



**SMART
REGIONAL
SPACES**
READY...SET...GO!



Smart Readiness Tool and Guide

A Site Assessment Tool for Smart Readiness

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Acknowledgements

Acknowledgement of Country

We acknowledge the Traditional Custodians of Country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

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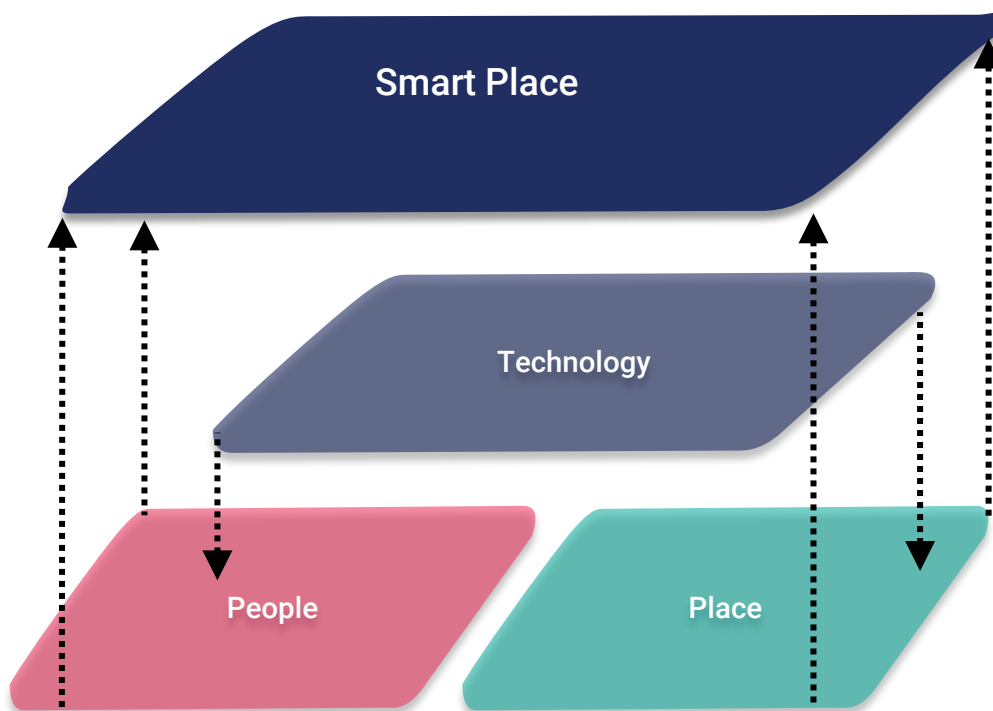
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Why Use the Smart Readiness Tool?

The Tool uses a set of 'performance indicators' to evaluate the existing attributes and conditions of the public open space. The Tool is a standardised system for site audits of most public open spaces. Not only does it assess whether a place is working well physically, but also documents what social conditions exist and how 'smart-ready' that place is now, or could be in the future.

People and place are the foundations of a good place. A place that works well at the core can be enhanced with a technology overlay, transforming it into a Smart Place.

Please note that standard fittings such as light poles, electric barbecues, standalone parking meters etc. are not to be included in the smart technology count.



Smart Places diagram

Primary Functions of the Tool

KEY FUNCTION:

- **Generates** graphs and summary tables (for one or more sites) which audits the following:
 - » physical attributes (presence of essential and ‘good-to-have’ physical infrastructure),
 - » social attributes (how well it supports the user for social activities), and
 - » smart activation (presence of actual smart infrastructure on site or the foundations to support smart infrastructure or other technologies in the future).

- Compiles a **master list** of the LGA’s public open spaces and their key assets
- Creates an **inventory of smart infrastructure** in the audited public open spaces
- Adopts a **standardised methodology to assess** public open spaces
- Documents each site’s **strengths and challenges**
- Provides information for open space **planning and design decisions**
- Generates data to create and defend **business cases for funding proposals**
- **Provides comparative information** on how different sites perform against each other
- Shows **before and after results** to demonstrate the impact of redevelopment works
- **Provides** links to online resources to support regional council staff enhance its public open spaces.

USE the tool for



- Parks, gardens, linear pathways
- Sports fields, playgrounds
- Plazas/squares
- Rest stops/driver reviver stops
- Public beach areas
- Riverbanks and lake/pond waterfronts
- Campgrounds or dam areas
- Pedestrian malls or laneways
- Other operational public open spaces that are in council's open space strategy

DO NOT USE this tool for



- Streets or roadways
- Vacant sites with future development
- Undeveloped spaces with masterplan proposals

The digital version of the Tool is your one-stop shop for a User Guide, to record responses, generate results and interpret the results. Note: There is also a 'paper copy' of the tool available if needed in the field. Please choose which version of the Tool you will use:

Digital Version

You need a laptop with the form loaded, a sitemap and a mobile phone.

The digital version of the Tool is **NOT** compatible with tablets.

Paper copy Format

You need the printable form in paper copy, a sitemap and a mobile phone.

The responses captured in the printable version will have to be copied over to the full digital version to auto-calculate and generate the results.

FOR BEST RESULTS:

- Answer **all** the questions in the Tool to generate the best results
- Familiarise yourself with the Tool's questions before you start
- Estimated time to complete the Site Analysis section: 30-60 minutes depending on site size
- Walk around the entire site as you are filling in the Tool
- If possible, complete the Site Analysis section in pairs to minimise variation in the results
- Some smart infrastructure may not be visible above ground. If unsure, please verify using council's own asset registers or consult with the relevant department
- Ensure that each smart project/amenity is entered only once per site to avoid duplication in scoring

How to use the Smart Readiness Tool **Full Digital Version**

FOR THE MOST OPTIMISED USER EXPERIENCE, PLEASE USE THE FULL DIGITAL VERSION OF THE TOOL

Once you have read the above sections, follow the steps below to record your responses for each site and compare results across multiple sites.

Step 1: Go to the 'Start Tool' tab [as shown in the screengrab below] and click on the 'LGA- Level Questions' button and enter your responses

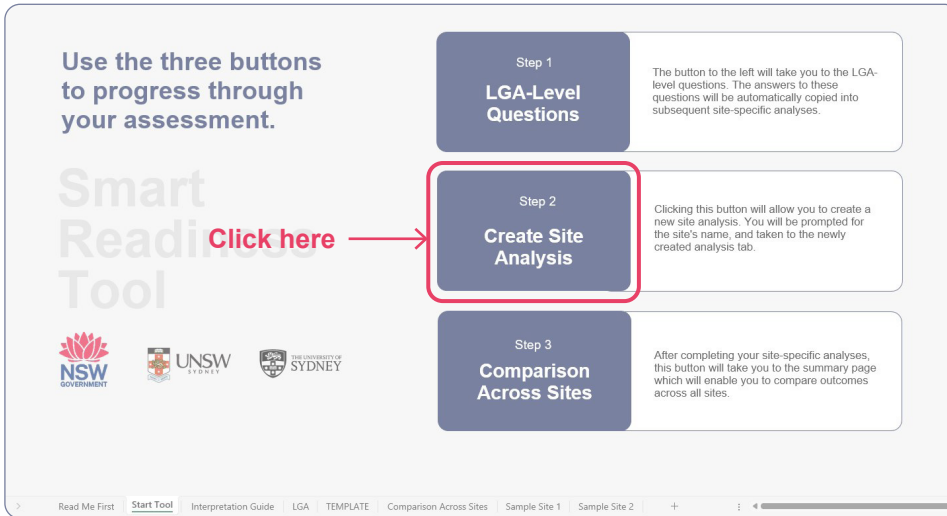
Screengrab of the 'Start Tool' tab

Relevant to all sites, the responses to the questions under this tab need to be entered **only once per LGA**. The Tool will pre-fill the responses to these questions under each site's tab. This tab contains questions that may require you to search for information on websites and in council's own internal GIS systems/asset registers.

Click **Finished** when you are done.

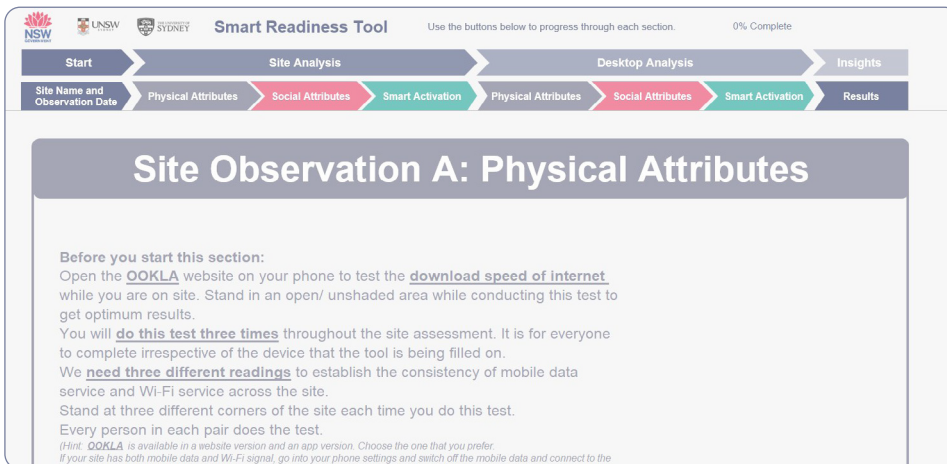
Screengrab of the 'LGA' tab

Step 2: Click on the 'Create Site Analysis' button and enter responses to the tool's questions for each site.



Screengrab of the 'Start Tool' tab

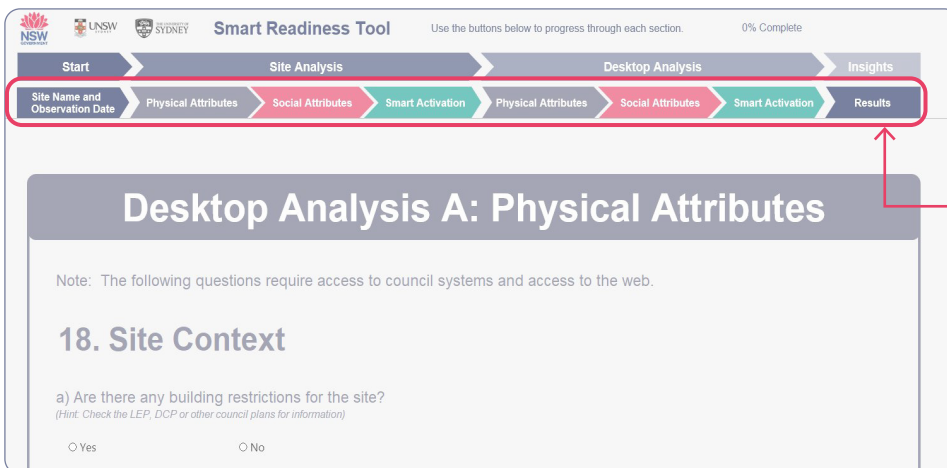
Complete the Site Observation sections while you are on the site.



Sample screengrab of a site analysis tab

The desktop analysis section can be filled in once you are back at your workplace.

Use the navigation shortcut on the top to skip to different sections of the tool.

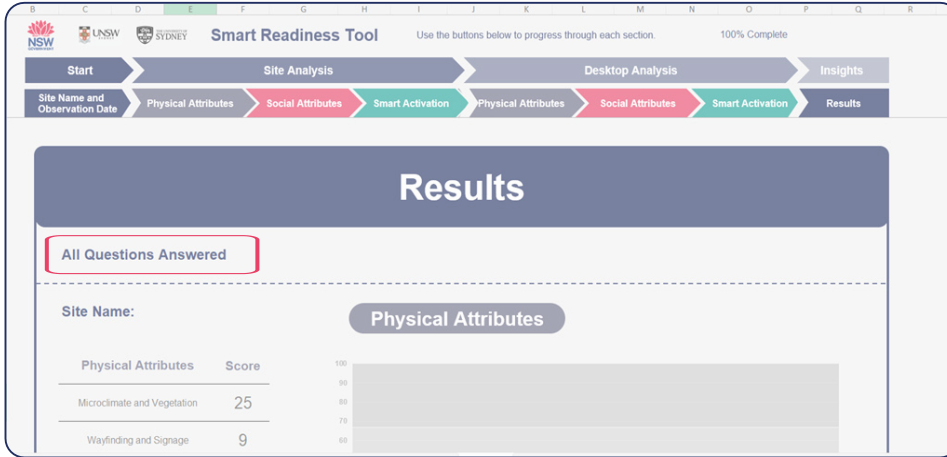


Navigation Shortcut

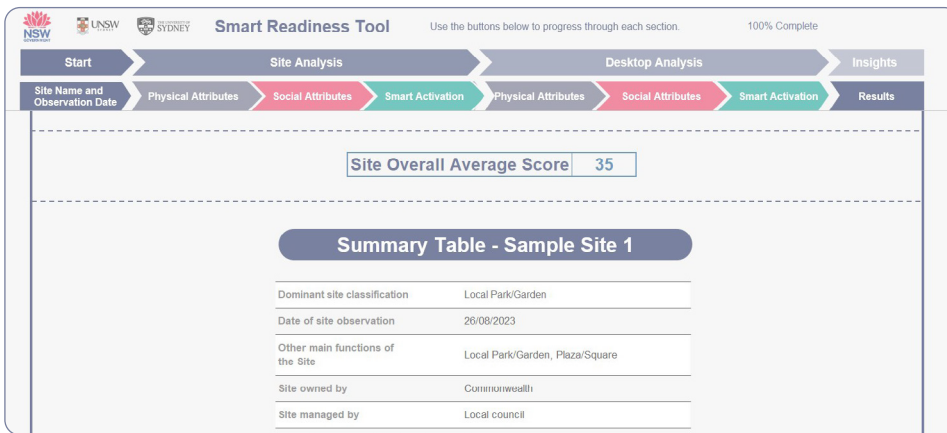
Sample screengrab of a site analysis tab

Step 3: Generate results for each site as well as comparative results across multiple sites

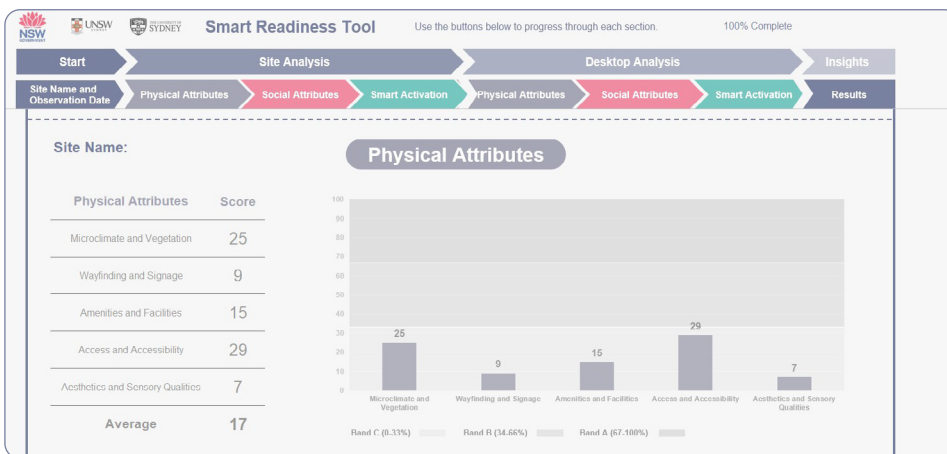
To generate results for each site, please ensure you answer **all the questions**. The results will look like this:



Sample screenshots of the Results section of each new site analysis tab created



The results are displayed as scores against each indicator, translated into graphs and a summary matrix.



Sample screenshot of the Results section of each new site analysis tab created

To generate comparative graphs and a summary matrix for six sites at one time, click the Comparison Across Sites button on the Cover tab.

Use the three buttons to progress through your assessment.

Step 1
LGA-Level Questions
The button to the left will take you to the LGA-level questions. The answers to these questions will be automatically copied into subsequent site-specific analyses.

Step 2
Create Site Analysis
Clicking this button will allow you to create a new site analysis. You will be prompted for the site's name, and taken to the newly created analysis tab.

Step 3
Comparison Across Sites
After completing your site-specific analyses, this button will take you to the summary page which will enable you to compare outcomes across all sites.

Smart Readiness Tool

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Screengrab of the 'Start Tool' tab

Follow the steps below to generate the results:

- A. Click the Refresh Site List Button to display a list of all sites within the excel file.
- B. Select any SIX sites from the list displayed.

Site Comparison (Choose a maximum of six sites)

Scroll to Continue

1. Comparative graph of sites' overall average scores

Overall Average Score

Sample Site	Overall Average Score
Sample Site 1	35
Sample Site 2	55
Sample Site 3	0
Sample Site 4	0
Sample Site 5	0
Sample Site 6	0

Band C (0-33%) | Band B (34-66%) | Band A (67-100%)

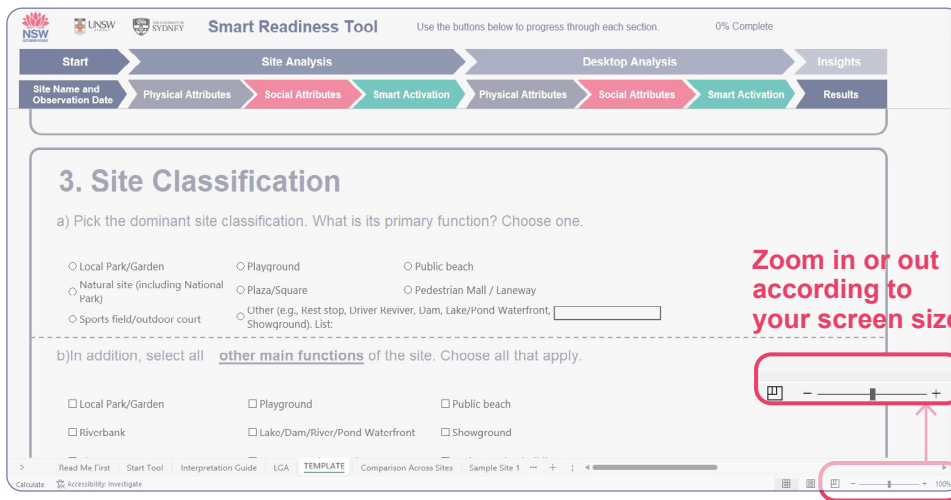
The chart above provides a snapshot of the sites' overall performance as an average of all three attributes. To compare sites with each other, use Detailed site scores for each Performance Indicator can be provided in the chart function, as shown below.

Screengrab of the Comparison Across Sites tab

SEE THE INTERPRETATION GUIDE ON PAGE 13 FOR MORE INFORMATION ON THE RESULTS

Troubleshooting Guide

- Please ensure no more than 50 new tabs (for 50 different public open spaces) are created per excel sheet. Creating more tabs may cause the file to load/save slowly and/or crash during operation.
- In the Full Digital Version of the Tool, use short titles (less than 30 characters) for the site names.
- Zoom in or out to fit the tool according to your screen size at all times to ensure that all the questions and corresponding response options are displayed correctly.
- In case of a file crash during creation of a new site analysis sheet, please manually duplicate the 'Sample Site 1' tab and rename the duplicate tab with the name of the site being assessed.
- If you/your team has worked on multiple excel files, you can copy tabs from the all the Excel sheets into one Master Sheet – up to 50.



Sample screenshot of a site analysis tab

How to use the Smart Readiness Tool **Paper copy Version**

IN THE ABSENCE OF A COMPUTER FOR USE ON SITE, A PAPER COPY VERSION OF THE TOOL CAN BE USED TO TEMPORARILY RECORD YOUR RESPONSES ON SITE.

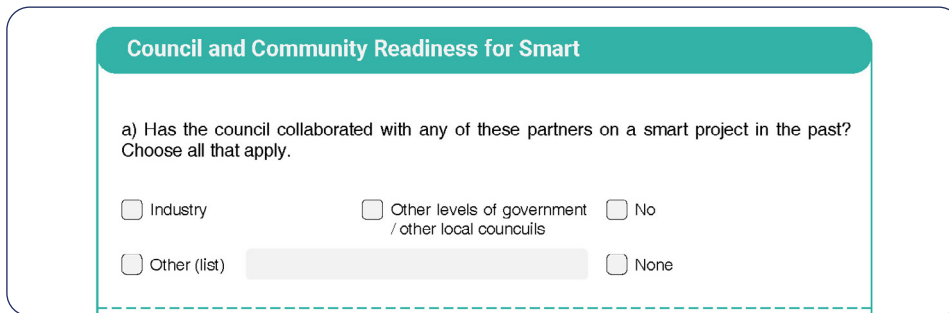
Once you have read the 'Read Me First' section, follow the steps below to record your site assessments and to compare results across multiple sites.

Step 1: Download the paper version of the Smart Readiness Tool

The paper copy version of the Smart Readiness Tool can be downloaded [here](#).

Step 2: Complete the 'LGA-level questions'

This is needed only once per LGA.



Council and Community Readiness for Smart

a) Has the council collaborated with any of these partners on a smart project in the past?
Choose all that apply.

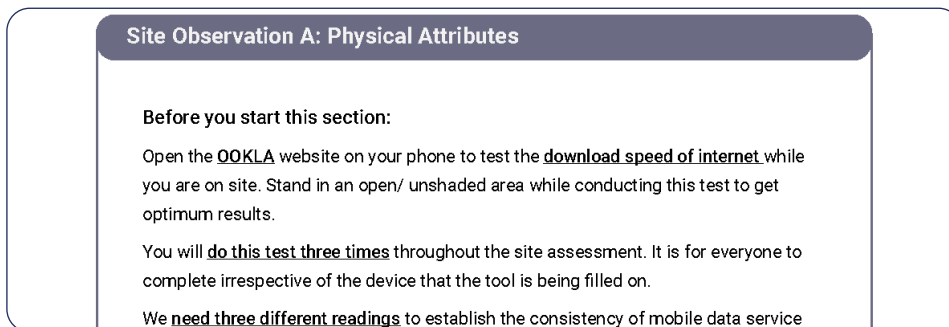
Industry Other levels of government / other local councils No

Other (list) None

Screengrab of the LGA-level questions in the paper copy version

Step 3: For each site, fill in the questionnaire

Record your responses in a new printed copy for every site that is assessed .



Site Observation A: Physical Attributes

Before you start this section:

Open the **QOKLA** website on your phone to test the **download speed of internet** while you are on site. Stand in an open/ unshaded area while conducting this test to get optimum results.

You will **do this test three times** throughout the site assessment. It is for everyone to complete irrespective of the device that the tool is being filled on.

We **need three different readings** to establish the consistency of mobile data service

Screengrab of the site questions in the paper copy version

Transfer the responses to the excel tool onto a computer following Steps 1-3 from p.6-9 above to generate the results.

Interpretation Guide

PLEASE COME TO THIS AFTER COMPLETING THE TOOL



This guide is designed to assist with the *interpretation* of your Smart Readiness Tool results. It gives you insight into how to interpret the information that was collected in the field on each of your open space sites. The Tool uses three 'scoring bands' to indicate the results of your site assessment which also allows for comparison of multiple sites and the different groups of attributes (physical, social and smart activation).

The Results

How the Tool creates results

- The Tool collects site specific information as well as information common to the LGA. The Smart Regional Spaces Team has designed this tool based on planning, open space design, and environmental behaviour theory and best practice.
- Desirable attributes are scored positively, and undesirable attributes each receive one negative point.
- The sum total of all the scores under each 'Performance Indicator' gives a percentage in each group of attribute: physical, social and smart activation.
- These scores are converted into bar charts that provide a preliminary quantitative assessment of the site's performance across the different attributes.
- The Tool contains a few questions that are not scored. The responses from these questions are gathered to provide additional and relevant information.

Format of the results

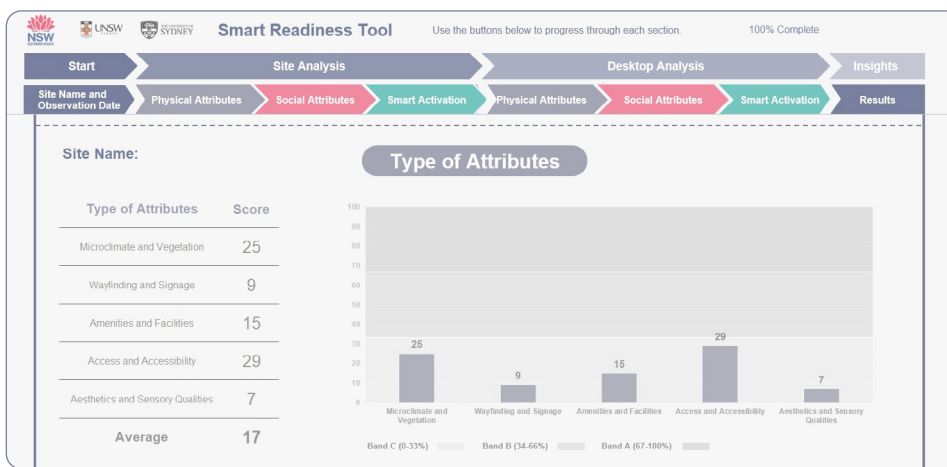
The outputs are displayed in three ways:

- A. Results for each site
- B. Comparison across six sites (sites selected by the user)
- C. Comparative summary of non-scored questions

A. Results for each site

Bar charts for Physical / Social / Smart activation attributes

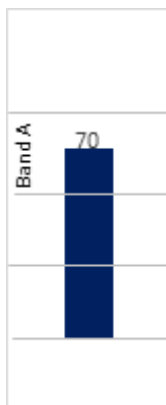
These provide a graphic representation of the final scores for each site. The scores are slotted into bands based on the sum total of each 'Performance Indicator.' Each of these contribute to the overall attribute score. Here is some assistance interpreting your scores:



Sample screengrab of a graph in the Results section of a new site analysis tab

Results

67% and above

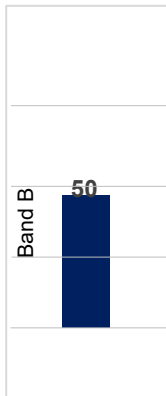


Band A - What it might mean for your site:

- It has scored positive points on the particular attribute(s) (physical, social or smart activation) as it has gained a greater number of points on the 'Performance Indicators' that make up that attribute.
- The site contains the pre-requisites of the attribute(s), and the space may be functioning well in that particular attribute (physical, social or smart activation).

Results

Between 34-66%



Band B - *What it might mean for your site:*

- It has scored positive points on many of the 'Performance Indicators' of that attribute.
- The site contains some or many of the pre-requisites of the attribute and the space may be functioning satisfactorily in that physical, social or smart activation attribute.
- There is potential to identify specific characteristics of the site for targeted improvements.

33% and below (including negative scores)



Band C - *What it might mean for your site:*

- It has scored positive points on a few questions only.
- Alternatively, it has scored more negative points than positive points for an attribute.
- Band C scores may also indicate that the site serves a very specific purpose in the LGA and that the Tool does not reflect the specific purpose of the site.
- Band C scores could mean that a site review should be conducted to identify opportunities for improvements.

Summary table of the site

The summary table collates the responses to the non-scored questions from the tool and presents an additional layer of information about the site's context. These questions concern neither positive nor negative attributes of the site; they provide additional contextual information.

The screenshot shows the 'Smart Readiness Tool' interface. At the top, there are logos for NSW, UNSW, and SYDNEY, along with the text 'Smart Readiness Tool' and 'Use the buttons below to progress through each section. 100% Complete'. Below this is a progress bar with four stages: 'Start', 'Site Analysis', 'Desktop Analysis', and 'Insights'. Under 'Start' is 'Site Name and Observation Date'. Under 'Site Analysis' are 'Physical Attributes', 'Social Attributes', and 'Smart Activation'. Under 'Desktop Analysis' are 'Physical Attributes', 'Social Attributes', and 'Smart Activation'. Under 'Insights' is 'Results'. A dashed line separates this from a 'Summary Table - Sample Site 1' which contains the following data:

Dominant site classification	Local Park/Garden
Date of site observation	26/08/2023
Other main functions of the Site	Local Park/Garden, Plaza/Square
Site owned by	Commonwealth
Site managed by	Local council
Plan of Management for the site	Yes
Commercial activity (ie. shops, restaurants, petrol station), Educational/ library/Council	
Land uses of adjacent sites	

Sample screenshot of the summary table in the Results section of a new site analysis tab

B. Comparison across sites (maximum of six sites at a time)

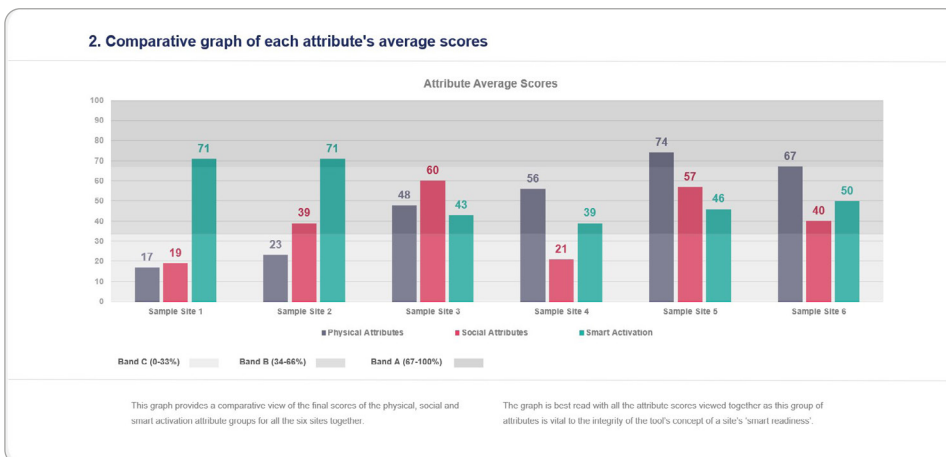
1. Comparative graph of the sites' overall scores



The chart above provides a snapshot of the sites' overall performance as an average of all three attributes. To compare sites with each other, use the filter site function above the graph to select six sites.

Detailed site scores for each Performance Indicator are provided in the chart function, as shown below.

2. Comparative graph of each attribute's average scores

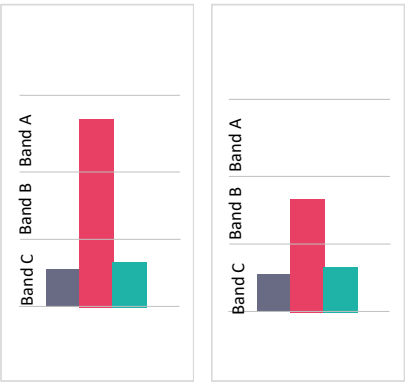

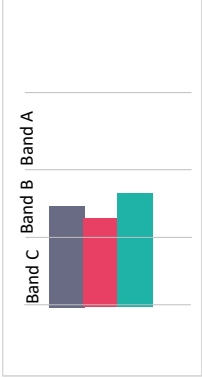


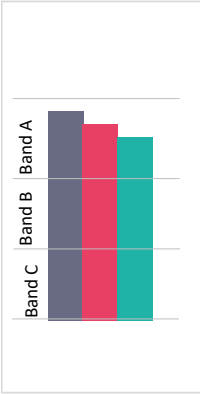
This graph provides a comparative view of the final scores of the physical, social and smart activation attribute groups for all the six sites together.

The graph is best read with all the attribute scores viewed together as this group of attributes is vital to the integrity of the tool's concept of a site's 'smart readiness.'

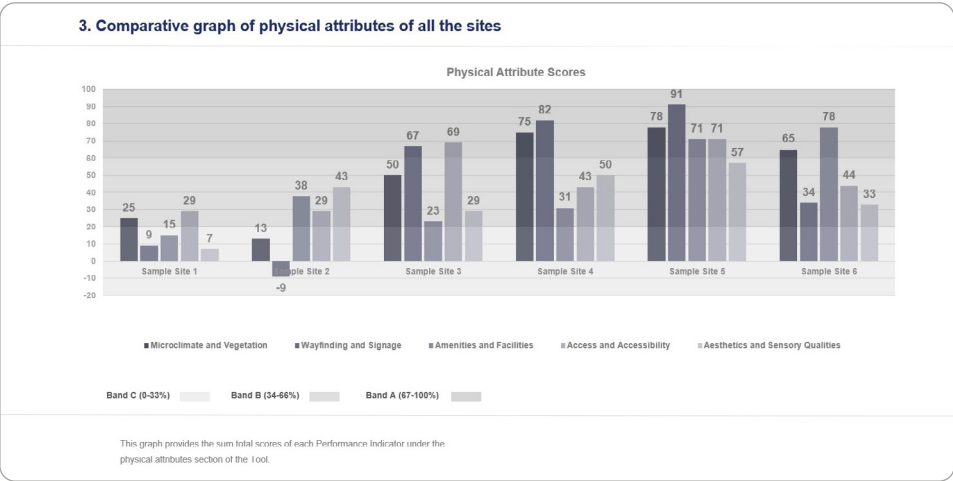
Below are some common score combinations and what they might indicate about the site.

If your graph looks like this	Physical attributes	Social attributes	Smart activation
<p style="text-align: center;">Type 1</p> 	Band A	Band A	Bands B or C
<p style="text-align: center;">Type 2</p> 	Band C	Band C	Bands A or B
<p style="text-align: center;">Type 3</p> 	Bands A or B	Band C	Band C

If your graph looks like this	Physical attributes	Social attributes	Smart activation
<p style="text-align: center;">Type 4</p> 	Band C	Bands A or B	Band C
<p style="text-align: center;">Type 5</p> 	Band C	Band C	Band C
<p style="text-align: center;">Type 6</p> 	Band B	Band B	Band B

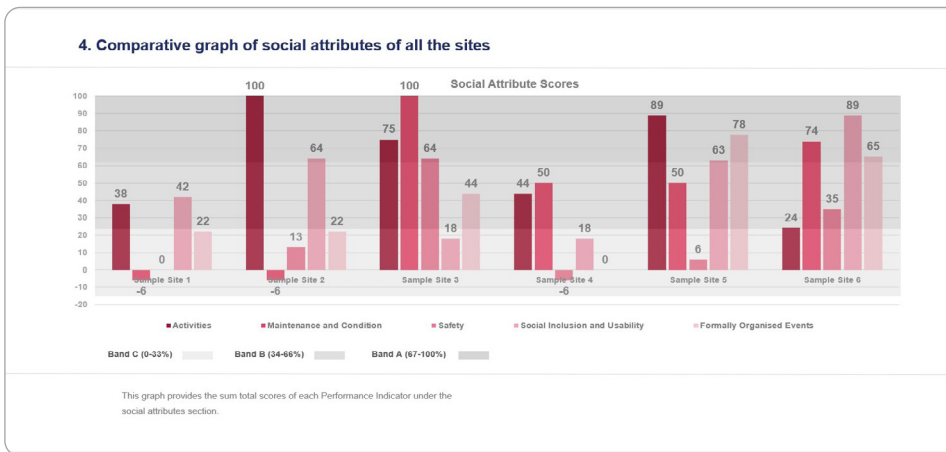
If your graph looks like this	Physical attributes	Social attributes	Smart activation
<p style="text-align: center;">Type 7</p>	Band A	Band A	Band A
	<ul style="list-style-type: none"> A graph of this type suggests that a site performs well across all three attributes. It has good physical amenity and may be well-designed to suit multiple functions and cater to the social needs of a range of users. It provides ample opportunity for social interaction and equitable use. The site contains strong foundations for the addition of smart technology. The site may already have some smart technology in place. 		

3. Comparative graph of the physical attributes of all the sites



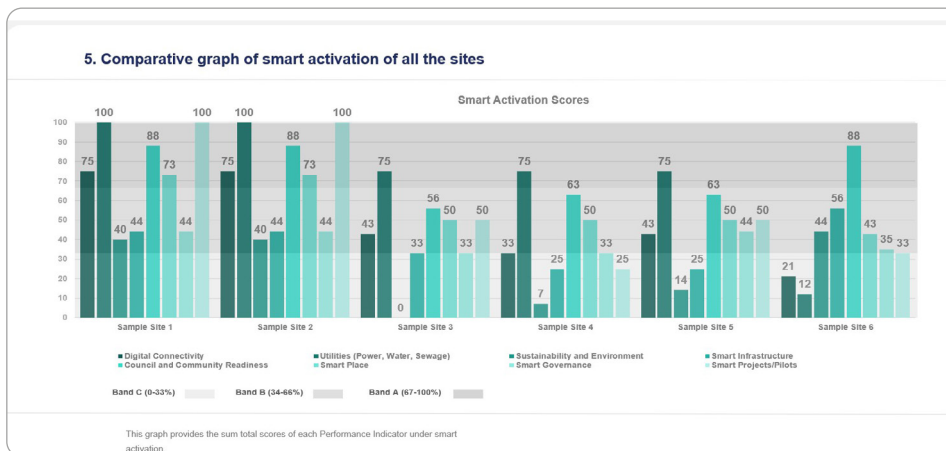
This graph provides the sum total scores of each Performance Indicator under the **physical attributes** section of the Tool.

4. Comparative graph of the social attributes of all the sites



This graph provides the sum total scores of each Performance Indicator under the **social attributes** section of the Tool.

5. Comparative graph of the smart activation of all the sites



This graph provides the sum total scores of each Performance Indicator under **smart activation**.

C. Comparative Summary: Non-scored questions

Comparative Summary: Detailed Table
The table collates the responses to the non-scored questions in the Tool.

Site Name	Sample Site 1	Sample Site 2	Sample Site 3	Sample Site 4	Sample Site 5	Sample Site 6
Dominant Site Classification	Local Park/Garden	Local Park/Garden	Plaza/Square	Natural site (including National Park)	Local Park/Garden	Local Park/Garden
Date of site observation	26/08/2023	26/08/2023	9/09/2023	9/10/2023	9/09/2023	26/08/2023
Other main functions of the site	Local Park/Garden, Plaza/Square	Local Park/Garden, Plaza/Square, Campground/RV Park, Natural site (including national park)	Plaza/Square, Pedestrian Mall/Laneway	Local Park/Garden, Other (e.g., Rest stop, Driver Reviver, Showground, Skate Park) List:	Playground, Riverbank, Lake/Dam/River/Pond Waterfront, Dog run	Local Park/Garden, Plaza/Square, Campground/RV Park, Natural site (including national park)
Site owned by	Commonwealth	Commonwealth	Local council	Local council	Local council	Commonwealth
Site managed by	Local council	Local council	Local council	Local council	Local council	Local council
Plan of Management of the site	Yes	Yes	No	No	No	Yes
Land uses of adjacent sites	Commercial activity (ie. shops, restaurants, petrol station), Educational/Library/Council buildings	Commercial activity (ie. shops, restaurants, petrol station), Educational/Library/Council buildings, Waterbody, Pathway/Cycleway	Commercial activity (ie. shops, restaurants, petrol station), Roads/Highway, Local Park, Pathway/Cycleway, Other (List)	Residential, Visitor Centre, Other (List)	Recreational facilities (e.g., Swimming pool, tennis court, skateboard facility), Roads/Highway, Car Park, Campground, Waterbody, Pathway/Cycleway	Commercial activity (ie. shops, restaurants, petrol station), Educational/Library/Council buildings
Enduring risk of any disasters	Yes	Yes	Yes	Yes	Yes	Yes
Any building	Yes	Yes	Yes	Yes	Yes	Yes
Site assembly area during emergencies	Yes	Yes	No	No	Yes	Yes
Telecom carrier of device used to test internet speeds	Telstra	Telstra	optus	optus	optus	Telstra
Digital Inclusion Index	Yes	Yes	No	No	No	Yes
Access score >	Yes	Yes	No	No	No	Yes
Digital Ability score >	Yes	Yes	No	No	No	Yes
Affordability score >	Yes	Yes	No	No	No	Yes
National average	Yes	Yes	No	No	No	Yes

Screengrab of the summary table on the 'Comparison Across Sites' tab

The table collates the responses to the non-scored questions in the Tool.

Potential uses of the information in the summary table includes:

- Dominant site classification and Other main functions of the site:

Users can either compare sites with similar site classifications and functions or choose different types of sites. This may be useful for a business case or to shortlist sites for a grant application.

- Land uses of the adjoining sites:

This provides insight into the site's context and the actual land use surrounding the site. Actual land use may differ from the zoning of the sites in the Local Environmental Plans (LEPs). Information about land uses of the surrounding sites may assist with understanding the nature of users who may visit the site, and the site's function in the broader landscape.

- Site owned by, Site managed by and Plan of Management (PoM):

Knowing who owns the site, who is responsible for its management, and whether a management plan exists, may be helpful in upgrading the site and understanding who needs to be consulted for any site plans or redevelopment.

- Any building restrictions on the site:

Similar to the point above, this information may be useful in drawing up an action plan for improving the site's amenity. In addition, it could be useful in deciding the type/scale of smart technology initiatives that can be proposed on a site. If the site is heritage listed, careful consideration of existing planning controls may be needed for any development/intervention on the site.

- Enduring risk of any disaster and Site assembly area during emergencies:

Planning for safe public open spaces must consider risk mitigation and risk management for disaster scenarios. Sites with risks are identified in the table.

- Telecom carrier of device used to test internet speeds:

The telecom operator of your mobile phone used to perform the OOKLA test in the Tool affects the 'digital connectivity' score under smart activation. This may lead to minor variation in the smart activation score if the site has stronger digital connectivity of one telecom network over another in the same location.

- Digital Inclusion Index score, Access score, Digital Ability score, and Affordability score:

These scores, derived from the Australian Digital Inclusion Index (updated annually), are common to the entire LGA and help in understanding the current status of uptake and availability of digital technology in the LGA in comparison to the national average.

Optional steps

- Refer to the [Smart Precedent Projects](#) for inspiration for smart places projects.

[Smart Precedent Projects](#)

- Refer to the [Start Smart Modules](#) for more information on smart technology relevant to the regions.

[Start Smart Modules](#)



Appendix:

LGA & Site Analysis Questions



LGA Analysis

Council and Community Readiness for Smart

a) Has the council collaborated with any of these partners on a **smart project** in the past? Choose all that apply.

Industry

Other levels of government / other local councils

No

Other (list)

None

b) Does the council have a dedicated team/officer(s) to liaise with/manage **smart projects** (e.g., digital officer, IT team, place managers or a Smart Places Advisory Committee)?

Yes

No

c) Has the council applied for grants in the past to implement any **smart initiatives** (e.g., government or private grants)?

Yes

No

d) Has the council ever been successful in receiving a grant to implement any **smart initiatives** within the LGA (e.g., government or private grants)?

Yes

No

e) Has the council begun internal discussions with its staff around smart assets and smart technology?

Yes

No

Council and Community Readiness for Smart (cont.)

f) Is the council looking to implement smart technology in the next 1-3 years **for environment monitoring**?

Yes

No

g) Does the council have in-house capacity for the use of GIS programs for site asset management?

Yes

No

h) Is the council looking to implement smart technology in the next 1-3 years for **asset operation and maintenance**?

Yes

No

i) Is the council looking to implement smart technology in the next 1-3 years based on opportunities provided by smart to enhance **liveability and placemaking**?

Yes

No

j) Is there an innovation incubator/innovation hub/living lab in the LGA?

Yes

No

k) Have there been any informal discussions with the community and stakeholders around implementing smart technology in the LGA?

Yes

No

l) Have there been council-run campaigns to raise awareness about smart technology in the LGA?

Yes

No

Council and Community Readiness for Smart (cont.)

m) Are there any digital education initiatives for the community in the LGA- run by or partnered with council (e.g., Tech-Savvy Seniors Program, BeConnected, adult digital literacy programs, kids' tech bootcamp)?

Yes

No

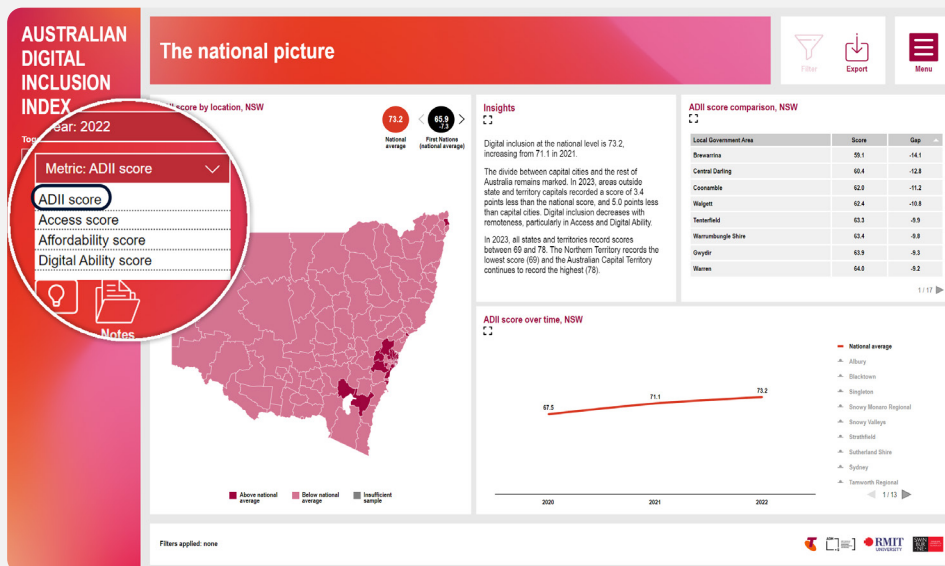
n) Check if the LGA's latest **Digital Inclusion Index (ADII)** score is greater than the national average on the website noted below:

www.digitalinclusionindex.org.au/dashboard/National.aspx

(Hint: Scroll through the menu on the left of the webpage and select ADII score)

Yes it is greater than the national average.

No, it is not greater than the national average.



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o) Check if the LGA's latest (digital) **Access score** is greater than the national average on the website noted below:

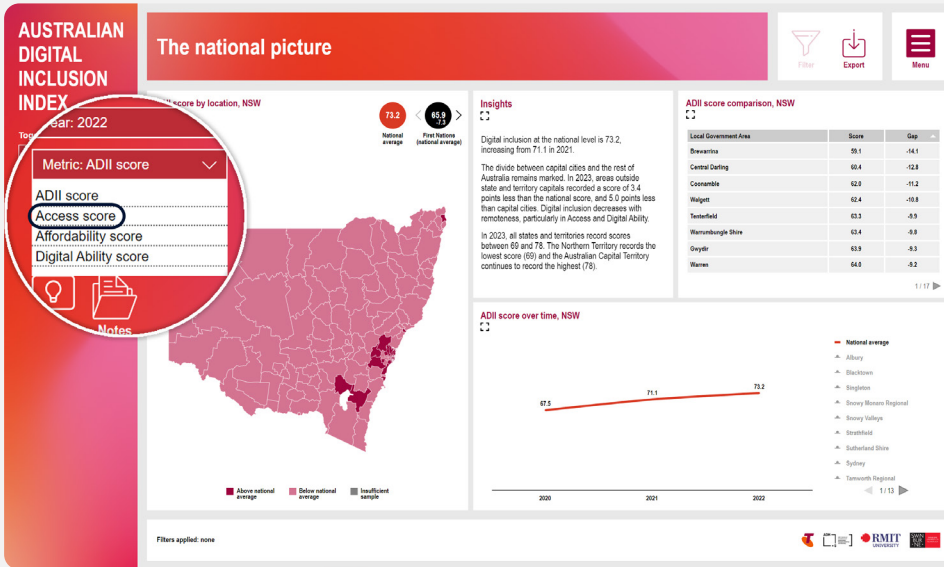
www.digitalinclusionindex.org.au/dashboard/National.aspx

(Hint: Scroll through the menu on the left of the webpage and select Access score)

Yes it is greater than the national average.

No, it is not greater than the national average.

Council and Community Readiness for Smart (cont.)



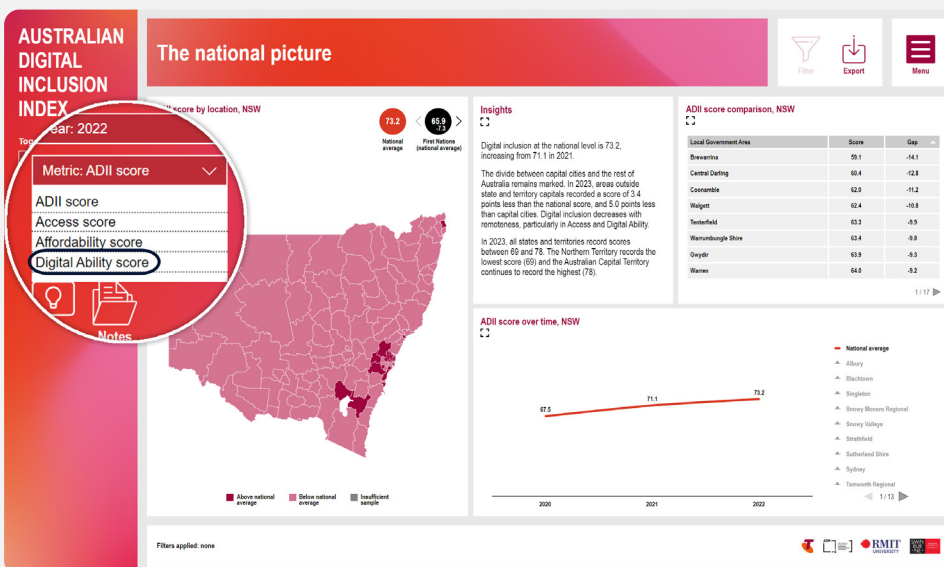
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p) Check if the LGA's latest **Digital Ability score** is greater than the national average on the website noted below:

www.digitalinclusionindex.org.au/dashboard/National.aspx

(Hint: Scroll through the menu on the left of the webpage and select Digital Ability score)

- Yes it is greater than the national average.
- No, it is not greater than the national average.



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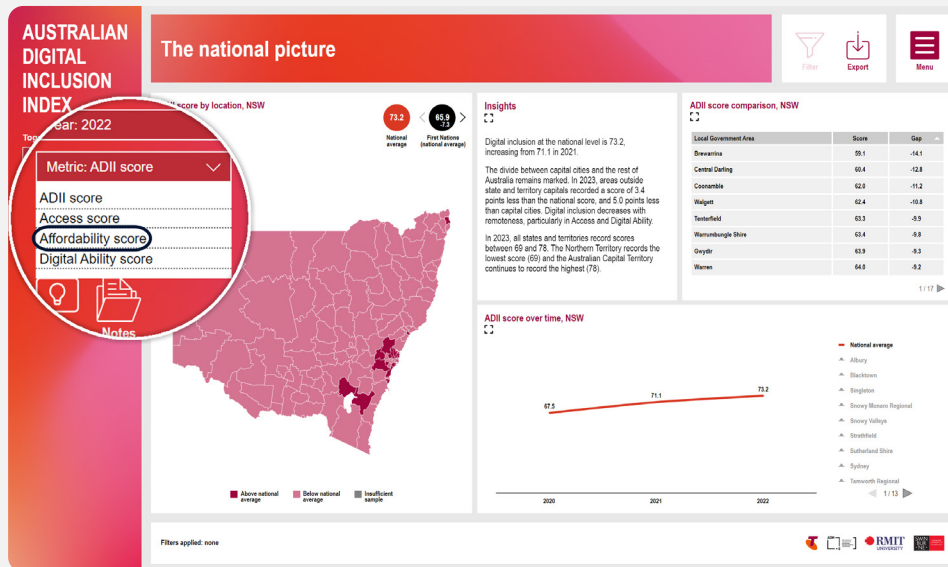
Council and Community Readiness for Smart (cont.)

q) Check if the LGA's latest (internet) **Affordability score** is greater than the national average on the website noted below:

www.digitalinclusionindex.org.au/dashboard/National.aspx

(Hint: Scroll through the menu on the left of the webpage and select Affordability score)

- Yes it is greater than the national average. No, it is not greater than the national average.



Smart Governance

a) Does the council have an ICT policy/telecommunications policy or similar to guide its own internal operations?

- Yes No

b) Does the council have a smart strategic plan/smart community framework for the broader community or the LGA?

- Yes No

Smart Governance (cont.)

c) Does the council have any open data sets related to the LGA publicly available on an open-data portal (e.g., on Data.NSW, Digital.NSW, Github)?

Yes

No

d) If the answer to the above question is Yes, then is the open data being used within the LGA for a smart initiative?

Yes

No

N/A (no open datasets)

e) Is there a goal in the council's strategic planning documents (e.g., Local Strategic Planning Statement, Community Strategic Plan) that aligns with smart activation, digital connectivity or technology implementation?

Yes

No

f) Does the council have a feedback page or a reporting app for lodging complaints (e.g., Have your say, Feedback form, Customer service portal or similar)?

Yes

No

g) Are there digital cards or apps specifically designed to benefit residents or tourists (e.g., My Dubbo card, Destination Broken Hill app)? Choose all that apply.

Apps for residents only

Apps for tourists only

Digital card for residents only

Digital card for tourists only

None

h) Does the council administration engage with the community through its social media pages?

Yes

No

Partial (intermittently, sometimes does)

Site Analysis

1. Site Name and Observation Date

Site Name (or location if the site does not have a name)

Date of site observation (must not exceed >1week from the completion of the desktop analysis)

Site Observation A: Physical Attributes

Before you start this section:

Open the **OOKLA** website on your phone to test the **download speed of internet** while you are on site. Stand in an open/unshaded area while conducting this test to get optimum results.

You will **do this test three times** throughout the site assessment. It is for everyone to complete irrespective of the device that the tool is being filled on.

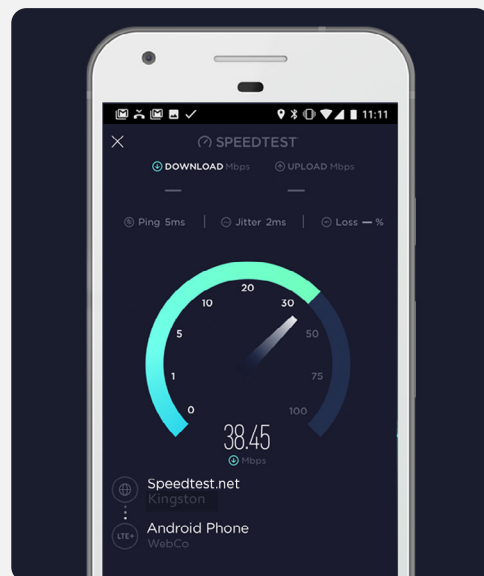
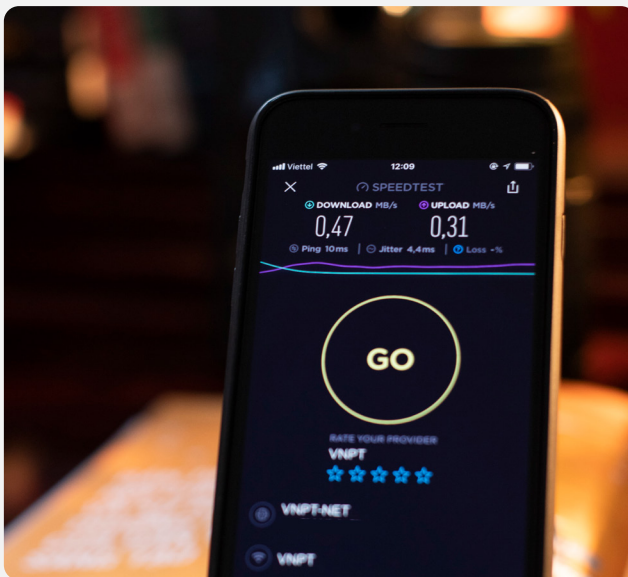
We **need three different readings** to establish the consistency of mobile data service and Wi-Fi service across the site.

Stand at three different corners of the site each time you do this test.

Every person in each pair does the test.

(Hint: OOKLA is available in a website version and an app version. Choose the one that you prefer.

If your site has both mobile data and Wi-Fi signal, go into your phone settings and switch off the mobile data and connect to the Wi-Fi)



2. Data Services

Test 1 of 3 (Wi-Fi): Test the **download speed of the free Wi-Fi** on site (if free Wi-Fi is available) using the same method as above.

- List the result (in Mbps) here if free Wi-Fi is available (if completing this in pairs, fill in User 1 and User 2 boxes)

User 1

User 2

- N/A (there is no free Wi-Fi available on the site)



Now go into your phone settings and switch off the Wi-Fi connection and connect to the mobile data.

Test 1 of 3 (mobile data service): Now test the download speed for the data service on your mobile phone on site.

- List the result (in Mbps) here if mobile internet is available (if completing this in pairs, fill in User 1 and User 2 boxes):

User 1

User 2

- N/A (there is no data service available on your mobile phone while on the site)



3. Site Classification

a) Pick the dominant site classification. What is its primary function? Choose one.

- Local Park/Garden Playground Public beach
- Natural site (including national park) Plaza/Square Pedestrian Mall/Laneway
- Sports field/Outdoor court Other (e.g., Rest stop, Driver Reviver, Dam, Lake/Pond Waterfront, Showground). List:

3. Site Classification (cont.)

b) In addition, select all **other main functions** of the site. Choose all that apply.

- | | | |
|--|---|---|
| <input type="checkbox"/> Local Park/Garden | <input type="checkbox"/> Playground | <input type="checkbox"/> Public beach |
| <input type="checkbox"/> Riverbank | <input type="checkbox"/> Lake/Dam/River/Pond
Waterfront | <input type="checkbox"/> Showground |
| <input type="checkbox"/> Plaza/Square | <input type="checkbox"/> Campground/RV Park | <input type="checkbox"/> Heritage ruins/buildings |
| <input type="checkbox"/> Natural site (including
national park) | <input type="checkbox"/> Dog run | <input type="checkbox"/> Sports field/Outdoor court |
| <input type="checkbox"/> Pedestrian Mall/Laneway | <input type="checkbox"/> N/A (the site has one main
function only) | <input type="checkbox"/> Other (e.g., Rest stop, Driver
Reviver, Showground, Skate
Park). List: |

4. Site Context

a) Identify the land uses **adjoining the borders** of your site and choose all from the list below:

- | | | |
|--|---|--|
| <input type="checkbox"/> Commercial activity (i.e.
shops, restaurants, petrol
station) | <input type="checkbox"/> Residential | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Agricultural Land | <input type="checkbox"/> Recreational facilities (e.g.,
Swimming pool, tennis
court, skateboard facility) | <input type="checkbox"/> Roads/Highway |
| <input type="checkbox"/> Railway line/Light rail | <input type="checkbox"/> Educational/Library/Council
buildings | <input type="checkbox"/> Cultural/Religious facilities |
| <input type="checkbox"/> Medical facilities/Hospitals/
Aged care | <input type="checkbox"/> Local Park | <input type="checkbox"/> Car Park |
| <input type="checkbox"/> Campground | <input type="checkbox"/> Waterbody | <input type="checkbox"/> Visitor Centre |
| <input type="checkbox"/> Pathway/Cycleway | <input type="checkbox"/> Airport | <input type="checkbox"/> Vacant lot |
| <input type="checkbox"/> National Park, State Park | <input type="checkbox"/> Other. List: | <input type="text"/> |

5. Microclimate and Vegetation

a) Are there major areas on site that are in an unplanned and unpleasant state of darkness, and may be problematic (e.g., overgrown greenery, old infrastructure)?

- Yes No N/A (national parks)

b) Is there vegetation on site? Choose all that apply.

- Trees Grass/Lawn Small plants/Shrubs including planter boxes
- None Other (bushland, creek edge, green wall). List:

c) Where the summers are very hot, is shade provided by means of vegetation, canopies, trellises, awnings, huts or shelters?

- Yes No

d) Are there sunny spots in parts of the open space for use during the winter months?

- Yes No

e) Are there signs of wildlife or birds?

- Yes No

f) If the answer to the above question is Yes, then is the presence of wildlife **predominantly** desirable/acceptable or a nuisance? Choose the option that is most suitable.

- (A) Desirable/Acceptable (e.g., animals or birds in their natural habitat, native Australian wildlife)
- (B) Nuisance (e.g., over presence of pigeons, noisy birds, and pests such as foxes, rabbits, feral cats)
- (C) N/A (the site has no signs of wildlife or birds)

g) Is there a conscientious effort to support/conservate biodiversity or wildlife habitat on the site (e.g., Australian native planting, bush regeneration, nest boxes, national park designation)?
(Hint: Look for evidence in the form of signboards, tags on plants, tree plaques etc.)

- Yes No N/A (the site is a mall/plaza)

6. Wayfinding and Signage

a) Is there at least one sign board stating the name/location of the site?

(Hint: Maybe at the entry point)

- Yes No

b) Is there **directional signage** present within the site (e.g., sitemap, directions to toilet/car park)?

(Hint: Might be present on the boundary of the site. Do not include traffic signs, sports scoreboards here.)

- Yes No N/A (site area < 200sqm or all within one view)

c) If the answer to the above question is Yes, is the **directional signage** in good condition (i.e., clearly visible, unobstructed, legible, and undamaged)?

- Yes (all signs are in good condition) No (sign is only partially readable, broken, hidden from view) Partial (some signs are in good condition but some are not)
- N/A (no directional signs present to assess condition)

d) Are there any **regulatory signs** present on the site or on the site's edges (e.g. dogs on leash, alcohol prohibited, do not litter, other do not signs)?

- Yes No

e) If the answer to the above question is Yes, are the **regulatory signs** in good condition (i.e., clearly visible, unobstructed, legible, and undamaged)?

- Yes (all signs are in good condition) No (sign is only partially readable, broken, hidden from view) Partial (some signs are in good condition, but some are not. Note: Partial does not imply that the sign is partially readable- in such cases, select No above)
- N/A (no regulatory signs present to assess condition)

f) Are there any **hazard signs** present on the site or on the site's edges (e.g. swim between the flags, fire hazard, extreme weather warning signs, shark warning, flood sticks)?

(Hint: Risks are dangers that can be perceived. Hazards are risks that can't be perceived without warning)

- Yes No Partial (some hazards flagged, some are not)
- N/A (no hazards present)

6. Wayfinding and Signage (cont.)

g) If the answer to the above question is Yes, are the **hazard signs** in good condition (i.e., clearly visible, unobstructed, legible, and undamaged)?

- Yes (all signs in good condition) No (sign is only partially readable, broken, hidden from view) Partial (some signs are in good condition, some are not)
- N/A (no hazard signs present to assess condition)

h) Are there any **parking or traffic signs** present for the site's parking?

- Yes No N/A (the site is a pedestrian mall or plaza/has no designated parking)

i) If the answer to the above question is Yes, are the **parking or traffic signs** in good condition (i.e., clearly visible, unobstructed, legible, and undamaged)?

(Note: Partial does not imply that the sign is partially readable- in such cases, select No above)

- Yes (all signs in good condition) No (sign is only partially readable, broken, hidden from view) Partial (some signs are in good condition, but some are not)
- N/A (no parking signs present to assess condition)

j) Are there any **interpretive signs** present on the site or on the site's edges (e.g. historical information, artwork story, Indigenous heritage acknowledgement/information, educational signage)?

- Yes No N/A (the site does not require such signage)



k) If the answer to the above question is Yes, are the **interpretive signs** in good condition (i.e., clearly visible, unobstructed, legible, and undamaged)?

- Yes No Partial (some signs are in good condition, but some are not)
- N/A (no interpretive signs present to assess condition)

7. Amenities and Facilities (not digital)

a) Choose all the **micro-infrastructure amenities** available on site from the list below.

- | | | |
|--|------------------------------------|--|
| <input type="checkbox"/> Drinking water fountain | <input type="checkbox"/> BBQs | <input type="checkbox"/> Seats/Benches/Picnic tables |
| <input type="checkbox"/> Garbage bins | <input type="checkbox"/> Bike rack | <input type="checkbox"/> Other (e.g., dog tie up pole, cigarette bin, post box). List: |
| <input type="checkbox"/> None | | <input type="text"/> |

b) Does the site contain **other built structures** (not digital)? Choose all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Kiosk (selling small items) | <input type="checkbox"/> Small picnic hut/Shelter | <input type="checkbox"/> Toilet block |
| <input type="checkbox"/> Kids' play equipment | <input type="checkbox"/> Rotunda/Performance venue/Stage/Pavilion | <input type="checkbox"/> Adult fitness equipment |
| <input type="checkbox"/> None | <input type="checkbox"/> Other (e.g., sports/surfing club, visitor centre, change rooms, rainwater tanks). List: | <input type="text"/> |

8. Access and Accessibility

a) Does the site have good **transport access**? Choose all that apply.

(Hint: Check for transport facilities available for the site on the Maps app of your phone)

- | | | |
|--|--|--|
| <input type="checkbox"/> Footpaths | <input type="checkbox"/> Road access | <input type="checkbox"/> Car park/Street parking |
| <input type="checkbox"/> Cycleways (not footpaths) | <input type="checkbox"/> Railway line/Light rail | <input type="checkbox"/> Bus stop |
| <input type="checkbox"/> None | | |

b) Are there designated **accessible parking spots** at or within 50m of the site?

(Hint: Check the site to locate formal parking for people with disabilities)

- Yes No N/A (there is no parking provision at the site/the site is a mall or plaza)



8. Access and Accessibility (cont.)

c) If the site is a plaza/mall, is there at least one site edge that is **wheelchair accessible** i.e. access is wider than 1m, the site is flat or has kerb cuts?

Yes

No

Partial

N/A

OR

If your site is NOT a plaza/mall, does the site have **wheelchair accessible paths**, i.e., paths wider than 1m to access all essential amenities on the site with kerb cuts (if kerbs are present)?

(Hint: Partial means that some wheelchair accessible edges / paths are present to access some amenities or wide paths present)

Yes

No

Partial

N/A



d) Does the site have **railing and ramps**, with ramps being at least 1m wide if straight and at least 1.5m wide if curved, to access all levels on site?

Yes

No (no railings/ramps present or present but not serviceable)

Partial (some ramps present to access some levels on the site)

N/A (the site is flat and all the amenities are on the same level)

8. Access and Accessibility (cont.)

e) Does the site have any purpose-built **accessible picnic tables** that are designed to accommodate a wheelchair?

(Hint: See examples of accessible picnic tables in images below)

Yes

No

N/A (there are no picnic tables on the site)



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f) Is the distance between key amenities and stopping points (toilets, entrance gate, parking, play areas etc.) walkable i.e., roughly < 500m?

Yes

No

N/A (for sites that have no amenities)

h) Are at least some seats/benches placed along pathways or easy to get to on an accessible surface?

Yes

No

N/A (there are no seats/benches on site/there are no pathways on site/the site is a national park)



8. Access and Accessibility (cont.)

i) Does the site have any **tactile surfaces, braille signs or sign language**?

Yes

No

N/A (for national parks, rest stops, campgrounds, other green spaces)



9. Aesthetics and Sensory Qualities

a) Does the site contain any of the following? Choose all that apply.

(Note: Interpretive signs themselves do not constitute heritage)

- Monument, historical object, historic building, memorial tree planting, Indigenous and non-Indigenous)
- Public art, sculptures, street art (including sound installations, commissioned graffiti)
- Flagpoles
- Temporary place activation (e.g., Yarn bombing, movable planters, games such as a ping pong table, chess set)
- None

b) Are there any water bodies or designed water features on or adjacent to the site? Choose all that apply.

- Decorative fountains
- Lakes/Formal ponds/
Lagoons/Dams/Creeks/
Rivers
- Ocean
- Swimming pool/Ocean bath/rock pool
- Other (e.g., waterfalls). List:
- None

9. Aesthetics and Sensory Qualities (cont.)

c) Are there any of the following pleasant natural sounds on the site? Choose all that apply.

Rustling of leaves

Water flowing

Bird calls

Other. List:

None

d) Are there any of the following unpleasant noises **almost always** around the site? Choose all that apply.

Constant industrial/ mechanical noise (e.g., industrial plant or manufacturer, but excluding lawnmowers, whipper snippers and anything temporary)

Constant loud traffic (e.g., main road or highway, continual truck traffic, B-doubles, road trains)

None

e) Is there a variety of planting on site that allows users to experience different colours, textures or smell?

Yes

No

N/A (no vegetation on site)

f) Is there an unpleasant odour on the site that undermines people's use. (e.g., due to garbage, sewage, an abattoir, a chicken farm, active open mine, landfill)

Yes. List the source(s):

No

Site Observation B: Social Attributes

Before you start this section:

Please move to a different part of the site to do the second round of the test

Test 2 of 3 (Wi-Fi): test the download speed of the free Wi-Fi on site (if free Wi-Fi is available) using the OOKLA app/website.

- List the result (in Mbps) here if free Wi-Fi is available (if completing this in pairs, fill in User 1 and User 2 boxes):

User 1

User 2

- N/A (there is no free Wi-Fi available on the site)

Now go into your phone settings and switch off the Wi-Fi connection and connect to mobile data.

- List the result (in Mbps) here if mobile internet is available (if completing this in pairs, fill in User 1 and User 2 boxes):

User 1

User 2

- N/A (there is no data service available on your mobile phone while on the site)

10. Activities

a) Are there any commercial activities co-located either on the site boundary or across the road (e.g., retail shops, cafes, pub, kiosk, hotels)?

- Yes No N/A (nature reserve or similar where commercial activities may not be suitable)

b) Tick **all informal activities that could occur** in the space and support social interaction.

(Note: if the 'Other' is filled in with an activity, please ensure there is no overlap with answers in 20. 'Formally Organised Events' section.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Playing (not in the playground) | <input type="checkbox"/> Picnicking (having a meal) | <input type="checkbox"/> Walking, wandering, or dog-walking |
| <input type="checkbox"/> Cycling, skating, scootering | <input type="checkbox"/> Visiting shops/cafes/restaurants | <input type="checkbox"/> Surfing, swimming |
| <input type="checkbox"/> Hanging out, sitting or lingering (e.g., parents when kids are playing) | <input type="checkbox"/> None | <input type="checkbox"/> Other (e.g., observing nature, bushwalking). List:
<input type="text"/> |

11. Maintenance & Condition

a) Is there significant litter or rubbish on the site (e.g., overflowing bins, rubbish on ground or in the waterway)?

- Yes No Partial (there is litter in some areas and not in other areas)

b) Is there any unmanaged plant/ weed overgrowth on the site?

- Yes No
- Partial (there are some areas on site that have overgrown weeds whereas other areas are free of weeds)
- N/A (no vegetation present or it is a natural site like a park reserve)

c) Is there unwanted debris in the **soil or sand** on site (e.g., from a flood, drainage debris, garbage)?

- Yes No
- Partial (there is waste debris in some areas and not in other areas)
- N/A (for plazas/mall that have no soil or sand)

d) Are there signs of vandalism on the site (e.g., unwanted graffiti, vandalised equipment/ furniture)?

- Yes. List the type of vandalism: No

e) Is there any old/broken equipment or furniture on the site **that needs repair or replacing** (e.g., old infrastructure, footpaths needing repair, water features that need repair, broken swings, broken seats, broken windows)?

- Yes No
- Partial (there is some equipment/furniture that needs repair/replacing whereas other equipment/furniture is in good condition)

f) Do the trees on site exhibit signs of maintenance such as pruning, trimming and clearing of dead branches (excluding shedding of leaves in autumn)?

- Yes No
- Partial (visible in some parts of the sites only)
- N/A (the site has no trees requiring pruning, trimming or clearing of dead branches, or the site is a national park/nature reserve)

11. Maintenance & Condition (cont.)

g) Does the vegetation on site show signs of regular tending (of garden beds), edging and mowing?

- Yes No
- Partial (visible in some parts of the sites only)
- N/A (site has no vegetation/garden beds requiring tending, edging, or mowing, or the site is a national park/nature reserve)

h) Is there unwanted stagnant water on site that poses a maintenance issue (e.g., due to blocked drains, poor site drainage)?

- Yes No

12. Safety

a) Is there lighting present for night-time use throughout the site (not just perimeter lighting)?
(Hint: Check for lighting poles or in-ground lighting on site)

- Yes No Partial (some parts have lighting poles/in-ground whereas other parts do not)
- N/A (the site is too small e.g., <200 sq m or the site is a national park/nature reserve)

b) Does the space enable site surveillance (e.g., the whole site be viewed at once or the site has CCTV)?

- Yes No Partial (site surveillance possible in some parts of the site only)
- N/A (the site is a national park/nature reserve)

c) Can emergency service vehicles access all parts of the site?

- Yes No Partial (can access some areas but not all)

d) Is there evidence of anti-social activity on the site (e.g., discarded syringes, rough sleepers, discarded beer/alcohol bottles and cans etc.)?

- Yes No

12. Safety (cont.)

e) Identify if the site has **enduring risk** of any of the following disasters. Choose all that apply.
(Hint: Risks are dangers that **can be perceived**. Hazards are risks that **can't be perceived** without warning. Hazards are dealt with in a separate question.)

- Flooding Bushfires/Grassfires Landslides
- Other. List: N/A (no enduring risks present)

f) Are there any industrial or manufacturing activities adjacent to the site that are hazardous to users (e.g., toxic fumes, persistent smoke, piles of waste etc.)?

- Yes No

g) Identify if the site has any of the following **hazards**. Choose all that apply.

- Open pits/Open drains Large water bodies High viewing decks/Stand
- High-speed traffic around the site (>60km/hr) Other. List: None

h) If the answer to the above question is 'Yes', then are appropriate hazard mitigation measures (excluding signage) such as fences, retaining walls, ledges, planter boxes, etc. present?
(Hint: Please exclude vehicle traffic as it is covered in the next question)

- Yes No
- Partial (some hazards recognised and fenced but there is no comprehensive treatment for all hazards, or there is inadequate hazard mitigation)
- N/A (the site has no identified safety hazard)

i) Are pedestrians protected from vehicles in and around the site (e.g., clear distinction between path of road traffic and edge of site, bollards, pedestrian crossing)?

- Yes No
- Partial (some safety measures and signposting present)
- N/A (the site is not surrounded by roads with vehicular traffic or it is a shared street)

13. Social Inclusion and Usability

a) If there are accessible features on site, are they **connected** to each other to support full use of the site (e.g., accessible- seating, toilets, parking, play equipment, pathways, picnic tables)?

(Hint: Is there an accessible path across the site to allow unhindered wheelchair access to all facilities? Is it barrier free?)

- Yes No
- Partial (accessible features are somewhat connected)
- N/A (the site has no accessible features)



b) If there are accessible features on site, are they in **good condition** (up to date, functional and well-maintained) to support full use of the site?

- Yes No
- Partial (accessible features are in somewhat good condition)
- N/A (the site has no accessible features)

c) Does the space provide areas that have some degree of privacy/separation where groups of users can socialise apart from others?

- Yes No N/A (the site is <200 sq m in area)

13. Social Inclusion and Usability (cont.)

d) Choose the types of formal seating available on site (excluding retaining walls, fountain edges, garden bed edges and ledges).

- With backrests only With backrests and armrests Freely movable seats
- Spectator stands Box/Bench seats (excluding picnic tables) Other. List:
- None



e) Are seats/benches placed approximately 50-100m apart (for people to rest at regular intervals)?

- Yes No N/A (there are no seats/benches on site)

f) Does the site acknowledge non-Indigenous heritage, culture, or historic events?

(Hint: Does the site have a heritage listing, historical monuments, or historical plantings. More information about the site may be available online)

- Yes. List: No

g) Does the site contain signs, markers or an acknowledgement of country in recognition of local Indigenous communities?

(Hint: It could be evident in the place name)

- Yes No

13. Social Inclusion and Usability (cont.)

h) Does the site contain signs for culturally and linguistically diverse communities?

(Hint: Essential signs displayed in more than one language reflecting the local community groups)

- Yes No N/A (there is no written signage on site)



Site Observation C: Smart Activation

Before you start this section:

Please move to a different part of the site to do the third and final round of this test

Test 3 of 3 (**Wi-Fi**): Test the **download speed of the free Wi-Fi** on site (if free Wi-Fi is available) using the OOKLA website/app.

Is there mobile data service available on the site?

- List the result (in Mbps) here if free Wi-Fi is available (if completing this in pairs, fill in User 1 and User 2 boxes):

User 1

User 2

- N/A (there is no free Wi-Fi available on the site)

Please go into your phone settings and switch off the Wi-Fi connection and connect to the mobile data. Test 3 of 3 (**mobile data service**): Now test the **download speed for the data service on your mobile phone** on site.

- List the result (in Mbps) here if mobile internet is available (if completing this in pairs, fill in User 1 and User 2 boxes):

User 1

User 2

- N/A (there is no data service available on your mobile phone while on the site)

Pre-conditions for smart at council and on site

14. Digital Connectivity

a) Is there phone service (at least 2 bars) present on your mobile for incoming and outgoing calls while on site?

(Hint: Walk around the site and check if there are signal bars on your phone)

Yes

No



b) List the carrier of your mobile phone network:

c) Is there data service present on your mobile phone while on site?

(Hint: Look for EDGE, 3G, 4G, 5G, LTE on your phone screen)

Yes

No

d) **If the answer to the above question is Yes**, tick the download speed of the **data service on your mobile phone** from the options based on the average of Tests 1, 2 and 3 displayed above at the start of this section.

(Disclaimer: The download speed of the data service on your mobile phone may vary based on the carrier and the age of the phone)

(A) Speed <20 Mbps

(B) Speed between 21-50 Mbps

(C) Speed between 51-100 Mbps

(D) Speed >101 Mbps

N/A (there is no data service available on your mobile phone on site)

e) Is there free Wi-Fi available on site?

Yes

No

14. Digital Connectivity (cont.)

f) If **free Wi-Fi is available**, tick the download speed of the free Wi-Fi from the list based on the average of Tests 1, 2 and 3 displayed at the start of this section.

- (A) Speed <15 Mbps (B) Speed between 16-30 Mbps (C) Speed between 31-60 Mbps
- (D) Speed >61 Mbps N/A (there is no free Wi-Fi available on site)

15. Utilities (Power, Water, Sewerage)

a) Is the site connected to a continuous supply of electrical power (e.g. mains, solar, wind)

(Hint: Look for existing infrastructure that uses electrical power. Look for power boxes on poles or outlets on BBQs/that are in-ground)

- Yes No

b) Does the general public have **authorised access** to General Power Outlets (GPO) on the site (excluding EV charging)?

- Yes No

c) Is the site connected to a continuous water supply (e.g. mains, bore water, stored rain water)?

(Hint: Look for existing infrastructure that uses water supply such as toilets, irrigation systems, fountains)

- Yes No

d) Is the site connected to a sewage system or septic system?

(Hint: Excluding composting toilets but including regular toilets).

- Yes No

Existing smart elements on site

16. Sustainability and Environment

a) Does the site have any infrastructure on the site or within 100m of the site that supports smart modes of transport? Choose all that apply.

- E-scooter/E-moped parking EV charging Smart bike rack/Bike charging
- Other. List: None

b) Is there evidence of environmental monitoring through **operational sensors**? Choose all that apply.

(Hint: These technological elements are not always visible. If unsure, check the council website or check with other council departments)

- Air quality Weather sensors/Weather cam Water quality (if water present) or Ground moisture
- Energy use Other. List: None

c) Is there evidence of renewable energy sources on site (wind/solar/self-generating power sources)?

- Yes No

d) Are there automated systems for site operation and maintenance? Choose all that apply.

(Hint: These technological elements are not always visible. If unsure, check the council website or with other council departments)

- Automated irrigation Smart water meters Water recycling system
- Smart bins Smart lighting (motion sensors/solar lighting) Waste management system (e.g., solar powered composting toilet)
- None

17. Smart Infrastructure

a) Is there smart infrastructure on the site (include both council-owned and privately-owned infrastructure)? Choose all that apply.

(Hint: These technological elements are not always visible. If unsure, look for signboards, check the council website or with other council departments)

- | | | |
|---|--|---|
| <input type="checkbox"/> Digital signs, digital information boards, interactive smart display | <input type="checkbox"/> USB Charging stations | <input type="checkbox"/> CCTV |
| <input type="checkbox"/> Smart lockers | <input type="checkbox"/> Smart toilet (exe-loo or similar) | <input type="checkbox"/> Parking sensors or a parking app |
| <input type="checkbox"/> Other. List: <input type="text"/> | | <input type="checkbox"/> None |

b) From the list that you have ticked above, are all the facilities **functional** that the public need to use?

- Yes No Partial (some are functional, some are not)
- N/A (the site does not have any smart infrastructure)

c) Are there any QR codes present on site that provide information relevant to the site or the LGA?

- Yes No

d) If the answer to the above question is Yes, are the links to websites/apps from the QR codes **functional**?

- Yes No N/A (there are no QR codes present on the site)

Desktop Analysis A: Physical Attributes

Note: The following questions require access to council systems and access to the web.

18. Site Context

a) Are there any building restrictions for the site?

(Hint: Check the LEP, DCP or other council plans for information)

- Yes No

19. Site Ownership & Management

a) Who owns the site?

(Hint: Confirm land ownership via property search e.g. Certificate of Title, Council Land Register, property management system)

- Local council Private owners/Private interests State government (includes Crown Land)
 Commonwealth Other. List:

b) Who is responsible for site management?

- Local council Private owners/Private interests State government (includes Crown Land)
 Commonwealth Not-for-profit Other. List:

c) Is there a Plan of Management (PoM) for the site?

- Yes. List and add hyperlink (if available):
 No

Desktop Analysis B: Social Attributes

20. Formally Organised Events (by Council/other Organisations)

a) Does the space host any art, music, cultural or community events as part of its yearly programming schedule? Choose all that apply.

(Note: Ensure there is no overlap with answers in 10b) Activities section.)

- | | | |
|---|--|--|
| <input type="checkbox"/> Art/Sculpture exhibitions | <input type="checkbox"/> Music/Light festival | <input type="checkbox"/> Charity events |
| <input type="checkbox"/> Food festival | <input type="checkbox"/> Formal sports/
Sports competitions | <input type="checkbox"/> Kids and family events (e.g.,
kids' theatre, games, farm
animals visit) |
| <input type="checkbox"/> Pop up markets and space
for vendors such as food
trucks or stalls | <input type="checkbox"/> Fairs/Parades | <input type="checkbox"/> None |
| <input type="checkbox"/> N/A (the site is a rest stop) | | |

21. Maintenance and Condition

a) Is there a regular schedule (e.g., weekly/fortnightly/monthly) of maintenance for the site?

- Yes No

22. Safety

a) Does the site have a local reputation for criminal or anti-social activity?

- Yes No

b) Is the site an assembly area for the community during emergencies/disasters?

- Yes No

Desktop Analysis C: Smart Activation

Pre-conditions for smart at council and on site

23. Digital Connectivity

a) Is there a telephone landline available on site or up to the site's boundary?
(Hint: Council's internal mapping system may be useful for finding this information)

Yes No

b) Is there internet from Fibre Optic network (NBN) or satellite/fixed line internet available up to the site boundary or on the site?
(Hint: Council's internal mapping system may be useful for finding this information)

Yes No Not sure

c) Is there an existing Low Power Wide Area Network (LPWAN) network on the site (e.g., LoRaWAN gateways or LoRaWAN coverage)? LPWAN refers to a wireless wide area network technology that interconnects low-bandwidth, battery-powered devices over long ranges.

(Hint: Council's internal mapping system or websites such as TheThingsNetwork.com may be useful for finding this information)

Yes No

d) Can the general public access the Low Power Wide Area Network (LPWAN) network on site (e.g., LoRaWAN gateways or LoRaWAN coverage)?

(Hint: Council's internal mapping system or websites such as TheThingsNetwork.com may be useful for finding this information)

Yes No N/A

24. Council and Community Readiness for Smart

a) Has the council collaborated with any of these partners on a **smart project** in the past?
Choose all that apply.

(Skip to 26. **Smart Place** if you have already answered this question in the LGA tab)

Industry Other levels of govt/Other local councils Not-for-profits
 Other. List: None

24. Council and Community Readiness for Smart (cont.)

b) Does the council, as a whole, have a dedicated team/officer(s) to liaise with/manage **smart projects** (e.g., digital officer, IT team, place managers or a Smart Places Advisory Committee)?
(Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

Yes

No

c) Has the council applied for grants in the past to implement any **smart initiatives** (e.g., government or private grants) anywhere in the LGA?
(Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

Yes

No

d) Has the council ever been successful in receiving a grant to implement any **smart initiatives** anywhere within the LGA (e.g., government or private grants)?
(Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

Yes

No

e) Has the council begun internal discussions with its staff around smart assets and smart technology?
(Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

Yes

No

f) Is the council looking to implement smart technology in the next 1-3 years **for environment monitoring**?
(Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

Yes

No

g) Does the council have **in-house capacity** for the use of GIS programs for asset management?
(Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

Yes

No

h) Is the council looking to implement smart technology in the next 1-3 years for **asset operation and maintenance**?
(Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

Yes

No

24. Council and Community Readiness for Smart (cont.)

i) Is the council looking to implement smart technology in the next 1-3 years based on opportunities provided by smart to enhance **liveability and placemaking**?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

j) Is there an innovation incubator/innovation hub/living lab in the LGA?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

k) Have there been any informal discussions with the community and stakeholders around implementing smart technology in the LGA?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

l) Have there been council-run campaigns to raise awareness about smart technology in the LGA?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

m) Are there any digital education initiatives for the community in the LGA - run by or partnered with council (e.g., Tech-Savvy Seniors Program, BeConnected, adult digital literacy programs, kids' tech bootcamp)?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

n) Check if the LGA's latest **Digital Inclusion Index (ADII) score** is greater than the national average on the website noted below:

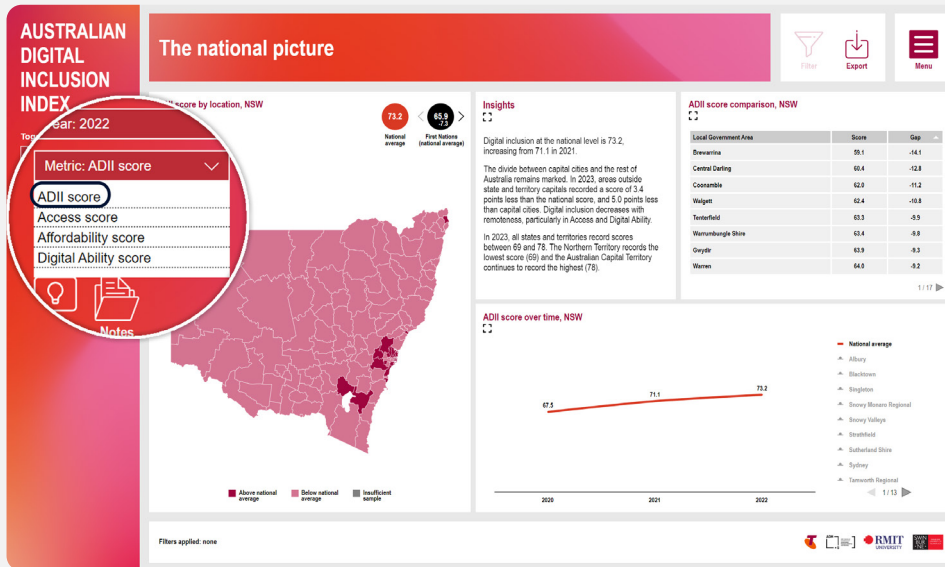
www.digitalinclusionindex.org.au/dashboard/National.aspx

(Hint: Scroll through the menu on the left of the webpage and select ADII score. Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes it is greater than the national average.

No, it is not greater than the national average.

24. Council and Community Readiness for Smart (cont.)

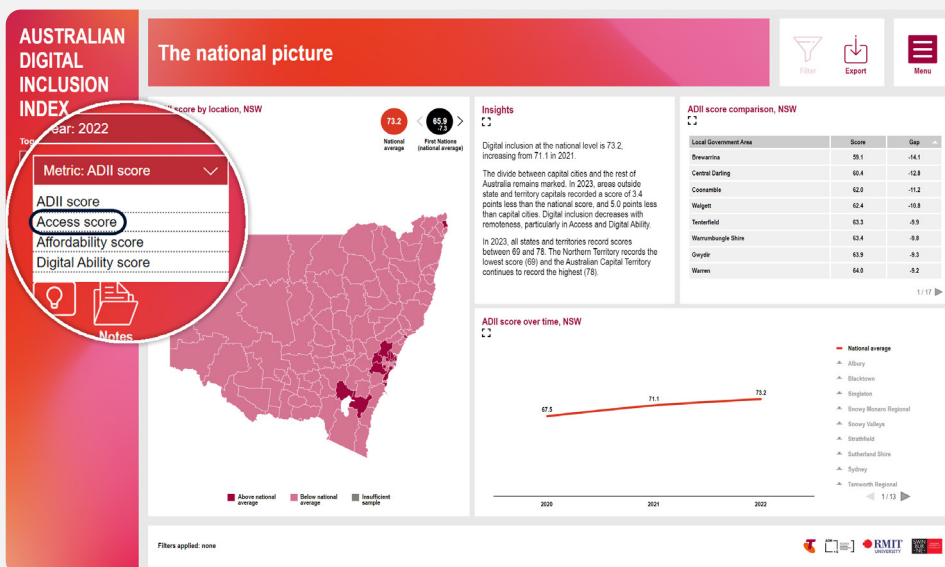


o) Check if the LGA's latest (digital) **Access score** is greater than the national average on the website noted below:

www.digitalinclusionindex.org.au/dashboard/National.aspx

(Hint: Scroll through the menu on the left of the webpage and select Access score. Skip to 26. Smart Place if you have already answered this question in the LGA tab)

- Yes it is greater than the national average.
- No, it is not greater than the national average.



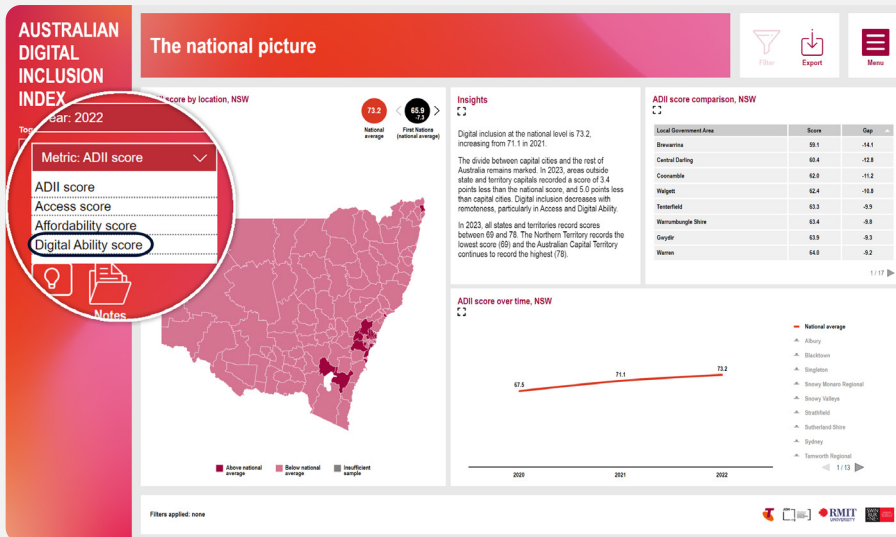
24. Council and Community Readiness for Smart (cont.)

p) Check if the LGA's latest **Digital Ability score** is greater than the national average on the website noted below:

www.digitalinclusionindex.org.au/dashboard/National.aspx

(Hint: Scroll through the menu on the left of the webpage and select Digital Ability score. Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

- Yes it is greater than the national average. No, it is not greater than the national average.



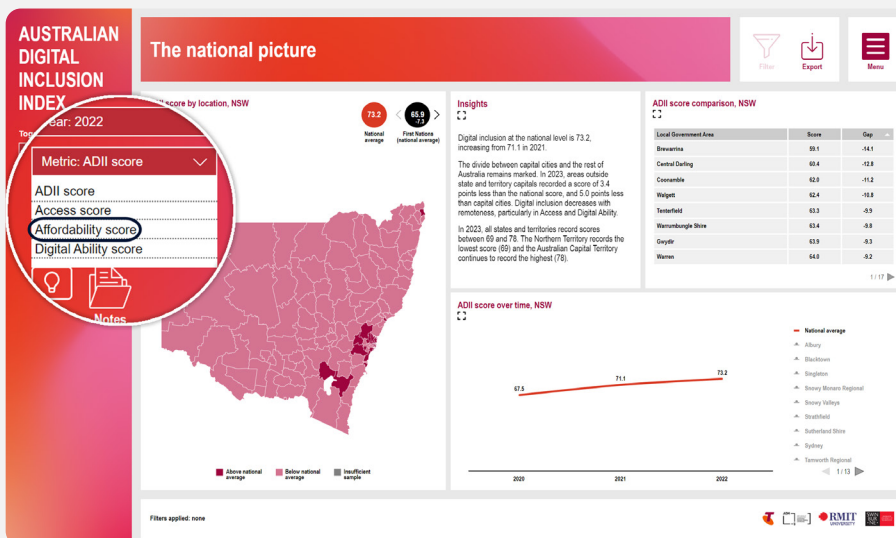
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q) Check if the LGA's latest (internet) **Affordability score** is greater than the national average on the website noted below:

www.digitalinclusionindex.org.au/dashboard/National.aspx

(Hint: Scroll through the menu on the left of the webpage and select Affordability score. Skip to **26. Smart Place** if you have already answered this question in the LGA tab)

- Yes it is greater than the national average. No, it is not greater than the national average.



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25. Smart Governance

a) Does the council have an ICT policy/telecommunications policy or similar to guide its own internal operations?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

b) Does the council have a smart strategic plan/smart community framework for the broader community or the LGA?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

c) Does the council have any open data sets related to the LGA publicly available on an open-data portal (e.g., on Data.NSW, Digital.NSW, Github)?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

d) If the answer to the above question is Yes, then is the open data being used within the LGA for a smart initiative?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

N/A (no open datasets)

e) Is there a goal in the council's strategic planning documents (e.g., Local Strategic Planning Statement, Community Strategic Plan) that aligns with smart activation, digital connectivity or technology implementation?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

f) Does the council have a feedback page or a reporting app for lodging complaints (e.g., Have your say, Feedback form, Customer service portal or similar)?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

Yes

No

25. Smart Governance (cont.)

g) Are there digital cards or apps specifically designed to benefit residents or tourists (e.g., My Dubbo card, Destination Broken Hill app)? Choose all that apply.

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

- Apps for residents only Apps for tourists only Digital card for residents only
- Digital card for tourists only None

h) Does the council administration engage with the community through its social media pages?

(Skip to 26. Smart Place if you have already answered this question in the LGA tab)

- Yes No Partial (intermittently, sometimes does)

Existing smart elements on site

26. Smart Place

a) Does the site have real-time asset management systems that are owned or run by the council? Choose all that apply.

- Dashboards (e.g., for sensor-based data, development applications processed)
- Predictive analytics or web reports (e.g., tide forecast, open space closures, dam storage levels, river heights)
- Apps (e.g., asset management apps, maintenance-related apps)
- Roadworks or other council construction works progress mapping
- Other. List:
- None

b) Does the site/precinct have a digital/online presence? Choose all that apply.

- Website (including council website) Facebook page Instagram
- Twitter handle Other. List:
- No digital presence

26. Smart Place (cont.)

c) Is there a disaster warning dashboard that provides information about the site?

Yes

No

27. Smart Projects/Pilots

a) Have any smart projects or smart pilots been implemented **on the site in the past?**

Yes. List:

No

b) Was there a report generated that reflects on/analyses the past project(s)/pilot(s)?

Yes

No

N/A (no past pilots)

c) What has been the approximate **total** council contribution toward the initial (not ongoing) financing of smart project(s)/pilot(s) on the site in the **past 5 years?**

(A) < \$50,000

(B) \$51,000-\$100,000

(C) \$101,000-\$500,000

(D) > \$501,000

No (no financial contribution by council)

N/A (no past pilots/projects)

d) Are any smart projects or smart pilots **currently operational on the site?**

Yes. List:

No

e) Are there plans to generate a report that reflects on/analyses the current smart project(s)?

Yes

No

N/A (no pilots)

27. Smart Projects/Pilots (cont.)

f) What has been the approximate **total** council contribution toward the financing of **current** smart project(s)/pilot(s) **on the site**?

- (A) < \$50,000 (B) \$51,000-\$100,000 (C) \$101,000-\$500,000
- (D) > \$501,000 No (no financial contribution by council) N/A (no current pilots/projects)

g) Are any smart projects or smart pilots being proposed in the future **on the site**?

- Yes. List:
- No

h) Is there budget allocation within council to implement any form of smart technology **on the site in the next 1 year**?

- Yes No

Please transfer all the above responses on a new site tab in the digital version of the tool.



SMART REGIONAL SPACES

READY...SET...GO!

Get in touch

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