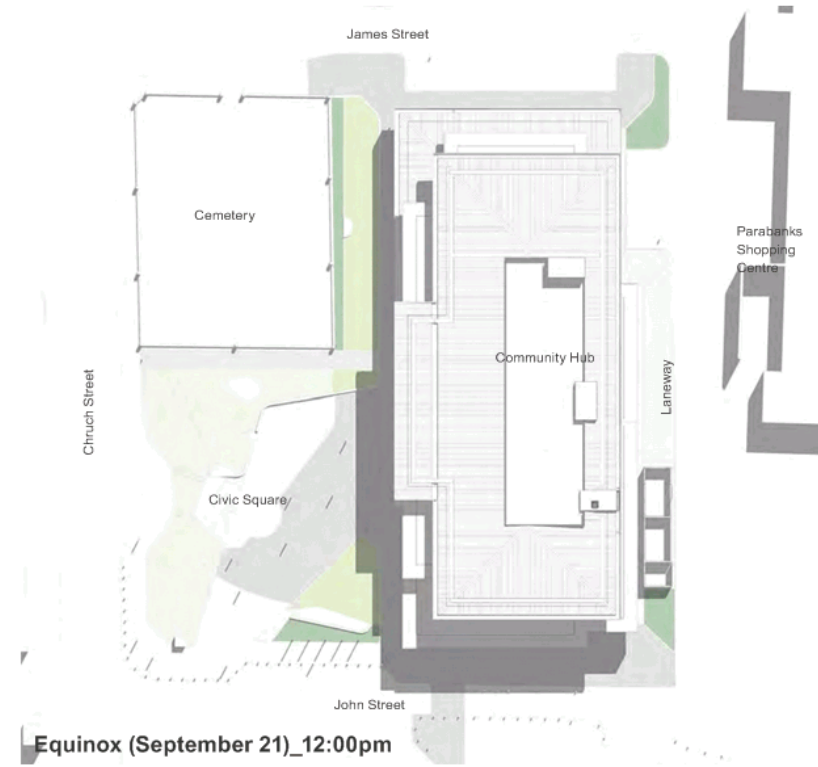
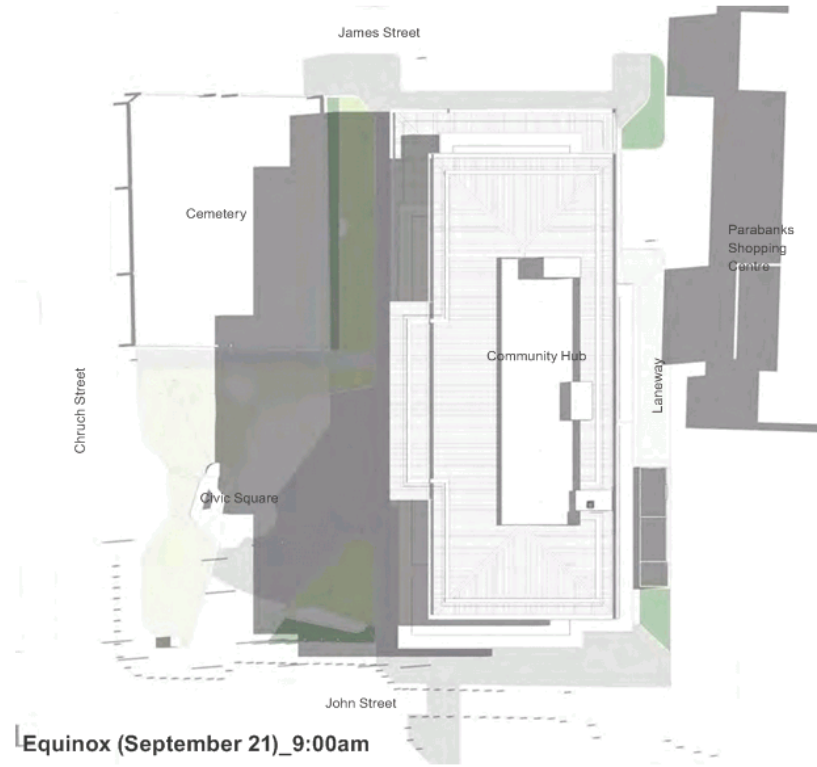
Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-17
Shading Diagram:
Winter Solstice

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB_**

HASSELL



Revision
A_DA Submission

Date
01 December 2017

Scale
N/A

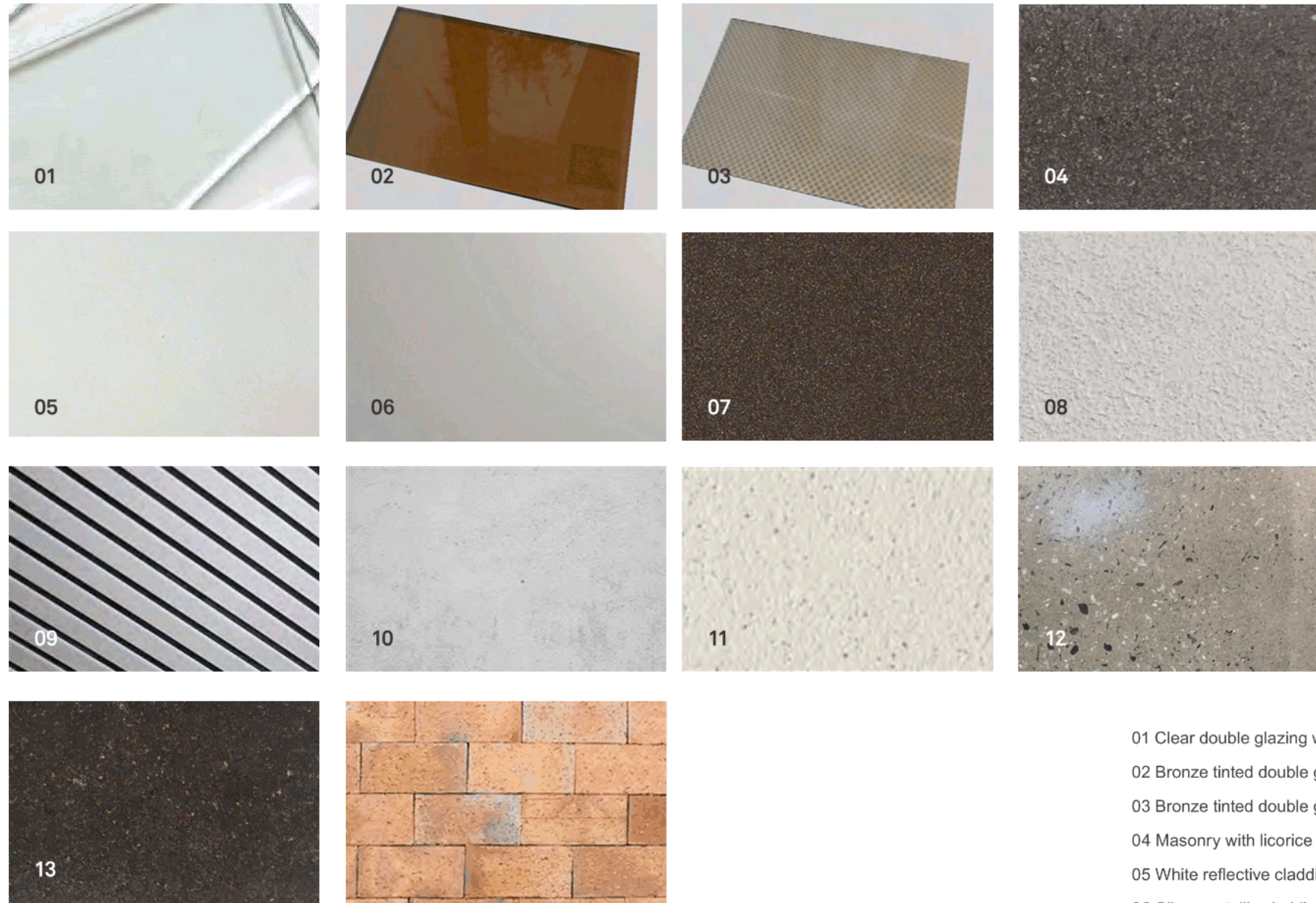
Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-18
Shading Diagram: September
Equinox

Indicative layout only - not for construction.

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- 01 Clear double glazing with black powdercoat frame to Ground Level
- 02 Bronze tinted double glazing with black powdercoat frame to levels 1, 2 and 3
- 03 Bronze tinted double glazing with white seraphic frit and black powdercoat frame to levels 1, 2 and 3
- 04 Masonry with licorice finish to Ground Level
- 05 White reflective cladding to Levels 1, 2 and 3 perimeter walls
- 06 Silver metallic cladding to Levels 1, 2 and 3 perimeter walls
- 07 Dark bronze metallic cladding to Ground Level perimeter walls
- 08 White render to fascias (typical)
- 09 White reflective panels to soffits (typical)
- 10 Concrete render finish to columns (typical)
- 11 Brighton light precast concrete seats at Ground Level
- 12 Honed concrete slab to ground level
- 13 Honed and polished clay brick with charcoal finish at ground level entry
- 14 Clay brick paving to building perimeter

**SALISBURY
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Revision
A_DA Submission

Date
01 December 2017

Scale
N/A

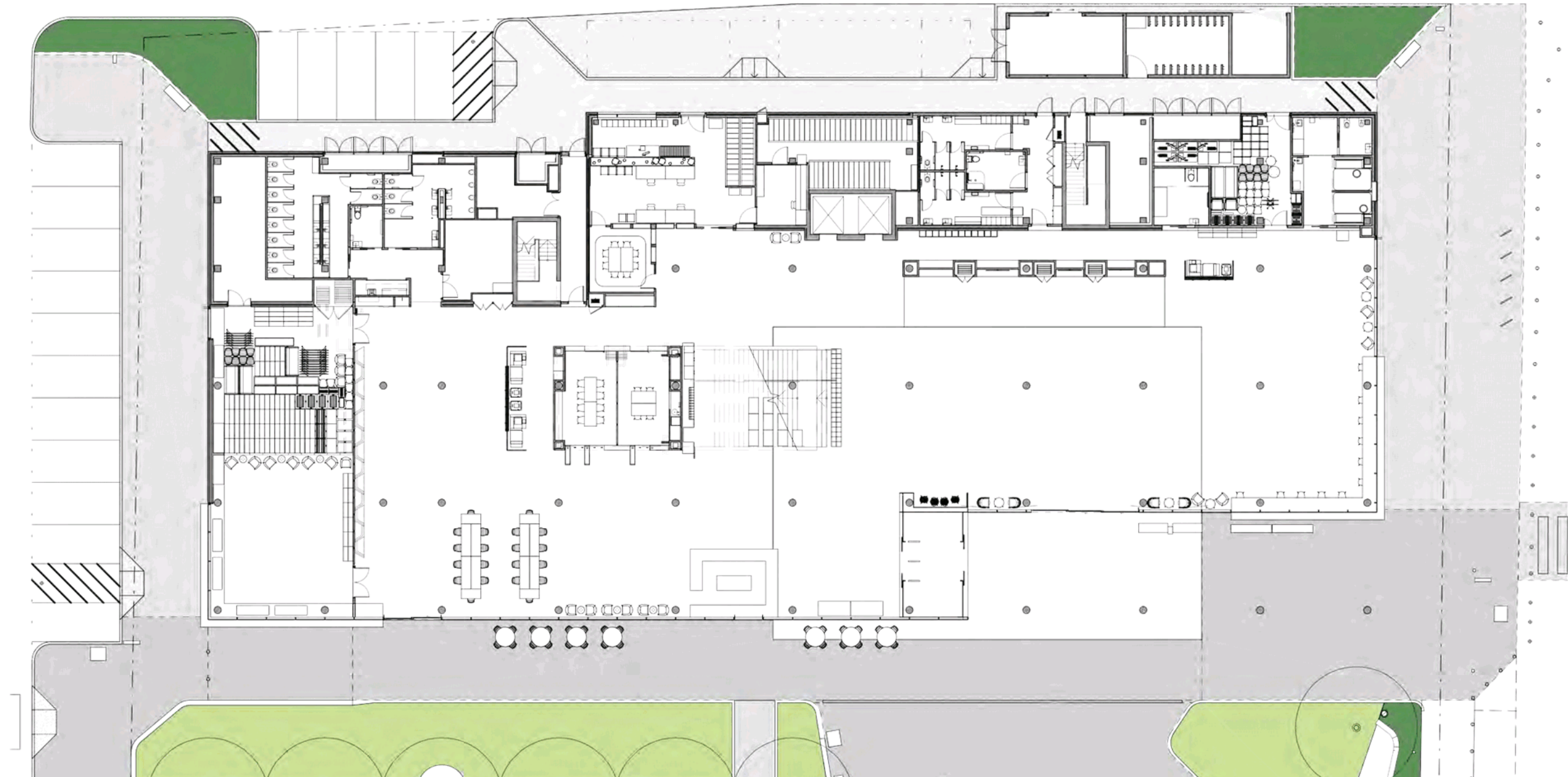
Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-19
Materials and Finishes Palette

Indicative layout only - not for construction.

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_Loose Furniture cleared and stored

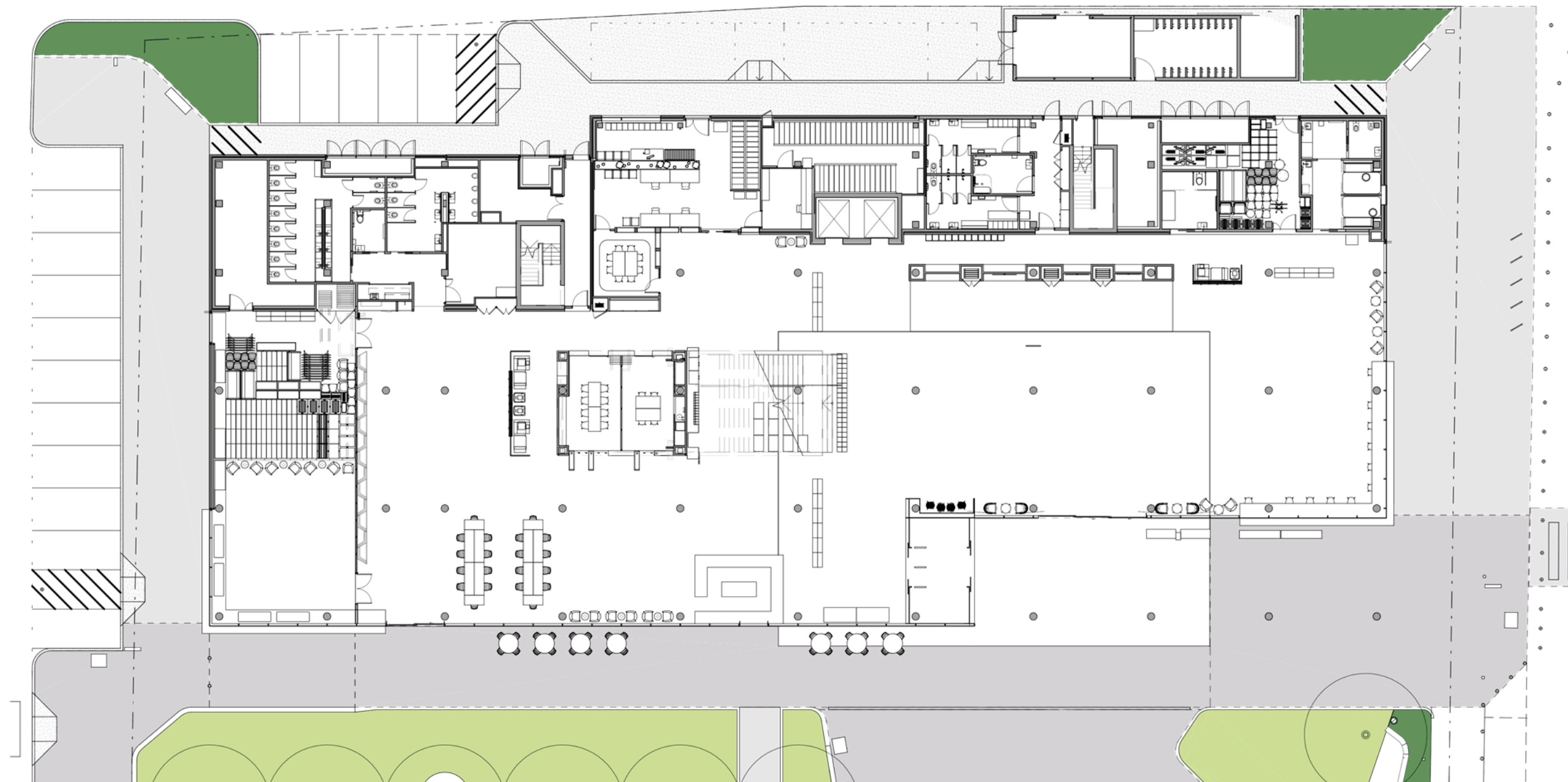
**SALISBURY
COMMUNITY
HUB_**

HASSELL

Revision	Date	Scale	Client	Project Name	Drawing
	04 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-26 L00 Furniture Storage_01

Indicative layout only - not for construction.

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- _ Loose Furniture cleared and stored
- _ Library stacks used as directional elements during events
- _ Community Hall used as furniture store when large scale public events held at John Street end, or James Street end furniture stays in place to free up Community Halls

**SALISBURY
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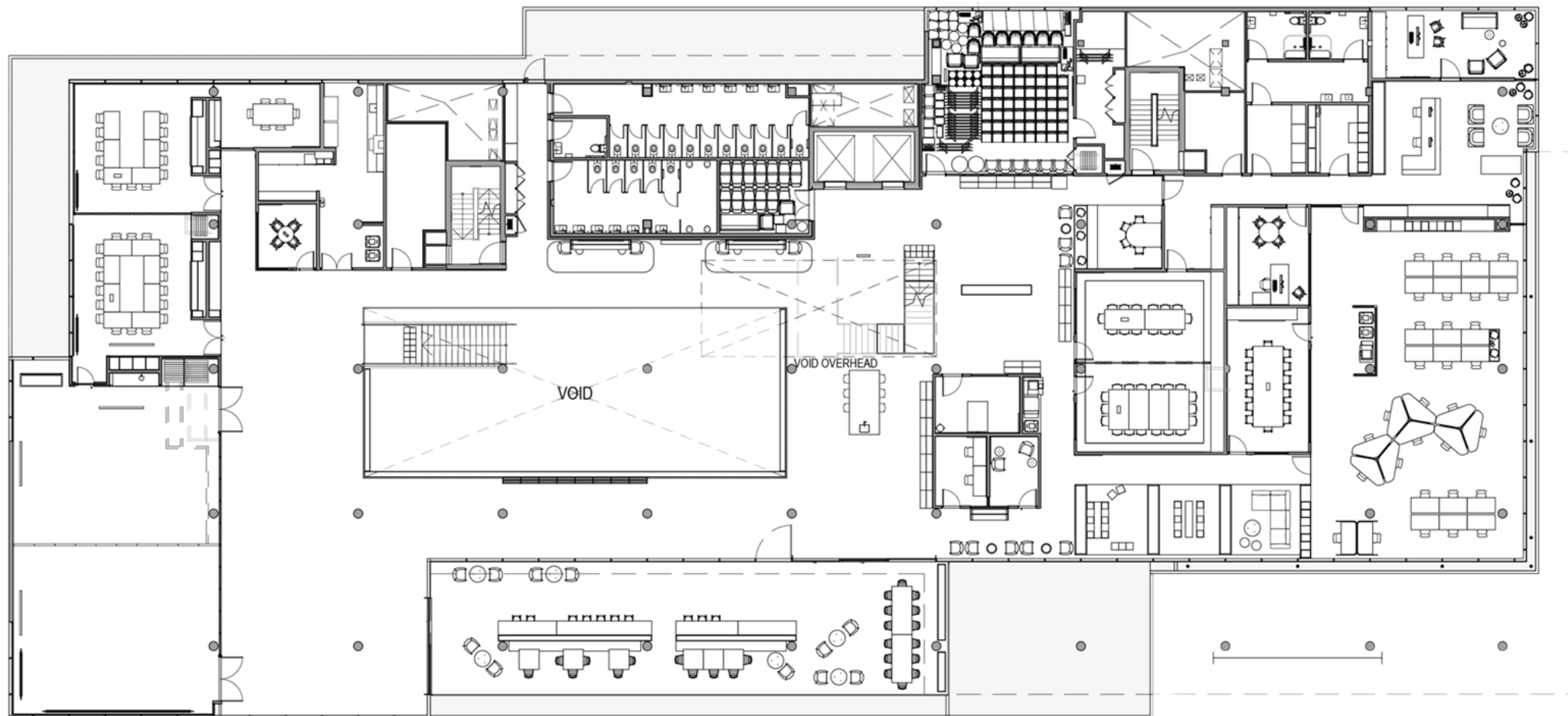
HASSELL

Revision	Date	Scale	Client	Project Name	Drawing
	04 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-27 L00 Furniture Storage_02 (bookcase partitions)

Indicative layout only - not for construction.

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Item 1.3.3 - Attachment 3 - City of Salisbury endorsed 50% drawings (18 December 2017 Resolution 2218/2017 and 2247/2017)



- _Conference room furniture cleared and stored
- _Library stacks used as directional elements during events
- _Training Room used as furniture store when large scale public events held at Community space end of building

FURNITURE STORED AWAY
(STACKS AGAINST WALLS)

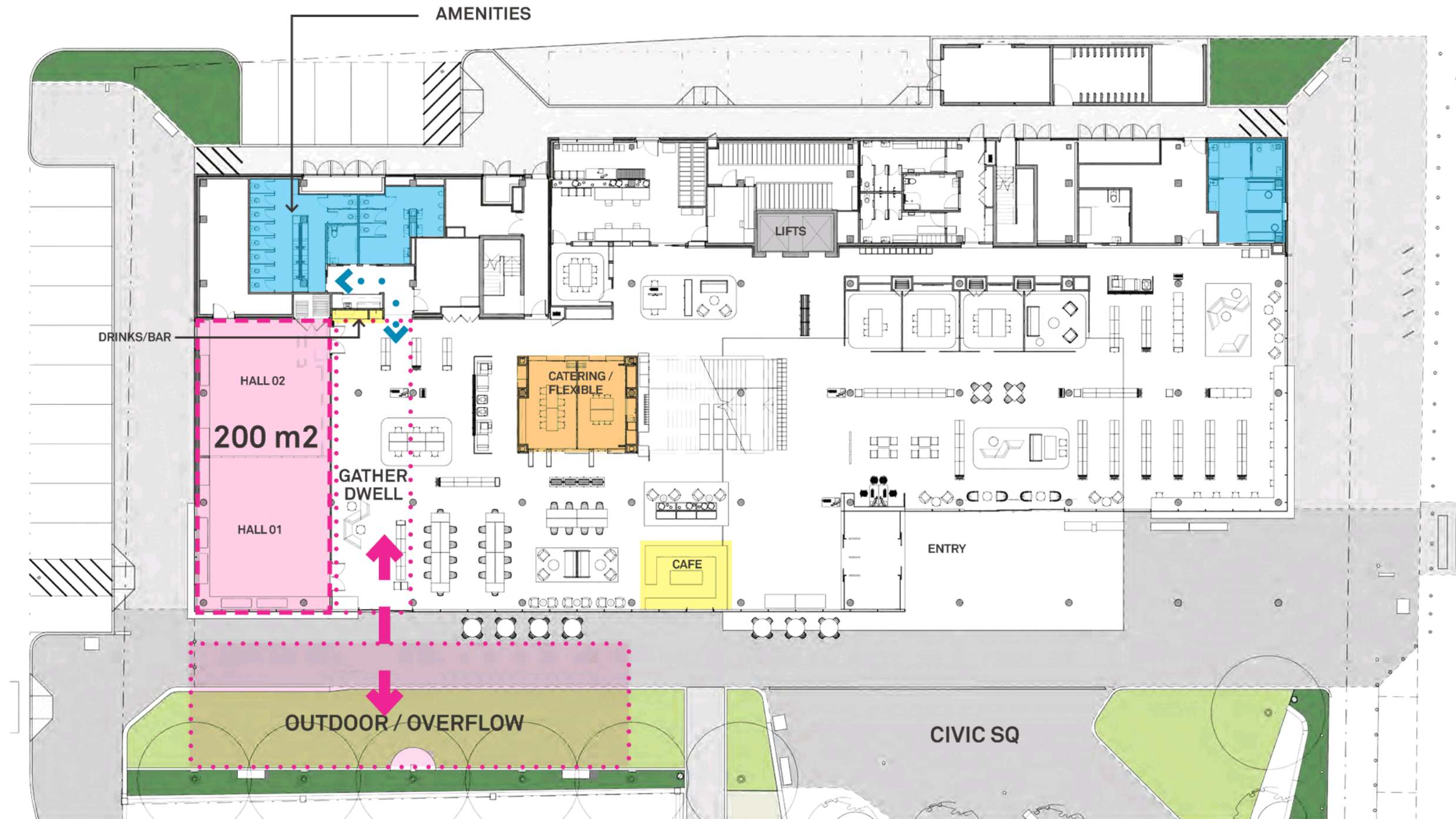
**SALISBURY
COMMUNITY
HUB_**

HASSELL

Revision	Date	Scale	Client	Project Name	Drawing
	04 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-28 L01 Furniture Storage

Indicative layout only - not for construction.

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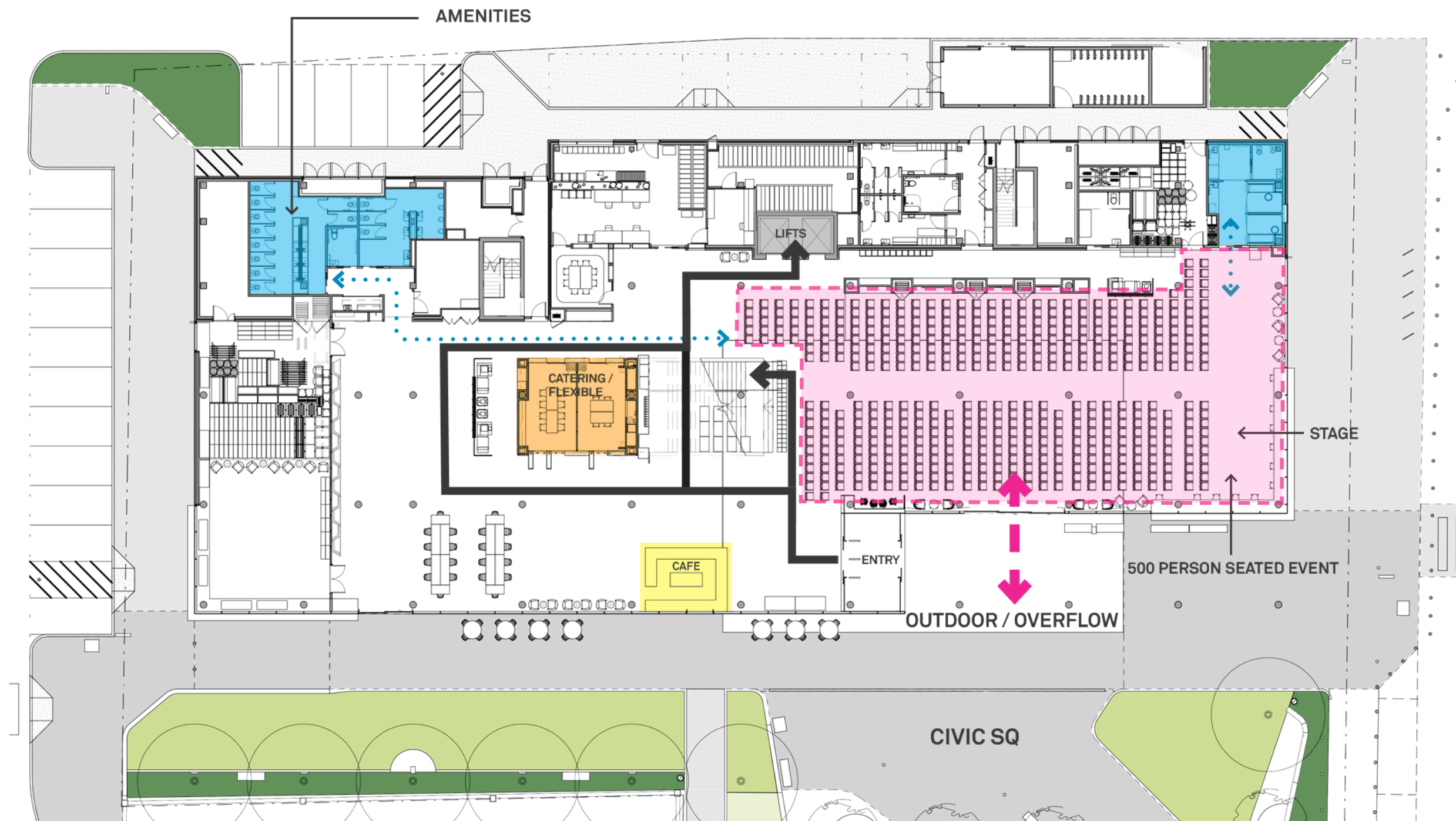
**SALISBURY
COMMUNITY
HUB_**

HASSELL

Revision	Date	Scale	Client	Project Name	Drawing
	04 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-29 200 Standing Community Event Mode

Indicative layout only - not for construction.

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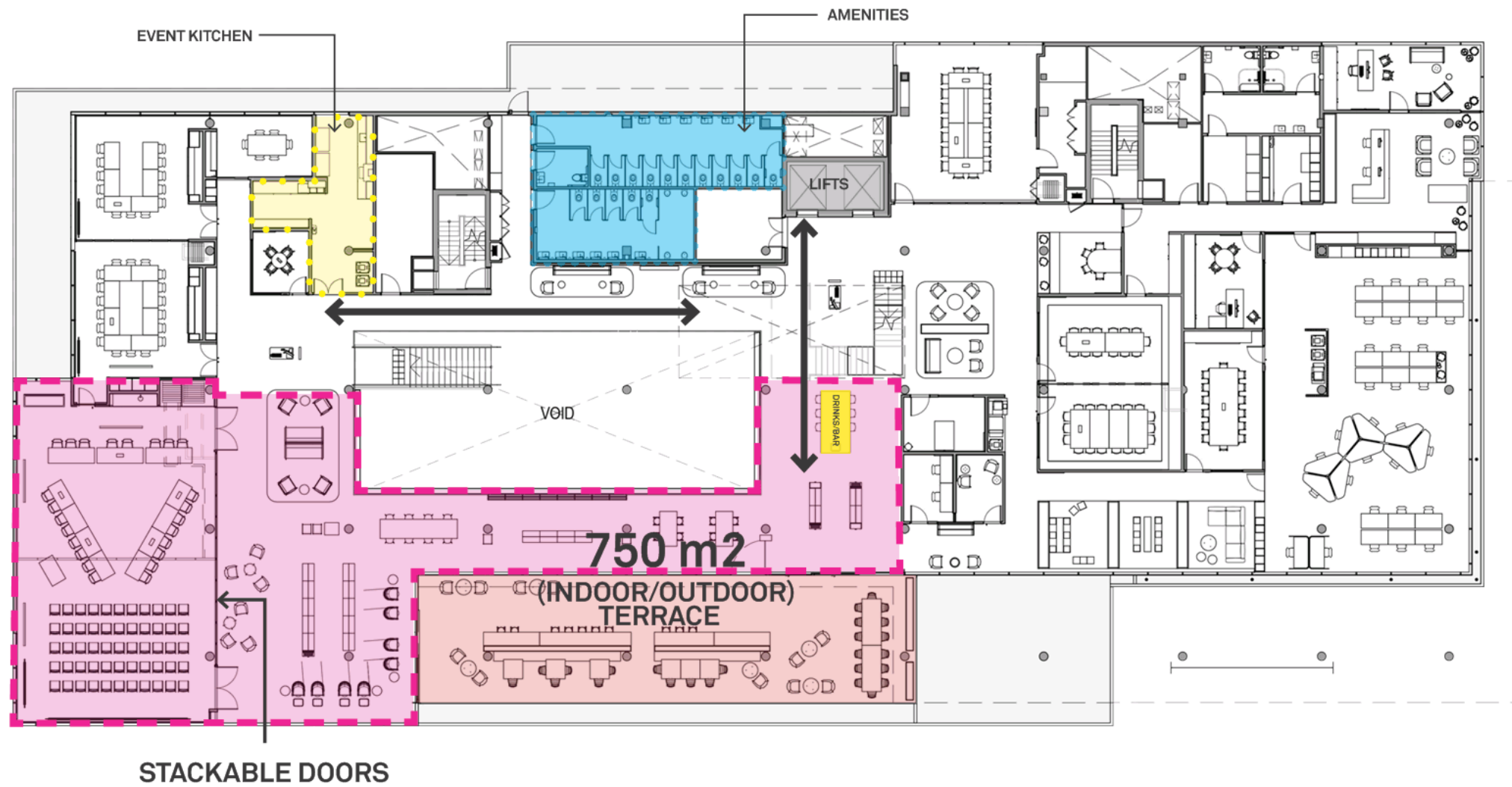
SALISBURY
COMMUNITY
HUB_

HASSELL

Revision	Date	Scale	Client	Project Name	Drawing
	04 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-30 500 Seated Event Mode (John Street End)

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
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HASSELL

Revision	Date	Scale	Client	Project Name	Drawing
	04 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-31 Level 01 Large Scale Event Mode (Up to 350 Standing)

Indicative layout only - not for construction.

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Event Mode

The Civic Square enables a range of different event spaces and modes.

Views to the Large Screen have been maximised from the main event space in the civic square.

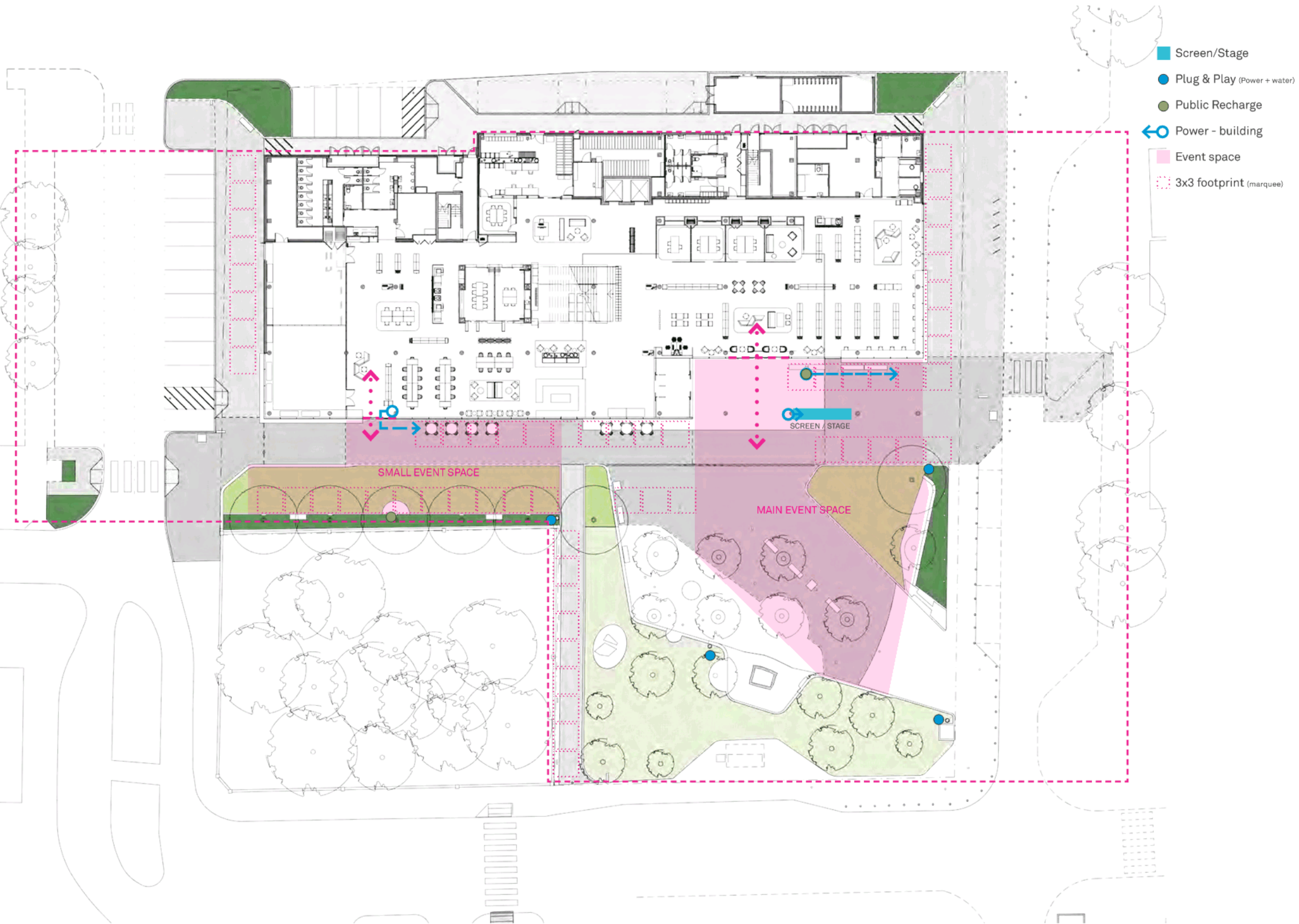
Power and AV plug in is supplied from the column adjacent the screen for staging and performance.

Plug + Play bollards with power and water are supplied in the public realm for events. (Refer services engineers drawings)

Small events adjacent the Community Hall can be made private or controlled with minimal fencing/security for a licenced event.

The main Civic Square accommodates larger events and spill out from the main foyer / learning centre space.

For festivals and large events either or both James and John Street can be closed to create a city centre event space.



- Screen/Stage
- Plug & Play (Power + water)
- Public Recharge
- ⚡ Power - building
- Event space
- ⋯ 3x3 footprint (marquee)

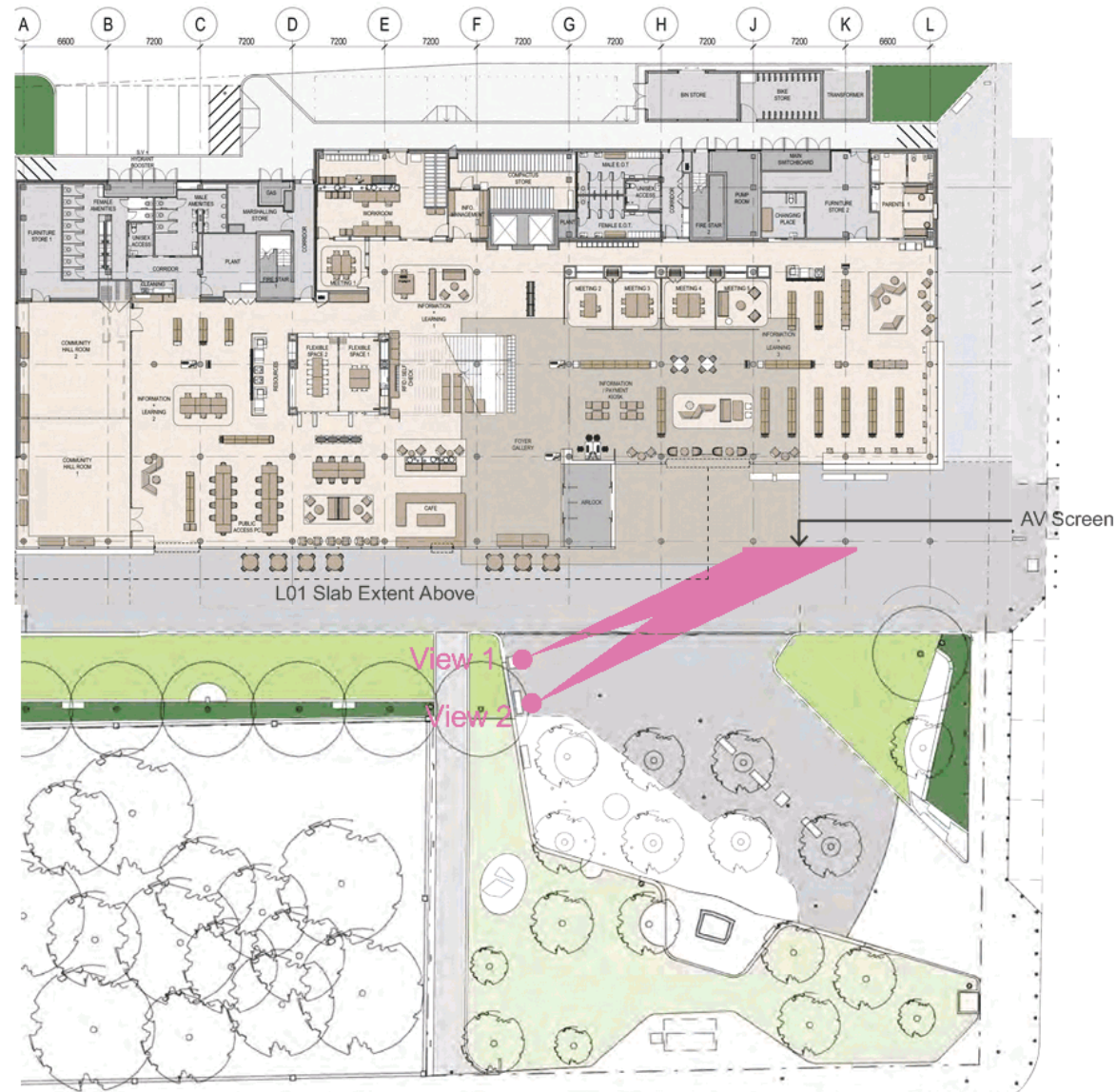
**SALISBURY
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HUB_**

HASSELL

Revision	Date	Scale	Client	Project Name	Drawing
	04 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-32 Event Mode Civic Square: Festival

Indicative layout only - not for construction. \\ad\proj\fs02\012426-61A-PI\Presentation\DA\InDesign\171201_SCH_HSL_DA.indd

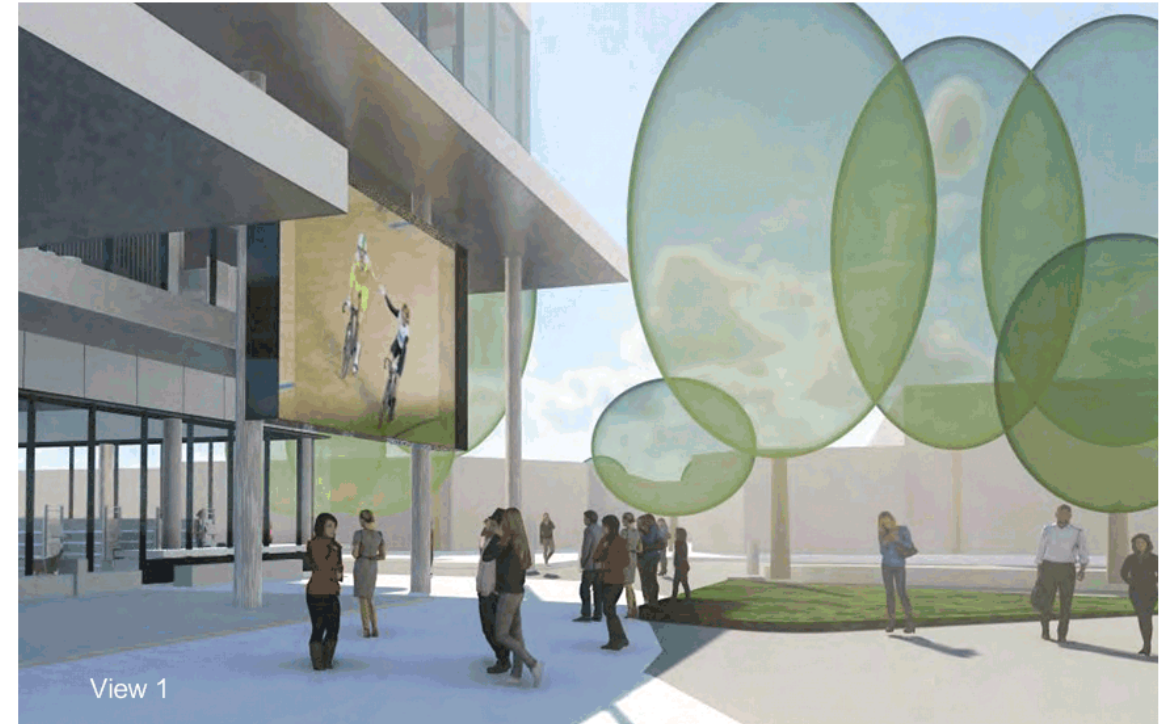
Item 1.3.3 - Attachment 3 - City of Salisbury endorsed 50% drawings (18 December 2017 Resolution 2218/2017 and 2247/2017)



3m distance between Views 1 & 2

**SALISBURY
COMMUNITY
HUB_**

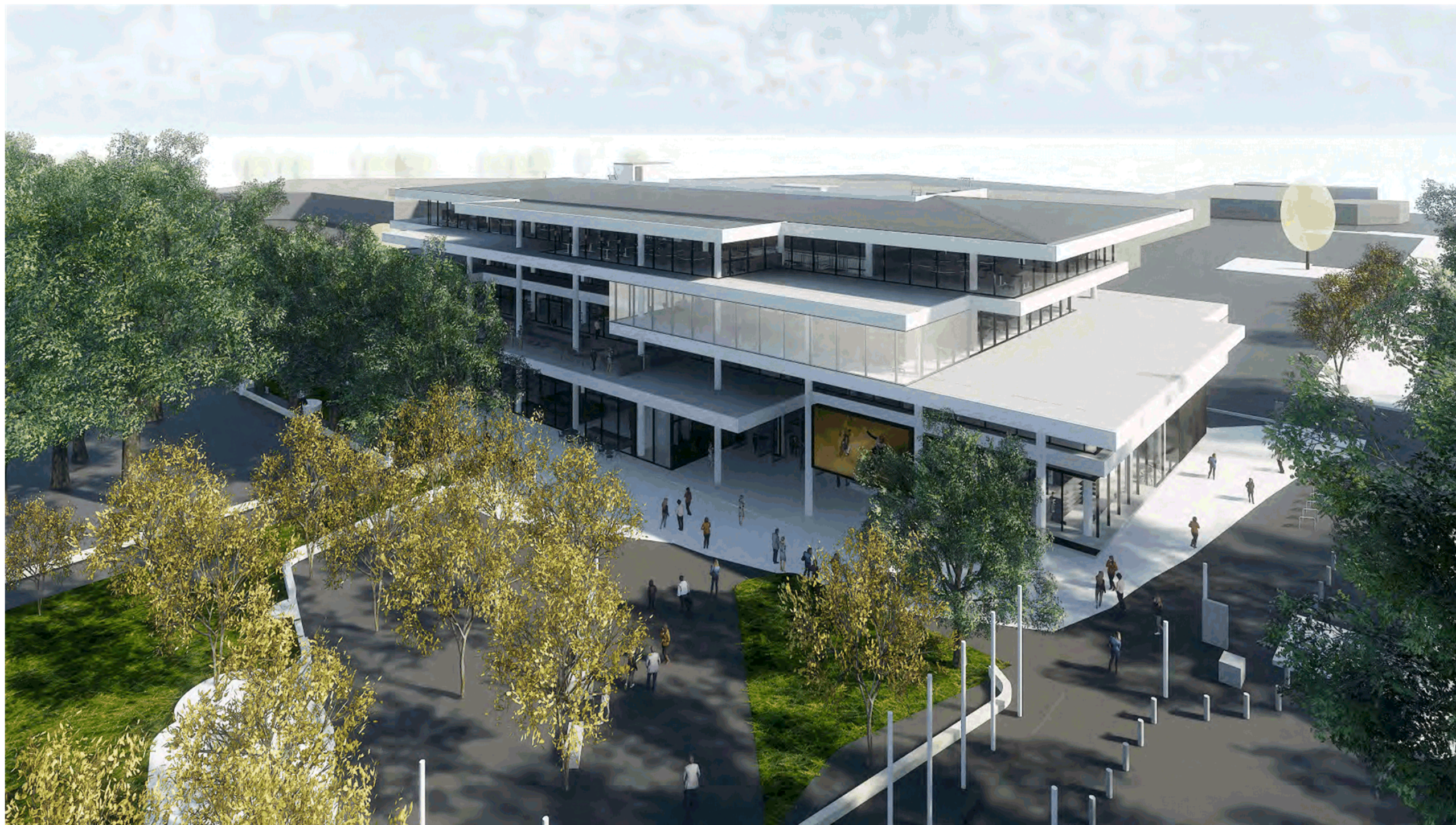
HASSELL



Revision	Date	Scale	Client	Project Name	Drawing
	04 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-33 External AV Screen Viewing Angles

Indicative layout only - not for construction.

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Artist's Impression Only

**SALISBURY
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HUB_**

Revision	Date	Scale	Client	Project Name	Drawing
A_DA Submission	01 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-20 External Perspective (Elevated)

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Indicative layout only - not for construction.

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Artists Impression Only

Revision	Date	Scale	Client	Project Name	Drawing
A_DA Submission	01 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-201 External Perspective: Ground Level Entry

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Indicative layout only - not for construction.

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SALISBURY
COMMUNITY
HUB

Revision
A_DA Submission

Date
01 December 2017

Scale
N/A

Client
City of Salisbury

Project Name
Salisbury Community Hub
John Street Salisbury
South Australia

Drawing
SK-22
External Perspective: Level 1
Terrace

Artist's Impression Only

HASSELL

Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB**

Artist's Impression Only

Revision A_DA Submission	Date 01 December 2017	Scale N/A	Client City of Salisbury	Project Name Salisbury Community Hub John Street Salisbury South Australia	Drawing SK-23 Interior Perspective: Ground Level
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Indicative layout only - not for construction.

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**SALISBURY
COMMUNITY
HUB**

Artist's Impression Only

Revision A_DA Submission	Date 01 December 2017	Scale N/A	Client City of Salisbury	Project Name Salisbury Community Hub John Street Salisbury South Australia	Drawing SK-24 Interior Perspective: Ground Level
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HASSELL

Indicative layout only - not for construction.

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SALISBURY
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HUB_

Artist's Impression Only

Revision	Date	Scale	Client	Project Name	Drawing
A_DA Submission	01 December 2017	N/A	City of Salisbury	Salisbury Community Hub John Street Salisbury South Australia	SK-25 Interior Perspective: Ground Level

HASSELL

Indicative layout only - not for construction.

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