



AGENDA

FOR RESUMED MEETING OF COUNCIL TO BE HELD ON

28 FEBRUARY 2018 AT 6:30 PM

IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Mayor G Aldridge
Cr L Caruso (Deputy Mayor)
Cr D Balaza
Cr S Bedford
Cr B Brug
Cr D Bryant
Cr C Buchanan
Cr G Caruso
Cr R Cook
Cr E Gill
Cr D Pilkington
Cr D Proleta
Cr S Reardon
Cr G Reynolds
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, Mr M Petrovski
Manager Communications and Customer Relations, Mr M Bennington
Governance Support Officer, Ms K Boyd

APOLOGIES

3.6.5 Facilitation of externally web-hosted video recordings of Council and committee meetings

It is recommended to Council that:

That the intention to facilitate externally web-hosted video recordings of Council and committee meetings and associated publishing by accommodating the requirement in the Salisbury Community Hub design and within the overall budget for the Hub, be noted.

4 Audit Committee Meeting

Chairman - Cr G Reynolds

Consideration of the minutes of the Audit Committee Meeting - 13 February 2018 and adoption of recommendations in relation to item numbers:

Administration

4.0.1 Future Reports for the Audit Committee of Council

It is recommended to Council that:

1. The information be received.

Reports

4.2.1 The Management of Public and Environmental Health Audit - Final Report

It is recommended to Council that:

1. That the information be received.
2. That, with regard to finding 2 and the subsequent recommendation in the Management of Public and Environmental Health Audit - Final Report, the Committee is satisfied that the City of Salisbury currently have frameworks in place for ensuring that new/inexperienced Environmental Health Officers are supervised adequately, including supervision and starting on lower risk assignments until they are sufficiently knowledgeable and experienced to undertake assessments independently.

4.2.2 Discussion regarding the Internal Audit Plan for 2019

It is recommended to Council that:

1. The information be received.
2. A Strategic Risk workshop be placed on the Agenda for the next Audit Committee meeting on 10 April 2018.

4.2.3 Business Systems and Solutions Audit - Update Report

It is recommended to Council that:

1. That the information be received.

4.2.4 Internal Audit Plan

It is recommended to Council that:

1. The information be received.
2. The Internal Audit Plan, as set out in Attachment 1 to this report (Audit Committee Item 4.2.4, 13/02/2018), be endorsed to Council for adoption.

4.2.5 Update on the Risk Management and Internal Controls Activities for the 2017-18 financial year and outstanding Internal Audit actions.

It is recommended to Council that:

1. The information be received.

4.2.6 Risk and Governance Program

It is recommended to Council that:

That the report be received and the Committee note that:

1. The Chief Executive will work with the Manager Governance to identify further opportunities to improve and strengthen Council's risk management and governance processes; and
2. The newly appointed Risk and Governance Program Manager will be responsible for:
 - Designing and implementing a whole-of-organisation program to systemically change/improve our internal decision making processes, promoting a proactive risk management approach, and developing a culture of awareness and encouraging ethical behaviours.
 - Leading the transformation and embedding process of the risk and governance functions of the Division, consistently throughout the organisation.
3. A further report will be provided to the next Audit Committee meeting updating on the progress of the development of the risk management and governance framework.

6 Budget and Finance Committee Meeting

Chairman - Cr R Zahra

Consideration of the minutes of the Budget and Finance Committee Meeting - 19 February 2018 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.

6.0.2 Minutes of the Program Review Sub Committee meeting held on Monday 12 February 2018

6.0.2-PRSC1 Changes to the Program Review Sub-Committee

It is recommended to Council that:

1. That subject to formal endorsement of the new sub-committee by Council the name of the new sub-committee will be Innovation and Business Development Sub-Committee.
2. The Terms of Reference (as attached to Item PRSC1, Program Review Sub Committee, 04/12/2017) for the Innovation and Business Development Sub-Committee together with the following amendments, be endorsed:
 - Addition of a dot point to the Purpose of the Sub-Committee - to review programs and services delivered by Council;
 - Membership of the Sub-Committee to reflect the current membership until the end of the current term of Council;
 - That the current Chair and Deputy Chair of the Sub-Committee remain until the end of the current term of Council.
3. That staff bring back a report to Council to formally close the Program Review Sub Committee and establish the Innovation and Business Development Sub-Committee.

6.0.2-PRSC2 Program Review Update - Parks & Landscape and Civil Services (now Field Services)

It is recommended to Council that:

1. That the information be received.
2. Further updated information be included regarding streetscaping for noting by the Budget and Finance Committee.

6.0.2-PRSC-OB4 Update Report on the Libraries and Marketing Program Reviews

It is recommended to Council:

1. That a report be brought back to Council on the current service levels of the Library and Marketing and Communications functions which also considers external trends and initiatives since the program reviews that could impact on delivery of services into the future.

6.0.3 Further Information - Program Review Update - Parks & Landscape and Civil Services (now Field Services)

It is recommended to Council that:

1. The revised Street Sweeping Service Area Summary be received.

Finance

6.1.1 Council Finance Report - January 2018

It is recommended to Council that:

1. The information be received.

Budget Review

6.5.1 Asset Management Improvement Project Update

It is recommended to Council that:

1. Note and receive the report
2. Approve the Non-Discretionary Second Quarter Budget Review Bid of \$160,000 related to the original New Initiative Bid ITN23476 – Asset Management Work Order Mobilisation and Strategic Asset Management (SAM) Support Project
3. Note the additional funding required of \$380,000 (\$327,000 Capex and \$54,000 Opex) in 2018/19 to complete the project and endorse staff to approve the necessary commitments to finalise the project outcomes.
4. That the \$380,000 be reflected in the 2018/19 budget as a non-discretionary item.

6.5.2 Second Quarter Budget Review 2017/18

It is recommended to Council that:

1. The budget variances identified in this review and contained in the Budget Variation Summary (Appendix 1) be endorsed and net operating \$995,600 be credited to the Sundry Project Fund. This will bring the balance to **\$995,600**.
2. Funds be allocated for the following **non-discretionary** net bids:

OPERATING

▪ Youth Sponsorship	\$ 20,000
▪ Polaris Office fitout	\$ 20,000

CAPITAL

▪ Asset Management Improvement Project	\$ 160,000
--	------------

TOTAL **\$ 200,000**

(NB: If parts 1 & 2 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to \$795,600.)

3. Funds be allocated for the following **discretionary** net bids:

OPERATING

▪ Provision for WHS Improvement	\$ 135,000
▪ Provision for Risk Management Initiatives	\$ 79,000

CAPITAL

▪ Minor Traffic Devices	\$ 45,000
▪ Salisbury Oval Clubrooms	\$ 461,000

TOTAL **\$ 720,000**

(NB: If parts 1,2 & 3 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to \$75,600.)

4. Council approve the following transfers:
 1. Transfer \$27,700 from rental savings in the Polaris Centre to partly fund the office Fitout
 2. Transfer \$3,100 between contractual services and materials within Pest and Weed Control
 3. A Transfer \$8,000 postage budget from Record Management to Rates Collection due to change process associated with printing debtor statements with the print house.
 4. Transfer \$151,500 from Northern Economic Plan to Digital Growth Program which is consistent with the intent to have a focus on small business and delivery of programs to support the growth of that sector.
 5. Transfer \$60,000 Internal Labour from Field Services to Waste Transfer Station.

-
5. Council approve the following budget timing adjustments, that will result in a decrease in loan borrowings and increase in investments in the 2017/18 financial year and an increase in loan borrowings and decrease in investments in the 2018/19 financial year:
 - Salisbury Community Hub \$26,220,000
 6. Investments / Borrowings be varied to reflect the bids and transfers endorsed by Council detailed in parts 1 to 5 of this resolution.

(NB: If parts 1 to 6 of this resolution are moved as recommended loan borrowings in 2017/18 will decrease by \$26,295,600 to an overall investment of \$317,202.)

Confidential Items

Refer to CONFIDENTIAL ITEMS section of Council Agenda

- 6.9.1 Minutes of the Confidential Program Review Sub Committee meeting held on Monday 12 February 2018**

7 Sport, Recreation and Grants Committee Meeting

Chairman - Cr J Woodman

Consideration of the minutes of the Sport, Recreation and Grants Committee Meeting - 12 February 2018 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.

7.0.2 Administrative Changes to Minor Capital Works Grants

It is recommended to Council that:

1. That the information be received and noted.

Community Grants

7.2.1 Youth Sponsorship - January Applications

It is recommended to Council that:

1. The information be received.

7.2.2 Community Grants Program Applications for February 2018

It is recommended to Council that:

1. The information be received and noted.

7.2.3 38/2017: Para Hills YMCA OSHC P-7 - Community Grants Program Application

It is recommended to Council that:

1. The information be received and noted.

GENERAL BUSINESS

GB1	Tourism and Visitor Sub Committee - Member Resignation.....	69
GB2	Tourism and Visitor Sub Committee - Business Community Representative	73

OTHER BUSINESS

MAYOR'S DIARY

MD1	Mayor's Diary	75
-----	---------------------	----

REPORTS FROM COUNCIL REPRESENTATIVES

CONFIDENTIAL ITEMS

1.10.1 Compensation for Council property acquired to facilitate construction of the Northern Connector

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) 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 item at this time would protect sensitive commercial information in relation to acquisition of and associated compensation for Council Land with the Commissioner of Highways

On that basis the public's interest is best served by not disclosing the **Compensation for Council property acquired to facilitate construction of the Northern Connector** 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.

6.9.1-PRSC3 Minutes of the Confidential Program Review Sub Committee meeting held on Monday 12 February 2018

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)(a) 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 involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
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 enable information that may have implications for resourcing/service levels to be considered in detail prior to a Council position in relation to the matter being determined.*

*On that basis the public's interest is best served by not disclosing the **Minutes of the Confidential Program Review Sub Committee meeting held on Monday 12 February 2018** 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

ITEM	GB1
	COUNCIL
DATE	26 February 2018
HEADING	Tourism and Visitor Sub Committee - Member Resignation
AUTHOR	Michael Bennington, Manager Communications & Customer Relations, Business Excellence
SUMMARY	To acknowledge Mr David Stockbridge's resignation as Deputy Chairperson of the Tourism and Visitor Sub-Committee and thank him for his contribution

RECOMMENDATION

1. That Mr David Stockbridge's resignation as Deputy Chairperson of the Tourism and Visitor Sub-Committee be noted and accepted.
2. On behalf of Council, the Chair of the Tourism and Visitor Sub-Committee send a letter of appreciation to Mr David Stockbridge for his services as the Deputy Chairperson of the Tourism and Visitor Sub Committee.

ATTACHMENTS

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

1. Notification of Resignation - Mr David Stockbridge

1. BACKGROUND

- 1.1 Mr David Stockbridge has been the Deputy Chairperson of the Tourism and Visitor Sub Committee
- 1.2 Mr Stockbridge was appointed to this Sub Committee as the representative of the Salisbury Business Association.

2. REPORT

- 2.1 Advice has been received from Mr Stockbridge (email dated 12 February) advising that he has resigned from the Tourism and Visitor Sub Committee. A copy of this email is attached to this report.
- 2.2 Mr Stockbridge was appointed to this Sub Committee as the representative of the Salisbury Business Association.
- 2.3 It is noted that Mr Stockbridge has been the Deputy Chairperson of this Committee and his service should be acknowledged via a letter of appreciation from the Chair of the Committee.

3. CONCLUSION / PROPOSAL

- 3.1 That Mr Stockbridge's resignation as Deputy Chairperson of the Tourism and Visitor Sub-Committee is accepted.
- 3.2 That a letter of appreciation be sent to Mr Stockbridge for his services as the Deputy Chairperson of the Tourism and Visitor Sub Committee.

CO-ORDINATION

Officer:

Date:

From: Dave Stockbridge
To: [Shiralee Reardon](#)
Cc: [Gillian Aldridge](#); [John Harry](#); [Charles Mansueto](#); info@salisburyba.com.au; [Riccardo Zahra](#); [Julie Woodman](#); militaryvehiclemuseumsecretary@hotmail.com
Subject: (DWS Doc No 4726649) Resignation and thanks
Date: Monday, 12 February 2018 7:37:56 PM

Dear Madam Chair, (Shiralee)

Many thanks for the opportunity to serve on the tourism Sub Committee.

During this time I have learned much that will serve me well into the future.

Many thanks to the rest of the committee for its dedication to the cause of attracting more people to the City of Salisbury.

It appears that the agenda set out at the beginning of my involvement has now run its course and so feel it is a good time to step away and enable fresh thinking around how the City of Salisbury can attract a stronger tourism economy.

I acknowledge that I may not possess the appropriate disposition to be of value in a Sub Committee structure in, perhaps, a way I can in other capacities and so will dedicate my energies into those areas.

Finally, thanks to Shiralee for graciously accomodating me and for facilitating and encouraging very open and frank discussion at our meetings.

Many thanks again and wishing you all every success in making the City of Salisbury a great destination for all to enjoy.

Regards,

Dave Stockbridge

ITEM	GB2
	COUNCIL
DATE	26 February 2018
HEADING	Tourism and Visitor Sub Committee - Business Community Representative
AUTHOR	Michael Bennington, Manager Communications & Customer Relations, Business Excellence
SUMMARY	Due to the recent resignation of Mr David Stockbridge a vacancy exists to fill one of the Business Community representatives on the Tourism and Visitor Sub Committee. This report seeks endorsement of Mr David Waylen to fill the vacancy on behalf of the Salisbury Business Association.

RECOMMENDATION

1. Council endorse the appointment of Mr David Waylen to the vacant business community representative position on the Tourism and Visitor Sub Committee on behalf of the Salisbury Business Association.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The Terms of Reference for the Sub Committee notes that membership includes two positions that represent the business community connected with the City of Salisbury.
- 1.2 Mr Stockbridge was appointed to this Sub Committee as the representative of the Salisbury Business Association to one of the business community representative positions.
- 1.3 Mr David Stockbridge has been the Deputy Chairperson of the Tourism and Visitor Sub Committee and recently resigned from this position.
- 1.4 This report seeks consideration and endorsement of a replacement to fill the vacancy arising from the resignation.

2. REPORT

- 2.1 Due to the resignation as noted above, enquiries were made with the Salisbury Business Association as to whether they will be nominating a replacement to fill the vacancy.
- 2.2 Advice was received on the 21 February 2018 that the association has nominated its Executive Officer, Mr David Waylen to represent it on the Sub Committee.

- 2.3 Council is asked to consider this nomination and endorse the recommendation.
- 2.4 The next meeting of the Sub Committee is scheduled for the 14 March 2018.
- 2.5 Endorsement of this recommendation will allow Mr David Waylen to attend the meeting as a member of the Sub Committee.

3. CONCLUSION / PROPOSAL

- 3.1 That Mr David Waylen be appointed to the vacant business community representative position on the Tourism and Visitor Sub Committee on behalf of the Salisbury Business Association.

CO-ORDINATION

Officer:

Date:

ITEM	MD1
	COUNCIL
DATE	26 February 2018
HEADING	Mayor's Diary

RECOMMENDATION

1. That this information be noted.

Date	Time	Function
25/01/2018	11:00 AM	Meet with PA - signing and speeches
26/01/2018	09:00 AM	Australia Day - Awards and Citizenship Ceremony
26/01/2018	03:00 PM	Conducting Citizenship Ceremony at Festival Theatre
27/01/2018	09:00 AM	Street Corner Meeting with Mark Butler & Zoe Bettison
30/01/2018	01:30 PM	Meet with PA - Signing and diary management
2/02/2018	01:30 PM	My Aged Care Seniors Information Session
4/02/2018	03:00 PM	Media Photo with Minister Zoe Bettison
5/02/2018	09:30 AM	Endeavour College - Opening Service of the College
5/02/2018	04:00 PM	Catch up with PA - speeches, signing & appointments
5/02/2018	04:30 PM	Briefing for Mayor - Re Microsoft Launch
5/02/2018	06:30 PM	Informal Strategy
6/02/2018	10:00 AM	5-PBA FM Radio – Spotlight on Salisbury
6/02/2018	11:30 AM	Meeting with Father Chris
6/02/2018	12 Noon	Media Issues - Regular Catch-up
7/02/2018	09:45 AM	Launch of Microsoft Office Bootcamp
7/02/2018	10:30 AM	Regular Catchup to Discuss Current/Upcoming Planning/Building Issues
7/02/2018	11:00 AM	Mayor/CEO/EA
11/02/2018	12 Noon	Salisbury Parish Multicultural Carnival
12/02/2018	04:30 PM	Tourism & Visitor Sub Committee Meeting
12/02/2018	06:00 PM	EM Briefing - Mobile Food Vendors
12/02/2018	06:30 PM	Sport, Recreation & Grants Committee
12/02/2018	06:30 PM	Program Review Sub Committee
13/02/2018	03:00 PM	Media Issues - Regular Catch-up
13/02/2018	04:00 PM	Filming for LINYI video message
13/02/2018	05:30 PM	Youth Council
13/02/2018	06:30 PM	Audit Committee of Council
13/02/2018	06:30 PM	Strategic and International Partnerships Sub Committee

ITEM MD1

Item MD1

14/02/2018	01:00 PM	Meeting with local illustrator - Emily
14/02/2018	01:30 PM	Mayor/CEO/EA
14/02/2018	02:30 PM	Meeting with Rhiannon, (Commercial Manager of Messenger Newspapers) & Nadia, (New Editor in Chief, Messenger Newspapers)
15/02/2018	02:00 PM	Meeting with Developer
16/02/2018	11:00 AM	Parafield Gardens High School Merit Ceremony and Whole School Assembly
17/02/2018	09:30 AM	Street Corner Meeting with Mark Butler & Zoe Bettison
17/02/2018	05:00 PM	70th Anniversary of ZOMI National Day - Zomi Nam Ni
19/02/2018	09:45 AM	Bombing of Darwin' Commemorative Service
19/02/2018	11:00 AM	MLGG Executive Committee Meeting
19/02/2018	03:30 PM	Time with PA - Signing and Invitations
19/02/2018	04:00 PM	Meeting with Pt Pirie Councillor
19/02/2018	04:30 PM	Meeting between the Mayor and the Full Gospel Businessmen's Fellowship
19/02/2018	06:30 PM	Standing Committee Meetings
20/02/2018	10:00 AM	5-PBA FM Radio - Spotlight on Salisbury
20/02/2018	11:00 AM	Meeting with Candidate for Election
20/02/2018	12 Noon	Media Issues - Regular Catch-up