Engagement Report - Two Wells Recreation and Sport Precinct Master Plan Consultation

Q1 2026

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Council acknowledges that we are on the traditional country of the Kaurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.

Purpose

This report summarises what was heard during consultation over the summer of 2025/2026 on a draft master plan for the Two Wells Oval Precinct.

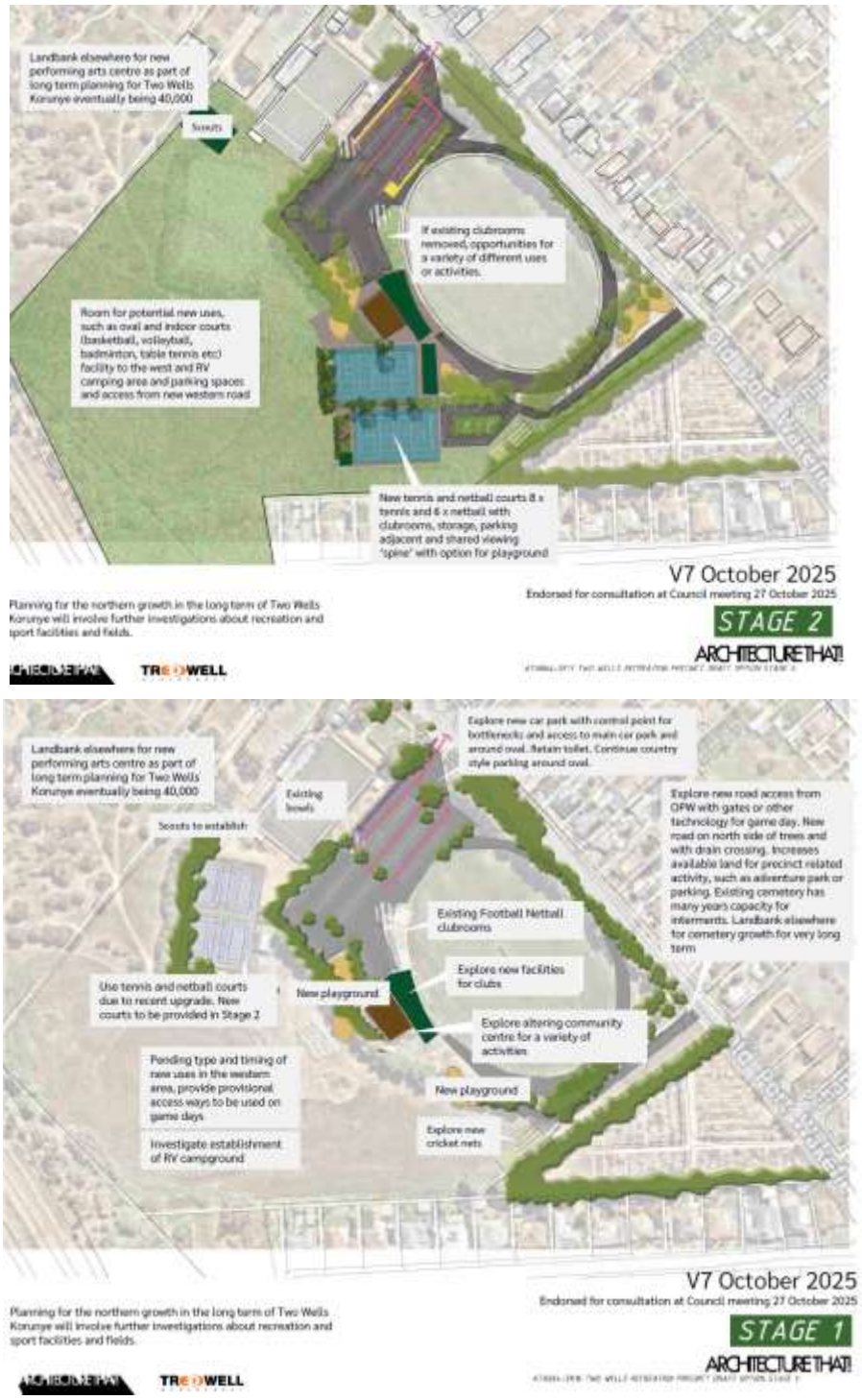


Figure 1 Master Plan released for consultation

Participation

Using the Engagement Plan (**Attachment**), community and stakeholders were invited to provide a submission via various means on the draft Master Plan:

- Emails and discussions with local clubs and respective peak bodies. These built on past discussions and with a view to informing both the master plan and subsequent next steps.
- Emails to sport bodies not currently present in Two Wells, noting these were engaged with in 2023 by Tredwell's and as population grows in the longer term, will be increasingly interested.
- Letters to over 100 nearby landowners.
- Emails to businesses, property owners and others on the main street database.
- Public Notice.
- Social Media Posts.
- Attending 4 information sessions.
- Webpage.

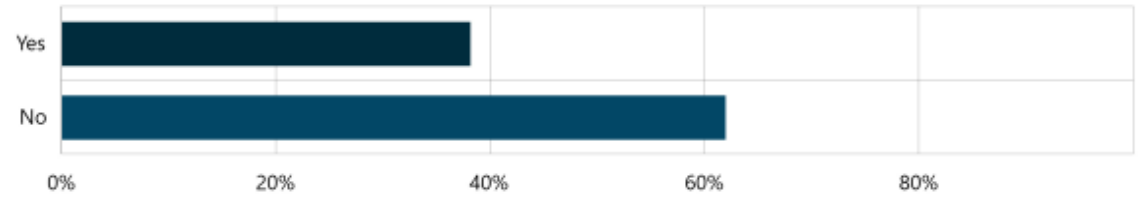
The Engagement Activities (**Attachment**) provides further details.

- 31 submissions received (21 online, 10 written).
- 7 attendees at information sessions

Analysis of Online Input

21 online submissions were received. Note the Two Wells Softball Club President responded on line. 13 submissions were from individuals not involved in clubs and 8 involved in clubs.

6. Are you involved with an existing sporting or community club at the Two Wells oval precinct?
Select Box | Skipped: 0 | Answered: 21 (100%)



Answer choices	Percent	Count
Yes	38.10%	8
No	61.90%	13
Total	**100.00%**	**21**

The question '**what do you like about the master plan**?' elicitied response supporting a coordinated approach whilst other responses queried need and cost.

7. What do you like about the master plan?
Long Text | Skipped: 5 | Answered: 16 (76.2%)

Sentiment

No sentiment data

Tags

No tag data

Featured Contributions

Having a masterplan ensures that development is not haphazard but rather a planned, sustainable evolution that supports increased participation in sport and community activity integrating buildings, playing fields, infrastructure, and landscaping into a cohesive, sustainable, and functional precinct designed to meet user, community, and stakeholder needs.
Contribution 4 of 4 | 15 February 2026

I have lived in Two Wells for over 40 years and have seen many changes, eg the building of a perfect Community Centre, upgrades to the football club rooms, netball courts ect. Therefore I do not see the need for any new upgrades to a Recreation & Sport Precinct. Why spend all this money on what we already have and that works perfectly. You should be directing these funds to what the town really needs!!
Contribution 3 of 4 | 4 February 2026

Nothing. The cost of our rates are already so expensive. And if goes ahead imagine the cost to rates payers so a big no from me. What about all the money that got wasted on that stupid pump track what nobody has used.
Contribution 2 of 4 | 2 February 2026

Nothing. Unwanted expense to the community. The facilities we have are sufficient for the community, paid for and running with proud volunteers
Contribution 1 of 4 | 2 February 2026

The question '**what could be improved**?' affirmed a desire for indoor recreation, a new cultural facility outside the precinct (this is named in the draft master plan).

better listening to the existing community and sporting groups who know how the precinct works after hours and on weekends, what they need and want moving forward. A new arts and cultural theatre facility located outside of the precinct for community use. This may include a hall.
Contribution 4 of 4 | 15 February 2026

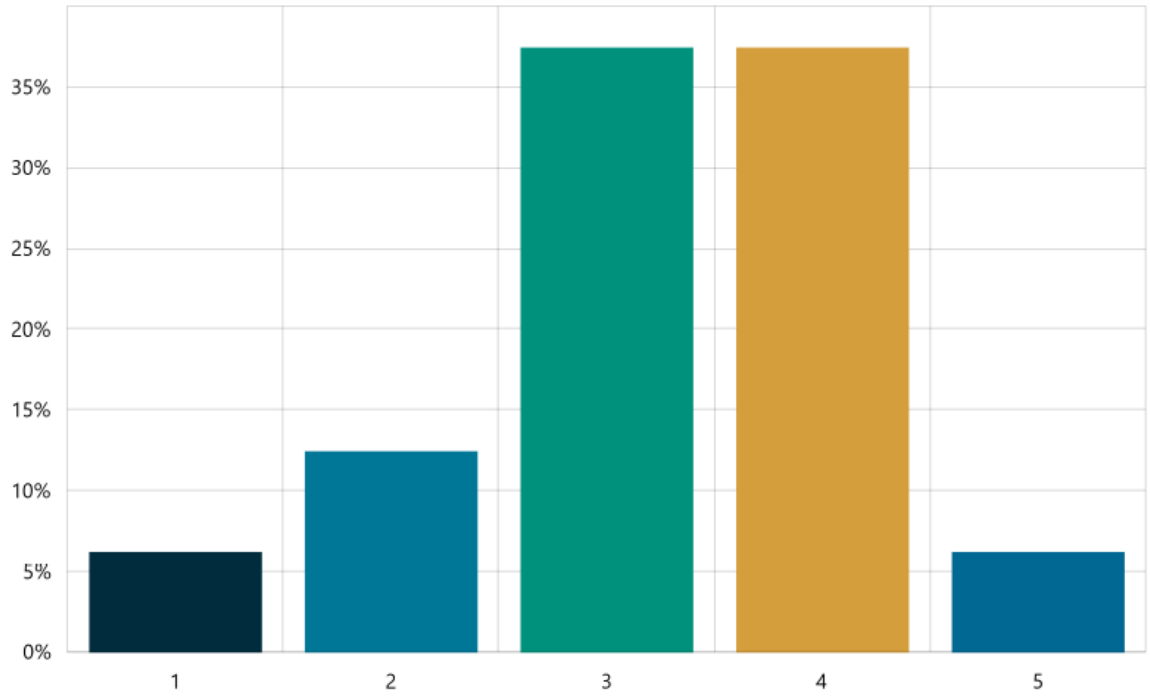
There is currently no indoor sporting facility within the master plan. There is great opportunity to add additional sports to the current master plan by including an indoor space
Contribution 3 of 4 | 10 February 2026

I'm sure Counil is well aware of what is really needed in Two Wells!! and a new Recreation & Sport Precinct is definatley not a priority. Perhaps Council should conduct an open meeting for local residence to put forward what is really needed in Two Wells.
Contribution 2 of 4 | 4 February 2026

Nothing
Contribution 1 of 4 | 2 February 2026

The question '**How do you rate the master plan**?' was answered by 16, with 12 affirmimg it positively.

9. How do you rate the master plan?
Rating | Skipped: 5 | Answered: 16 (76.2%)



1	2	3	4	5	Count	Weighted average
6.25% 1	12.50% 2	37.50% 6	37.50% 6	6.25% 1	16	3.25

(1: Poor, 2: Fair, 3: Average, 4: Good, 5: Excellent)

Table 1 Analysis of Peak Bodies & Clubs Input

	What Heard Input	Comment	Refinements to Master Plan
SANFL	SANFL strongly urges Council to prioritise the development of a second oval at the site, rather than allocating this strategically important land to an RV park. A second oval is essential to meeting both current and projected demand.	2nd field related to population growth	Refine Master Plan to show a multi-use field in the west, and after investigating RV use in the interim.
	SANFL supports the Master Plan where it: • Delivers modern, inclusive, fit-for-purpose clubrooms and changerooms that are designed to meet future demand. • Improves parking capacity, safety, and accessibility. • Establishes a multi-sport precinct capable of year-round activation and stronger community utilisation.	Noted	Refine Master Plan detailed document to reflect this outcome.
Netball SA	No response	-	-
SACA	Seek 2nd oval to accommodate increased participation, training and playing and for long term sustainability.	2nd field related to population growth to come	Refine Master Plan to show a multi-use field in the west, and after RV use in the interim.
	Replace practice nets with new 3 lane practice facility	Having looked at detail including with SACA, Tredwells and asset staff, the existing location for 3 nets overly impacts envisaged vehicle movement, entrance and parking.	Continue Master Plan with nets near southern boundary.

	Clubroom upgrades to be gender inclusive, adequate storage, and meeting spaces. Two Wells Cub receive full access during leasing period.	Agreed	Refine Master Plan detailed document to reflect this outcome.
	If lighting in MP, recommend 300 lux.	The approach being taken is 150 lux at existing oval and look at lighting the 2nd field.	Refine detailed master plan document to envisage lighting – including exploring 300 lux – at 2nd oval.
TW Football Netball	Will NOT relinquish ownership of the existing or future clubrooms.	Future leases will need proper consideration.	Continue with Master Plan.
	Ensure the plan reflects the needs of the existing sporting bodies who are best placed to determine this, and who already put considerable time and effort into their respective clubs	The input from Clubs and peak bodies is important to understand various needs and reflect that in the MP.	Continue with Master Plan.
	It also needs to take into consideration that the precinct is also used for emergency evacuation point along with many other things, not just for sporting events	The precinct's role in recreation, emergency and events is recognised in the brief for master planning and the Feb 2024 draft masterplan document. Whilst SES had no comment on the master plan itself, it would be prudent to review the final document to name considering emergency and events role as part of detail planning.	Refine Master Plan to name considering emergency and events as part of detail planning
	Steps that we feel need to be included in stage 1 - Relocation of netball/tennis courts - New ground lease for the TWFNSC for the area directly in front of the community		Refine the Master Plan to envisage this.

	centre to enable future space for new clubrooms and opportunities for the club to progress this.		
	Steps that we feel need to be included in stage 1 - Vehicle access around the rear of the netball/tennis courts to enable vehicles to drive around the rear of the oval.	It is proposed to refine the masterplan to show indicative access around the outside of the 2nd oval, and with an emergency/peak demand access point to Condon. This enables some vehicle access within the precinct balanced with pedestrian safety and limited movement outside. The main vehicle access point to Old Port Wakefield will continue at Drew Street (noting needing to be traffic calmed) and a second created adjacent the cemetery. A notional north south road between existing facilities and envisaged 2nd oval presents safety risks for precinct users walking.	Refine masterplan to show indicative access around the outside of the 2nd oval, and with an emergency/peak demand access point to Condon.
	Steps that we feel need to be included in stage 1 New playground location close to courts.	Playgrounds are shown as envisaged. Detail siting and timing to be worked out.	Continue with Master Plan.
Bowls SA	Seek potential for further expansion, including additional green, and a weather protected dome	Notional space exists for 3rd green west of existing green. Pending Scouts future, alternate siting may eventuate.	Refine Master Plan detailed document to reflect this outcome.

	Indoor bowls.	Indoor bowls may need to be in an indoor recreation centre or other building.	Refine Master Plan detailed document to discuss planning for indoor recreation centre and indoor bowls in the longer term.
	What Heard Input	Comment	Refinements to Master Plan
TW Bowls	No submission. Chairperson spoke at Club Rep meeting about merit of a green on part/near the scouts leased area as closer to Bowls club rooms.	Notional space exists for 3rd green west of existing green. Pending Scouts future, alternate siting may eventuate.	Refine Master Plan detailed document to reflect this outcome.
	Stormwater needs proper planning.	Part of detail.	Refine Master Plan detailed document to reflect this outcome.
TW Cricket	Support Master plan as enabling better facilities. Look forward to it progressing	-	Continue with Master Plan.
Tennis SA	In principle support MP. Support location of courts centrally. Lights important. Continue to encourage collaboration between netball and tennis.	Noted	Refine master plan Stage 1 to 'Use existing tennis and netball courts whilst exploring new courts' and indicate location of new courts on Stage 1. Refer to 'lights' as part of the new courts.
Two Wells Tennis	Support Master Plan. Courts need replacing soon. Be good to do as part of Stage 1. Need more and 8 courts as on Master Plan. Support idea of playground/oval close to courts and closed off from traffic.	It makes sense to envisage exploring the new courts as part of Stage 1, and to still 'show' the courts (which could be read as completed) in stage 2.	Continue with these aspects of MP.
	Need cover for players and spectators Need safe walking paths, parking and roads	Master plan shows cover areas and MP envisages a traffic calmed environment for sport participants and visitors.	Continue with these aspects of Master Plan.

	Need storage	Master Plan names storage as part of new courts	Continue with these aspects of Master Plan.
Softball SA	(Discussions only) Long established and successful Club at Two Wells. Train at existing oval. Seek proper home for Two Wells Club, e.g. field mark ups, recognition in club room.	Noted.	Refine Master plan to envisage 2nd field having back stops for softball and for softball club to be properly homed within the redeveloped facilities.
TW Softball (Linda Carbone on Pinpoint submission)	Softball training space and storage	Noted.	"
Volleyball SA	Be good to see indoor sporting facility, including for volleyball	Demand for increased range of indoor sports will grow as population grows.	There is not space at the Oval precinct for indoor recreation centre or pool. Land for these will need to be secured elsewhere and recognised in other long-term planning.
Community Centre	Replace statement "Explore altering Community Centre for a variety of activities" with "Community Hall to continue with alterations as determined by the Two Wells Community Centre Committee."	Noted.	Refine Master Plan words to 'Community Hall continue with alterations as needed'
	The accompanying document 'About the Master Plan for Consultation, Two Wells Recreation and Sport Precinct' Page 1 states:	Noting a final MP document is to be produced, take the approach of 'Expert assisted investigations could do the detail design of new facilities for clubs collocated with **the**	Refine Master Plan detailed document to reflect this outcome.

	During Stage 1, the following could occur: 1. Expert assisted investigations could do the detail design of new facilities for clubs collocated with ~~alterations to the community centre for a variety of activities.~~ This siting enables: o Direct outlook to the existing oval and in due course, new courts directly south. o Creation of an immediately adjacent new playground o Constructing new club facilities whilst continuing operations in the existing clubrooms. o ~~Easier and more effective use of the Community Centre from various alterations.~~ The committee requests these statements are removed, and reiterate that the Two Wells Community Centre will determine if, and what alterations are required and these will be carried out as funding is available. With this in mind, we do not believe Stage 1 needs to include the Community Centre. This could easily be moved to Stage 2.	**community hall**. This siting enables: ‘	
Melodrama	Seek clarity on timing of parking proposed south of Community Hall	On face value, this would need to be done in concert with the relocated courts and/or new club room.	Amend Master plan to show southern access/parking being established in Stage 2.
	Concerned at risk of loud music and crowds from a clubroom immediately adjacent the Community Hall impacting the Melodrama performances.	In order to achieve responsible coexistence, the new Club facility will need to be designed with regard to potential noise generated by the	Refine Master Plan detailed document to reflect this outcome.

		facility being attenuated so as to meet the EPA standards for the Community Hall operation.	
	Seek clarity on where Melodrama storage facilities are planned.	This will need discussion as part of detail planning, noting the Community Centre Committee Management and lease of the Hall.	Acknowledge this in the Master plan detailed document.
	Expresses risk that master plan provides insufficient certainty for the future of melodrama. Statements about land banking elsewhere do not commit to an arts centre. There are no other suitable existing facilities in Two Wells.	For a growing town over the next 20 – 30 years, naming the need to landbank elsewhere starts the process of finding a new facility.	Acknowledge this in the Master plan detailed document.
TWRAT	(Discussion held. No submission)	-	-

Table 2 - Analysis of Online/Other Input

Who	What Heard Input	Comment	Refinement to Master Plan
B Dries L Seccafien J Laughton	Layout good for growth Like variety of sports	-	-
B Parke	Move playground closer to Oval, less traffic conflict	These are proposed	Continue with Master Plan.
Katy R Webb	**New playground - Support**. Can include nature and water play? Like adventure playground	To be worked through at subsequent detail stages	"
B Parke	**New cricket nets** – support	-	-
S Smith	**New cricket nets location** - present risk of balls in neighbours yards	Modern nets are designed to address this risk.	:
J Chammen L Carbone M Conway	**Softball** - Seek more consideration and recognition. Space to train. Storage. TW Club existed for 40 years with training at oval precinct	Noted.	Refine Master plan to envisage 2nd field having back stops for softball and for softball club to be properly homed within the redeveloped facilities.
M Davis	**Scouts** - Like space as need to move	Discussions with scouts for short and long term are ongoing	Continue with Master Plan showing leased area as 1 option for the scouts in long term.
S Enjakovic R Dangoy Petajay	Seek **outdoor basketball** court somewhere in Two Wells	Noted	In the short term, opportunities to add basketball rings and water-based activities in

			open spaces throughout Two Wells should be investigated.
B Parke A McKenzie Katy	Seek **soccer club**, maybe in west	Local clubs have not supported soccer as part of the 2nd multi-use field. In investigating detail for the multi-use field, soccer should be looked at and an early decision made as to whether to include or not. In any event, soccer should be one of the sports looked at as part of recreation and sport investigations for the Korunye growth area.	Continue with Master Plan envisaging western multi-use field.
B Dries	Seek rectangle ground for **Rugby.** Could be multi use field	Will need investigating as part of long term growth.	Continue with Master Plan.
Katy	Seek table tennis	Indoor recreation centre not part of the master plan. There are other halls that if a local club were to establish that could possibly be used. Please contact Council's Community Development team. Indoor recreation facility will need to be planned for as part of longer term growth planning.	Continue with Master Plan.
Katy	Too many tennis courts in Stage 2	Extra courts based on population growth.	Continue with master plan.
B Parke S Smith V Mercurio	Not really a plan for new sports. There should already be plans for adding more sporting facilities to the area instead of investigating the possibility,	Finalising a master plan for existing sports provides a base for them. Council will need to do more recreation and sport investigations and planning, in	Continue with master plan

	such as a community pool, mini golf,	particular for the Korunye Growth Area, as well as other opportunities.	
R Webb L Di Fava M Davis J Laughton	Features for warmer days, and older people, eg a pool	These will need investigating	Continue with master plan.
Who	What Heard Input	Comment	Refinement to Master Plan
J Laughton	Like to see facility for park run		
V Mercurio R Webb	RV supported	Noted. An EOI has been undertaken	Continue with Master Plan.
W Davis	RV can't see need	With growing tourists across SA, RV camping facilities do not existing in Two Wells.	Continue investigating options for RV campground
V Mercurio	Different play equipment for different ages.	To be considered in detail design	Continue with Master Plan
	Upgrade BMX. It is popular	Cycling including with younger people is being fostered through the Community Development team. Master Plan envisages replacing existing BMX track with parking.	Continue with Master Plan
V Mercurio	Cemetery will need to be expanded	Existing cemetery has around 15 years supply. The need to plan elsewhere is noted	Continue with Master Plan.
L Seccafien	A new arts and culture facility outside of the precinct	This is named in the master plan and is intended to also be named in Local Area Planning being done over 2026 and 2027	Continue with Master Plan
L Seccafien	Better acknowledge role of precinct for emergencies	Noted.	Amend Master Plan with suitable references

R Webb	Ensure courts and facilities not restricted by locked gates or 'gate keeper' type positions so can be used by community	Two Wells Tennis Club manage access to existing courts. The Deed with Hickinbotham envisages community access to courts at Xavier College once more than 1500 houses are occupied, which is likely in the early 2030s	Continue with Master Plan envisaging an increased number of courts
R Webb	Add BBQ or picnic areas to encourage families and social gatherings	Noted	Continue with Master Plan
R Webb	Walkways suitable for all ages	Detail design will ensure upgraded facilities are to suitable standards	Continue with Master Plan
V Mercurio	Like more parking proposed	Noted	Continue with Master Plan
R Webb L Di Fava	Improved vehicle access will make area easier to access	Noted	Continue with Master Plan
T Stokes	Roundabout at Drew/OPW needed, review parking arrangements under trees as confusing.	Traffic calming at Drew intersection acknowledged as needed. To be looked at as part of detail design.	Continue with Master Plan
P Bastiaans Resident Condon Road	Concerned at vehicle access from Oval precinct to Condon Road, as house will have traffic and impact on both the Condon Road and PW Highway	It is proposed to refine the masterplan to show indicative access around the outside of the 2nd oval, and with an emergency/peak demand access point to Condon. This enables some vehicle access within the precinct balanced with pedestrian safety and limited movement outside. The main vehicle access point to Old Port Wakefield will continue at Drew Street	

		(noting needing to be traffic calmed) and a second created adjacent the cemetery. A notional north south road between existing facilities and envisaged 2nd oval presents safety risks for precinct users walking.	
R Webb	Paginton Park in Playford a good example	Noted	Continue with Master Plan
D Kuipers-Lloyd J Rullo J Tully	Do Not Support Master Plan – Facilities are sufficient. Unwanted expense. Cost of living challenges.	Existing Clubs seek a master plan to enable them to plan for new and upgraded facilities as more people are seeking to play sport. State and Federal Government as well as peak bodies provide grants to enable upgrades. Council rate revenue will play a role in funding along with these other sources.	Continue with Master Plan
L Seccafein	Better listening to Clubs for experience of day to day use	Assuming master plan adopted, ongoing facilitation by Council with clubs and others will be needed to ensure detail design and any other agreements are ultimately suitable. Ongoing collaboration is important.	Continue with Master Plan

Attachment – Engagement Activities

Consultation occurred over summer of 2025 and into 2026.

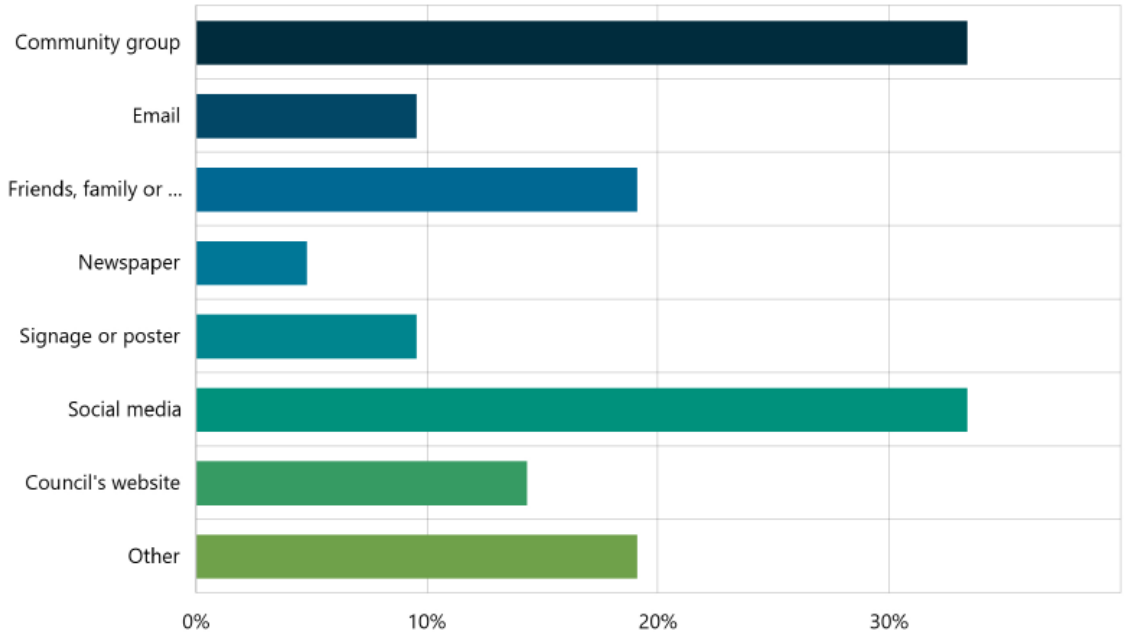
Start	Mon 8 Dec	Participation
Officer Drop In	Wed 17 Dec 2 – 6pm Annex Thu 15 Jan 2 – 6pm Annex	No attendees
Online Drop In	Wed 21 Jan 6 – 7pm	"
Tredwell Drop In	Tue 3 Feb 6 – 8pm TW Oval	7 attendees
Submissions Close	9am Mon 16 Feb	

A variety of stakeholders were invited to participate. Some participated in discussions and provided submissions.

Stakeholders Approached	Discussions	Submission
Existing Local Clubs – Football and Netball, Tennis, Cricket, Softball, Bowls, Community Centre, Melodrama, Scouts	Y	Submissions from Football Netball, Tennis, Cricket, Softball (see online), Community Centre, Melodrama All clubs provided written in principle openeness in mid 2025
Peak Bodies for Existing Clubs – Football, Netball, Tennis, Cricket, Softball, Bowls and Scouts. No peak bodies for Community Centre and Melodrama	Y (except Netball)	Submissions from SACA, SANFL, Tennis SA, Bowls SA.
Peak Sports engaged with in 2023 by Tredwells and not currently in Two Wells – SA Amateur Soccer, Badminton SA, Volleyball SA, Sports SA, Swimming SA and Football SA		Volleyball SA online comment
Businesses, property owners and others on the Main Street Database	-	-
Horizon School and Link SA (noting bus use of entry area)	-	-
Kaurna Yerta Aboriginal Corporation SAFECOM for emergency purposes Office of Recreation, Sport and Racing	-	-

Online participation lead to 21 submissions, with participants hearing from a variety of sources.

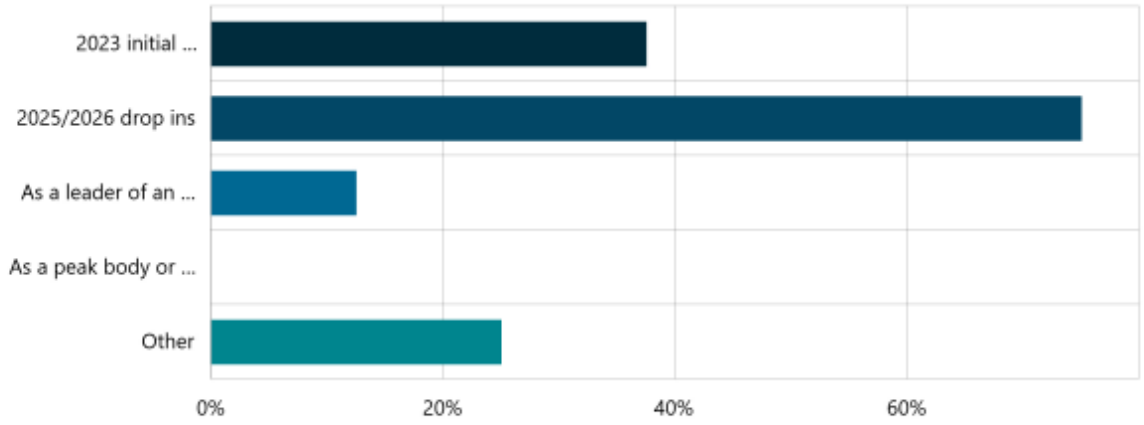
5. How did you hear about this consultation?
Multi Choice | Skipped: 0 | Answered: 21 (100%)



Answer choices	Percent	Count
Community group	33.33%	7
Email	9.52%	2
Friends, family or neighbours	19.05%	4
Newspaper	4.76%	1
Signage or poster	9.52%	2
Social media	33.33%	7
Council's website	14.29%	3
Other	19.05%	4

Online participants indicated participation in 2023. Noting low actual attendance at 2025/2026 drop ins, the high level of indicated participation in 2025/2026 drop ins may be due to the way the question was undersood.

10. Have you been involved in any of the consultation activities?
Multi Choice | Skipped: 13 | Answered: 8 (38.1%)



Answer choices	Percent	Count
2023 initial community consultation	37.50%	3
2025/2026 drop ins	75.00%	6
As a leader of an existing club	12.50%	1
As a peak body or State Sport Organisation	0%	0
Other	25.00%	2

987 people visited the online site

Visitation	Visits	Visitors
95.13%	1,212	987

Various documents were downloaded

File Title	File Type	Downloads
V7 October 2025 - Adopted for Consultation - Two W...	PDF	47
Submission form - Two Wells Recreation and Sport Pr...	PDF	31
Feb 2024 Two Wells Oval Master Plan Document - Sh...	PDF	23
About the Master Plan.pdf	PDF	17

On site signage







Media article

Feedback sought on Two Wells sporting precinct plans

Adelaide Plains Council is seeking feedback from the community on its draft Two Wells Recreation and Sport Precinct Master Plan, with consultation open until mid next month.

The council's draft master plan is for the area around the Two Wells Oval and features new and upgraded community and sporting facilities to potentially be built across two stages.

The first stage includes existing clubrooms remaining in use for clubs while new facilities are further investigated, explore changes to the Two Wells Community Centre, a new playground, cricket nets and car park, minor upgrades for the bowling club, establishment of a Scouts area and investigating the establishment of an RV Park.

The second stage includes exploring options for new facilities and clubrooms, new tennis and netball courts as well as tennis clubrooms, and a new road entrance.

For the council, the master plan aims to help prepare detailed designs to be used to apply for external funding, while giving clubs some guidance in planning for the future. It was developed following consultation with Two Wells sports clubs and sporting bodies.

People are invited to speak to drop-in sessions, the next one being at the Two Wells Annex (the building at the rear of the library car park) this Thursday from 2pm to 6pm, with staff working on the master plan available to discuss with.

A one-hour online drop-in session will take place next Wednesday from 6pm and a final two-hour drop-in session will be at the Two Wells Community Centre on Tuesday, 3 February from 6pm with recreation and sport consultants Tredwell, who are assisting with the master plan preparation, available to chat with.

Feedback is open until 9am on Monday, 16 February. More information, including how to provide feedback, is available online at shape.apc.sa.gov.au/two-wells-recreation-sport-precinct

34 PLAINS PRODUCER, Wednesday, 14 January, 2026

Social media



Attachment – Engagement Plan

Planning for the consultation process worked towards the below outcomes and with the tool/how also shown.

Outcome	Tool/How

Enable broad community easy access to V7 Master Plan to foster understanding about the benefits, to identify impacts and how best to address, and to enable comments	• V7 summary and detail information
	• Webpage
	• Online platform
	• Social media
	• Public notice
	• Email Two Wells stakeholders, including Schools, other groups,
	• Email bus groups – Horizon, Link SA.
	• Survey informed by Tredwells
	  ◦ What do they like about the master plan?
	  ◦ What could be improved?
	  ◦ Perhaps a rating out of 5 or 10
	  ◦ Have they been involved in any of the consultation activities?
	  ◦ Any other comments
	• One Drop In session with Tredwells
	• Drop in sessions with officers
	• Disability/Ageing - with CDO, decided too high level for any specific engagement action.

Neighbours to the precinct invited to comment	• Letters to adjacent land owners (100ish)
	• Email databases
	  ◦ main street
	  ◦ community and sporting group
	  ◦ growth

Clubs and Council partner to explain V7 and benefits	• Club rep/officer engagement strategy meeting • Clubs to distribute info to members inviting participation

Clubs and Council test V7 with peak bodies regarding alignment with peak bodies guidelines and expectations. For Sports, about playing fields/courts, related infrastructure e.g. floodlighting and change rooms meets the sports required standards.	Organise Peak and Club discussions 1. Bowls 2. Scouts 3. Football 4. Netball 5. Tennis 6. Cricket 7. Community Centre 8. Melodrama 9. TWRAT/CMCA
Emergency Services review V7	Invite SES, CFS, and others to comment
Agencies and Other Bodies invited to comment	Email to bodies such as ORSR, RDA, KYAC
Council Members and MPs updated	Email updates
Staff Included as Relevant	Checklist tasks completed