



Code of Practice for Public Access to Meetings & Meeting Documents

Community Engagement What We Heard Report

April 2023



Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

Contents

1. What we asked.....	3
2. How we asked it (engagement approach).....	4
3. What we heard	5
4. Next steps	7
5. APPENDIX	8
A. Engagement Hub Project Page	8
B. Social Media.....	9
C. Public Notice	10
D. Survey	11

Kaurna Acknowledgement

We acknowledge and pay our respects to the Kaurna people, the traditional custodians whose ancestral lands we gather on.

We acknowledge the deep feelings of attachment and relationship of the Kaurna people to country. We respect and value their past, present and ongoing connection to the land and cultural beliefs.

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

1. What we asked

Council is committed to open, transparent and informed decision-making. We encourage our community to attend and participate in Council meetings and to access meeting documents to learn about the decisions Council makes on their behalf.

To support this, Council has a **Code of Practice for Public Access to Meetings and Meeting Documents** that outlines how our community can access meetings and documents, and when access to this information might be restricted due to confidentiality.

A review of the Code of Practice for Public Access to Meetings and Meeting Documents was conducted recently with some minor changes recommended.

The community were then invited to provide feedback to assist Council finalising the Code of Practice in April – May 2023.

Review and adoption of the Code of Practice for Access to Meetings and Meeting Documents is a legislative requirement under the Local Government Act 1999.

Community engagement level:

Consult: Consult the community and seek their feedback on specific options or ideas.

The objectives of community consultation were:

- **Inform and educate** the community on the Code of Practice for Public access to meetings and meeting documents.
- **Consult** the community by providing the opportunity to share their views and level of support on the Code of Practice
- **Close the loop** with the community about the outcome of the consultation

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

2. How we asked it (engagement approach)

An overview of the Community Engagement Plan is provided below. These activities were delivered between Wednesday 19 April to Wednesday 17 May 2023 (28 days).

Activity	Details
Survey (Online and hard copy)	Online survey on Engagement Hub with downloadable/printable versions. Hard copies available at Council Sites
Online engagement	Dedicated online engagement listing on Playford Engagement Hub which provides a central location for all engagement documents and feedback form
Social media	One social media post on Council's social media channel/s communicating commencement of community consultation and sharing details of community engagement activities and feedback options
*Advertisement – Day 1 of engagement	Notices placed in The Advertiser and The Bunyip providing details of consultation process
*Printed copies at Council sites	All relevant documents displayed at Customer Contact locations at Playford Civic Centre and Stretton Centre
Direct email to Connected Community	Direct email to Connected Community database to promote consultation and how they can provide feedback
What We Heard Report	Report containing background information on engagement, what we asked, what we heard and what we will do.

*Legislative requirements

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

3. What we heard

Description	Channels	Performance
Aware visitors	Engagement Hub Views	70
Number of those who visited the Engagement Hub page and saw the social media posts.	Engagement Hub Unique Views	33
	Social Media Reach	2,225
Informed visitors	Engagement Hub Document Downloads	22
Number document downloads		
Engaged visitors	Survey Responses (from feedback forms)	4
Number of those who provided feedback in some way – either on Engagement Hub, post/share on social media, emailed or called	Social Media Engagement (reactions, comments, shares) This post was shared with the consultation for the Enforcement Policy & Procedure.	7 likes 2 comments 2 shares

Survey Participants

During the engagement period a total of **four completed surveys** were received across City of Playford. They are represented by the following suburbs as shown in the table below.

Responses by suburb

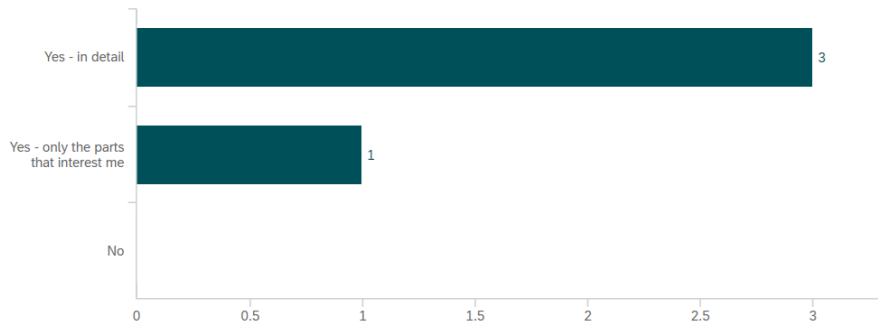
Andrews Farm	1
Blakeview	1
Craigmore	1
Other, I live outside of Playford	1

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

Level of knowledge

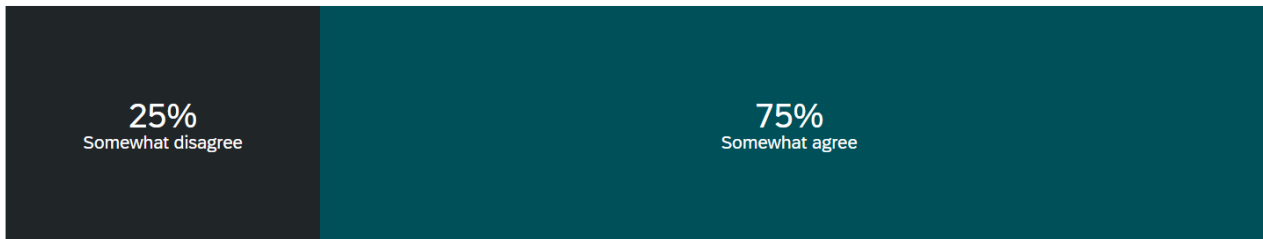
Q: I have read the proposed Code of Practice for Public Access to Meetings and Meeting Documents



Yes - in detail	3
Yes – only the parts that interest me	1
No	

Level of support

Q: How strongly do you agree with the following statement: I am supportive of Council's draft Code of Practice for Public Access to Meetings and Meeting Documents



Strongly disagree (0) Somewhat disagree (1) Neither agree nor disagree (0) Somewhat agree (3) Strongly agree (0)

Three respondents *somewhat agreed* with this statement and 1 respondent *somewhat disagreed* with the statement. Only the one respondent that *somewhat disagreed* provided a comment in the response to the any additional feedback question.

Scale	Number
Strongly disagree	
Somewhat disagree	1
Neither agree nor disagree	
Somewhat agree	3
Strongly agree	

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

Additional feedback

Q: *Do you have any additional feedback on the proposed Code of Practice for Public Access to Meetings and Meeting Documents*

One respondent provided the following comment

“The council are dealing with funds collected from members of the council area. They should not have the right to exclude rate payers (who they work for) from any meetings”.

Council and committees may hold meetings in confidence under the Local Government Act 1999, *Part 3 – 90 Meetings to be held in public except in special circumstances*. Notice on why a matter is considered confidential is provided to the community.

4. Next Steps

Council to review community feedback at an Ordinary Council meeting on 27 June 2023 prior to endorsement. Following the Council meeting, we will provide further information on Playford Engagement Hub.

Following Council endorsement, the Code of Practice will be published on Council’s website.

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

5. APPENDIX

A. Engagement Hub Project Page

Code of Practice - Public Access to Meetings and Meeting documents

Project Overview



The City of Playford has endorsed a proposed Code of Practice - Access to Council Meetings and Meeting Documents for the purpose of consultation.

You are invited to share your thoughts on the reviewed Code to help Council finalise the draft - we want to know if we have got the Code right.

Background

Code of Practice: Public Access to Meetings and Meeting Documents - share your views

Consultation open 19 April - 16 May 2023

Council is committed to open, transparent and informed decision-making. We encourage our community to attend and participate in Council meetings and to access meeting documents to learn about the decisions Council makes on their behalf.

To support this, Council has a Code of Practice for Public Access to Meetings and Meeting Documents that outlines how our community can access meetings and documents, and when access to this information might be restricted due to confidentiality.

The Code of Practice for Public Access to Meetings and Meeting Documents has recently been reviewed and we invite you to share your thoughts to help Council finalise the draft - we want to know if we have got the Code right.

How to provide feedback

You can view the proposed document to the right of this project page in the Document Library. To provide your feedback, click the 'take the survey' button or download a hard copy survey and return to Council.

Have questions or need more information?

You can email us at connected@playford.sa.gov.au or call us on 8256 0333. We will ensure you get in contact with the relevant team member to answer any questions you may have.

Review and adoption of the Code of Practice for Access to Meetings and Meeting Documents is a legislative requirement under the Local Government Act 1999.

Your Language

To translate this page into another language, use the 'Select Language' dropdown below. Please note, automatic translations are provided as a guide only and may not be accurate.

Select Language

Document Library

Proposed Code of Practice Document

Printable feedback form

Provide your feedback

Share your views via our 2 - 3 minute survey.

Take the survey

Timeline

Community Consultation
Feedback on the proposed Policy is invited and commences from Wednesday 19 April to 16 May 2023.

Ordinary Council Meeting
Feedback from the consultation will be presented to Council at an upcoming Ordinary Council Meeting.

Who's Listening



Zoey Squires
Governance
City of Playford
8256 0333




Roxanne Withers
Community Engagement
City of Playford
8256 0333

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

B. Social Media

City of Playford's Post

 **City of Playford**
April 19 at 10:38 AM · 🌐

Community consultation now open! 📣

We're after your feedback on these proposed documents:


- ◆ Code of Practice for Public Access to Meetings and Meeting Documents
- ◆ Enforcement Policy and Procedure

The proposed Code of Practice identifies how and where members of the public can access meetings and meeting documents, and when items are restricted due to confidentiality requirements.

The proposed Enforcement Policy outlines Council's approach to enforcement matters, guiding the way we carry out this type of work.

👉 You can view both documents and provide your feedback at <https://playford.engagementhub.com.au/>

Consultation is open until 5pm, Tuesday 16 May 2023 and we look forward to hearing from you.



Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

C. Public Notice

Apr 19, 2023 | The Advertiser

Notices

Public Notices



Council is conducting public consultation on the following documents and we invite your feedback by 5pm, Tuesday 16 May 2023.

- **Code of Practice for Public Access to Meetings and Meeting Documents**

The Code identifies how and where members of the public can access meetings and meeting documents, and specifies the provisions where, on limited occasions public access is restricted due to confidentiality requirements.

- **Enforcement Policy and Procedure**

This Policy outlines Council's approach to enforcement matters and accompanying procedures guiding the way we carry out this type of work.

You can view the documents and provide your feedback the following ways:

- Visit playford.engagementhub.com.au
- View information and collect a hard copy survey in person at Council's Customer Contact locations:

Playford Civic Centre, 10 Playford Boulevard, Elizabeth
Stretton Centre, 307 Peachey Road, Munno Para

- Email us at: connected@playford.sa.gov.au

- Send a letter to:
Community Engagement,
City of Playford
Playford Operations Centre
12 Bishopstone Road, Davoren Park, SA 5113

Consultation is open between Wednesday 19 April 2023 - Tuesday 16 May 2023. Feedback on both consultations needs to be received by Council by 5pm Tuesday 16 May 2023.

For more information, please contact our friendly Customer Contact Team on 8256 0333.

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023

D. Survey



Share your views on the proposed Code of Practice for Public Access to Meetings and Meeting Documents

Share your views Consultation is open until 16 May 2023

Council is committed to open, transparent, and informed decision-making. We encourage our community to attend and participate in Council meetings and to access meeting documents to learn about the decisions Council makes on their behalf.

To support this, Council has a **Code of Practice for Public Access to Meetings and Meeting Documents** that outlines how our community can access meetings and documents, and when access to this information might be restricted due to confidentiality.

The **Code of Practice for Public Access to Meetings and Meeting Documents** has recently been reviewed.

You are invited to share your thoughts on the reviewed Code to help Council finalise the draft – we want to know if we have got the Code right.

Review and adoption of the Code of Practice for Access to Meetings and Meeting Documents is a legislative requirement under the Local Government Act 1999.

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023



Share your views on the proposed Code of Practice for Public Access to Meetings and Meeting Documents

What we are seeking feedback on

We are seeking your level of support on the proposed Code of Practice for Public Access to Meetings and Meeting Documents and any additional feedback you may like to share for us to consider.

1. Your suburb _____

2. I have read the proposed Code of Practice for Public Access to Meetings and Meeting Documents. Please tick.

- Yes - in detail
- Yes - only the parts that interest me
- No

3. Please indicate how strongly you agree with the following statement:

I am supportive of Council's proposed Code of Practice for Public Access to Meetings and Meeting Documents

- Strongly agree
- Somewhat agree
- Neither agree nor disagree
- Somewhat disagree
- Strongly disagree

4. Do you have any additional feedback on the proposed Code of Practice for Public Access to Meetings and Meeting Documents

Thank you for taking the time to participate.

Code of Practice for Public Access to Meetings & Meeting Documents

What We Heard Report April 2023



Share your views on the proposed Code of Practice for Public Access to Meetings and Meeting Documents

Following consultation, your feedback will be provided to Council for consideration prior to finalisation of the Code of Practice.

How to submit this form:

- Drop off: Playford Civic Centre or Stretton Centre customer service desks
- Post: Attn: Community Engagement Officer, 12 Bishopstone Road, Davoren Park SA 5113
- Email: connected@playford.sa.gov.au

Want to be kept up to date on this project? Leave your details below.

Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

I would like to be kept up to date on other engagements

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No