



AGENDA

FOR COUNCIL MEETING TO BE HELD ON

30 JANUARY 2017 AT 6:30 PM

IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Mayor G Aldridge
Cr D Balaza (Deputy Mayor)
Cr S Bedford
Cr D Bryant
Cr C Buchanan
Cr G Caruso
Cr L Caruso
Cr R Cook
Cr E Gill
Cr D Pilkington
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr B Vermeer
Cr S White
Cr J Woodman
Cr R Zahra

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager City Infrastructure, Mr M van der Pennen
General Manager Community Development, Ms P Webb
Manager Governance, Ms T Norman
Manager Communications and Customer Relations, Mr M Bennington
Team Leader Corporate Communications, Mr C Treloar
Governance Coordinator, Ms J Rowett
Governance Support Officer, Ms K Boyd

PRAYER

Father in heaven

We thank you for the wondrous resources of our City, for its people, its environment and its sense of community.

We thank you for the opportunity to now deliberate over how best to help our community.

Please bless that we will respect one another and that we will all do our best to make decisions that will help our community to grow and prosper.

Bless our efforts this day in God's name.

Amen.

KAURNA ACKNOWLEDGEMENT

The City of Salisbury acknowledges that we are meeting on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

APOLOGIES

An apology has been received from Cr G Reynolds.

LEAVE OF ABSENCE

PUBLIC QUESTION TIME

DEPUTATIONS

DEP1 Elector Representation Review - Person making written submission to be heard.

In accordance with section 12(10) of the *Local Government Act 1999*, Mr Lindsay Virgo, who made a written submission in the second round of public consultation, has been invited to appear personally or by representative before the Council and to be heard on his submission.

PRESENTATION OF MINUTES

Presentation of the Minutes of the Council Meeting held on 19 December 2016.

Presentation of the Minutes of the Confidential Council Meeting held on 19 December 2016.

QUESTIONS ON NOTICE

QON1 Question on Notice - Impact of Storm Damage

Recently the Council has been affected by the storm events passing over the City of Salisbury. Cr D Pilkington has asked what has been the impact to the Council, its operations, and council infrastructure including street trees as a result of these storm events.

The Chief Executive Officer has provided the following response:

A report on the impact of recent storm events and actions being taken in response is currently being prepared for presentation to Council in February. This report will include information relative to the questions asked by Cr. Pilkington.

QUESTIONS WITHOUT NOTICE

NOTICES OF MOTION

NOM1 Motion to Rescind Council Resolution 1481/2016 - NOM2 Proposed Committee Structure to take effect February 2017 (Council Meeting 19/12/2016)

Cr Linda Caruso has submitted the following Notice of Motion:

1. That Council Resolution 1481/2016, as set out below, be rescinded.
 1. *That the following Committee Structure and meeting cycle be adopted to take effect from February 2017 until and including November 2017 with a further evaluation report brought back to Council after the first six months of the period.*

a. **Strategic Planning and Development Policy Committee**

Chairman: Deputy Mayor
Membership: Whole of Council

Functions

In accordance with the requirements of section 101A of the Development Act 1993

- *Provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy;*
- *Assist the council in undertaking strategic planning and monitoring directed at achieving:*
 - *Orderly and efficient development within the area of the council; and*
 - *High levels of integration of transport and land-use planning; and*
 - *Relevant targets set out in the Planning strategy within the area of the council; and*
 - *The implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and*
 - *Other outcomes of a prescribed kind (if any)*
- *Provide advice to the council (or to act as is delegate) in relation to strategic planning and development policy issues when the council is preparing:*
 - *A Strategic Directions Report; or*
 - *A Development Plan Amendment Proposal*
- *Other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.*

Reporting Sub Committees: Strategic Property Development Sub Committee

b. **Audit Committee of Council**

(as required by section 126 of the Local Government Act 1999)

To continue as currently constituted with no change to membership or terms of reference.

c. CEO Review Committee

Chairman: Mayor

Membership: Deputy Mayor (Deputy Chairman)
 Chairman, Program Review Sub Committee
 Chairman, Strategic & International Partnerships Sub Committee
 Chairman, Strategic Property Development Sub Committee
 Chairman, Tourism and Visitor Sub Committee
 (with Deputy Chairman of the above Committees as proxy members in the event that members are unable to attend a meeting of the Committee)

Functions

Manage the performance review process for the Chief Executive Officer, including:

- By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;
- Develop a Performance Plan for the CEO;
- Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
- Facilitate the conduct of the CEO's annual performance and remuneration reviews;
- Receive reports from the CEO regarding the performance of the organisation;
- Determine, under delegated authority from Council, any amendments to the CEO's employment arrangements and incentive payments to the CEO as provided for in the contract of employment.

d. Existing Sub Committees to continue as currently constituted as Committees reporting directly to Council:

- Program Review Sub Committee
- Strategic and International Partnerships Sub Committee
- Tourism and Visitor Sub Committee
- Youth Council

2. *The following meeting cycle be adopted to take effect from February 2017 until and including November 2017, with the published schedule of future meeting dates amended to reflect the new meeting cycle:*

<i>Day</i>	<i>Meeting</i>
<i>First Monday of the month</i>	<ul style="list-style-type: none"> • <i>Strategic Planning and Development Policy Committee</i> • <i>Sub Committees as required</i>
<i>First Tuesday of the month</i>	<ul style="list-style-type: none"> • <i>Informal Strategy, Elected Member workshops/briefings as required</i>
<i>Second Monday of the month</i>	<ul style="list-style-type: none"> • <i>Council Meeting</i>
<i>Third Monday of the month</i>	<ul style="list-style-type: none"> • <i>Strategic Planning and Development Policy Committee</i> • <i>Sub Committees as required</i>
<i>Third Tuesday of the month</i>	<ul style="list-style-type: none"> • <i>Informal Strategy, Elected Member workshops/briefings as required</i>
<i>Fourth Monday of the month</i>	<ul style="list-style-type: none"> • <i>Council Meeting</i>

3. *Terms of Reference for the Strategic Planning and Development Policy Committee to be prepared by staff and presented to the January 2017 Council meeting for endorsement.*
4. *Terms of Reference for other Committees to be reviewed and updated by staff to reflect any changes required as a consequence of the adoption of this Committee structure and presented to the January 2017 Council meeting for endorsement.*

NOM2 Reinstatement of Council Committee Structure

Cr Linda Caruso has submitted the following Notice of Motion:

1. That the Committee structure that existed immediately prior to Council decision 1482/2016 (December 19, 2016) be reinstated, excluding Chairman appointments, which will be dealt with by way of separate Notices of Motion.

NOM3 Appointment of Chairman, Policy and Planning Committee (February 2017 to November 2018)

Cr Linda Caruso has submitted the following Notice of Motion:

1. That nominations be sought for the position of Chairman, Policy and Planning Committee with members able to self nominate, or nominate others.
2. A secret, preferential ballot be conducted to determine the preferred nominee for the position of Chairman, Policy and Planning Committee.
3. The result of the secret, preferential ballot to be communicated to the Mayor, and the Mayor to then seek a motion to appoint the preferred nominee from the ballot process to the position of Chairman Policy and Planning Committee for the period commencing February 2017 November 2018.

NOM4 Appointment of Chairman, Budget and Finance Committee (February 2017 to November 2018)

Cr Linda Caruso has submitted the following Notice of Motion:

1. That nominations be sought for the position of Chairman, Budget and Finance Committee with members able to self nominate, or nominate others.
2. A secret, preferential ballot be conducted to determine the preferred nominee for the position of Chairman, Budget and Finance Committee.
3. The result of the secret, preferential ballot to be communicated to the Mayor, and the Mayor to then seek a motion to appoint the preferred nominee from the ballot process to the position of Chairman Budget and Finance Committee for the period commencing February 2017 November 2018.

NOM5 Appointment of Chairman, Works and Services Committee (February 2017 to November 2018)

Cr Linda Caruso has submitted the following Notice of Motion:

1. That nominations be sought for the position of Chairman, Works and Services Committee with members able to self nominate, or nominate others.
2. A secret, preferential ballot be conducted to determine the preferred nominee for the position of Chairman, Works and Services Committee.
3. The result of the secret, preferential ballot to be communicated to the Mayor, and the Mayor to then seek a motion to appoint the preferred nominee from the ballot process to the position of Chairman Works and Services Committee for the period commencing February 2017 November 2018.

NOM6 Appointment of Chairman, Resources and Governance Committee (February 2017 to November 2018)

Cr Linda Caruso has submitted the following Notice of Motion:

1. That nominations be sought for the position of Chairman, Resources and Governance Committee with members able to self nominate, or nominate others.
2. A secret, preferential ballot be conducted to determine the preferred nominee for the position of Chairman, Resources and Governance Committee.
3. The result of the secret, preferential ballot to be communicated to the Mayor, and the Mayor to then seek a motion to appoint the preferred nominee from the ballot process to the position of Chairman Resources and Governance Committee for the period commencing February 2017 November 2018.

NOM7 Appointment of Chairman, Sports, Recreation and Grants Committee (February 2017 to November 2018)

Cr Linda Caruso has submitted the following Notice of Motion:

1. That nominations be sought for the position of Chairman, Sports, Recreation and Grants Committee with members able to self nominate, or nominate others.
2. A secret, preferential ballot be conducted to determine the preferred nominee for the position of Chairman, Sports, Recreation and Grants Committee.
3. The result of the secret, preferential ballot to be communicated to the Mayor, and the Mayor to then seek a motion to appoint the preferred nominee from the ballot process to the position of Chairman Sports, Recreation and Grants Committee for the period commencing February 2017 November 2018.

NOM8 Investigation of viability of hosting part of the 2018 Tour Down Under within the City of Salisbury

Cr David Bryant has submitted the following Notice of Motion:

1. That staff prepare a report investigating the viability of hosting part of the 2018 Tour Down Under within the City of Salisbury.

NOM9 Use of e-cigarettes/vapes in designated non-smoking areas

Cr David Bryant has submitted the following Notice of Motion:

1. That Council write to the Minister for Health and Minister for Substance Abuse, asking the Ministers to consider the prohibition of the use of e-cigarettes/vapes in areas that are designated as smoke-free under the *Tobacco Products Regulation Act 1997*, as recommended to Parliament by the Select Committee on E-Cigarettes in its Final Report (tabled in the House of Assembly 24 February 2016).

PETITIONS

No Petitions have been received.

COMMITTEE REPORTS

1 Policy and Planning Committee Meeting

Chairman - Cr D Pilkington

Consideration of the minutes of the Policy and Planning Committee Meeting - 23 January 2017 and adoption of recommendations in relation to item numbers:

Administration

1.0.1 Future Reports for the Policy and Planning Committee

It is recommended to Council that:

1. The information be received.

Urban Development

1.3.1 Request to waive a Land Management Agreement to allow rear access from 20 Wesley Court, Salisbury Plain to Willochra Road

It is recommended to Council that:

1. That the report be received and noted.
2. Council resolves to not enforce the provisions of a Land Management Agreement applying to 20 Wesley Court, Salisbury Plain, subject to Development Application 361/1721/2016 being approved under the Development Act 1993 and subject to the applicant satisfying all technical access requirements of Council and paying all costs associated with the new driveway invert.

Other Business

1.9.1 Scoreboard Upgrade Assistance for Local Sporting Clubs

It is recommended to Council that:

1. This report be received and noted.

2 Works and Services Committee Meeting

Chairman - Cr G Reynolds

Consideration of the minutes of the Works and Services Committee Meeting - 23 January 2017 and adoption of recommendations in relation to item numbers:

Administration

2.0.1 Future Reports for the Works and Services Committee

It is recommended to Council that:

1. The information be received.

Landscaping

2.4.1 Response to Petition Requesting Relocation of Proposed Playspace from Dineen Road Reserve to Chestnut Drive Reserve, Parafield Gardens

It is recommended to Council that:

1. The playspace be delivered as per the September 2015 Council Minute 0597/2015 within Dineen Rd Reserve, Parafield Gardens and the endorsed 2016/17 Play Space/Playground Program.
2. Staff advise the originator of the Petition of Council's Decision.

Public Works

2.6.1 Capital Progress Report - December 2016

It is recommended to Council that:

1. Include Paddocks Reserve within the 2016/17 PR22120 Reserve Fencing Renewal Program.
2. Remove the renewal of Carisbrooke House, Salisbury Park, from the 2016/17 Council Building Renewal Program.
3. Defer renewal of the play space, Fairbanks Drive Reserve, Paralowie, for future years consideration, returning the associated \$100k expenditure budget within the second quarter 2016/17 Budget Review for consideration.
4. Submission of a second quarter 2016/17 Budget Review item to reduce income budget to \$0 and reduce expenditure budget to \$100k within PR22143 Pauls Drive Valley View Major Flooding, to reflect unsuccessful grant funding and design only now for 2016/17.
5. Relocate \$300k from PR21799 Stanley Street Land Acquisition to PR23435 Mawson Lakes Interchange Pedestrian & Cycle Access, noting this transfer as a non-discretionary second quarter 2016/17 Budget Review item.
6. Relocate \$529k from PR23474 MOSS Reimbursement to PR23435 Mawson Lakes Interchange Pedestrian & Cycle Access, noting this transfer as a non-discretionary second quarter 2016/17 Budget Review item.

Confidential Items

Refer to CONFIDENTIAL ITEMS section of Council Agenda

2.9.1 Verge Mowing Program

2.9.2 LGA Public Lighting Business Case

3 Resources and Governance Committee Meeting

Chairman - Cr S Bedford

Consideration of the minutes of the Resources and Governance Committee Meeting - 23 January 2017 and adoption of recommendations in relation to item numbers:

Administration

3.0.1 Future Reports for the Resources and Governance Committee

It is recommended to Council that:

1. The information be received.

Development Control Administration

3.2.1 Appointment of Independent Members to Development Assessment Panel

It is recommended to Council that:

1. The term of the existing independent members of the Development Assessment Panel be extended until such time the requirements of the *Planning, Development and Infrastructure Act 2016* are known, but for a period not exceeding 6 months.
2. A further report is provided on the changes to Development Assessment Panels as a result of the *Planning, Development and Infrastructure Act 2016* once the full information has been released by the state government.

External Relations

3.4.1 Nominations Sought for the Local Government Advisory Committee on the Implementation of the New Planning System

It is recommended to Council that:

1. Mr Chris Zafiropoulos, Manager Development Services be nominated as a Local Government Member on the Local Government Advisory Committee on the Implementation of the New Planning System.

3.4.2 Nominations Sought for the State Records Council

It is recommended to Council that:

1. Ms Laura Fischetti, Team Leader Information Management and Service Desk be nominated as a Local Government Member on the State Records Council.

Corporate Governance

3.6.1 Elector Representation Review

It is recommended to Council that:

1. The information be received.
2. The principal member of Council continue to be a Mayor elected by the community.
3. The Council area be divided into eight wards as per the Ward Structure presented as Option 1, in the Representation Options Paper, (Item No 3.6.1, Resources and Governance Committee, 16/05/2016) with the eight wards to be named Central (Ward 1), East (Ward 2), South (Ward 3), Hill (Ward 4), Para (Ward 5), North (Ward 6), Levels (Ward 7) and West (Ward 8).
4. The future elected body of Council comprise a mayor and sixteen (16) ward councillors, each ward being represented by two (2) Councillors.
5. That an amended Representation Review Report be prepared proposing Option 1 from the Representation Options Paper (Item No 3.6.1, Resources and Governance Committee, 16/05/2016) as the proposed ward structure and the amended Representation Review Report be released for a further round of public consultation of not less than three weeks. At the conclusion of the consultation process a third Public Consultation Report be prepared and presented to Council.

3.6.2 Naming of Roads and Public Places Policy

It is recommended to Council that:

1. The Naming of Roads and Public Places Policy forming an attachment to this Report (Item No. 3.6.2, Resources and Governance Committee, 23/01/2017) be adopted and that public notice be given in accordance with the *Local Government Act 1999*.

3.6.3 Variations to Delegations

It is recommended to Council that:

1. Having conducted a review of Delegations in accordance with Section 44(6) of the *Local Government Act 1999*, the Council hereby revokes its previous delegations to the Chief Executive Officer, effective from 31 January 2017 of those powers and functions under the following:
 - 1.1 *Local Government Act 1999*
 - Section 235(1) and 236(2)

2. Council makes the following delegations under the Local Government Act 1999:
 - 2.1 In exercise of the power contained in Section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and Regulations and specified in the proposed 'Instruments of Delegation', are hereby delegated from 1 February 2017 to the person occupying the office of Chief Executive Officer, subject to the conditions and or limitations specified within the Delegations Register.
 - 2.1.1 *Local Government Act 1999*
 - Sections 236(2)
 - 2.1.2 *Local Nuisance and Litter Control Act 2016*
 - Whole Instrument of Delegation
 - 2.1.2 *Water Industry Act 2012 and Water Industry Regulations 2012.*
 - Section 86F(1), 86G(1)(c), 86G(2), 86I(3), 86I(4), 86I(6), 86I(7), 86J(1), 86K(2), 86N(3), 86Z(2), 86ZD(1), 86ZE, 86ZG(1), 86ZG(3), 86ZJ, 86ZK(5), 86ZK(6), 86ZK(8), 86ZL(1), 86ZM(7), 86ZN, 86ZR(2)
 3. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated in the conditions and/or limitations specified in the Delegations Register.

3.6.4 Review the Procurement Policy for the inclusion of Australian made steel for Council construction projects - Resolution number: 1371/2016

It is recommended to Council that:

1. Where value for money can be demonstrated by Total Value of Ownership, and Australian made steel is applicable and available for the goods, services and works for:
 - a. Contracts above \$1m that involve the purchase of significant amounts of structural and/or reinforcing steel; or
 - b. Contracts above \$220,000 that involve significant fabrication of structural steelwork.

the following shall apply:

- i. A minimum 15% Australian steel industry participation weighting will form part of the overall evaluation criteria, this includes the Northern Economic Participation weighting; and
- ii. Inclusion of relevant Australian Standards (or equivalent) into the Council's scopes, specifications and designs.

Note: Contractors must be certified and comply with the relevant Australian Standards, and must be able to demonstrate compliance.

2. A review of the implications of the adoption of a variation to the Procurement Policy to use Australian made steel as set out in Part 1 (Item No. 3.6.4, Resources and Governance Committee, 23/01/2017) be undertaken in 12 months.

5 Development Assessment Panel Meeting

A meeting of the Development Assessment Panel took place on 24 January 2017 . The minutes have been distributed to all members for information.

6 Budget and Finance Committee Meeting

Chairman - Cr R Zahra

Consideration of the minutes of the Budget and Finance Committee Meeting - 23 January 2017 and adoption of recommendations in relation to item numbers:

Administration

6.0.1 Future Reports for the Budget and Finance Committee

It is recommended to Council that:

1. The information be received.

7 Sport, Recreation and Grants Committee Meeting

Chairman - Cr L Caruso

Consideration of the minutes of the Sport, Recreation and Grants Committee Meeting - 16 January 2017 and adoption of recommendations in relation to item numbers:

Administration

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

It is recommended to Council that:

1. The information be received.

Community Grants

7.2.1 Youth Sponsorship - December Applications

It is recommended to Council that:

1. The information be received.
2. A non-discretionary bid be submitted to the Second Quarter Budget Review for the amount of \$27,900 to ensure sufficient funds are available for Youth Sponsorship applications to the end of the 2016/17 financial year.

7.2.2 Community Grants Program Applications for January 2017

It is recommended to Council that:

1. The information be received and noted.

GENERAL BUSINESS

GB1	Updated Terms of Reference: Strategic and International Partnerships Sub Committee	61
GB2	Updated Terms of Reference: Strategic Property Development Sub Committee	69
GB3	Updated Terms of Reference: Chief Executive Officer Review Committee	75
GB4	Updated Terms of Reference: Program Review Sub Committee.....	81
GB5	Updated Terms of Reference: Tourism and Visitor Sub Committee	87
GB6	Updated Terms of Reference: Youth Council Sub Committee	93
GB7	Council Meeting Schedule, Agenda Structure and Evaluation Process to reflect Council Decision 1481/2016, 19 December 2016	105
GB8	CEO recommendation to correct the minutes of the Council meeting on 24 October 2016	137

OTHER BUSINESS

MAYOR'S DIARY

MD1	Mayor's Diary	139
-----	---------------------	-----

REPORTS FROM COUNCIL REPRESENTATIVES

CONFIDENTIAL ITEMS

2.9.1 Verge Mowing Program

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on that grounds that:

1. *Pursuant to Section 90(2) and (3)(b)(i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *non-disclosure would protect information that could disadvantage Council's ability to conduct commercial negotiations for the provision of Verge Mowing services.*

*On that basis the public's interest is best served by not disclosing the **Verge Mowing Program** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

2.9.2 LGA Public Lighting Business Case

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on that grounds that:

1. Pursuant to Section 90(2) and (3)(j)(i) and (j)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
 - it relates to information the disclosure of which would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the Council, or a person engaged by the Council); and
 - information the disclosure of which would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure,
 - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations
 - Information contained within the report and attachments has been provided to Council on a confidential basis, and contains commercial information of a public authority which, if disclosed, could compromise the commercial position of that public authority.

*On that basis the public's interest is best served by not disclosing the **LGA Public Lighting Business Case** item and discussion at this point in time.*

3. Pursuant to Section 90(2) of the *Local Government Act 1999* it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.

CLOSE



John Harry
CHIEF EXECUTIVE OFFICER



MINUTES OF COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY ON

19 DECEMBER 2016

MEMBERS PRESENT

Mayor G Aldridge
Cr D Balaza (Deputy Mayor)
Cr S Bedford
Cr D Bryant
Cr C Buchanan
Cr G Caruso
Cr L Caruso
Cr R Cook
Cr E Gill
Cr D Pilkington
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr B Vermeer
Cr S White
Cr J Woodman
Cr R Zahra

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager City Infrastructure, Mr M van der Pennen
General Manager Community Development, Ms P Webb
Acting Manager Governance, Ms J Rowett
Manager Communications and Customer Relations, Mr M Bennington
Governance Project Officer, Ms M Woods
Governance Support Officer, Ms K Boyd

The meeting commenced at 6:30 pm.

OPENING PRAYER AND WELCOME

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

The Chief Executive Officer read the Opening Prayer.

The Mayor read the Kaurna Acknowledgement.

APOLOGIES

There were no apologies.

LEAVE OF ABSENCE

Nil.

PUBLIC QUESTION TIME

The Mayor advised there were no questions received for Public Question Time.

DEPUTATIONS

DEP1 Refusal of Deputation Request

A request was received from Mr Paolino Tomaiuolo of Renmark to attend the 19/12/2016 Council meeting as a deputation in relation to the Power Cavalcade Project.

Salisbury's Code of Practice for Meeting Procedures provides the following with respect to a request to appear as a deputation:

11. Deputations

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- (2) The Chief Executive Officer must transmit a request received under sub-clause (1) to the presiding member.
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The Chief Executive Officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

After due consideration, the Mayor refused the request to appear on the basis that the subject is not one of Council business.

In accordance with the Code of Practice for Meeting Procedures, Mr Paolino Tomaiuolo has been informed of the outcome of the request.

PRESENTATIONS

General Manager City Development, Mr Terry Sutcliffe, presented Mayor Aldridge with the Planning Institute of Australia Awards.

PRESENTATION OF MINUTES

Moved Cr D Bryant
Seconded Cr R Cook

The Minutes of the Council Meeting held on 28 November 2016, be taken and read as confirmed.

CARRIED
1478/2016

Moved Cr L Caruso
Seconded Cr R Cook

The Minutes of the Confidential Council Meeting held on 28 November 2016, be taken and read as confirmed.

CARRIED
1479/2016

QUESTIONS ON NOTICE

No Questions on Notice were received.

QUESTIONS WITHOUT NOTICE

Nil.

NOTICES OF MOTION

NOM1 Change to Council Meeting Prayer

Moved Cr D Pilkington
Seconded Cr G Caruso

1. That the following be adopted and replace the existing Council Meeting Prayer:

Father in heaven

We thank thee for the wondrous resources of our City, for its people, its environment, and its sense of community.

We thank thee for the opportunity to now deliberate over how best to help our community.

Please bless that we will respect one another and that we will all do our best to make decisions that will help our community to grow and prosper.

Bless our efforts this day in Jesus name,

Amen.

With leave of the meeting and consent of the seconder Cr D Pilkington
VARIED the MOTION as follows:

1. That the following be adopted and replace the existing Council Meeting Prayer:

Father in heaven

We thank you for the wondrous resources of our City, for its people, its environment, and its sense of community.

We thank you for the opportunity to now deliberate over how best to help our community.

Please bless that we will respect one another and that we will all do our best to make decisions that will help our community to grow and prosper.

Bless our efforts this day in God's name,

Amen.

CARRIED
1480/2016

NOM2 Proposed Committee Structure to take effect February 2017

Cr L Caruso declared an actual conflict of interest on the basis of being a current Chairman of a Committee. Cr L Caruso left the meeting at 07:11 pm.

Cr G Reynolds declared a material conflict of interest on the basis of being a current Chairman of a Committee, giving financial motivation to vote against. Cr G Reynolds left the meeting at 07:11 pm.

Cr S Bedford declared a material conflict of interest on the basis of being a current Chairman of a Committee. Cr S Bedford left the meeting at 07:11 pm.

Cr R Zahra declared a material conflict of interest on the basis of being a current Chairman of a Committee. Cr R Zahra left the meeting at 07:11 pm.

Cr D Proleta declared a material conflict of interest on the basis of holding a position of Chairman in the new year.- Cr D Proleta left the meeting at 07:12 pm.

Cr S Reardon declared a material conflict of interest on the basis of being nominated for a position of Chairman which has a remuneration. Cr S Reardon left the meeting at 07:13 pm.

Cr D Pilkington declared a material conflict of interest on the basis of being a current Chair of a Committee and would suffer a detriment if the item is adopted. Cr D Pilkington left the meeting at 07:14 pm.

Cr C Buchanan declared a material conflict on the basis of being a potential candidate for a sub committee Chairman position. Cr C Buchanan left the meeting at 07:15 pm.

Cr E Gill declared a material conflict of interest on the basis of being nominated for a position of Chairman which has a remuneration. Cr E Gill left the meeting at 07:15 pm.

Lack of Quorum declared.

Cr S Reardon returned to the meeting at 07:23 pm to reinstate a Quorum.

Cr C Buchanan returned to the meeting at 07:24 pm to maintain a Quorum.

Moved Cr B Vermeer

Seconded Cr J Woodman

1. That the following Committee Structure and meeting cycle be adopted to take effect from February 2017 until the conclusion of the current term of Council:

a. Strategic Planning and Development Policy Committee

Chairman: Deputy Mayor

Membership: Whole of Council

Functions

In accordance with the requirements of section 101A of the *Development Act 1993*

- Provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy;
- Assist the council in undertaking strategic planning and monitoring directed at achieving:
 - Orderly and efficient development within the area of the council; and
 - High levels of integration of transport and land-use planning; and
 - Relevant targets set out in the Planning strategy within the area of the council; and
 - The implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
 - Other outcomes of a prescribed kind (if any)
- Provide advice to the council (or to act as is delegate) in relation to strategic planning and development policy issues when the council is preparing:
 - A Strategic Directions Report; or
 - A Development Plan Amendment Proposal
- Other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.

Reporting Sub Committees: Strategic Property
 Development Sub Committee

b. Audit Committee of Council

(as required by section 126 of the *Local Government Act 1999*)

To continue as currently constituted with no change to membership or terms of reference.

c. CEO Review Committee

Chairman: Mayor

Membership: Deputy Mayor (Deputy Chairman)
 Chairman, Program Review Sub Committee
 Chairman, Strategic & International
 Partnerships Sub Committee
 Chairman, Strategic Property Development
 Sub Committee
 Chairman, Tourism and Visitor Sub
 Committee
 (with Deputy Chairman of the above Committees
 as proxy members in the event that members are
 unable to attend a meeting of the Committee)

Functions

Manage the performance review process for the Chief Executive Officer, including:

- By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;
- Develop a Performance Plan for the CEO;
- Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
- Facilitate the conduct of the CEO's annual performance and remuneration reviews;
- Receive reports from the CEO regarding the performance of the organisation;
- Determine, under delegated authority from Council, any amendments to the CEO's employment arrangements and incentive payments to the CEO as provided for in the contract of employment.

d. Existing Sub Committees to continue as currently constituted as Committees reporting directly to Council:

- Program Review Sub Committee
- Strategic and International Partnerships Sub Committee
- Tourism and Visitor Sub Committee
- Youth Council

2. The following meeting cycle be adopted to take effect from February 2017 until the conclusion of the current term of Council, with the published schedule of future meeting dates amended to reflect the new meeting cycle:

Day	Meeting
First Monday of the month	<ul style="list-style-type: none"> • Strategic Planning and Development Policy Committee • Sub Committees as required
First Tuesday of the month	<ul style="list-style-type: none"> • Informal Strategy, Elected Member workshops/briefings as required
Second Monday of the month	<ul style="list-style-type: none"> • Council Meeting
Third Monday of the month	<ul style="list-style-type: none"> • Strategic Planning and Development Policy Committee • Sub Committees as required
Third Tuesday of the month	<ul style="list-style-type: none"> • Informal Strategy, Elected Member workshops/briefings as required
Fourth Monday of the month	<ul style="list-style-type: none"> • Council Meeting

3. Terms of Reference for the Strategic Planning and Development Policy Committee to be prepared by staff and presented to the January 2017 Council meeting for endorsement.
4. Terms of Reference for other Committees to be reviewed and updated by staff to reflect any changes required as a consequence of the adoption of this Committee structure and presented to the January 2017 Council meeting for endorsement.

With leave of the meeting and consent of the seconder Cr B Vermeer VARIED the MOTION as follows:

1. That the following Committee Structure and meeting cycle be adopted to take effect from February 2017 until and including November 2017 with a further evaluation report brought back to Council following the period.

a. Strategic Planning and Development Policy Committee

Chairman: Deputy Mayor

Membership: Whole of Council

Functions

In accordance with the requirements of section 101A of the *Development Act 1993*

- Provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy;
- Assist the council in undertaking strategic planning and monitoring directed at achieving:
 - Orderly and efficient development within the area of the council; and
 - High levels of integration of transport and land-use planning; and
 - Relevant targets set out in the Planning strategy within the area of the council; and
 - The implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
 - Other outcomes of a prescribed kind (if any)
- Provide advice to the council (or to act as is delegate) in relation to strategic planning and development policy issues when the council is preparing:
 - A Strategic Directions Report; or
 - A Development Plan Amendment Proposal
- Other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.

Reporting Sub Committees: Strategic Property
Development Sub Committee

b. Audit Committee of Council

(as required by section 126 of the *Local Government Act 1999*)
To continue as currently constituted with no change to membership or terms of reference.

c. CEO Review Committee

Chairman: Mayor

Membership: Deputy Mayor (Deputy Chairman)
 Chairman, Program Review Sub Committee
 Chairman, Strategic & International Partnerships Sub Committee
 Chairman, Strategic Property Development Sub Committee
 Chairman, Tourism and Visitor Sub Committee
 (with Deputy Chairman of the above Committees as proxy members in the event that members are unable to attend a meeting of the Committee)

Functions

Manage the performance review process for the Chief Executive Officer, including:

- By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;
- Develop a Performance Plan for the CEO;
- Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
- Facilitate the conduct of the CEO's annual performance and remuneration reviews;
- Receive reports from the CEO regarding the performance of the organisation;
- Determine, under delegated authority from Council, any amendments to the CEO's employment arrangements and incentive payments to the CEO as provided for in the contract of employment.

d. Existing Sub Committees to continue as currently constituted as Committees reporting directly to Council:

- Program Review Sub Committee
- Strategic and International Partnerships Sub Committee
- Tourism and Visitor Sub Committee
- Youth Council

2. The following meeting cycle be adopted to take effect from February 2017 until the conclusion of the current term of Council, with the published schedule of future meeting dates amended to reflect the new meeting cycle:

Day	Meeting
First Monday of the month	<ul style="list-style-type: none"> Strategic Planning and Development Policy Committee Sub Committees as required
First Tuesday of the month	<ul style="list-style-type: none"> Informal Strategy, Elected Member workshops/briefings as required
Second Monday of the month	<ul style="list-style-type: none"> Council Meeting
Third Monday of the month	<ul style="list-style-type: none"> Strategic Planning and Development Policy Committee Sub Committees as required
Third Tuesday of the month	<ul style="list-style-type: none"> Informal Strategy, Elected Member workshops/briefings as required
Fourth Monday of the month	<ul style="list-style-type: none"> Council Meeting

3. Terms of Reference for the Strategic Planning and Development Policy Committee to be prepared by staff and presented to the January 2017 Council meeting for endorsement.
4. Terms of Reference for other Committees to be reviewed and updated by staff to reflect any changes required as a consequence of the adoption of this Committee structure and presented to the January 2017 Council meeting for endorsement.

With leave of the meeting and consent of the seconder Cr B Vermeer VARIED the MOTION as follows:

1. That the following Committee Structure and meeting cycle be adopted to take effect from February 2017 until and including November 2017 with a further evaluation report brought back to Council after the first six months of the period.

a. Strategic Planning and Development Policy Committee

Chairman: Deputy Mayor

Membership: Whole of Council

Functions

In accordance with the requirements of section 101A of the *Development Act 1993*

- Provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy;

- Assist the council in undertaking strategic planning and monitoring directed at achieving:
 - Orderly and efficient development within the area of the council; and
 - High levels of integration of transport and land-use planning; and
 - Relevant targets set out in the Planning strategy within the area of the council; and
 - The implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
 - Other outcomes of a prescribed kind (if any)
- Provide advice to the council (or to act as is delegate) in relation to strategic planning and development policy issues when the council is preparing:
 - A Strategic Directions Report; or
 - A Development Plan Amendment Proposal
- Other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.

Reporting Sub Committees: Strategic Property
 Development Sub Committee

b. Audit Committee of Council

(as required by section 126 of the *Local Government Act 1999*)
To continue as currently constituted with no change to membership or terms of reference.

c. CEO Review Committee

Chairman: Mayor
Membership: Deputy Mayor (Deputy Chairman)
 Chairman, Program Review Sub Committee
 Chairman, Strategic & International
 Partnerships Sub Committee
 Chairman, Strategic Property Development
 Sub Committee
 Chairman, Tourism and Visitor Sub
 Committee
 (with Deputy Chairman of the above Committees
 as proxy members in the event that members are
 unable to attend a meeting of the Committee)

Functions

Manage the performance review process for the Chief Executive Officer, including:

- By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;
- Develop a Performance Plan for the CEO;
- Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
- Facilitate the conduct of the CEO's annual performance and remuneration reviews;
- Receive reports from the CEO regarding the performance of the organisation;
- Determine, under delegated authority from Council, any amendments to the CEO's employment arrangements and incentive payments to the CEO as provided for in the contract of employment.

d. Existing Sub Committees to continue as currently constituted as Committees reporting directly to Council:

- Program Review Sub Committee
- Strategic and International Partnerships Sub Committee
- Tourism and Visitor Sub Committee
- Youth Council

2. The following meeting cycle be adopted to take effect from February 2017 until and including November 2017, with the published schedule of future meeting dates amended to reflect the new meeting cycle:

Day	Meeting
First Monday of the month	<ul style="list-style-type: none"> • Strategic Planning and Development Policy Committee • Sub Committees as required
First Tuesday of the month	<ul style="list-style-type: none"> • Informal Strategy, Elected Member workshops/briefings as required
Second Monday of the month	<ul style="list-style-type: none"> • Council Meeting
Third Monday of the month	<ul style="list-style-type: none"> • Strategic Planning and Development Policy Committee • Sub Committees as required
Third Tuesday of the month	<ul style="list-style-type: none"> • Informal Strategy, Elected Member workshops/briefings as required
Fourth Monday of the month	<ul style="list-style-type: none"> • Council Meeting

3. Terms of Reference for the Strategic Planning and Development Policy Committee to be prepared by staff and presented to the January 2017 Council meeting for endorsement.
4. Terms of Reference for other Committees to be reviewed and updated by staff to reflect any changes required as a consequence of the adoption of this Committee structure and presented to the January 2017 Council meeting for endorsement.

CARRIED
1481/2016

Cr Buchanan did not vote on the item.

Recording of Information provided by the CEO

Moved Cr B Vermeer
Seconded Cr D Bryant

1. That legal information provided by the CEO be included in the minutes.

CARRIED
1482/2016

*A **DIVISION** was requested by Cr Buchanan and the following members responded to the Mayor's call as having voted in favour of the **MOTION**:*

Crs D Balaza, D Bryant, S Reardon, B Vermeer, S White and J Woodman

*The following members responded to the Mayor's call as having voted against the **MOTION**:*

Crs G Caruso, C Buchanan and R Cook

*The Chairman declared the **MOTION** was **CARRIED***

The information provided by the CEO is as follows:

The legal advice obtained was obtained through a telephone conversation with Council's legal advisor and referred to the question of potential Conflicts of Interest that may arise for current Standing Committee Chairs should this Notice of Motion be successful. The discussion that took place was to clarify the position that the relevant Elected Members in the position of Chairs of the Standing Committees that would no longer exist would suffer a financial detriment and consequently a Material Conflict of Interest would exist. However, any Conflict of Interest is for the individual elected member concerned to declare. As the advice was verbally received and conveyed via a short email to Cr Vermeer, in terms of formal documented advice, such a formal document does not exist and is not able to be tabled. It would be for Council to determine if it required a copy of that email in which case I would then have to go back into our email streams to collect that information.

Cr S Bedford returned to the meeting at 07:51 pm.

Cr L Caruso returned to the meeting at 07:51 pm.

Cr E Gill returned to the meeting at 07:51 pm.

Cr D Proleta returned to the meeting at 07:52 pm.

Cr D Pilkington returned to the meeting at 07:52 pm.

Cr G Reynolds returned to the meeting at 07:52 pm.

Cr R Zahra returned to the meeting at 07:52 pm.

NOM3 Appointment of Chairman, Program Review Sub Committee

Moved Cr R Cook

Seconded Cr L Caruso

1. That nominations be sought for the position of Chairman, Program Review Sub Committee with members able to self nominate, or nominate others.
2. A secret, preferential ballot be conducted to determine the first and second preferred nominees for the position of Chairman, Program Review Sub Committee.
3. The result of the secret, preferential ballot to be communicated to the Mayor, and the Mayor to then seek a motion to:
 - appoint the first preferred nominee from the ballot process to the position of Chairman of the Program Review Sub Committee for the period commencing January 2017 until December 2017; and
 - the second preferred nominee from the ballot process to the position of Chairman of the Program Review Sub Committee for the period January 2018 until the conclusion of the current term of Council.

**CARRIED
1483/2016**

Meeting procedures were suspended at 7:55pm.

The meeting was advised of the results of the election as follows, noting that Cr Buchanan had withdrawn his candidature:

First Preferred Nominee: Cr E Gill

Second Preferred Nominee: Cr D Bryant

Meeting procedures resumed at 8:12 pm.

Cr S Bedford left the meeting at 08:12 pm and did not return.

Moved Cr B Vermeer

Seconded Cr J Woodman

Cr Gill declared a material conflict of interest on the basis of being nominated for the position of Chairman of the Program Review Sub Committee. Cr E Gill left the meeting at 08:13 pm.

Cr D Bryant declared a material conflict of interest on the basis of being nominated for the position of Chairman of the Program Review Sub Committee. Cr D Bryant left the meeting at 08:13 pm.

1. That Cr Gill be appointed Chairman of the Program Review Sub Committee for the period commencing January 2017 until December 2017.

2. That Cr Bryant be appointed Chairman of the Program Review Sub Committee for the period commencing January 2018 until the conclusion of the current term of Council.

CARRIED
1484/2016

Cr D Bryant returned to the meeting at 08:24 pm.

Cr E Gill returned to the meeting at 08:24 pm.

PETITIONS

PET1 Petition Requesting the Relocation of Proposed Playspace from Dineen Road Reserve to Chestnut Drive Reserve, Parafield Gardens

Moved Cr R Zahra

Seconded Cr D Pilkington

1. The attached notice of petitions in relation to the relocation of proposed playspace from Dineen Road Reserve to Chestnut Drive Reserve, Parafield Gardens be received.
2. Council note that staff propose to report back to Council addressing the petition in January 2017.

CARRIED
1485/2016

PET2 Petition Opposing Development Application 361/1549/2016 - Place of Worship with Associated Activities and a Cemetery - 256-258 Bridge Road, Pooraka

Cr G Reynolds declared an actual conflict of interest on the basis of being a member of the Development Assessment Panel. Cr G Reynolds left the meeting at 08:25 pm.

Cr L Caruso declared an actual conflict of interest on the basis of being a member of the Development Assessment Panel.. Cr L Caruso left the meeting at 08:25 pm.

Cr S White declared an actual conflict of interest on the basis of being a member of the Development Assessment Panel. Cr S White left the meeting at 08:26 pm.

Cr D Bryant declared a perceived conflict of interest on the basis of representing some of the people at the Development Assessment Panel meeting on 13 December 2016. Cr Bryant managed the conflict by remaining in the meeting and voting in the best interests of the community.

Moved Cr D Pilkington

Seconded Cr B Vermeer

1. The notice of petition in relation to Development Application 361/1549/2016 – Place of Worship with Associated Activities and a Cemetery at 256-258 Bridge Road, Pooraka be received, noting that the matters raised in the petition will be considered by Council’s Development Assessment Panel in its assessment of the development application.
2. That the lead petitioner be advised of Council’s action in relation to the petition.

**CARRIED
1486/2016**

The majority of members voted IN FAVOUR of the MOTION.

Cr D Bryant voted IN FAVOUR of the MOTION.

Cr L Caruso returned to the meeting at 08:29 pm.

Cr G Reynolds returned to the meeting at 08:29 pm.

Cr S White returned to the meeting at 08:29 pm.

CHANGE IN ORDER OF CONSIDERATION OF ITEMS

Moved Cr C Buchanan
Seconded Cr R Zahra

1. That Item 1.3.1, Policy and Planning, be brought forward as the next item for discussion.

CARRIED
1487/2016

Urban Development

1.3.1 Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment update

Cr G Caruso declared a perceived conflict of interest on the basis of a family member owning land in the affected area who may gain a benefit from the changes. Cr G Caruso left the meeting at 8:30 pm.

Cr G Reynolds declared a perceived conflict of interest on the basis of being employed by the Air Force who are a stakeholder in this item. Cr G Reynolds left the meeting at 08:31 pm.

Moved Cr C Buchanan
Seconded Cr D Proleta

1. The Concept Plans 11 and 35 and updated Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment forming Attachment 1 to the Policy and Planning Committee Agenda report Item 1.3.1 - 12/12/16 be endorsed for public consultation, and forwarded to the Minister for Planning for public consultation approval.
2. The General Manager City Development be authorised to make minor changes as required to the draft Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment in order to receive the approval of the Minister for Planning for consultation providing that the changes do not alter the intent of the Amendment, and to make arrangements for public consultation pursuant to the Development Act 1993, subject to the Minister's approval.
3. That the Policy and Planning Committee be nominated to hear representations on the Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment should a public hearing be required.
4. That a further report be provided to Council on the outcomes of the Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment public consultation process upon conclusion of the consultation period.

CARRIED
1488/2016

BREAK

In accordance with section 10 (2) of the Code of Practice for Meeting Procedures, the presiding member provided a five minute break to all present. The meeting was suspended at 8:32 pm.
The meeting reconvened at 8:41 pm.

Cr G Caruso returned to the meeting at 08:41 pm.

Cr G Reynolds returned to the meeting at 08:41 pm.

COMMITTEE REPORTS

1 Policy and Planning Committee Meeting

Minutes of the Policy and Planning Committee Meeting held on 12 December 2016 were considered by Council.

Administration

1.0.1 Appointment of Deputy Chairman - Policy and Planning Committee

Moved Cr B Vermeer
Seconded Cr R Cook

1. Cr Julie Woodman be appointed as Deputy Chairman of the Policy and Planning Committee until the conclusion of the January 2017 round of meetings.

**CARRIED
1489/2016**

1.0.2 Future Reports for the Policy and Planning Committee

Moved Cr R Cook
Seconded Cr R Zahra

1. The information be received.

**CARRIED
1490/2016**

Community Development
1.1.1 Minutes of the Youth Council Sub Committee meeting held on Tuesday 6 December 2016**1.1.1-YC1 Presentation of the Minutes of the Youth Council Sub Committee held on 9 August 2016**

Moved Cr R Zahra

Seconded Cr S White

1. The Minutes of the Youth Committee Sub Committee Meeting held on the 9 August 2016, be taken and read as confirmed.

**CARRIED
1491/2016****1.1.1-YC2 Youth Council Membership**

Moved Cr R Zahra

Seconded Cr S White

1. That the resignation of youth member Julie Ping be received and noted.
2. That the appointment of new youth members Liam Bilsborow, Braden Thompson and Teya Gribble be received and noted.
3. That a change to the Terms of Reference, Membership Selection as follows:

4.9 Membership Selection

Appointments will be held annually for vacant committee positions, or as required to fill a casual a vacancy that arises during a term of appointment, for the balance of the remaining term.

be endorsed.

**CARRIED
1492/2016**

1.1.1-YC3 Youth Council Youth Action Plan Working Party Update

Moved Cr R Zahra
Seconded Cr S White

1. That the information be received.

**CARRIED
1493/2016**

1.1.1-YC4 Youth Action Plan - Status Update December 2016

Moved Cr R Zahra
Seconded Cr S White

1. That the information be received.

**CARRIED
1494/2016**

1.1.1-YC5 National Youth Week 2017

Moved Cr R Zahra
Seconded Cr S White

1. A working party of Youth Council members, staff and youth volunteers be formed to plan and implement activities for National Youth Week 2017.
2. That Twelve25 (as per previous years) coordinate a council application for funding support from Office for Youth in order to work collaboratively with Youth Council to supplement the small amount of council funds budgeted to support Youth Week.

**CARRIED
1495/2016**

1.1.1-YC6 Twelve25 Salisbury Youth Enterprise Centre - December Update

Moved Cr R Zahra
Seconded Cr S White

1. That the information be received and noted.

**CARRIED
1496/2016**

1.1.2 Minutes of the Strategic and International Partnerships Sub Committee meeting held on Tuesday 6 December 2016

1.1.2-SIPSC1 Presentation of the Minutes of the Strategic and International Partnerships Sub Committee Meeting held on 14 July 2015

Moved Cr E Gill

Seconded Cr R Cook

1. The Minutes of the Strategic and International Partnerships Sub Committee Meeting held on 14 July 2015, be taken and read as confirmed.

**CARRIED
1497/2016**

1.1.2-SIPSC2 China Action Plan

Moved Cr E Gill

Seconded Cr R Cook

1. That this information be received.
2. That the following actions be endorsed as the focus for the China Action Plan over the next 12 months:
 - Moving the opportunities identified with the City of Linyi forward and reaching agreement on tangible outcomes;
 - Establishing commercial relationships between firms in Salisbury and buyers in China, building on the linkages developed in the past year;
 - Enhancing the ability of the Polaris Centre to support international trade, consistent with the intent of the critical action in the City Plan;
 - Continued participation in State Government-led initiatives;
 - Development of a more formal relationship with intermediaries and government agencies managing inward investment; and
 - Identifying specific educational and cultural opportunities.

**CARRIED
1498/2016**

1.1.3 Update on the Aged and Disability Sector Reforms

Moved Cr R Cook
Seconded Cr R Zahra

1. That the information be received.

CARRIED
1499/2016

Cr Buchanan entered the meeting at 8:44pm.

Economic Development

1.2.1 Strategic and International Partnerships Sub Committee Membership

Cr B Vermeer declared a material conflict of interest on the basis of being employed by the Department of the Premier and Cabinet to assist a Member of Parliament, and a member of that Department is nominated for appointment. Cr B Vermeer left the meeting at 08:44 pm.

Moved Cr J Woodman
Seconded Cr R Cook

1. Council notes that Mr Adam Kilvert, Executive Director, International Business and Government Relations, Department for Premier and Cabinet has accepted the invitation to join the Strategic and International Partnerships Sub Committee for the remainder of the current term of Council.

CARRIED
1500/2016

Cr B Vermeer returned to the meeting at 08:45 pm.

Other Business

P&P-OB1 RAAF AP-3C Tailfin for Purposes of Display

Mayor G Aldridge declared a perceived conflict of interest on the basis of being a member of the Salisbury RSL. Mayor Aldridge managed the conflict by remaining in the meeting and voting in the best interest of residents.

Cr Woodman declared a perceived conflict of interest on the basis of being a member of the Salisbury RSL. Cr Woodman managed the conflict by remaining in the meeting and voting in the best interest of residents.

Cr G Reynolds declared a perceived conflict of interest on the basis of being a member of the Salisbury RSL. Cr Reynolds managed the conflict by remaining in the meeting and voting in the best interest of residents.

Cr Gill declared a perceived conflict of interest on the basis of being a member of the Salisbury RSL. Cr Gill managed the conflict by remaining in the meeting and voting in the best interest of residents.

Moved Cr G Reynolds

Seconded Cr R Cook

1. That staff prepare a report working with Salisbury RSL to obtain an AP-3C Tailfin from RAAF for purposes of display within the Salisbury Council area, potentially as part of the Salisbury Oval Precinct upgrade.

**CARRIED
1501/2016**

The majority of members present voted IN FAVOUR of the MOTION.

Mayor G Aldridge voted IN FAVOUR of the MOTION.

Cr J Woodman voted IN FAVOUR of the MOTION.

Cr G Reynolds voted IN FAVOUR of the MOTION.

Cr E Gill voted IN FAVOUR OF THE MOTION.

Confidential Items

Refer to CONFIDENTIAL ITEMS section of Council Minutes

1.10.1 Salisbury Community Hub - Status Update

Confidential Further Information Item 1.10.1FI

Further Information Item 1.10.1FI

2 Works and Services Committee Meeting

Minutes of the Works and Services Committee Meeting held on 12 December 2016 were considered by Council.

Administration

2.0.1 Appointment of Deputy Chairman - Works and Services Committee

Moved Cr B Vermeer
Seconded Cr D Bryant

1. Cr Shiralee Reardon be appointed as Deputy Chairman of the Works and Services Committee until the conclusion of the January 2017 round of meetings.

**CARRIED
1502/2016**

2.0.2 Future Reports for the Works and Services Committee

Moved Cr L Caruso
Seconded Cr S Reardon

1. The information be received.

**CARRIED
1503/2016**

Landscaping

1.4.1 St Kilda Slides Further Information Report

Cr D Balaza declared a material conflict of interest on the basis of his employer being involved in the initial slide installation. Cr D Balaza left the meeting at 08:48 pm.

Cr R Cook declared a perceived conflict of interest on the basis of owning a business in St Kilda and the perception that she may benefit. Cr R Cook left the meeting at 08:48 pm.

Moved Cr D Pilkington
Seconded Cr D Proleta

1. The information within this report be received.
2. That capital funding of \$146,000 be considered as part of the second quarter non-discretionary budget bid to undertake modifications to the decommissioned slide 7 for installation located between slides 5 and 6.

**CARRIED
1504/2016**

Cr R Cook returned to the meeting at 08:50 pm.

Cr D Balaza returned to the meeting at 08:50 pm.

Property

2.5.1 Minutes of the Strategic Property Development Sub Committee meeting held on Monday 5 December 2016

Cr G Caruso declared a perceived conflict of interest on the basis of his employer being mentioned regarding a regulated rebate. Cr G Caruso managed the conflict by remaining in the meeting but not voting on the item.

2.5.1-SPDSC1 Tranche 1 Status Update Report

Moved Cr D Pilkington

Seconded Cr J Woodman

1. That the report be received and the update on the status of the Tranche 1 program be noted.

**CARRIED
1505/2016**

2.5.1-SPDSC2 Tranche 2 Status Update Report

Moved Cr D Pilkington

Seconded Cr J Woodman

1. That the report be received and the update on the project delivery status for Boardwalk at Greentree, Walpole Road Stage 3, Walpole Road Upgrade and balance Tranche 2 projects be noted.
2. That funding for the Project Manager – Strategic Development Projects role be extended until December 2019 capitalised from the Strategic Development Projects budget be included for consideration at the Second Quarter Budget Review 2016/17.

**CARRIED
1506/2016**

Public Works

2.6.1 Capital Progress Report - October 2016

Moved Cr G Reynolds

Seconded Cr D Proleta

1. Construction of new footpaths and/or associated kerb ramps as set out in this report (Item No. 2.6.1, Works and Services Committee, 12/12/2016) be endorsed as program inclusions within the 2016/17 Council Funded Footpath and Kerb Ramp Construction / Upgrade Programs.
2. Accept the \$400,000 (exc. GST) grant funding offer from the 2016/17 State Black Spot Program for the construction of a new roundabout at the intersection of Wright Road / RM Williams Drive, Walkley Heights, eastern entrance, and approve a non-discretionary bid of \$200,000 be included in the 2016/17 second quarter budget review as a compulsory requirement of accepting the grant.
3. Note and accept the \$50,000 (exc. GST) grant funding offer from the State Bicycle Fund for the installation of new bicycle lanes, Spains Road, Salisbury Downs with appropriate adjustments made to income and expenditure in the 2016/17 second quarter budget review.

**CARRIED
1507/2016**

Waste Management

2.8.1 Waste to Resources Fund

Moved Cr G Reynolds

Seconded Cr S White

1. The information be received
2. Council notes the proposed EOI for the Industry Waste to Energy Study and the potential to access funding through the Waste to Resources Fund.

**CARRIED
1508/2016**

Confidential Items

Refer to CONFIDENTIAL ITEMS section of Council Minutes

2.9.1 Minutes of the Confidential Strategic Property Development Sub Committee meeting held on Monday 5 December 2016

3 Resources and Governance Committee Meeting

Minutes of the Resources and Governance Committee Meeting held on 12 December 2016 were considered by Council.

Administration

3.0.1 Appointment of Deputy Chairman - Resources and Governance Committee

Moved Cr B Vermeer
Seconded Cr D Balaza

1. Cr R Cook be appointed as Deputy Chairman of the Resources and Governance Committee until the conclusion of the January 2017 round of meetings.

**CARRIED
1509/2016**

3.0.2 Future Reports for the Resources and Governance Committee

Moved Cr J Woodman
Seconded Cr L Caruso

1. The information be received.

**CARRIED
1510/2016**

Health, Animal Management and By-laws

3.3.1 Policy Review - Food Act Inspection Fees

Mayor G Aldridge declared an actual conflict of interest on the basis of a family member running a market in Salisbury. Cr G Aldridge left the meeting at 08:57 pm.

Deputy Mayor, Cr Proleta, assumed the chair at 8:57 pm.

Cr R Cook declared an actual conflict of interest on the basis of owning a business which pays Food Act inspection fees. - Cr R Cook left the meeting at 08:57 pm.

Moved Cr G Reynolds
Seconded Cr J Woodman

1. The Information be received.
2. That the Food Act 2001 – Inspection Fees Policy as set out in Attachment 1 to the Item No. 3.3.1, Resources and Governance Committee, 12/12/2016 be endorsed.

**CARRIED
1511/2016**

Cr R Cook returned to the meeting at 08:58 pm.

Cr G Aldridge returned to the meeting and resumed the Chair at 08:58 pm.

External Relations

3.4.1 Nominations Sought for the South Australian Local Government Grants Commission

Mayor G Aldridge declared a material conflict of interest on the basis of being the nominee for the position for which an allowance is attached. Cr G Aldridge left the meeting at 08:58 pm.

Deputy Mayor, Cr D Proleta, assumed the Chair at 08:58 pm.

Moved Cr J Woodman

Seconded Cr B Vermeer

1. Mayor G Aldridge be nominated as a Local Government Member on the South Australian Local Government Grants Commission.

**CARRIED
1512/2016**

Cr G Aldridge returned to the meeting and resumed the Chair at 09:00 pm.

3.4.2 Nominations Sought for the Power Line Environment Committee

Cr G Caruso declared a perceived conflict of interest on the basis of his employer performing work for the Power Line Environment Committee. Cr G Caruso managed the conflict by remaining in the meeting and not voting on the item.

Moved Cr D Proleta

Seconded Cr S White

1. The information be received.
2. No nomination be made as a Local Government Member on the Power Line Environment Committee.

**CARRIED
1513/2016**

Corporate Management

3.5.1 Request to Attend Interstate Activity - Australian Local Government Women's Association Bi-ennial Conference, Launceston

Further Information Item - 3.5.1FI

Request to Attend Interstate Activity - Australian Local Government Women's Association Bi-ennial Conference, Launceston

Cr E Gill declared an actual conflict of interest on the basis of being a nominee for the Conference. Cr E Gill left the meeting at 09:02 pm.

Cr Woodman declared an actual conflict of interest on the basis of being a nominee for the Conference. Cr J Woodman left the meeting at 09:02 pm.

Moved Cr R Cook
Seconded Cr D Pilkington

1. Attendance by Cr Betty Gill and Cr Julie Woodman at the Australian Local Government Women's Association National Conference in Launceston, Tasmania from 11 – 13 April 2017 be approved.

**CARRIED
1514/2016**

Cr J Woodman returned to the meeting at 09:07 pm.

Cr E Gill returned to the meeting at 09:07 pm.

3.5.2 Local Government Association of SA Governance Review Update

Moved Cr B Vermeer
Seconded Cr D Bryant

1. The information is received
2. Staff report back on the proposed changes from the LGA Governance Review once the LGA have finalised their position

**CARRIED
1515/2016**

Corporate Governance

3.6.1 Updated Elected Member Allowances, Facilities and Support Policy

Mayor G Aldridge declared a material conflict of interest on the basis of the Mayoral allowance not being in common with other Elected Members.- Cr G Aldridge left the meeting at 09:09 pm.

The Deputy Mayor, Cr D Proleta, assumed the chair at 9:09 pm

Cr S Reardon sought leave of the meeting to speak for a second time and leave was granted.

Moved Cr D Bryant

Seconded Cr E Gill

1. The Elected Member Allowances, Facilities and Support Policy as attached to Item 3.6.1, Resources and Governance, 12/12/2016 be endorsed.

**CARRIED
1516/2016**

*A **DIVISION** was requested by Cr Buchanan and the following members responded to the Mayor's call as having voted in favour of the **MOTION**:*

Crs D Balaza, D Bryant, L Caruso, E Gill, S Reardon, B Vermeer, J Woodman and R Zahra

*The following members responded to the Mayor's call as having voted against the **MOTION**:*

Crs C Buchanan, G Caruso, R Cook, D Pilkington, G Reynolds and S White

*The Chairman declared the **MOTION** was **CARRIED***

Cr G Aldridge returned to the meeting at 09:33 pm and resumed the Chair.

Cr Gill sought leave of the meeting to make a personal statement regarding Item 3.5.1FI and leave was granted

5 Development Assessment Panel Meeting

A meeting of the Development Assessment Panel took place on 13 December 2016 . The minutes have been distributed to all members for information.

6 Budget and Finance Committee Meeting

Minutes of the Budget and Finance Committee Meeting held on 12 December 2016 were considered by Council.

Administration

6.0.1 Appointment of Chairman - Program Review Sub Committee

Refer Notice of Motion – NOM 3

6.0.2 Appointment of Deputy Chairman - Budget and Finance Committee

Moved Cr B Vermeer

Seconded Cr D Proleta

1. Cr Betty Gill be appointed as Deputy Chairman of the Budget and Finance Committee until the conclusion of the January 2017 round of meetings.

**CARRIED
1517/2016**

6.0.3 Future Reports for the Budget and Finance Committee

Moved Cr R Zahra

Seconded Cr R Cook

1. The information be received.

**CARRIED
1518/2016**

6.0.4 Minutes of the Program Review Sub Committee meeting held on Monday 5 December 2016

6.0.4-PRSC1 Program Review Findings for the Economic Development and Urban Policy Division

Moved Cr R Zahra

Seconded Cr D Bryant

1. This report, and the Economic Development and Urban Policy Program Review report (provided as Attachment 1, Item No. PRSC1, Program Review Sub Committee, 5 December 2016), be received and noted.
2. The recommendations listed in paragraph 4.5 of this report (Item No. PRSC1, Program Review Sub Committee, 5 December 2016) be endorsed.
3. The recommendations for administrative action itemised on pp 6 & 7 of Attachment 1, Item No. PRSC1, Program Review Sub Committee, 5 December 2016 be noted.
4. The General Manager City Development monitor the implementation of actions as required.

**CARRIED
1519/2016**

Confidential Items

Refer to CONFIDENTIAL ITEMS section of Council Minutes

6.9.1 Contract Renegotiation - Management Services of Recreation Centres

7 Sport, Recreation and Grants Committee Meeting

Minutes of the Sport, Recreation and Grants Committee Meeting held on 5 December 2016 were considered by Council.

Administration

7.0.1 Appointment of Deputy Chair for the Sport, Recreation and Grants Committee

Moved Cr B Vermeer
Seconded Cr D Proleta

1. Cr Woodman be appointed as Deputy Chairman of the Sport, Recreation and Grants Committee until the conclusion of the January 2017 round of meetings.

**CARRIED
1520/2016**

7.0.2 Future Reports for the Sport, Recreation and Grants Committee

Moved Cr R Zahra
Seconded Cr D Bryant

1. The information be received.

**CARRIED
1521/2016**

Community Grants

7.2.1 Youth Sponsorship - November Applications

Moved Cr R Zahra
Seconded Cr R Cook

1. The information be received.

**CARRIED
1522/2016**

7.2.2 Pooraka Cricket Club Minor Capital Works Grant

Moved Cr B Vermeer
Seconded Cr L Caruso

1. The report be received
2. That the application to the 2016/17 Minor Capital Works Grant by the Pooraka Cricket Club be accepted and an amount up to \$30,000 be allocated for the various works, including a 15% contingency.

**CARRIED
1523/2016**

7.2.3 Community Grants Program Applications for December 2016

Moved Cr S Reardon
Seconded Cr R Cook

1. The information be received and noted.

**CARRIED
1524/2016**

**7.2.4 28/2016: Wat Khmer Santipheap Association of SA Inc. -
Community Grants Program Application**

Moved Cr L Caruso
Seconded Cr R Zahra

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and did not allocate funding for the November 2016 round of Community Grants for Application Number 28/2016: Wat Khmer Santipheap Association of SA Inc.

**CARRIED
1525/2016**

**7.2.5 38/2016: Greek Pensioners Society of Salisbury and Suburbs
Inc. - Community Grants Program Application**

Moved Cr D Bryant
Seconded Cr R Zahra

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2016 round of Community Grants as follows:
 - a. Grant No. 38/2016: Greek Pensioners Society of Salisbury and Suburbs Inc. be awarded the amount of **\$655.00** to assist with the purchase of stackable steam chafers, pans and burner fuel for ongoing use as outlined in the Community Grant Application.

**CARRIED
1526/2016**

7.2.6 39/2016: Life Church S.A. Inc. Community Grants Program Application

Moved Cr S White

Seconded Cr D Bryant

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the December 2016 round of Community Grants as follows:
 - a. Grant No. 39/2016: Life Church S.A. Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of venue hire, props, lights, jumping castle and foodstuff for The Christmas Garden – an Interactive Nativity Story event as outlined in the Community Grant Application.

**CARRIED
1527/2016**

GENERAL BUSINESS

GB1 2017 Youth Council Membership

Moved Cr R Zahra

Seconded Cr J Woodman

1. The following youth and mentor representatives be appointed to the Youth Council for the period 1 January 2017 to 31 December 2017:

New Youth Members

- Mon-Maya Chamlagai
- Thomas Wood
- Reem Daou
- Tyler Rutka-Hudson
- Teagan Kelsh
- Tegan Turner
- Bianca Bilsborow (seeking reappointment)
- Eric Ngirimana (seeking reappointment)
- Mimona Abdalla (seeking reappointment)
- Cresilda Daitol (seeking reappointment))

New Mentors

- Roshan Chamlagai
- Andrew Chapman
- David Charlett (third term)

**CARRIED
1528/2016**

OTHER BUSINESS

Nil.

MAYOR'S DIARY**MD1 Mayor's Diary**

Moved Cr D Bryant
Seconded Cr R Cook

1. That this information be noted.

CARRIED
1529/2016

Cr D Pilkington left the meeting at 09:45 pm.

Cr D Pilkington returned to the meeting at 09:47 pm.

REPORTS FROM COUNCIL REPRESENTATIVES**Cr E Gill:**

1/12 Rotary Shop
3/12 ALGWA Breakfast
Australian Air League presentation
4/12 Rotary Ladies luncheon
5/12 ALGWA Teleconference
Lunch with Meals on Wheels for Mayor
6/12 Radio Show with Father Christmas
7/12 Meeting with Staff
8/12 JYC Members Lunch
9/12 Mayors Breakfast
Elected Members dinner
11/12 Rotary Christmas BBQ
12/12 Meeting with GM
13/12 Lunch with Volunteers
14/12 SBB breakfast
15/12 JYC Advisory meeting
16/12 Australian Air League presentation
19/12 Rotary breakfast

Cr J Woodman:

Commented on Valley View Secondary School, to which she is Council's representative, and their improved SACE results.

Cr S Reardon:

28/11/2016 Meeting with CEO
28/11/2016 Council Meeting
29/11/2016 Meet with NHW 504 Secretary
30/11/2016 Elected Members Development Program The Partnership Phase 3, session 6
03/12/2016 SES Salisbury official opening with the Mayor
04/12/2016 Salisbury & District Historical Society Xmas lunch

05/12/2016	Workshop: Website & Marketing Material Projects - Tourism and Visitor Sub Committee
06/12/2016	NHW 504 Xmas Dinner -Para Hills Community Club
07/12/2016	HHLSA NHW Volunteers Association quarterly meeting
09/12/2016	Mayor's Xmas Breakfast
09/12/2016	Meet with Business owners in Pooraka
09/12/2016	Attend local resident's wedding
09/12/2016	Elected Members Xmas Dinner
12/12/2016	Council Committee meetings
13/12/2016	Representing Local residents with Presentation to Development Assessment Panel
14/12/2016	Para Hills High School-Governing Council Xmas Dinner
16/12/2016	Drop off donated gifts to local resident for use with Domestic Violence victims
19/12/2016	Council Meeting

CONFIDENTIAL ITEMS

1.10.1 Salisbury Community Hub - Status Update

Further Information Item

1.10.1FI Salisbury Community Hub - Status Update

Moved Cr R Zahra

Seconded Cr S White

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*

- it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and

- information the disclosure of which would, on balance, be contrary to the public interest.

2. *In weighing up the factors related to disclosure,*

- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

- non disclosure of this matter will protect Council's negotiation position in respect to precedent conditions relating to the land acquisition and contract negotiations with a third party.

*On that basis the public's interest is best served by not disclosing the **Salisbury Community Hub - Status Update** item and discussion at this point in time.*

3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

**CARRIED
1530/2016**

The meeting moved into confidence at 9:48 pm.

The meeting moved out of confidence at 9:52 pm.

2.9.1 Minutes of the Confidential Strategic Property Development Sub Committee meeting held on Monday 5 December 2016

Moved Cr E Gill

Seconded Cr D Bryant

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

*On that basis the public's interest is best served by not disclosing the **Minutes of the Confidential Strategic Property Development Sub Committee meeting held on Monday 5 December 2016** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED
1531/2016

The meeting moved into confidence at 9:53 pm.

The meeting moved out of confidence at 9:53 pm.

6.9.1 Contract Renegotiation - Management Services of Recreation Centres

Moved Cr R Zahra
Seconded Cr R Cook

1. *Pursuant to Section 90(2) and (3)(b)(i) and (d)(i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *in contract renegotiations*

*On that basis the public's interest is best served by not disclosing the **Contract Renegotiation - Management Services of Recreation Centres** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED
1532/2016

The meeting moved into confidence at 9:53 pm.

The meeting moved out of confidence and closed at 9:54pm.

CHAIRMAN.....

DATE.....

ITEM	GB1
	COUNCIL
DATE	30 January 2017
HEADING	Updated Terms of Reference: Strategic and International Partnerships Sub Committee
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>Following Council's decision to implement an alternative Committee Structure/Meeting cycle it has been necessary to update Terms of Reference for Sub-Committees to reflect the changed structure/cycle.</p> <p>This report presents the updated Terms of Reference for the Strategic and International Partnerships Sub Committee to Council for endorsement.</p>

RECOMMENDATION

1. The Terms of Reference for the Strategic and International Partnerships Sub Committee, as set out in Attachment 1 to this report (Item No. GB1, Council, 30/01/2017) be endorsed.

ATTACHMENTS

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

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

1. BACKGROUND

- 1.1 At the December 2016 meeting Council resolved to implement an alternative Committee structure, which retained all existing Sub Committees but has the majority of those Sub Committees reporting directly to Council. As a consequence, there is a need to update the Terms of Reference for each Sub Committee to reflect the changed reporting relationship.

2. REPORT

- 2.1 A review of the Terms of Reference of the Strategic and International Partnerships Sub Committee was conducted, with changes made to reflect:
 - 2.1.1 A direct reporting relationship to Council
 - 2.1.2 Meetings to occur in the first or third week of the month
 - 2.1.3 Changes to legislative references.

3. CONCLUSION / PROPOSAL

- 3.1 The Terms of Reference of the Strategic and International Partnerships Sub Committee have been updated to reflect the adoption of the new Committee Structure/Meeting Cycle and are now presented to Council for endorsement.

CO-ORDINATION

Officer:

Date:



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

1. Purpose

1.1 In 2002 the City of Salisbury entered into a Sister City relationship with the City of Mobara, Japan. The intention of the relationship being to:

- provide opportunities for a 'global education' to the youth of both cities;
- expand the understanding of both cities in relation to culture;
- make the citizens of both aware and accepting of the culture of our Sister City, therefore contributing to world peace and understanding; and
- promote the City of Salisbury and the potential for increasing tourism and trade.

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

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

The specific objectives of the Sub Committee being to:

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



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

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

2. Status and Term of the Committee

- 2.1 The Strategic and International Partnerships Sub Committee is formed under section 41 of the *Local Government Act 1999* for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub Committee will exist for the term of Council.

3. Meeting Details

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



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

4. Membership

4.1 The membership of the Sub Committee comprises:

Voting Members

- four (4) Elected Members;
- a member of the Northern Economic Leaders actively engaged in international trade and investment;
- the University of South Australia's Pro-Vice-Chancellor (International) or that person's nominee;
- the Principal of a Salisbury-based school with an active international program;
- two (2) representatives from local Service Clubs; and
- one (1) representative of a local sporting club.

Non-voting Members

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

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

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

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

4.4 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75B (conflict of interest) must be adhered to.

5. Chairman and Deputy Chairman

5.1 The Chairman is appointed by the Council for a period of 12 months.

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



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

6. Voting Rights

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

7. Meeting Procedures, Minutes and Documents

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

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of Voting Members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 10 members, the quorum is 6 (that is, 10 divided by 2 = 5 + 1).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement remains 6 (that is 11 divided by 2 = 5.5 (ignoring any fractions) = 5 + 1).
- 8.3 Non-Voting Members are not counted in the calculation of the quorum.



Strategic and International Partnerships Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

9. Reporting Requirements

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

ITEM	GB2
	COUNCIL
DATE	30 January 2017
HEADING	Updated Terms of Reference: Strategic Property Development Sub Committee
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>Following Council's decision to implement an alternative Committee Structure/Meeting Cycle it has been necessary to update Terms of Reference for Sub-Committees to reflect the changed structure/cycle.</p> <p>This report presents the updated Terms of Reference for the Strategic Property Development Sub Committee, which reports to the Strategic Planning and Development Policy Committee, to Council for endorsement.</p>

RECOMMENDATION

1. The Terms of Reference for the Strategic Property Development Sub Committee, as set out in Attachment 1 to this report (Item No. GB2, Council, 30/01/2017) be endorsed.

ATTACHMENTS

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

1. Terms of Reference - Strategic Property Development Sub Committee

1. BACKGROUND

- 1.1 At the December 2016 meeting Council resolved to establish the Strategic Planning and Development Policy Committee, and to have the existing Strategic Property Development Sub Committee report to that Committee. As a consequence, there is a need to update the Terms of Reference for the Strategic Property Development Sub Committee to reflect the changed reporting relationship and the amended meeting cycle.

2. REPORT

- 2.1 A review of the Terms of Reference of the Strategic Property Development Sub Committee was conducted, with changes made to reflect:
 - 2.1.1 A reporting relationship to the Strategic Planning and Development Policy Committee
 - 2.1.2 Meetings to occur in the first or third week of the month
 - 2.1.3 Changes to legislative references.

3. CONCLUSION / PROPOSAL

- 3.1 The Terms of Reference of the Strategic Property Development Sub Committee have been updated to reflect the adoption of the new Committee Structure/Meeting Cycle and are now presented to Council for endorsement.

CO-ORDINATION

Officer:

Date:



Strategic Property Development Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

1. Purpose

- 1.1 The Strategic Property Development Sub Committee has been established to provide advice to Council to:
 - examine and make decisions on strategic property development projects
 - consider property development proposals in terms of their overall commercial and community benefit.
 - assess and consider Council's risk exposure related to the projects.
- 1.2 The Sub-Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Sub-Committee

- 2.1 The Sub-Committee is formed under Section 41 of the *Local Government Act 1999* for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub-Committee will exist for the term of Council.

3. Meeting Details

- 3.1 The Sub-Committee meets at a minimum every three months, or as required, on the first and/or third Monday of the month.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Sub-Committee will be held in the Committee Rooms, 12 James Street, Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Sub-Committee.



Strategic Property Development Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

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

4. Membership

- 4.1 The membership of the Strategic Property Development Sub Committee comprises one Elected Member representative from each Ward as appointed by Council.
- 4.2 The Mayor is, ex officio, a member of this Sub-Committee.
- 4.3 The alternate Ward Councillor is appointed as a Deputy Member to the Strategic Property Development Sub Committee and in the absence of the appointed member will act as a full member of the Sub Committee.
- 4.3 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting. Where possible advice of an apology should be provided direct to the alternate Ward Councillor to facilitate their attendance in place of the appointed member. Ward Councillors are invited to attend for projects in their ward but are not voting members.
- 4.4 Members of the Sub-Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75B (conflict of interest) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of a Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed by the Sub Committee for a term determined by the Sub-Committee.



Strategic Property Development Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

6. Voting Rights

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

7. Meeting Procedures, Minutes and Documents

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

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the sub-committee by two (ignoring any fractions) and adding one. For a sub-committee comprising 8 members, the quorum is 5 (that is, $8 \div 2 = 4 + 1$).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement remains 5 (that is $9 \div 2 = 4.5$ (ignoring any fractions) $= 4 + 1$).



Strategic Property Development Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

9. Reporting Requirements

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

ITEM	GB3
	COUNCIL
DATE	30 January 2017
HEADING	Updated Terms of Reference: Chief Executive Officer Review Committee
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>Following Council's decision to implement an alternative Committee Structure/Meeting Cycle it has been necessary to update Terms of Reference for Committees to reflect the changed structure/cycle.</p> <p>In addition, the composition of the CEO Review Committee was amended and the new membership details need to be incorporated within the Terms of Reference.</p> <p>This report presents the updated Terms of Reference for the Chief Executive Officer Review Committee to Council for endorsement.</p>

RECOMMENDATION

1. The Terms of Reference for the Chief Executive Officer Review Committee, as set out in Attachment 1 to this report (Item No. GB3, Council, 30/01/2017) be endorsed.
2. The Deputy Chairman of the Program Review Sub Committee (PRSC) attend the CEO Review Committee Meetings in place Cr Betty Gill (PRSC Chairman until December 2017), who will attend in the capacity of Chairman, Strategic and International Partnerships Sub Committee, until Cr David Bryant takes up the position of Chairman PRSC in January 2018.

ATTACHMENTS

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

1. Terms of Reference - Chief Executive Officer Review Committee

1. BACKGROUND

- 1.1 At the December 2016 meeting Council resolved to alter the membership of the CEO Review Committee. In addition, a new meeting cycle was adopted. The Terms of reference of the CEO Review Committee subsequently require amendment to reflect the necessary changes.

2. REPORT

- 2.1 A review of the Terms of Reference of the Chief Executive Officer Committee was conducted, with changes made to reflect:

2.1.1 Membership to comprise:

- Mayor
- Deputy Mayor
- Chairman, Program Review Sub Committee
- Chairman, Strategic and International Partnerships Sub Committee
- Chairman, Strategic Property Development Sub Committee
- Chairman, Tourism and Visitor Sub Committee

With Elected Members holding the position of Deputy Chairman of the above committees appointed as proxy members and in the absence of the appointed member will act as full members of the committee.

2.1.2 Mayor to hold the position of Chairman and Deputy Mayor to hold the position of Deputy Chairman of the CEO Review Committee.

2.1.3 Meetings to occur in the first and/or third week of the month as required.

2.1.4 Changes to legislative references.

- 2.2 It is noted that Cr Betty Gill currently holds the position of Chairman, Program Review Sub Committee until December 2017 and Chairman, Strategic and International Partnerships Sub Committee for the remainder of the term of Council. Given the provision to appoint Deputy Chairman of the listed Committees as proxy members in the absence of the appointed member, and to ensure the membership of the CEO Review Committee is not less than Council intended, it would be appropriate for the Deputy Chairman of the Program Review Sub Committee (once appointed) to attend the CEO Review Committee as the Program Review Sub Committee representative until Cr Bryant takes up the position of Chairman of the Program Review Sub Committee.

3. CONCLUSION / PROPOSAL

- 3.1 The Terms of Reference of the CEO Review Committee have been updated to reflect the adoption of the new Committee Structure/Meeting Cycle and are now presented to Council for endorsement.

CO-ORDINATION

Officer:

Date:



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert Date]

1. Purpose

- 1.1 The Chief Executive Officer (CEO) Review Committee has been established to manage the performance review process for the CEO.
- 1.2 The CEO's performance will be reviewed (at least) annually by the CEO Review Committee.
- 1.3 The Review Committee will:
 - By agreement with the CEO appoint an independent advisor to assist in the CEO performance appraisal process as provided for within the CEO Contract of Employment;
 - Develop a Performance Plan for the CEO;
 - Monitor the performance of the CEO against his/her contract of employment, responsibilities and performance plan and provide regular feedback;
 - Facilitate the conduct of the CEO's annual performance and remuneration reviews;
 - Receive reports from the CEO regarding the performance of the organisation;
 - Determine, under delegated authority from Council, any amendments to the CEOs employment arrangements and incentive payments to the CEO as provided in the contract of employment.
- 1.4 The Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee to Council for the purpose of providing advice to Council in regard to the areas listed in the Purpose of the Committee above.
- 2.2 This Committee will exist for the term of the Council.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert Date]

3. Meeting Details

- 3.1 The Committee will meet at a minimum twice per year or as required on the first and/or third Monday of the month.
- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Committee will be held in the Committee Rooms, 12 James Street, Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the CEO Review Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and CEO Review Committee Agenda will also be displayed at 12 James Street Salisbury.
- 3.6 Members of the public are able to attend all meetings of the CEO Review Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the CEO Review Committee comprises Elected Members holding the following positions:
 - Mayor
 - Deputy Mayor
 - Chairman, Program Review Sub Committee
 - Chairman, Strategic and International Partnerships Sub Committee
 - Chairman, Strategic Property Development Sub Committee
 - Chairman, Tourism and Visitor Sub Committee

Elected Members holding the position of Deputy Chairman of the above Committees are appointed as proxy members to the CEO Review Committee and in the absence of the appointed member will act as a full member of the Committee.
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert Date]

- 4.3 Members of the CEO Review Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75B (conflict of interest) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The Mayor will hold the position of Chairman of the CEO Review Committee.
- 5.2 The Deputy Mayor will hold the position of Deputy Chairman of the CEO Review Committee.

6. Voting Rights

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

7. Meeting Procedures, Minutes and Documents

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



Chief Executive Officer Review Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert Date]

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 6 members, the quorum is 4 (that is, 6 divided by 2 = 3 + 1).

9 Delegations

- 9.1 Council has formally delegated to the CEO Review Committee the power to:
- By agreement with the CEO, appoint an independent advisor to assist with the CEO performance appraisal process; and
 - determine any amendments to the CEO's employment arrangements and incentive payments as provided for within the contract of employment.

10. Reporting Requirements

- 10.1 The CEO Review Committee reports to Council.
- 10.2 The CEO Review Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where, in its view, action or improvement is needed.
- 10.3 Recommendations made by the CEO Review Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.
- 10.4 Where the CEO Review Committee has exercised a delegated power, this will be reported to the next Council meeting.

ITEM	GB4
	COUNCIL
DATE	30 January 2017
HEADING	Updated Terms of Reference: Program Review Sub Committee
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>Following Council's decision to implement an alternative Committee Structure/Meeting Cycle it has been necessary to update Terms of Reference for Sub-Committees to reflect the changed structure/cycle.</p> <p>This report presents the updated Terms of Reference for the Program Review Sub Committee to Council for endorsement.</p>

RECOMMENDATION

1. The Terms of Reference for the Program Review Sub Committee, as set out in Attachment 1 to this report (Item No. GB4, Council, 30/01/2017) be endorsed.

ATTACHMENTS

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

1. Terms of Reference - Program Review Sub Committee

1. BACKGROUND

- 1.1 At the December 2016 meeting Council resolved to implement an alternative Committee structure, which retained all existing Sub Committees but has the majority of those Sub Committees reporting directly to Council. As a consequence, there is a need to update the Terms of Reference for each Sub Committee to reflect the changed reporting relationship.

2. REPORT

- 2.1 A review of the Terms of Reference of the Program Review Sub Committee was conducted, with changes made to reflect:
 - 2.1.1 A direct reporting relationship to Council
 - 2.1.2 Meetings to occur in the first or third week of the month
 - 2.1.3 Changes to legislative references.

3. CONCLUSION / PROPOSAL

- 3.1 The Terms of Reference of the Program Review Sub Committee have been updated to reflect the adoption of the new Committee Structure/Meeting Cycle and are now presented to Council for endorsement.

CO-ORDINATION

Officer:

Date:



Program Review Sub Committee - Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [Insert Date]

1. Purpose

- 1.1 The Program Review Sub Committee has been established to provide advice to Council in relation to the appropriateness of programs and services that Council delivers. To achieve this goal, the Program Review Sub Committee will:
 - Review programs and services provided by Council.
 - Address such matters as:
 - Service levels
 - Service delivery models
 - Demand on services.
 - Make recommendations to Council on programs and service levels to be delivered by the City of Salisbury.
- 1.2 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

- 2.1 The Sub Committee is formed under section 41 of the *Local Government Act 1999* as an advisory committee for the purpose of providing advice to Council in regard to the areas listed in section 1 above.
- 2.2 This Sub Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Sub Committee meets as required during the first and/or third week of the month.
- 3.2 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury or as otherwise determined by the Committee.
- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Sub Committee.



Program Review Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [Insert Date]

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

4. Membership

- 4.1 The membership of the Sub Committee is as determined by Council. Current membership of the Sub Committee is:
- Mayor Gillian Aldridge
 - Cr Betty Gill (Central Ward)
 - Cr Joe Caruso (East Ward)
 - Cr David Bryant (Hills Ward)
 - Cr Brad Vermeer (Levels Ward)
 - Cr Linda Caruso (North Ward)
 - Cr Riccardo Zahra (Para Ward)
 - Cr Sean Bedford (South Ward)
 - Cr Chad Buchanan (West Ward)
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 The alternate Ward Councillor is appointed as a Deputy Member to the Program Review Sub Committee, and in the absence of the appointed member will act as a full member of the Program Review Sub Committee.
- 4.3 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75B (conflict of interest) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of a Chairman will be made by the Council for a term determined by the Council.
- 5.2 The Deputy Chairman will be appointed at the first meeting of the Committee for a term determined by the Committee.



Program Review Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [Insert Date]

6. Voting Rights

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

7. Meeting Procedures, Minutes and Documents

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

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 9 members, the quorum is 5 (that is, 9 divided by 2 = 4.5 (ignoring any fractions) = 4 + 1).

9. Reporting Requirements

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

ITEM	GB5
	COUNCIL
DATE	30 January 2017
HEADING	Updated Terms of Reference: Tourism and Visitor Sub Committee
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>Following Council's decision to implement an alternative Committee Structure/Meeting Cycle it has been necessary to update Terms of Reference for Sub-Committees to reflect the changed structure/cycle.</p> <p>This report presents the updated Terms of Reference for the Tourism and Visitor Sub Committee to Council for endorsement.</p>

RECOMMENDATION

1. The Terms of Reference for the Tourism and Visitor Sub Committee, as set out in Attachment 1 to this report (Item No. GB5, Council, 30/01/2017) be endorsed.

ATTACHMENTS

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

1. Terms of Reference - Tourism and Visitor Sub Committee

1. BACKGROUND

- 1.1 At the December 2016 meeting Council resolved to implement an alternative Committee structure, which retained all existing Sub Committees but has the majority of those Sub Committees reporting directly to Council. As a consequence, there is a need to update the Terms of Reference for each Sub Committee to reflect the changed reporting relationship.

2. REPORT

- 2.1 A review of the Terms of Reference of the Tourism and Visitor Sub Committee was conducted, with changes made to reflect:
 - 2.1.1 A direct reporting relationship to Council
 - 2.1.2 Meetings to occur in the first or third week of the month
 - 2.1.3 Changes to legislative references.

3. CONCLUSION / PROPOSAL

- 3.1 The Terms of Reference of the Tourism and Visitor Sub Committee have been updated to reflect the adoption of the new Committee Structure/Meeting Cycle and are now presented to Council for endorsement.

CO-ORDINATION

Officer:

Date:



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

1. Purpose

- 1.1 The Tourism and Visitor Sub Committee has been established to:
 - Promote and facilitate tourism and visitor opportunities for the City of Salisbury.
 - Identify and advise Council on tourism opportunities
 - Develop and maintain professional relationships that support the implementation of Councils Tourism and Visitor Strategy.
 - Identify linkages and opportunities to leverage benefit between the Tourism and Visitor Strategy and other state and local government plans and strategies.
- 1.3 The Sub Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

2. Status and Term of the Committee

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

3. Meeting Details

- 3.1 The Sub Committee meets as required, but no less than 3 times per year.
- 3.2 Meetings of the Sub Committee will be held in the Committee Rooms, City of Salisbury, 12 James Street Salisbury.
- 3.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days' notice of an ordinary meeting will be provided to members of the Sub Committee.
- 3.4 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Sub Committee Agenda will also be displayed at 12 James Street Salisbury.



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

- 3.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Sub Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Sub Committee comprises:
- One Representative from the local commercial tourism industry.
 - One Representative from a local history club.
 - One Kurna Representative.
 - Two Representatives from the business community connected with the City of Salisbury.
 - A representative of the South Australian Government nominated by the Minister for Tourism.
 - Three Elected Members (Cr R Cook, Cr S Reardon and Cr R Zahra).
 - The Mayor (ex-officio).
- The Sub Committee will from time to time call in expertise to assist the Sub Committee with its deliberations.
- 4.2 All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- 4.3 Members of the Sub Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75BA (conflict of interest) must be adhered to.

5. Chairman and Deputy Chairman

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



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

6. Voting Rights

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

7. Meeting Procedures, Minutes and Documents

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

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of voting members of the committee by two (ignoring any fractions) and adding one. For a committee comprising 9 voting members, the quorum is 5 (that is, $9 \div 2 = 4.5$ (ignoring any fractions) $= 4 + 1$).
- 8.2 When the Mayor, as an ex officio member, is in attendance at a Sub Committee meeting, the quorum requirement is 6 (that is, $10 \div 2 = 5$ (ignoring any fractions) $= 5 + 1$).



Tourism and Visitor Sub Committee

- Terms of Reference -

Endorsed by Council: [insert date]

Review Date: [insert date]

9. Reporting Requirements

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

ITEM	GB6
	COUNCIL
DATE	30 January 2017
HEADING	Updated Terms of Reference: Youth Council Sub Committee
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>Following Council's decision to implement an alternative Committee Structure/Meeting Cycle it has been necessary to update Terms of Reference for Sub-Committees to reflect the changed structure/cycle.</p> <p>This report presents the updated Terms of Reference for the Youth Council Sub Committee to Council for endorsement.</p>

RECOMMENDATION

1. The Terms of Reference for the Youth Council Sub Committee, as set out in Attachment 1 to this report (Item No. GB6, Council, 30/01/2017) be endorsed.

ATTACHMENTS

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

1. Terms of Reference - Youth Council Sub Committee

1. BACKGROUND

- 1.1 At the December 2016 meeting Council resolved to implement an alternative Committee structure, which retained all existing Sub Committees but has the majority of those Sub Committees reporting directly to Council. As a consequence, there is a need to update the Terms of Reference for each Sub Committee to reflect the changed reporting relationship.

2. REPORT

- 2.1 A review of the Terms of Reference of the Youth Council Sub Committee was conducted, with changes made to reflect:
 - 2.1.1 A direct reporting relationship to Council
 - 2.1.2 Meetings to occur in the first or third week of the month
 - 2.1.3 Changes to legislative references
 - 2.1.4 Recent changes endorsed for inclusion within the Terms of Reference.

3. CONCLUSION / PROPOSAL

- 3.1 The Terms of Reference of the Youth Council Sub Committee have been updated to reflect the adoption of the new Committee Structure/Meeting Cycle and are now presented to Council for endorsement.

CO-ORDINATION

Officer:

Date:



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

1. Purpose

- 1.1 The Youth Council provides an opportunity for the voices of young people to be heard within Council. It offers a range of benefits to both young people in the City of Salisbury and Council. In addition to formal meetings, the Youth Council will address issues of interest through Project Teams.
- 1.2 The Youth Council enables Council to consult with, and benefit from the expertise of, young people on matters relating to policy development, service provision and issues relevant to young people. This enables young people to become involved in the planning, development and delivery of relevant youth services and projects for the City.
- 1.3 The Youth Council is an approach to fulfilling the following objectives:
 - To consult with young people to contribute to more effective Council decision-making and achieve improved outcomes across Council;
 - To develop young people's skills in civic participation in fulfilling the democratic right of young people to participate in decisions that affect their lives; and
 - To enhance young people's roles as active community members in achieving outcomes towards a more inclusive community.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

1.4 The aims of Youth Council are to:

- Act as an advocate and provide expertise to Council on issues important to young people in the City of Salisbury;
- Make recommendations to Council on issues affecting young people in the City of Salisbury;
- Address issues of concern to young people;
- Monitor and evaluate Council's youth services and Youth Action Plan;
- Monitor and evaluate Council's policy and strategic directions in other areas of interest to young people;
- Raise community awareness of issues important to young people;
- Foster better working relationships between young people and local government;
- Undertake consultations with other young people to inform Council's policies and program development; and
- Provide advice to Council on the implementation of Council strategy undertaking projects.

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

2. Status and Term of the Sub-Committee

- 2.1 The Sub-Committee is formed under Section 41 of the *Local Government Act 1999* as for the purpose of providing advice to Council in regard to the areas listed above.
- 2.2 This Sub-Committee will exist for the term of Council.

3. Meeting Details

- 3.1 The Sub-Committee meets at a minimum six times per annum (February, April, June, August, October and December), or as required, on the first and/or third Monday of the month.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

- 3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.
- 3.3 Meetings of the Sub-Committee will be held in the John Harvey Gallery or Committee Rooms, 12 James Street, Salisbury.
- 3.4 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Sub-Committee.
- 3.5 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website. A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street, Salisbury.
- 3.6 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee/Council under the confidentiality provisions of Section 90 of the *Local Government Act*.

4. Membership

- 4.1 The membership of the Youth Council comprises:
 - 18 young people (aged 14-25 years)
 - 6 mentors; and
 - Up to 3 elected membersThe Mayor is, ex officio, a member of the Youth Council.
- 4.2 Membership of Youth Council shall aim to include a broad range of young people from a range of ages and backgrounds.
- 4.3 Youth Council members must live, work, study or volunteer in the City of Salisbury



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

4.4 **Youth Members**

Applicants for youth membership must demonstrate the following attributes:

- An interest in youth issues;
- An interest in community involvement;
- A commitment to being part of a project team; and
- An ability to attend all Youth Council meetings.

4.5 **Youth Members Membership Term**

- Membership for Youth Members of Youth Council shall apply for a two (2) year term.
- A minimum of 1 x 2 year term and maximum of 2 consecutive terms (a maximum of four (4) years) are available to each Youth Member).
- Youth members who wish to sit a second term on Youth Council must reapply using the member's application form.
- Applications for membership may be submitted when the applicant is 13 years of age, so long as they will have turned 14 by the time their position on Youth Council is to commence.

4.6 **Elected Members**

- Council will appoint a minimum of three (3) elected members to Youth Council for the term of Council.

4.7 **Mentors**

- Applicants for mentor membership will be available to community members aged 18 years or over.
- Mentors may apply for individual or organisational membership of the Youth Council.
- All mentors should either represent a youth organisation, school, community group, business or organisation in the City of Salisbury, or as individual members, be active in the support of youth/youth initiatives.
- Applications for Mentor positions must provide evidence of skills/experiences in working with young people, supporting youth initiatives and encouraging youth participation.
- Exiting Youth Members who have completed two terms on Youth Council may apply for Mentor positions. Where an exiting Youth Member does not meet the minimum age requirement for a Mentor position, this requirement will be waived.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

4.8 Mentor Membership Term

- Membership for Mentor Members of Youth Council shall apply for a two (2) year term.
- Mentors may reapply for membership at the conclusion of each term. There is no limitation on the number of terms a Mentor may be appointed for.
- Organisations that hold Mentor positions will nominate a primary representative to attend Youth Council activities. Organisations may nominate a proxy to attend activities when the primary representative is not available.

4.9 Membership Selection

- Appointments will be held annually for vacant committee positions, or as required to fill a casual a vacancy that arises during a term of appointment, for the balance of the remaining term.
- Membership will be determined via a selection process, which requires the completion and submission of the Youth Council membership application form.
- A selection committee will be convened comprising two Youth Council members and an appropriate City of Salisbury staff member.
- Selection will be based upon assessment of the applicant against the relevant criteria. Alternative opportunities for young people not selected will be available through the project teams and other youth programs.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

4.10 **Meeting Attendance**

- All members must attend meetings and where unable to do so, must provide an apology prior to the meeting.
- Members who miss one (1) Youth Council meeting without lodging a formal apology will be contacted by the appropriate Council staff member to clarify their obligations to the Youth Council.
- Members who miss two (2) consecutive meetings, with or without an apology, will be contacted by the Council staff members at which time they will be advised that their membership status on the Youth Council is under review.
- A report will then be submitted to Youth Council to discuss the member's ongoing membership of the Youth Council. If the Youth Council determines the membership should be revoked, then a casual vacancy is created and a suitable candidate will be recruited to fill this casual vacancy. A letter will be forwarded to the Youth Council members whose membership has been revoked providing details of the decision.

- 4.11 Members of the Youth Council must comply with the conduct and conflict of interest provisions of the *Local Government Act*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-75A (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The Youth Council will elect a Chairman for a one year term at the February meeting in each year. The Chairman must be a youth member and have at least one year experience on Youth Council.
- 5.2 The Chairman's role is to chair the Youth Council meetings and carry out their duties as outline in the position description for that role. Training and support is provided to the Chairman.
- 5.3 The Youth Council will elect a Deputy Chairman for a one year term at the February meeting in each year. The Deputy Chairman must be a youth member. The Deputy Chairman is to carry out their duties as outlined in the position description for that role. Training and support is provided to the Deputy Chairman.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

6. Voting Rights

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

7. Meeting Procedures, Minutes and Documents

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

8. Quorum

- 8.1 A quorum shall be determined by dividing the total number of youth members of the Youth Council by two (ignoring any fractions) and adding one. For a Youth Council comprising 18 youth members, the quorum is 10 (that is, 18 divided by 2 = 9 + 1).



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

9. Reporting Requirements

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

10. Project Teams

- 10.1 Youth Council may establish project teams each year to focus on a particular issue of importance to young people. Project teams will be established at the first Youth Council meeting for the year.
- 10.2 Project teams will report directly to the Youth Council Sub Committee.
- 10.3 Project teams are youth led and comprise members of the Youth Council and other relevant young people. Mentors will offer support to the project teams and attend meetings.
- 10.4 Youth members must participate in at least one project team.
- 10.5 Commitment to a Project Team requires regular attendance at project team meetings. In the event that a Project Team member does not attend project team meetings on a regular basis (with or without submitting an apology) the member may be removed from the project team in the same manner as described in 4.10.



Youth Council Sub Committee

- Terms of Reference -

Endorsed by Council: 15 December 2014

Review Date: [insert date]

- 10.6 The purpose of the Project Team is to:
- Develop and implement a project each year focussed on a current youth issue or topic;
 - Provide relevant update reports to Youth Council during the year;
 - Submit a final report at the completion of the project;
 - Invite other young people, community members, guest speakers and support people to attend meetings;
 - Keep a record of the meetings; and
 - Manage a project budget.
- 10.7 A project team leader will be appointed by the project team. They will:
- Be a youth member;
 - Have at least one year experience on Youth Council;
 - Engage in regular communication with the project team;
 - Ensure relevant reports are provided to Youth Council;
 - Liaise with staff in relation to team progress; and
 - Facilitate team meetings.
- 10.8 Elected members who are members of the Youth Council have the opportunity to attend and participate in project teams if they choose to do so.
- 10.9 Support of project teams will be provided by relevant members of staff. Project Team meetings will occur at times and locations convenient to the young people involved.

ITEM	GB7
	COUNCIL
DATE	30 January 2017
HEADING	Council Meeting Schedule, Agenda Structure and Evaluation Process to reflect Council Decision 1481/2016, 19 December 2016
AUTHOR	Tami Norman, Manager Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	<p>At the December 2016 Council Meeting Council resolved to adopt an alternative governance structure to take effect from February 2017 (Resolution number 1481/2016). This decision requires a range of actions, including the development of a new meeting schedule and alternative Council Agenda Structure to reflect different reporting relationships of Sub-Committees and presentation of the majority of business items directly to Council.</p> <p>This report presents the Council meeting schedule and proposed Council Agenda Structure for the consideration and endorsement of Council.</p> <p>The December meeting also resolved to conduct an evaluation of the new structure after the first six months of operation. To enable this to occur areas to be measured/assessed have been identified and are provided for consideration/endorsement within this report.</p>

RECOMMENDATION

1. The meeting schedule for Committee and Council meetings for February 2017 to November 2017 inclusive, as set out in Attachment 1 to this report (Item No. GB7, Council Meeting, 30/01/2017) be endorsed.
2. Council Agenda Structure Option ____, as set out in Attachment ____ to this report (Item No. GB7, Council Meeting, 30/01/2017) be endorsed.
3. The following criteria be used as the basis of evaluation of operation of the governance structure in place for the period February 2017 to November 2017 inclusive:

Quantitative Criteria

- Meeting Duration
- Items requiring further information
- Items deferred

Qualitative Criteria

- Elected Member satisfaction with decision making process
- Elected Member satisfaction with quality of information presented
- Elected Member assessment of engagement/debate/participation at Council Meetings

Financial Criteria

- Catering/Security costs
- Elected Member payments
- InfoCouncil system modification costs

ATTACHMENTS

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

1. Meeting Schedule - February 2017 to November 2017 inclusive
2. Option 1 - Council Agenda Structure
3. Option 2 - Council Agenda Structure

1. BACKGROUND

- 1.2 At the December 2016 Council meeting Council resolved to implement a fortnightly council meeting cycle with a reduced number of committees in place (Resolution No. 1481/2016).
- 1.3 The decision included the following meeting cycle, to take effect from February 2017 until and including November 2017, with the published schedule of future meeting dates to be amended to reflect the new meeting cycle:

Day	Meeting
First Monday of the month	<ul style="list-style-type: none"> • Strategic Planning and Development Policy Committee • Sub Committees as required
First Tuesday of the month	<ul style="list-style-type: none"> • Informal Strategy, Elected Member workshops/briefings as required
Second Monday of the month	<ul style="list-style-type: none"> • Council Meeting
Third Monday of the month	<ul style="list-style-type: none"> • Strategic Planning and Development Policy Committee • Sub Committees as required
Third Tuesday of the month	<ul style="list-style-type: none"> • Informal Strategy, Elected Member workshops/briefings as required
Fourth Monday of the month	<ul style="list-style-type: none"> • Council Meeting

- 1.4 The decision also included:
 - 1.4.1 The establishment of the Strategic Planning and Development Policy Committee (dealt with under separate item)
 - 1.4.2 The retention of the Audit Committee of Council;
 - 1.4.3 The retention of:
 - Chief Executive Officer Review Committee (with changed membership);
 - Program Review Sub Committee;
 - Strategic and International Partnerships Sub Committee;
 - Strategic Property Development Sub Committee (to report to the Strategic Planning and Development Policy Committee);
 - Tourism and Visitor Sub Committee; and
 - Youth Council Sub Committee

with Terms of Reference for the above Committees to be updated and presented to Council for endorsement at the January 2017 meeting (dealt with under separate items).

- 1.4.4 The change to Council's governance structure requires the development of a new Council Agenda format to facilitate the consideration of Council business in an efficient manner.
- 1.4.5 Finally, the decision calls for an evaluation of the changed structure after the first six months of operation, with a report anticipated for Council in October based on that timing, that would allow for either confirmation of the continuation of the structure or adoption of an alternative structure to take effect from December 2017.

2. REPORT

2.1 Meeting Schedule

- 2.1.1 The new meeting cycle incorporates convening of council meetings in the second and fourth week of each month, with Committee/Sub Committee meetings, Informal Strategy and Workshops scheduled in the first and third week of each month.
- 2.1.2 A review of the previously endorsed meeting dates has been undertaken with modifications made to the schedule to reflect the required changes to the cycle, as well as incorporate endorsed Budget Cycle meetings, Audit Committee Meetings and Development Assessment Panel meetings. The updated meeting schedule for February 2017 to November 2017 inclusive is provided as Attachment 1.
- 2.1.3 While there is provision for Committee/Sub Committee meetings to be held in week 1 and week 3 of each month these meetings would only be convened on the basis that there is business for the Committees to consider. However, Council meetings would be convened every second and fourth week of the month.
- 2.1.4 Subject to the six monthly review, it is intended that the meeting cycle as set out in Attachment A would be developed to reflect ongoing meetings of Committees/Sub Committees/Council for the balance of the duration of the current term of Council.

2.2 Council Agenda Structure

- 2.2.1 The removal of Standing Committees will result in the significant majority of business items being presented directly to Council. As a consequence, the Council Agenda needs to be structured in a way that facilitates the business of Council and timely decision making.
- 2.2.2 With the change in committee structures there is an opportunity to trial an evaluate an alternative Council Agenda structure. Attachment 2 to this report contains an agenda structure that places items of business that would have previously been considered by Committees towards the beginning of the Agenda on the basis that these items are likely to be of greatest interest to members of the community. In addition:
 - This approach groups together matters that are most likely to have members of the community in attendance, which include Public Question Time, Deputations, Petitions and then Officer Reports and Committee Reports, followed by items of business raised by Elected Members.

- “Officer Reports” includes items presented to Council directly for information and/or decision, whereas “Committee Reports” includes items presented to Council via a Committee/Sub Committee.
- An “Elected Member Reports” section has been added, which incorporates Questions on Notice, Questions Without Notice, Notices of Motion and Other Business.
- The final section of the Agenda contains Information Items, such as Development Assessment Panel minutes, the Mayor’s Diary and Reports from Council Representatives.

2.2.3 Attachment 3 to this report details a second option Agenda structure which retains the order of items as currently considered by Council, modified to incorporate Officer Reports, Committee Reports and Information Items with content in each of those sections as described above.

2.2.4 Members will need to determine which structure they believe provides for the most effective consideration and facilitation of Council business in a Council Meeting environment.

2.3 Six month review of governance structure

2.3.1 Council has called for an evaluation report to be brought back to Council after the first six month period of operation of the newly adopted governance structure. In order to collect appropriate data/information to assist with the evaluation process it is necessary to confirm now what criteria are to be considered as part of the evaluation.

2.3.2 The following criteria are proposed for consideration:

Quantitative Criteria

- Meeting Duration
- Items requiring further information
- Items deferred

Qualitative Criteria

- Elected Member satisfaction with decision making process
- Elected Member satisfaction with quality of information presented
- Elected Member assessment of engagement/debate/participation at Council Meetings

Financial Criteria

- Catering/Security costs
- Elected Member payments
- InfoCouncil system modification costs

2.3.3 Data collected against the Quantitative and Financial criteria can be compared to an equivalent six month period under the previous governance structure. Qualitative data will not be able to be compared, but will allow Elected Members to express their view on the effectiveness of the structure.

3. CONCLUSION / PROPOSAL

- 3.1 Following the decision of Council in December 2016 to adopt an alternative governance structure a range of actions have been required to facilitate commencement of the structure from February in line with Council's resolution.
- 3.2 This report presents the meeting schedule, prepared in accordance with Council Resolution 1481/2016, for the period February 2017 to November 2017 inclusive, for endorsement.
- 3.3 This report also presents two options for the Council Meeting Agenda structure and seeks a decision from Council as to which option should be applied.
- 3.4 Finally, this report proposes a range of criteria to be used as the basis of the evaluation of the new structure following six months of operation. Council are asked to consider the criteria, suggest modifications and endorse the criteria to be applied.

CO-ORDINATION

Officer:

Date:

FEBRUARY 2017

Week	Monday 06/02/2017	Tuesday 07/02/2017
1	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm - Elected Member Digital Strategy Workshop

Week	Monday 13/02/2017	Tuesday 14/02/2017
2	6.30pm - Council	6.30pm – Audit Committee

Week	Monday 20/02/2017	Tuesday 21/02/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 27/02/2017	Tuesday 28/02/2017	Wednesday 01/03/2017
4	6.30pm - Council	6.00pm – Development Assessment Panel	6.30pm – First Budget Workshop - capital new initiatives - PF&E new initiatives

MARCH 2017

Week	Monday 06/03/2017	Tuesday 07/03/2017	Wednesday 08/03/2017
1	6.30pm – Second Budget Workshop <ul style="list-style-type: none"> - recap Elected Members Workshop outcomes - base operating budget, including fees and charges - Operating new initiatives - IT new initiatives 	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 13/03/2017	Tuesday 14/03/2017
2	PUBLIC HOLIDAY	6.30pm - Council

Week	Monday 20/03/2017	Tuesday 21/03/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 27/03/2017	Tuesday 28/03/2017	Wednesday 29/03/2017
4	6.30pm – Council <ul style="list-style-type: none"> - Business Units report on current year and overview of Budget 2017/18 - Update from first budget workshop 	6.00pm – Development Assessment Panel	6.30pm – Third Budget Workshop <ul style="list-style-type: none"> - Update on second budget workshop - updated consolidated summary - Long Term Financial Plan

APRIL 2017

Week	Monday 03/04/2017	Tuesday 04/04/2017	Wednesday 05/04/2017
1	6.30pm – Fourth Budget Workshop (if required) - If required to complete budget discussions prior to finalising the draft budget for public consultation <i>* If Fourth Budget Workshop not required, Tuesday meetings would be held on Monday</i>	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee	6.30pm – Informal Strategy

Week	Monday 10/04/2017	Tuesday 11/04/2017	
2	6.30pm – Council - Budget: updated consolidated summary - update on budget workshop actions - other budget refinements - finalise draft budget	6.30pm – Audit Committee	

Week	Monday 17/04/2017	Tuesday 18/04/2017	Wednesday 19/04/2017
3	EASTER MONDAY	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee	6.30pm – Informal Strategy

Week	Monday 24/04/2017	Tuesday 25/04/2017	Wednesday 26/04/2017
4	6.30pm – Council - Budget: Adoption of Annual Plan (public consultation from Wednesday 3 May 2017 – Friday 26 May 2017 TBC)	ANZAC DAY PUBLIC HOLIDAY	6.00pm – Development Assessment Panel

MAY 2017

Week	Monday 01/05/2017	Tuesday 02/05/2017
1	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 08/05/2017	Tuesday 09/05/2017
2	6.30pm – Council	

Week	Monday 15/05/2017	Tuesday 16/05/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 22/05/2017	Tuesday 23/05/2017
4	6.30pm – Council <ul style="list-style-type: none"> - Budget: Updated consolidated summary - Rating Updated - Update on any other outstanding items 	6.00pm – Development Assessment Panel

Week	Monday 29/05/2017	Tuesday 30/05/2017
5	6.30pm – Informal Strategy/Workshop	

JUNE 2017

Week	Monday 05/06/2017	Tuesday 06/06/2017
1	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 12/06/2017	Tuesday 13/06/2017	Wednesday 14/06/2017
2	PUBLIC HOLIDAY	6.30pm – Council <ul style="list-style-type: none"> - Budget: Feedback from Public Consultation - Updated Consolidated Summary - Rating Update - Final Changes 	

Week	Monday 19/06/2017	Tuesday 20/06/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 26/06/2017	Tuesday 27/06/2017
4	6.30pm – Council <ul style="list-style-type: none"> - Budget: Formal Adoption of the Budget and Declaration of Rates for 2017/18 	6.00pm – Development Assessment Panel

JULY 2017

Week	Monday 03/07/2017	Tuesday 04/07/2017
1	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 10/07/2017	Tuesday 11/07/2017
2	6.30pm – Council	6.30pm – Audit Committee

Week	Monday 17/07/2017	Tuesday 18/07/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 24/07/2017	Tuesday 25/07/2017
4	6.30pm – Council	6.00pm – Development Assessment Panel

Week	Monday 31/07/2017	Tuesday 01/08/2017
5	6.30pm – Informal Strategy/Workshop	

AUGUST 2017

Week	Monday 07/08/2017	Tuesday 08/08/2017
1	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 14/08/2017	Tuesday 15/08/2017
2	6.30pm – Council	

Week	Monday 21/08/2017	Tuesday 22/08/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 28/08/2017	Tuesday 29/08/2017
4	6.30pm – Council	6.00pm – Development Assessment Panel

SEPTEMBER 2017

Week	Monday 04/09/2017	Tuesday 05/09/2017
1	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 11/09/2017	Tuesday 12/09/2017
2	6.30pm – Council	

Week	Monday 18/09/2017	Tuesday 19/09/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 25/09/2017	Tuesday 26/09/2017
4	6.30pm – Council	6.00pm – Development Assessment Panel

OCTOBER 2017

Week	Monday 02/10/2017	Tuesday 03/10/2017	Wednesday 04/10/2017
1	PUBLIC HOLIDAY	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 09/10/2017	Tuesday 10/10/2017
2	6.30pm – Council	6.30pm – Audit Committee (financials only)

Week	Monday 16/10/2017	Tuesday 17/10/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 23/10/2017	Tuesday 24/10/2017
4	6.30pm – Council	6.00pm – Development Assessment Panel

Week	Monday 30/10/2017	Tuesday 31/10/2017
5	6.30pm – Informal Strategy/Workshop	

NOVEMBER 2017

Week	Monday 06/11/2017	Tuesday 07/11/2017
1	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 13/11/2017	Tuesday 14/11/2017
2	6.30pm – Council	6.30pm – Audit Committee

Week	Monday 20/11/2017	Tuesday 21/11/2017
3	6.30pm – Strategic Planning and Development Policy Committee <i>At the conclusion of the Strategic Planning and Development Policy Committee, and as required:</i> <ul style="list-style-type: none"> - Program Review Sub Committee - Strategic & International Partnerships Sub Committee - Strategic Property Development Sub Committee - Tourism and Visitor Sub Committee - Youth Council Sub Committee - CEO Review Committee 	6.30pm – Informal Strategy

Week	Monday 27/11/2017	Tuesday 28/11/2017
4	6.30pm – Council	6.00pm – Development Assessment Panel



AGENDA

FOR COUNCIL MEETING TO BE HELD ON

[DATE] AT 6:30 PM

IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Mayor G Aldridge
Cr D Balaza
Cr S Bedford
Cr D Bryant
Cr C Buchanan
Cr G Caruso
Cr L Caruso
Cr R Cook
Cr E Gill
Cr D Pilkington
Cr D Proleta (Deputy Mayor)
Cr S Reardon
Cr G Reynolds
Cr B Vermeer
Cr S White
Cr J Woodman
Cr R Zahra

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager City Infrastructure, Mr M van der Pennen
General Manager Community Development, Ms P Webb
Manager Governance, Ms T Norman
Manager Communications and Customer Relations, Mr M Bennington
Team Leader Corporate Communications, Mr C Treloar
Governance Coordinator, Ms J Rowett
Governance Support Officer, Ms K Boyd

Agenda - Council Meeting - DD MMMM YYYY

Item GB7 - Attachment 2 - Option 1 - Council Agenda Structure

PRAYER

Father in heaven

We thank you for the wondrous resources of our City, for its people, its environment and its sense of community.

We thank you for the opportunity to now deliberate over how best to help our community.

Please bless that we will respect one another and that we will all do our best to make decisions that will help our community to grow and prosper.

Bless our efforts this day in God's name.

Amen.

KAURNA ACKNOWLEDGEMENT

The City of Salisbury acknowledges that we are meeting on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Council Meeting held on [date]

Presentation of the Minutes of the Confidential Council Meeting held on [date]

PRESENTATIONS

(Awards, Certificates etc if required)

PUBLIC QUESTION TIME

DEPUTATIONS

PETITIONS

OFFICER REPORTS

- 1 The Prosperous City**
- 2 The Sustainable City**
- 3 The Liveable City**
- 4 Enabling Excellence**
- 5 Nominations to External Bodies**

Officer Reports – DD MMMMM YYYY

Item GB7 - Attachment 2 - Option 1 - Council Agenda Structure

COMMITTEE REPORTS**6 Strategic Planning and Development Policy Committee*****Chairman – Cr D Proleta (Deputy Mayor)***

Consideration of the minutes of the Strategic Planning and Development Policy Committee Meeting – [Date] and adoption of recommendations in relation to item numbers:

(Strategic Property Development Sub Committee minutes would be presented here)

7 Audit Committee Meeting***Chairman – Mr P Brass***

Consideration of the minutes of the Audit Committee Meeting – [Date] and adoption of recommendations in relation to item numbers:

Administration***Reports*****8 Chief Executive Officer Review Committee*****Chairman – Mayor Gillian Aldridge***

Consideration of the minutes of the CEO Review Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports**9 Program Review Sub Committee Meeting*****Chairman - Cr E Gill***

Consideration of the minutes of the Program Review Sub Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

10 Strategic and International Partnerships Sub Committee Meeting

Chairman - Cr E Gill

Consideration of the minutes of the Strategic and International Partnerships Sub Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

11 Tourism and Visitor Sub Committee Meeting

Chairman - Cr S Reardon

Consideration of the minutes of the Tourism and Visitor Sub Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

12 Youth Council Committee Meeting

Chairman -

Consideration of the minutes of the Program Review Sub Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

Committee Reports- DD MMMM YYYY

Item GB7 - Attachment 2 - Option 1 - Council Agenda Structure

Elected Member Reports – DD MMMMM YYYY

ELECTED MEMBER REPORTS

- 13 Questions on Notice**
- 14 Questions without notice**
- 15 Notices Of Motion**
- 16 Other Business**

INFORMATION ITEMS

17. Development Assessment Panel

A meeting of the Development Assessment Panel took place on [date] . The minutes have been distributed to all members for information.

18. Reports from Council Representatives

19. Mayor's Diary

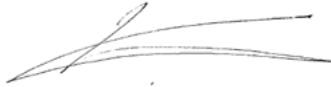
Information Items – DD MMMM YYYY

Item GB7 - Attachment 2 - Option 1 - Council Agenda Structure

Confidential Items- DD MMMMM YYYY

CONFIDENTIAL ITEMS

CLOSE



John Harry
CHIEF EXECUTIVE OFFICER



AGENDA

FOR COUNCIL MEETING TO BE HELD ON

[DATE] AT 6:30 PM

IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Mayor G Aldridge
Cr D Balaza
Cr S Bedford
Cr D Bryant
Cr C Buchanan
Cr G Caruso
Cr L Caruso
Cr R Cook
Cr E Gill
Cr D Pilkington
Cr D Proleta (Deputy Mayor)
Cr S Reardon
Cr G Reynolds
Cr B Vermeer
Cr S White
Cr J Woodman
Cr R Zahra

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager City Infrastructure, Mr M van der Pennen
General Manager Community Development, Ms P Webb
Manager Governance, Ms T Norman
Manager Communications and Customer Relations, Mr M Bennington
Team Leader Corporate Communications, Mr C Treloar
Governance Coordinator, Ms J Rowett
Governance Support Officer, Ms K Boyd

Agenda - Council Meeting - DD MMMM YYYY

Item GB7 - Attachment 3 - Option 2 - Council Agenda Structure

PRAYER

Father in heaven

We thank you for the wondrous resources of our City, for its people, its environment and its sense of community.

We thank you for the opportunity to now deliberate over how best to help our community.

Please bless that we will respect one another and that we will all do our best to make decisions that will help our community to grow and prosper.

Bless our efforts this day in God's name.

Amen.

KAURNA ACKNOWLEDGEMENT

The City of Salisbury acknowledges that we are meeting on the traditional Country of the Kurna people of the Adelaide Plains and pays respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

APOLOGIES

LEAVE OF ABSENCE

PUBLIC QUESTION TIME

DEPUTATIONS

PRESENTATIONS

(if required)

PRESENTATION OF MINUTES

Presentation of the Minutes of the Council Meeting held on [date]

Presentation of the Minutes of the Confidential Council Meeting held on [date]

QUESTIONS ON NOTICE

QUESTIONS WITHOUT NOTICE

NOTICES OF MOTION

PETITIONS

COMMITTEE REPORTS

1 Strategic Planning and Development Policy Committee

Chairman – Cr D Proleta (Deputy Mayor)

Consideration of the minutes of the Strategic Planning and Development Policy Committee Meeting – [Date] and adoption of recommendations in relation to item numbers:

(Strategic Property Development Sub Committee minutes would be presented here)

2 Audit Committee Meeting

Chairman – Mr P Brass

Consideration of the minutes of the Audit Committee Meeting – [Date] and adoption of recommendations in relation to item numbers:

Administration

Reports

3 Chief Executive Officer Review Committee

Chairman – Mayor Gillian Aldridge

Consideration of the minutes of the CEO Review Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

4 Program Review Sub Committee Meeting

Chairman - Cr E Gill

Consideration of the minutes of the Program Review Sub Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

Committee Reports- DD MMMM YYYY

Item GB7 - Attachment 3 - Option 2 - Council Agenda Structure

5 Strategic and International Partnerships Sub Committee Meeting

Chairman - Cr E Gill

Consideration of the minutes of the Strategic and International Partnerships Sub Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

6 Tourism and Visitor Sub Committee Meeting

Chairman - Cr S Reardon

Consideration of the minutes of the Tourism and Visitor Sub Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

7 Youth Council Committee Meeting

Chairman -

Consideration of the minutes of the Program Review Sub Committee Meeting – [date] and adoption of recommendations in relation to item numbers:

Reports

OFFICER REPORTS

- 8 The Prosperous City**
- 9 The Sustainable City**
- 10 The Liveable City**
- 11 Enabling Excellence**
- 12 Nominations to External Bodies**

Officer Reports – DD MMMMM YYYY

Item GB7 - Attachment 3 - Option 2 - Council Agenda Structure

Other Business – DD MMMM YYYY

OTHER BUSINESS

INFORMATION ITEMS

13 Development Assessment Panel

A meeting of the Development Assessment Panel took place on [date] . The minutes have been distributed to all members for information.

14 Reports from Council Representatives

15 Mayor's Diary

Information Items – DD MMMM YYYY

Item GB7 - Attachment 3 - Option 2 - Council Agenda Structure

Confidential Items- DD MMMMM YYYY

CONFIDENTIAL ITEMS

CLOSE



John Harry
CHIEF EXECUTIVE OFFICER

ITEM	GB8
	COUNCIL
DATE	30 January 2017
HEADING	CEO recommendation to correct the minutes of the Council meeting on 24 October 2016
AUTHOR	John Harry, Chief Executive Officer, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	At the Council meeting held on 24 October 2016, Council resolved to release the Representation Review Report for public consultation. The date referencing the meeting at which the item was presented, contained within Part 2 of Resolution 1392/2016 was incorrectly stated as 16/05/2016, instead of 17/10/2016. This report recommends the correction of the minutes to address this administrative error.

RECOMMENDATION

1. That the minutes of the meeting of Council on 24 October 2016 be corrected at Part 2 of resolution 1392/2016 to reflect the correct meeting date in the reference to the attachment as follows:
 2. *The Elector Representation Review Report (Item No. 3.6.3, Resources and Governance Committee, ~~16/05/2016~~ 17/10/2016, Attachment 1) be endorsed to release for community consultation.*

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 On 24 October 2016, Council resolved to release the Representation Review Report (October 2016) for public consultation.
- 1.2 The date contained within Part 2 of Resolution 1392/2016 was incorrectly stated as 16/05/2016 instead of 17/10/2016. This report recommends the correction of the minutes of the meeting of Council on 24 October 2016 to address this administrative error.
- 1.3 The minutes of the Council meeting on 24 October 2016 at Resolution 1392/2016 in full is as follows:

3.6.3 ELECTOR REPRESENTATION REVIEW

Moved Cr D Pilkington
Seconded Cr G Reynolds

1. The information be received.
2. The Elector Representation Review report (Item No. 3.6.3, Resources and Governance Committee, 16/05/2016, Attachment 1) be endorsed to release for community consultation.
3. That, on conclusion of the consultation period, staff provide a further report to Council to consider submissions in the context of the Report and to make its final determination on the Review.

***CARRIED
1392/2016***

2. REPORT

- 2.1 Part 2 of Council Resolution 1392/2016 incorrectly makes reference to the date of consideration of the Elector Representation Review Report as 16/05/2016 when it should have read 17/10/2016.
- 2.2 All information contained within the report, including the Elector Representation Review Report contained in Attachment 1, was correct and the intent of the resolution is not changed with the correction of the date.
- 2.3 To ensure an accurate record of the meeting it is necessary to correct the minutes to reflect the correct date.

3. CONCLUSION / PROPOSAL

- 3.1 It is recommended that the Council resolves to correct the minutes of the Council meeting on 24 October 2016 at Part 2 of Resolution 1392/2016 to read 17/10/2016 in place of 16/05/2016.

CO-ORDINATION

Officer: Executive MG
Group

Date:

ITEM	MD1
	COUNCIL
DATE	30 January 2017
HEADING	Mayor's Diary

RECOMMENDATION

1. That this information be noted.

Date	Time	Function
16/12/2016	09:00 AM	Presentation of NAIDOC Medal of Excellence - Para Vista Primary School
18/12/2016	05:00 PM	End of Year Christmas Celebration Service – Victory Church
19/12/2016	11:30 AM	Habitat for Humanity Home dedication
19/12/2016	03:00 PM	Correspondence and papers
19/12/2016	04:30 PM	Council Agenda Preparation
19/12/2016	06:30 PM	Council Meeting
21/12/2016	09:00 AM	Meeting with Sarah - Messenger Newspaper
21/12/2016	10:30 AM	Meeting with Resident - Chris Mann (Mawson Lakes Carols)
21/12/2016	11:00 AM	Sign Document for Staff Member
21/12/2016	03:30 PM	Salisbury Business Association Christmas Celebration
21/12/2016	12 Noon	Mayor/CEO/EA
22/12/2016	07:15 AM	City of Salisbury All Staff Christmas Breakfast
7/01/2017	05:30 PM	2017 UBET SA Cup
10/01/2017	09:30 AM	Office Time - Paperwork/ signing etc
10/01/2017	10:00 AM	Meeting with Youth Council Member
10/01/2017	10:30 AM	Follow up phone calls to residents
11/01/2017	09:00 AM	Meeting with Sarah - Messenger Newspaper
11/01/2017	10:30 AM	Steven Lawson - Henry's Professional Butler & Waitering Services
11/01/2017	11:00 AM	Mayor/CEO/EA
14/01/2017	12 Noon	Himalayan Buddhist Association – BBQ
16/01/2017	02:45 PM	Meeting with resident (Harry Bowey & Carisbrooke Park)
16/01/2017	03:00 PM	Paperwork & Document signing
16/01/2017	03:30 PM	Resident requests to meet the Mayor to extend an invitation to a Multicultural Event - 0432 224 905
16/01/2017	04:00 PM	Discussion Around Council Meeting Procedures
16/01/2017	05:00 PM	20 Wesley Court Salisbury Plain - restriction upon access from Willochra Road

ITEM MD1

Item MD1

16/01/2017	05:30 PM	Meeting with planner
16/01/2017	06:30 PM	Sport, Recreation & Grants Committee
17/01/2017	10:00 AM	Mayor's Radio Show - Rick Henke guest speaker
17/01/2017	11:30 AM	Meeting with Resident
17/01/2017	03:00 PM	Sarah from the Messenger
18/01/2017	10:30 AM	Meeting with Resident Ian Coles
18/01/2017	11:00 AM	Mayor/CEO/EA
18/01/2017	12 Noon	Women's Day Breakfast Preparation
18/01/2017	02:00 PM	Funeral - Resident Martins Road Lifestyle Village
18/01/2017	05:30 PM	Chinese New Year Dinner
19/01/2017	10:00 AM	YourDC Edinburgh Parks tour

Events attended by Elected Members on behalf of the Mayor

Date	Member	Function