



AGENDA

COUNCIL

*meeting to be held on **Monday 25 November 2019 at 6:30 pm**
in the Council Chamber, 12 James Street, Salisbury*

Elected Members

Mayor G Aldridge

Cr M Blackmore, Cr L Braun, Cr B Brug, Cr C Buchanan, Cr A Duncan,
Cr K Grenfell, Cr N Henningsen, Cr D Hood, Cr P Jensen, Cr S Ouk,
Cr D Proleta, Cr S Reardon, Cr G Reynolds, Cr J Woodman

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 Kaurna 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 Kaurna people living.

Apologies:

Leave of Absence:

ITEM 1: PUBLIC QUESTION TIME

ITEM 2: DEPUTATIONS / PRESENTATIONS

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2.1 Community Safety Strategy

ITEM 3: PETITIONS

No Petitions were received.

ITEM 4: CONFIRMATION OF MINUTES

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28 October 2019 Council Minutes

28 October 2019 Confidential Council Minutes

ITEM 5: COMMITTEE REPORTS

5.1 Policy and Planning Committee: 18 November 2019 *Page 37*

Cr C Buchanan (Chair)

1.0.1 Future Reports for the Policy and Planning Committee

1.0.2 Minutes of the Tourism and Visitor Sub Committee meeting held on Tuesday 12 November 2019

TVSC1 Future Reports for the Tourism and Visitor Sub Committee

TVSC2 Signage for properties of historical significance

TVSC-OB1 Signage – Purling/Commercial Road, Salisbury North

TVSC-OB2 Promotion of Salisbury Community Hub and Council Area

TVSC-OB3 Tourism and Visitor Sub Committee Meetings

P&P-OB1 Accommodation Availability in Salisbury and Surrounds

1.1.1 Minutes of the Strategic and International Partnerships Sub Committee meeting held on Monday 18 November 2019

SIPSC1 Presentation of Minutes – 12 August 2019

SIPSC2 Future Reports for the Strategic and International Partnerships Sub Committee

SIPSC3 2019 China Delegation Visit to Linyi

1.1.2 Community Safety Strategy

1.1.3 Ability Inclusion Strategic Plan 2020-2024

1.3.1 Draft Planning and Design Code to replace existing Council Development Plan - on consultation

1.3.2 Planning Reforms - Draft Council Inspection Policies for Consultation

5.2 Works and Services Committee: 18 November 2019 *Page 47*
Cr S Reardon (Chair)

- 2.0.1 Future Reports for the Works and Services Committee
- 2.5.1 Variation to the Grant of Easement to South Australian Power Networks Corporation - Portion of Happy Home Reserve
- 2.5.2 Renewable Energy for Council Buildings - Salisbury Community Hub
- 2.6.1 Capital Works Report - October 2019
- W&S-OB1 Pedestrian Crossing – Andrew Smith Drive
- Minutes of Asset Management Sub Committee 14 October 2019
- AMSC1 Future Reports for the Asset Management Sub Committee
- AMSC2 Playspace Policy and Levels of Service Review
- AMSC3 Presentation of Playspace Provision and Renewal
- Minutes of Asset Management Sub Committee 11 November 2019
- AMSC1 Future Reports for the Asset Management Sub Committee
- AMSC2 Street Tree Asset Management Plan and Policy
- AMSC3 Playspace Hierarchy and Distribution for the City

5.3 Resources and Governance Committee: 18 November 2019 *Page 59*
Cr D Proleta (Chair)

- 3.0.1 Future Reports for the Resources and Governance Committee
- 3.4.1 Nominations Sought for a Local Government representative on the State Records Council
- 3.6.1 Formal Meeting Schedule for 2020
- 3.6.2 Summary Report for Attendance at Training and Development Activity - 2019 Local Government Professionals Australia National Congress and Business Expo, Darwin
- 3.6.3 Update on the Review of Council Endorsed Policies
- 3.6.4 Draft Annual Report 2018/2019

5.4 Audit Committee of Council: 12 November 2019 *Page 65*
Cr G Reynolds (Chair)

- 4.0.1 Future Reports for the Audit Committee of Council
- 4.0.2 Actions List
- 4.0.3 Proposed Audit Committee meeting schedule for 2020
- 4.2.1 Report to the Audit Committee for the year ended 30 June 2019, prepared by Bentleys
- 4.2.2 End of Financial Year Statements and Analysis
- 4.2.3 Treasury Policy
- 4.2.4 Financial Sustainability Audit, Final Report.
- 4.2.5 Risk Management and Internal Controls Activities
- 4.2.6 Update on Internal Audit Plan
- 4.2.7 Draft 2018/19 Annual Report
- A-OB1 Final Audit Committee Meeting – Cr L Braun

5.5 Council Assessment Panel: 22 October 2019

Minutes of the Council Assessment Panel meeting held on 22 October 2019 to be noted by Council.

5.6 Budget and Finance Committee: 18 November 2019 *Page 71*

Cr B Brug (Chair)

- 6.0.1 Future Reports for the Budget and Finance Committee
- 6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 11 November 2019
 - 6.0.2-IBDSC1 Future Reports for the Innovation and Business Development Sub Committee
 - 6.0.2-IBDSC2 Civil Works and Services Circular Economy Opportunities Presentation
 - 6.0.2-IBDSC3 Community Requests - Response Dashboard
 - 6.0.2-IBDSC4 Verge Maintenance Review
- 6.1.1 Council Finance Report - October 2019
- 6.5.1 First Quarter Budget Review 2019/20
- 6.8.1 Financial Reserve Policies Review

5.7 Sport, Recreation and Grants Committee: 11 November 2019

Cr A Duncan (Chair)

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- 7.0.1 Future Reports for the Sport, Recreation and Grants Committee
- 7.2.1 Youth Sponsorship Applications - October 2019
- 7.2.2 Community Grants Program Applications for November 2019
- 7.2.8 31/2019: Scodes Volunteer and Training Services Pty Ltd - Community Grants Program Application
- 7.2.11 24/2019: Pooraka Football Club Inc.- Community Grants Program Application (Re-Assessed)
- 7.2.12 Minor Capital Works Grant Program - November Allocations
- 7.2.15 Community Event Sponsorship Program

Committee decisions made under delegated authority – for Council information:

- 7.2.3 20/2019: Grace for All Nations Church Inc. - Community Grants Program Application
- 7.2.4 21/2019: Meals on Wheels (SA) Inc. – Community Grants Program Application
- 7.2.5 25/2019: Uniting in Care Salisbury Inc. – Community Grants Program Application
- 7.2.6 26/2019: One Life Community Assist Limited – Community Grants Program Application
- 7.2.7 27/2019: Victory Church International Limited – Community Grants Program Application
- 7.2.9 32/2019: Pacific Islands Council of South Australia Inc. – Community Grants Program Application
- 7.2.10 34/2019: Uniting Church in Australia Salisbury – Community Grants Program Application

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- 7.2.13 Minor Capital Works Grant Program – Para Hills Bowling Club – Application
 - 7.2.14 Minor Capital Works Grant Program – Riding for the Disabled Association SA Incorporated

5.8 CEO Review Committee: 12 November 2019 *Page 87*

Mayor G Aldridge (Chair)

- 8.1.1 Future Reports for the CEO Review Committee
- 8.1.2 CEO Performance Evaluation - Proposed Personal Evaluation System for FY2019/2020

ITEM 6: GENERAL BUSINESS REPORTS *Page 91*

- 6.1 End of Year Financial Statement and Analysis
- 6.2 Request for Elected Member Nomination on Audit Committee
- 6.3 Sport, Recreation and Grants Committee – Terms of Reference and Guidelines

ITEM 7: MOTIONS ON NOTICE *Page 219*

- 7.1 Shelter for the Homeless
- 7.2 CCTV Grant Program Reinstatement
- 7.3 Community Bus to Service Western Suburbs

ITEM 8: MAYOR'S DIARY *Page 221*

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

ITEM 10: QUESTIONS WITHOUT NOTICE

ITEM 11: QUESTIONS ON NOTICE *Page 224*

- 10.1 Question on Notice – Contractor Obligations and Penalties

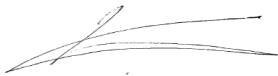
ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ITEM 13: CONFIDENTIAL ITEMS

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- 13.1 Request for Extension of Confidentiality Order: NAWMA -
Appointment of Independent Chair
- 13.2 Defamatory Facebook Comments – Legal Advice
- 13.3 Audit Committee – Confidential Recommendations for Council
Ratification
- 13.4 Works and Services Committee – Confidential Recommendations for
Council Ratification
- 13.5 Budget and Finance Committee – Confidential Recommendations for
Ratification

CLOSE



John Harry
CHIEF EXECUTIVE OFFICER

ITEM 1: PUBLIC QUESTION TIME

ITEM 2: DEPUTATIONS / PRESENTATIONS

2.1 Community Safety Strategy

Mr David Waylen, Executive Officer, Salisbury Business Association Inc. will be in attendance as a deputation in relation to Council's Community Safety Strategy.

ITEM 3: PETITIONS

No Petitions were received.

ITEM 4: CONFIRMATION OF MINUTES



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

28 OCTOBER 2019

MEMBERS PRESENT

Mayor G Aldridge
Cr M Blackmore
Cr L Braun
Cr B Brug
Cr C Buchanan
Cr A Duncan
Cr K Grenfell
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr J Woodman (Deputy Mayor)

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager Community Development, Ms P Webb
General Manager City Infrastructure, Mr J Devine
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.32 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

An apology was received from Cr N Henningsen.

LEAVE OF ABSENCE

Nil

ITEM 1: PUBLIC QUESTION TIME

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

Changes to Order of the Agenda Items

Moved Cr C Buchanan

Seconded Cr D Proleta

1. That Item 7.1 – Motion on Notice – Statutes Amendment (Sex Work Decriminalisation) Bill 2019 and Cost Shifting be brought forward to the point on the Agenda following the Deputation (Item 2.2).
2. That Emily Williams then be granted a Deputation to Council regarding climate change, followed by consideration of Item 7.5 – Motion on Notice – Climate Change

CARRIED
0288/2019

ITEM 2: DEPUTATIONS / PRESENTATIONS

2.1 Statutes Amendment (Sex Work Decriminalisation) Bill 2019

Ms Georgia Thain, Co-ordinator of the Sex Industry Decriminalisation Action Committee (SIDAC), and Mr Alan Fairley of SIDAC, addressed Council as a deputation in relation to the Statutes Amendment (Sex Work Decriminalisation) Bill 2019.

Cr B Brug left the meeting at 07:11 pm.

Cr B Brug returned to the meeting at 07:12 pm.

2.2 Presentation

Salisbury Youth Council Sub Committee Deputy Chair, Monu Chamlagai presented to Council in relation to her attendance at Youth Parliament.

7.1 Motion on Notice - Statutes Amendment (Sex Work Decriminalisation) Bill 2019 and Cost Shifting

Cr C Buchanan sought leave of the meeting to speak for a further five minutes and leave was granted.

Moved Cr B Brug

Seconded Cr C Buchanan

That Council:

1. Does not support the Statutes Amendment (Sex work Decriminalisation) Bill 2019 currently before the South Australian Parliament in its current form due to:
 - a) planning implications regarding appropriate zoning for brothels and street solicitation;
 - b) development implications for assessment, approval and regulation of brothels and street solicitation;
 - c) financial and rating implications including cost shifting regulation of brothels and street solicitation to Councils including the creation of additional responsibilities and increased staffing;
 - d) the lack of any regulation and policy in the current bill to govern existing brothels, the creation of future brothels, and on-street solicitation;
 - e) that Council will inevitably be required to create policies, bylaws and implement controls for the establishment of brothels and for street workers, including policies that govern occupational health and safety (OH&S), compliance, health and hygiene;
 - f) the lack of a strict licencing regime and the inclusion of prohibited areas for the establishment of brothels and street prostitution;
 - g) significant concerns about the impact of street solicitation in particular, to the safety of local sex workers;
 - h) the lack of strict protections for workers and legislative safeguards to prevent sex workers including migrants from being abused and exploited;
2. Noting the time constraints, requests the Mayor to urgently write to all Members of the SA Parliament & the Local Government Association of South Australia within five business days, informing them of Council's position and reasoning.
3. Calls on the State Government to minimise any cost and responsibility shifting to Councils of an inherent State Government reform and calls on them to introduce legislation addressing these concerns.
4. Calls on the State Government to consult with all stake holders across the community including the Local Government sector.

Cr Buchanan withdrew his seconding of the motion.

THE MOTION THEN LAPSED FOR WANT OF A SECONDER

Moved Cr G Reynolds
Seconded Cr S Reardon

1. That Council supports the intent of decriminalisation of sex work, however the following matters need to be resolved in any intended legislation as follows:
 - a) planning implications regarding appropriate zoning for brothels and street solicitation;
 - b) development implications for assessment, approval and regulation of brothels and street solicitation;
 - c) the lack of any regulation and policy in the current bill to govern existing brothels, the creation of future brothels, and on-street solicitation;
 - d) that Council will inevitably be required to create policies, bylaws and implement controls for the establishment of brothels and for street workers, including policies that govern occupational health and safety (OH&S), compliance, health and hygiene;
 - e) the lack of a strict licencing regime and the inclusion of prohibited areas for the establishment of brothels and street prostitution;
 - f) significant concerns about the impact of street solicitation in particular, to the safety of local sex workers;
 - g) the lack of strict protections for workers and legislative safeguards to prevent sex workers including migrants from being abused and exploited;
2. Noting the time constraints, requests the Mayor to urgently write to all Members of the SA Parliament & the Local Government Association of South Australia within five business days, informing them of Council's position and reasoning.
3. Calls on the State Government to minimise any cost and responsibility shifting to Councils of an inherent State Government reform and calls on them to introduce legislation addressing these concerns.
4. Calls on the State Government to consult with all stake holders across the community including the Local Government sector.

CARRIED
0289/2019

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

Crs C Buchanan, D Hood, P Jensen, S Ouk, D Proleta, S Reardon, G Reynolds and J Woodman

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

Crs M Blackmore, L Braun, B Brug, A Duncan and K Grenfell

*The Mayor declared the **MOTION** was **CARRIED***

Cr D Hood left the meeting at 08:22 pm.
Cr P Jensen left the meeting at 08:23 pm.
Cr P Jensen returned to the meeting at 08:24 pm.
Cr D Hood returned to the meeting at 08:24 pm.

2.3 Deputation – Climate Change

Ms Emily Williams addressed Council regarding climate change, and in support of Item 7.5 – Climate Change

Mayor G Aldridge left the meeting at 8:26 pm and Deputy Mayor J Woodman assumed the Chair.
Mayor G Aldridge returned to the meeting at 8:33 pm and resumed the Chair.

7.5 Motion on Notice - Climate Change

Moved Cr C Buchanan
Seconded Cr A Duncan

That the City of Salisbury:

1. declare a climate change emergency;
2. call on State and Federal Governments to also formally declare a climate change emergency;
3. after Council adopts a sustainability strategy incorporating an energy plan, Council lobby other Councils, and the State and Federal Governments to prioritise the development of climate change policies for action to mitigate against and adapt to the effects of climate change; and
4. requests the administration to include in the sustainability strategy report that brings together and informs Council of all its current initiatives that mitigate and assist our community to adapt to the effects of climate change.

CARRIED
0290/2019

BREAK

In accordance with the Code of Practice for Meeting Procedures, the presiding member provided a break to all present. The meeting was suspended at 8.34 pm.

The meeting reconvened at 8.54 pm.

ITEM 3: PETITIONS

No Petitions were received.

ITEM 4: PRESENTATION OF MINUTES

Moved Cr K Grenfell
Seconded Cr S Reardon

The Minutes of the Council Meeting held on 23 September 2019, be taken and read as confirmed.

**CARRIED
0291/2019**

Moved Cr K Grenfell
Seconded Cr J Woodman

The Minutes of the Confidential Council Meeting held on 23 September 2019, be taken and read as confirmed.

**CARRIED
0292/2019**

ITEM 5: COMMITTEE REPORTS

5.1 Policy and Planning Committee - Recommendations for Council Ratification

Moved Cr C Buchanan
Seconded Cr M Blackmore

That Council adopt the recommendations of the Policy and Planning Committee meeting on 21 October 2019, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 28 October 2019), and listed below, with the exceptions of Items:

1.1.3 Collaboration Agreement between Council and Community Centres

1.1.4 Reconciliation Action Plan 2019 – 2021

which were withdrawn to be considered separately.

1.0.1 Future Reports for the Policy and Planning Committee

1. The information be received.

1.1.1 Minutes of the Youth Council Sub Committee meeting held on Tuesday 15 October 2019

The information contained in the Youth Council Sub Committee of the meeting held on 15 October 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

1.1.1-YC1 Future Reports for the Youth Council Sub Committee

1. The information be received.

1.1.1-YC2 South Australian Youth Parliament 2019 Participation

1. That the information be received and noted.

1.1.1-YC3 Youth Council Project Teams Update

1. That the information be received and noted.

1.1.1-YC4 Youth Programs and Events Update October 2019

1. That the information be received and noted.

1.1.2 Salisbury Secret Garden 2020

1. It is recommended that:
 - a. Council notes the information contained in this report.
 - b. Council selects the Community Hub and Civic Square as the preferred location of the 2020 Salisbury Fringe (including Salisbury Secret Garden) feature weekend, based on the information and objectives outlined in this report.

1.1.5 Australia Day Events 2020

1. Council notes the event information contained in this report.
2. Council approve the holding of the Australia Day Event 2020 at the Salisbury Community Hub and Salisbury Civic Plaza - Inparrinthe Kumangka.

1.1.6 Update regarding the Intercultural Strategic Alliance

1. That the information be received.
2. That staff bring back a report by March 2020 on adopting the Welcoming Committee Standard and adopting the Welcoming Cities Network.

**CARRIED
0293/2019**

The meeting then proceeded to consider Items 1.1.3 and 1.1.4, which were withdrawn to be considered separately.

1.1.3 Collaboration Agreement between Council and Community Centres

Cr C Buchanan declared a perceived conflict of interest on the basis of being the previous Chair of Burton Community Centre. Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of all community centres.

Cr D Proleta declared a perceived conflict of interest on the basis of being a previous member of Burton Community Centre. Cr Proleta managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr G Reynolds declared an actual conflict of interest on the basis of being a member of the Bagster Road Community Centre. Cr Reynolds managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr J Woodman declared a material conflict of interest on the basis of being a member of the Burton Community Centre Management Committee. Cr Woodman left the meeting at 08:59 pm.

Moved Cr C Buchanan

Seconded Cr D Proleta

1. The information be received.
2. The proposed Collaboration Agreement between Community Centre Associations be endorsed to 30 June 2020.
3. That the Innovation and Business Development Sub Committee conduct a review of the Collaboration Agreement over the next 12 months and conduct a review of the management model for Community Hubs (Burton, Para Hills and Ingle Farm) by June 2020.
4. The review of the Collaboration Agreement and model for other Community Centres to be conducted over the next 12 months.

**CARRIED
0294/2019**

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

Cr C Buchanan voted IN FAVOUR of the MOTION.

Cr D Proleta voted IN FAVOUR of the MOTION.

Cr G Reynolds voted IN FAVOUR of the MOTION.

Cr J Woodman returned to the meeting at 09:00 pm.

1.1.4 Reconciliation Action Plan 2019 - 2021

Moved Cr A Duncan
Seconded Cr C Buchanan

1. That this report be received.
2. That the City of Salisbury's next Reconciliation Action Plan at an Innovate level as contained in Attachment 1 to this report (Item 1.1.4, Policy and Planning, 16/09/2019) be endorsed for submission to Reconciliation Australia for Final Endorsement .

**CARRIED
0295/2019**

5.2 Works and Services Committee - Recommendations for Council Ratification

Moved Cr B Brug
Seconded Cr K Grenfell

That Council adopt the recommendations of the Works and Services Committee meeting on 21 October 2019, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 28 October 2019), and listed below, with the exception of Items:

- 2.1.1 Burton Community Hub Project Update**
- 2.4.1 Update on Corella Management**
- 2.5.1 Portable CCTV Cameras**
- 2.6.2 Solar Bench and Table Trial for Parks and Reserves**
- 2.6.3 Church and John Street Improvement Plan**
- 2.8.1 Waste & Recycling Bin Upgrade/Addition Fees**
- W&S-OB1 Paralowie Soccer Club**

which were withdrawn to be considered separately.

2.0.1 Future Reports for the Works and Services Committee

1. The information be received.

2.5.2 Proposed Declaration of Multiple Roads within the City of Salisbury

1. This report be received and noted.
2. Pursuant to Section 210 of the Local Government Act 1999, Council resolves to give public notice of its intent to declare the roads listed below as public roads:
 - a. Brown Terrace
 - b. Chapel Street
 - c. Church Street
 - d. Gawler Street (portion of)
 - e. Haigh Street

-
- f. James Lane (portion of)
 - g. James Street
 - h. John Street
 - i. Lawrie Avenue
 - j. Mary Street
 - k. Mawson Road
 - l. North Lane
 - m. Old John Street (portion of)
 - n. Robert Street
 - o. Union Street
 - p. William Street
3. A further report be presented to Council following the expiry of the three month notice period to declare the listed roads public and addressing any objections (if received) as a result of the public notice.

2.5.3 SA Power Networks Easements - Swan Alley Wetlands and Greenfields Wetlands

1. Council grant to SA Power Networks an easement for the purpose of installing underground cables within Allotment 30 in Deposited Plan 112818 as described in Certificate of Title Volume 6177 Folio 767 for \$5,000 plus GST, and delineated in red in Attachment 1 – Proposed Easement Swan Alley Wetlands, Item 2.5.3. SA Power Networks are to be responsible for all costs.
2. Council grant to SA Power Networks an easement for the purpose of installing overhead power lines within Allotment 201 in Deposited Plan 81863 as described in Certificate of Title Volume 6161 Folio 956 for \$5,000 plus GST, and delineated in red in Attachment 2, Item 2.5.3. SA Power Networks are to be responsible for all costs.
3. The Manager Property and Buildings be authorised to liaise with SA Power Networks in regards to the requested easements and arrange consent of the Letter of Agreement and Grant of Easement documentation.

2.5.4 Diamond Communications Pty Ltd - New Lease Agreement

1. The information in this report be received and noted.
2. The Manager Property and Buildings be authorised to formalise a lease agreement with Diamond Communications Pty Ltd for the premises at 55-61 Research Road, Pooraka under the following terms:
 - i. For a period of five (5) years commencing on 1st October 2019 and expiring on 30th September 2024.
 - ii. For a commencing rental fee of \$74,713.45 per annum inclusive of GST.
 - iii. On similar terms and conditions to the existing agreement, inclusive of a redevelopment and reclamation clause.

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- iv. The legal costs associated with the preparation of the agreement to be shared equally between both parties.
 - v. In the event that redevelopment or reclamation is necessary during the term of the lease, the Manager Property and Buildings be authorised to negotiate an amendment to the lease with Diamond Communications Pty Ltd.

2.5.5 Provenance Indigenous Plants - New Lease Agreement

1. The information in this report be received and noted.
2. The Manager Property and Buildings be authorised to formalise a lease agreement with Provenance Indigenous Plants for the premises at 40 Sandy Crescent, Salisbury Park under the following terms:
 - i. For a period of five (5) years commencing on 1st October 2019 and expiring on 30th September 2024.
 - ii. For a commencing rental fee of \$37,931.28 per annum net plus GST.
 - iii. On comparable terms and conditions to the existing agreement, with the legal costs associated with the preparation of the agreement to be shared equally between both parties.

2.5.6 Vesting of land for public road at Pilatus Drive, Direk to enable gazettal of AB-triple access

1. That Council authorises the certificate of consent for the deposit of a plan of division to vest allotment 1000 as public road, pursuant to Section 223LF of the *Real Property Act 1886* and delegates power to authorise the certificate of consent to the Chief Executive Officer.

2.6.1 Capital Works Report - September 2019

1. As outlined within this report, (Item 2.6.1, Works and Services Committee, 21st October 2019) endorse the program inclusions detailed as part of PR14498 Council Funded New Footpath Program and PR21412 Kerb Ramp Construction / Upgrade Program.
2. As part of the 2019/20 Bridge Renewal Program, undertake minor renewal works at Springbank Waters, Burton, and structural repair works at Strowan Park, Salisbury Downs, this work is in addition to the previously approved bridge replacement at Dry Creek, Pooraka.
3. Submission of a Non-discretionary 2019/20 First Quarter Budget Review Bid to the value of \$18k capital expenditure budget to cover the cost of the replacement of two traffic counters.

**CARRIED
0296/2019**

The meeting then proceeded to consider Items 2.1.1, 2.4.1, 2.5.1, 2.6.2, 2.6.3, 2.8.1 and W&S-OB1, which were withdrawn to be considered separately.

2.1.1 Burton Community Hub Project Update

Cr J Woodman declared a material conflict of interest on the basis of being a member of the Burton Community Centre Management Committee. Cr Woodman left the meeting at 09:05 pm.

Cr D Proleta declared a perceived conflict of interest on the basis of being a previous member of the Burton Community Centre. Cr Proleta managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr C Buchanan declared a perceived conflict of interest on the basis of being the previous Chair of Burton Community Centre. Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of all community centres.

Moved Cr C Buchanan

Seconded Cr D Proleta

1. That Council notes the report and supports the appointment of a consultant to engage an Architect subject to the following amendments:
 - (a) that the Ward Councillors are included in the project governance model and play a leading role in the consultation/communication framework and the implementation plan
 - (b) Architect to provide a minimum of two different design options for Council to consider. One design to include the utilisation of existing building and linking to the adjacent soccer precinct in its design. The other design to reflect a new stand alone community hub, which may include using existing building. Designs to also include principles outlined in paragraph 3.4 – Stage – Precinct Plan.
 - (c) Stage 3 – the functional brief will be predicated on the architect presenting a further report on the feedback from the community consultation to the Works and Services Committee.
2. That development of a management model be considered as part of a review of community hub models, including the Paddocks Hub by the Innovation and Business Development Sub Committee to be reported to the sub committee by April 2020.

**CARRIED
0297/2019**

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

Cr Proleta voted IN FAVOUR of the MOTION;

Cr Buchanan voted IN FAVOUR of the MOTION.

Cr J Woodman returned to the meeting at 09:06 pm.

2.4.1 Update on Corella Management

Moved Cr C Buchanan

Seconded Cr D Proleta

1. The information be received.
2. That Council does not support any dispersal methods that include culling corellas.
3. That Council authorise actions outlined in section 3.7 to 3.12 and advise residents in the affected area of action Council is taking.
4. That Council acknowledge the leadership of City of Salisbury staff and thank Paul Marsden, Team Leader Parks and Landscape, Mark Purdie, Manager of Field Services, and John Devine, General Manager City Infrastructure.
5. The attached draft letter, responding to the Corella Management Strategy 2020-2025, be endorsed and submitted to the Department of Environment and Water.

**CARRIED
0298/2019**

2.5.1 Portable CCTV Cameras

Moved Cr C Buchanan

Seconded Cr D Proleta

1. The installation of CCTV cameras to combat illegal dumping, hoon driving and graffiti, be considered within the context of the Community Safe Strategy.
2. Council continues to explore a range of options (including CCTV) to assist reduce hoon driving, illegal dumping, and graffiti, as part of the Community Safe Strategy.
3. Council endorse the hire of 8, fit for purpose, portable CCTV cameras for a 6 to 9 month trial to ascertain the benefit over alternative options.
4. A 2019/20 First Quarter non-discretionary budget review bid be approved for \$65k to fund this trial.
5. Administration work with the Ward Councillors on the purpose and specification for the cameras, with the aim of commencing the trial in early 2020.
6. In consultation with Ward Councillors, determine where the portable cameras should be installed, in the context of the Community Safe Strategy, including locations identified by Ward Councillors previously.

**CARRIED
0299/2019**

2.6.2 Solar Bench and Table Trial for Parks and Reserves

Moved Cr B Brug

Seconded Cr L Braun

1. The information be received.
2. A trial solar bench be installed as part of the design of the Para Hills Community Hub / Inclusive Play area, which is scheduled for construction mid-2020.
3. If the trial site above proves successful, solar benches be included as part of the “smart” furniture suite to be considered for key community hub locations, when upgrades are planned.

CARRIED
0300/2019

2.6.3 Church and John Street Improvement Plan

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

Cr D Hood declared a perceived conflict of interest on the basis of being a member of the Salisbury Business Association Board. Cr Hood managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr C Buchanan

Seconded Cr L Braun

1. That the information be received.
2. That Council endorse Attachment 1 – Salisbury City Centre Church and John Street Improvement Plan for community consultation.
3. A further report be brought back to Council in February 2020, with respect to the results of the community consultation, containing recommendations regarding any changes to the proposed improvement works, the required budget, timing and prioritisation of the works.
4. That Council endorse the funding of \$3.0M being considered in the 2020/21 Budget Bid process for John St.
5. That Council endorse the funding of \$3.5M being considered in the 2021/22 Budget Bid process for Church St (Stage 1).
6. That Council endorse the funding of \$1.2M being considered in the 2022/23 Budget Bid process for Church St (Stage 2), noting that this will be subject to the sale of the land at 12 James St Salisbury.

CARRIED
0301/2019

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

Cr G Reynolds voted IN FAVOUR of the MOTION.

Cr D Hood voted IN FAVOUR of the MOTION.

2.8.1 Waste & Recycling Bin Upgrade/Addition Fees

Cr J Woodman declared a material conflict of interest on the basis of being a member of the NAWMA Board. Cr Woodman left the meeting at 9:17 pm.

Cr G Reynolds declared a perceived conflict of interest on the basis of being a member of the NAWMA Board. Cr Reynolds managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr K Grenfell declared a perceived conflict of interest on the basis of being a Deputy Member of the NAWMA Board. Cr Grenfell managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr S Reardon declared a perceived conflict of interest on the basis of being a member of the NAWMA Board. Cr Reardon managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr K Grenfell

Seconded Cr D Proleta

1. Council endorse not charging the 2018/19 fees for waste & recycling bin upgrades & additions for all current subscribers, noting the budget impact of the total value of income not realised is \$47,000 for 2018/19.
2. Notify affected residents that:
 - a. They will not be invoiced for the 2018/19 bin upgrade/addition fees.
 - b. NAWMA will be issuing the 2019/20 bin upgrade/addition fees and future fees instead of Council with all future requests and queries to be directed to NAWMA.
 - c. Non-permanent Federal Concession Card holders will need to show NAWMA annually, proof they possess a valid concession card in order to avoid ongoing fees.

**CARRIED
0302/2019**

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

Cr S Reardon voted IN FAVOUR of the MOTION.

Cr J Woodman returned to the meeting at 9:22 pm.

W&S-OB1**Paralowie Soccer Club**

Cr C Buchanan declared a perceived conflict of interest on the basis of being Patron of the Paralowie Soccer Club. Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr C Buchanan

Seconded Cr G Reynolds

1. That the City of Salisbury note that Paralowie Soccer Club has not received an upgrade as part of Council's building renewal program and that the current building is no longer fit for purpose and has a number of OHS issues associated with old design.
2. That Council request staff to bring back a report with costings and scope of a building renewal upgrade to be considered as part of the 2020/21 budget process.
2. That the report gives consideration and options to increase on site carparking.

**CARRIED
0303/2019**

*The majority of members present voted IN FAVOUR of the MOTION.
Cr C Buchanan voted IN FAVOUR of the MOTION.*

5.3 Resources and Governance Committee - Recommendations for Council Ratification

Moved Cr A Duncan

Seconded Cr D Proleta

That Council adopt the recommendations of the Resources and Governance Committee meeting on 21 October 2019, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 28 October 2019), and listed below:

3.0.1 Future Reports for the Resources and Governance Committee

1. The information be received.

3.0.2 White Ribbon Australia Accreditation Update

1. The information be received.
2. The City of Salisbury does not conduct a White Ribbon Event in November 2019.
3. City of Salisbury continues to raise awareness of activities to prevent and respond to violence against women, both within the organisation and within their broader community.

-
4. Prepare a future report to identify and advise on opportunities for Council to participate in future events.

3.4.1 Nominations Sought for a Local Government representative on the Public Library Services Standing Committee

1. Cr Peter Jensen be nominated as a local government representative on the Public Library Services Standing Committee.

3.4.2 Nominations Sought for a Local Government representative on the SA Power Networks Customer Consultative Panel

1. Council determine if it wishes to nominate a local government representative on the SA Power Networks Customer Consultative Panel.

3.6.1 Nomination of Principal Office for the City of Salisbury

1. The information be received.
2. That the principal office of Council be:
City of Salisbury
34 Church Street
SALISBURY SA 5108
3. That community consultation advising of the principal office of Council for a period of not less than 21 days be undertaken in accordance with Section 45(3) of the *Local Government Act 1999* and Council's Public Consultation Policy.

3.6.2 Voting Advice to Council Delegate for the Local Government Association Annual General Meeting - 31 October 2019

1. Council direct its voting delegate (Cr Chad Buchanan or Mayor Gillian Aldridge as proxy) to vote on the recommendations of the Local Government Association Annual General Meeting as set out in the attachment to this report (Council, 28 October 2019, Item 3.6.2).

**CARRIED
0304/2019**

5.4 Audit Committee of Council

No Audit Committee of Council meeting was held in October 2019.

5.5 Council Assessment Panel Meeting

Minutes of the Council Assessment Panel Meeting held on 24 September 2019 were considered by Council.

5.6 Budget and Finance Committee - Recommendations for Council Ratification

Moved Cr B Brug
Seconded Cr S Ouk

That Council adopt the recommendations of the Budget and Finance Committee meeting on 21 October 2019, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 28 October 2019), and listed below:

6.0.1 Future Reports for the Budget and Finance Committee

1. The information be received.

6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 14 October 2019

The information contained in the Innovation and Business Development Sub Committee of the meeting held on 14 October 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

6.0.2-IBDSC1 Future Reports for the Innovation and Business Development Sub Committee

1. The information be received.

6.0.2-IBDSC2 Customer Review Dashboard

1. The information be received.

6.0.2-IBDSC3 Community Experience Charter Framework

1. Endorse the proposed Community Experience Framework.
2. Administration bring back a final draft of the Community Experience Charter to the December 2019 Informal Strategy session before presenting to the Innovation & Business Development Sub Committee.
3. Note the work required on finalising and reviewing the Service Standards, Consultation & Engagement and Feedback documentation.

6.0.2-IBDSC4 Local Government Reform Program - Reform Areas 3 and 4

1. That the proposed position and associated comments made at this meeting on each of the reform proposals contained in Reform Areas 3 and 4 in the table attached to Item No. IBDSC4 on the agenda, be provided as an attachment to the report from this meeting to the Budget and Finance Committee, for inclusion in the submission to the State Government on the *Reforming Local Government in South Australia Discussion Paper*.

IBDSC-OB1 Expenditure for Salisbury Plays Events

1. That a report be provided to the Innovation and Business Development Sub Committee giving a detailed summary of expenditure for all “Salisbury Plays” events.
2. That the Innovation and Business Development Sub Committee undertake a review of the Salisbury Plays program.

6.1.1 Budget Timetable 2020/21

1. Information be received.
2. Council endorse the timetable for the preparation and presentation of the 2020/21 budget, subject to adoption of the meeting schedule by Council at the November Council meeting.

6.6.1 Discretionary Rate Rebate Application for SA Poultry Association Inc

1. The Budget and Finance Committee recommends to Council that in relation to SA Poultry Association Inc:
 - (a) No rate rebate should be granted in respect of the premises known as 6 Acrylon Road, Salisbury South SA 5106; and
 - (b) The rate rebate application lodged by SA Poultry Association Inc dated 23 August 2019 should be dismissed.

6.6.2 Discretionary Rate Rebate Applications for Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc.

1. The Budget and Finance Committee recommends to Council that in relation to Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc.:
 - (a) No rate rebate should be granted in respect of the commercial premises known as 30 Orange Avenue , Salisbury SA 5108; and
 - (b) The rate rebate application lodged by Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc. dated 22 August 2019 be dismissed.

**CARRIED
0305/2019**

5.7 Sport, Recreation and Grants Committee - Recommendations for Council Ratification

Moved Cr B Brug
Seconded Cr J Woodman

That Council adopt the recommendations of the Sport, Recreation and Grants Committee meeting on 14 October 2019, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 28 October 2019), and listed below:

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

1. The information be received.

7.2.1 Youth Sponsorship Applications - September 2019

1. The information be received.

7.2.2 Community Grants Program Applications for October 2019

1. The information be received and noted.

7.2.4 24/2019: Pooraka Football Club Inc.- Community Grants Program Application

1. The information be received and noted.

SRG-OB1 Pooraka Football Club

1. The administration hold further discussions with the Pooraka Football Club regarding their application for funding assistance for expenses incurred, for appropriate supporting documentation, and that a further report be provided to the next meeting of this Committee.

**CARRIED
0306/2019**

ITEM 6: GENERAL BUSINESS REPORTS

6.1 Deferred Items for Further Discussion

Moved Cr A Duncan
Seconded Cr D Proleta

1. That the information be received.
2. Council adjust the budget allocation for Elected Members' training and development, Council delegate activities, and attendance at conferences and seminars, by March CPI at the beginning of each financial year.
3. That the remaining items (OB1, OB2 and OB3) be deferred until the next review of the Elected Members Allowance, Facilities and Support Policy in November 2020.

**CARRIED
0307/2019**

6.2 Nominations sought for a Local Government representative on the South Australian Public Health Council

Moved Cr C Buchanan
Seconded Cr A Duncan

1. Mr J Darzanos, Manager Environmental Health and Safety, be nominated as a local government representative on the South Australian Public Health Council, subject to his acceptance.

**CARRIED
0308/2019**

6.3 Reforming Local Government in South Australia Discussion Paper - Draft Submission by City of Salisbury

Inquiry into Local Government Costs and Efficiency - SA Productivity Commission - Draft Submission by City of Salisbury

Moved Cr L Braun
Seconded Cr G Reynolds

That:

1. Council approve finalisation of the draft submission to State Government on the *Reforming Local Government in South Australia* Discussion Paper, as attached to the report to item 6.3 on the agenda for the meeting of Council on 28 October 2019, subject to any suggestions for change that are made at the meeting of Council.
2. Council approve finalisation of the draft submission to SA Productivity Commission on its draft report *Inquiry into Local Government Costs and Efficiency*, as attached to the report to item 6.3 on the agenda for the meeting of Council on 28 October 2019, subject to any suggestions for change that are made at the meeting of Council.

**CARRIED
0309/2019**

ITEM 7: MOTIONS ON NOTICE

7.2 Motion on Notice - School Partnerships: Trees

Moved Cr C Buchanan
Seconded Cr A Duncan

1. That staff bring back a report with a proposed program for local schools to partner with Council to plant trees at adjoining reserves and school grounds.

**CARRIED
0310/2019**

7.3 Motion on Notice - 'Note Acceptor' Poker Machines

Cr D Hood declared an actual conflict of interest on the basis of being a Board Member of a Club with poker machines. Cr D Hood left the meeting at 9:36 pm.

Cr G Reynolds declared a perceived conflict of interest on the basis of being a committee member of the Salisbury RSL. Cr G Reynolds left the meeting at 9:36 pm.

Moved Cr B Brug
Seconded Cr D Proleta

That, noting the significantly negative impact of poker machine gambling in our community:

1. the City of Salisbury give its public support to the Alliance for Gambling Reform and Uniting Communities in opposing the introduction of 'note acceptor' poker machines in South Australia;
2. the Mayor write to Attorney General, Vickie Chapman to convey Council's strong opposition to the State Government's decision to allow the introduction of 'note acceptor' poker machines in South Australia.

**CARRIED
0311/2019**

Cr G Reynolds returned to the meeting at 09:39 pm.

Cr D Hood returned to the meeting at 09:39 pm.

7.4 Motion on Notice - Investment Attraction Initiatives

*This item was **WITHDRAWN** from the Agenda.*

8. MAYOR'S DIARY

8.1 Mayor's Diary

Moved Cr B Brug
Seconded Cr J Woodman

1. That this information be noted.

**CARRIED
0312/2019**

9. REPORTS FROM COUNCIL REPRESENTATIVES

Cr J Woodman:

25 September	Northern Business Breakfast
25 September	Meeting with Julie Fyfe re Salisbury Suicide Prevention AGM
26 September	Welcome Day – Jack Young Centre Upgrade
1 October	AGM Salisbury Suicide Prevention Team
2 October	Briefing re Salisbury Plays at St Kilda
2 October	Citizenship Ceremony – early session
2 October	Citizenship Ceremony – evening session
4 October	Mawson Lakes Photography Club Exhibition
5 October	Punya Foundation lunch
5 October	Dinner at Vietnamese Temple honouring Vietnamese Cadets in Australia
6 October	National Military Vehicles Museum for Truck Show
8 October	Walk through Community Hub
8 October	Informal Strategy
9 October	Social Media Training
14 October	Innovation and Business Development Sub-committee
15 October	Met with Brad Chilcott re Welcome to Australia
16 October	Salisbury Rotary Seniors Lunch
21 October	Standing Committees
22 October	Burton Centre Management Committee meeting
24 October	Salisbury Suicide Prevention Team – Financial meeting
24 October	Represent Mayor at NASSA Debate
26 October	50 th Anniversary Ingle Farm Shopping Centre
28 October	Council Meeting

Cr K Grenfell:

18/09/2019	Parafield Gardens High School P&F meeting
23/09/2019	Public Art Panel Meeting
25/09/2019	Community Grants Program Cheque Presentation Ceremony
01/10/2019	Mayor's Radio Show
02/10/2019	Afternoon Citizenship Ceremony
02/10/2019	Evening Citizenship Ceremony
16/10/2019	Meeting with Salisbury West Sporting Club

Cr L Braun:

23/9/19 September Full Council meeting.
2/10/19 Citizenship ceremony
4/10/19 Met with resident in Mawson Lakes regarding car parking & council verges.
Attended Mawson Lakes 7th Annual Photography Club Exhibition.
Attended documentary screening; "In the Name of Confucius" at Mawson Centre.
5/10/19 Call with resident regarding wildlife (ducks) & lakes around the Pooraka area.
Met resident In Pooraka regarding car parking on verges & verge maintenance
8/10/19 Informal strategy meeting
9/10/19 Elected Members workshop; Social Media Training
13/10/19 St Kilda Boat Club Sail Past
14/10/19 Sub Committee meetings
15/10/19 Walk through Salisbury Community Hub
Salisbury Community Hub Project Control Group meeting
17/10/19 Met with Residents regarding illegal dumping in Globe Derby Park.

Cr Brug:

Attended Pooraka Farm AGM with Cr Woodman on 25/9/2019
Salisbury Plays at St Kilda
St Kilda Sail Past
Hosted Coffee with the Councillor morning on 21/09/2019

Cr Blackmore:

08/10/2019 EM Community Hub walk-through
15/10/2019 'Spotlight on Salisbury' PBA-FM Radio Show with Dep. Mayor Julie Woodman
24/10/2019 Adjudicating NASSSA Debating Grand Final at Salisbury High School
27/10/2019 Veterans' Health Week Pub Quiz at the Salisbury RSL
Salisbury Food and Cultural Festival is being held on Saturday 2 November 2019.

Cr Reynolds and Cr Hood

26/10/2019 Attended School of Bhutanese Nepalese Language and Culture Annual Day
of Celebration and Awards at the Salisbury Primary School, representing the Mayor.

10. QUESTIONS WITHOUT NOTICE

There were no Questions Without Notice.

11. QUESTIONS ON NOTICE

There were no Questions on Notice

12. OTHER BUSINESS / MOTIONS WITHOUT NOTICE

12.1 Welcoming 7RAR to Salisbury

Moved Cr S Reardon

Seconded Cr C Buchanan

That Council, via the Mayor and on behalf of Councillors and the community, write to the Officers and Soldiers of the 7th Battalion, the Royal Australian Regiment (7RAR), now based at RAAF Base Edinburgh, to welcome them and their families to our community.

**CARRIED
0313/2019**

12.2 Presentation of the Community Experience Charter Framework

Moved Cr C Buchanan

Seconded Cr K Grenfell

1. That Council note that the Community Experience Charter Framework was to be presented at the December 2019 Informal Strategy.
2. That the Community Experience Charter Framework be presented to the January 2020 Informal Strategy meeting, and there be no December 2019 Informal Strategy.

**CARRIED
0314/2019**

13. CONFIDENTIAL ITEMS

13.1 Works and Services Committee - Confidential Recommendations for Council Ratification

2.9.1 NAWMA - Appointment of Independent Chairperson

Cr C Buchanan left the meeting at 9.49 pm and did not return.

Cr K Grenfell declared a perceived conflict of interest on the basis of being a Deputy Member of the NAWMA Board. Cr Grenfell managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr G Reynolds declared an actual conflict of interest on the basis of being a member of the NAWMA Board. Cr G Reynolds left the meeting at 09:49 pm.

Cr S Reardon declared a perceived conflict of interest on the basis of being a deputy board member of NAWMA. Cr Reardon managed the conflict by remaining in the meeting but not voting on the item.

Cr J Woodman declared a material conflict of interest on the basis of being a Board Member of NAWMA. Cr J Woodman left the meeting at 09:49 pm.

Moved Cr L Braun

Seconded Cr K Grenfell

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*

- information contained within the report includes personal information from applicants for the role of independent chair for the Board of NAWMA; non-disclosure of this information will protect personal information of an employment nature of those applicants*

*On that basis the public's interest is best served by not disclosing the **NAWMA - Appointment of Independent Chairperson** 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
0315/2019

The meeting moved into confidence at 9.49 pm

The meeting moved out of confidence at 9.51 pm.

Cr J Woodman returned to the meeting at 9.52 pm.
Cr G Reynolds returned to the meeting at 9.52 pm.

2.5.7 Salisbury City Centre Investment Attraction and Land Disposal

Moved Cr C Buchanan
Seconded Cr S Ouk

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 the matter and discussion of this item in confidence would protect confidential Publically sensitive information relating to potential commercial negotiations and Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Salisbury City Centre Investment Attraction and Land Disposal** 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
0316/2019

The meeting moved into confidence at 9.53 pm.

The meeting moved out of confidence and closed at 9.54 pm.

CHAIRMAN.....

DATE.....

ITEM 5: COMMITTEE REPORTS

5.1 Policy and Planning Committee: Recommendations for Council Ratification

Author Janet Crook, Risk & Governance Program Manager, CEO and Governance

Approving Officer Chief Executive Officer

SUMMARY

The Policy and Planning Committee met on 18 November 2019 to consider seven items on its Agenda. The Policy and Planning Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

The recommendations of the Committee are provided in this report to Council. The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt all the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

RECOMMENDATION

That Council adopt the recommendations of the Policy and Planning Committee meeting on 18 November 2019, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 25 November 2019), and listed below:

1.0.1 Future Reports for the Policy and Planning Committee

1. The information be received.

1.0.2 Minutes of the Tourism and Visitor Sub Committee meeting held on Tuesday 12 November 2019

The information contained in the Tourism and Visitor Sub Committee of the meeting held on 12 November 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

1.0.2-TVSC1 Future Reports for the Tourism and Visitor Sub Committee

1. The information be received.

1.0.2-TVSC2 Signage for properties of historical significance

1. The information within the report be noted and received.
2. That local area historical regions be considered, to identify areas of concentration of sites of historical significance.
3. Future signage be considered as part of budget considerations, funded from the current Information Signage program.

-
4. Additional significant site be noted including – McIntyre House, First Flight Memorial and Pines Lakes House, and those included in the previous report.
 5. The budget be reviewed for historical signage, investigating an increase to \$30,000 per year for historical signage.
 6. Staff provide a report on the provision of an App or similar digital tool on historical sites as well as the possibility for the inclusion of greater information on other tourism, entertaining/dining, accommodation, destinations and attractions.

TVSC-OB1 Signage – Purling/Commercial Road, Salisbury North

1. That staff provide an audit report on existing directional and historically significant signage in the City of Salisbury.

TVSC-OB2 Promotion of Salisbury Community Hub and Council Area

1. That staff bring back a report on the most effective and efficient manner to promote the Salisbury Community Hub and Salisbury Council area as a venue for conferences and conventions in line with its agreed target usage of the Salisbury Community Hub within the first 6 months of the Hub's opening.

TVSC-OB3 Tourism and Visitor Sub Committee Meetings

1. That the next meeting of the Tourism and Visitor Sub Committee be scheduled from 5.00 – 6.00 pm.

P&P-OB1 Accommodation Availability in Salisbury and Surrounds

1. Staff report back to the Tourism and Visitor Sub Committee on the number of available accommodation rooms in the vicinity of Salisbury and near surrounds to assist in promotion of the Salisbury Community Hub as a conference venue.

1.1.1 Minutes of the Strategic and International Partnerships Sub Committee meeting held on Monday 18 November 2019

The information contained in the Strategic and International Partnerships Sub Committee of the meeting held on 18 November 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

1.1.1 – SIPSC1 Presentation of Minutes – 12 August 2019

1. That the Minutes of the Strategic and International Partnerships Sub Committee Meeting held on 12 August 2019, be taken as read and confirmed.

1.1.1-SIPSC2 Future Reports for the Strategic and International Partnerships Sub Committee

1. The information be received.

1.1.1-SIPSC3 2019 China Delegation Visit to Linyi

1. Note the contents of the report.
2. The Mayor's office formally write to the Mayor of Linyi expressing our appreciation for their invitation to attend their conference and seek information regarding their possible visit to Salisbury in 2020.

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3. The Mayor's office formally acknowledge and thank the SA Branch of the Australian China Business Council and in particular their President, Mr Sean Keenihan, for their invaluable support to the delegation and to the City of Salisbury.
 4. The Administration review and consider the opportunities discussed during the delegation and provide periodic reports on their progress to the Strategic and International Partnerships Sub-Committee.

1.1.2 Community Safety Strategy

1. The report be received and noted.
2. The draft Community Safety Strategy as contained in Attachment 2 to this report (Item 1.1.2, Policy and Planning, 16/09/2019) be endorsed.
3. Staff develop an implementation strategy with detailed resource allocations and assign lead responsibilities, and staging of the actions for council consideration.

1.1.3 Ability Inclusion Strategic Plan 2020-2024

1. Council endorse the Ability Inclusion Strategic Plan (AISP) 2020 - 2024, Public Document.
2. Council, in compliance with the SA Disability Inclusion Act 2018;
 - a. register the Ability Inclusion Strategic Plan in the SA Gazette
 - b. provide a report to the Chief Executive of the SA Department of Human Services about the preparation of the plan (Consultation Report AISP– attachment 2)
 - c. publish the AISP in a format that is accessible to people with disability
3. Council register the AISP with the Australian Human Rights Commission as an Action Plan under Section 31 of the Commonwealth Disability Discrimination Act 1992.
4. Council to note draft Implementation Action Plan. Its budget will be determined subject to business case and budget prioritisation process.
5. Any new funds for the implementation of the AISP 2020-2024 will be the subject of new initiative bids as part of the 20/21 budget onwards, and request sent to Council for approval.
6. That the Asset Management Sub Committee give consideration to providing for inclusive design in the playspace hierarchy.

1.3.1 Draft Planning and Design Code to replace existing Council Development Plan - on consultation

1. The information be received.
2. Council endorse the letter to the Minister for Planning (provided as Attachment 1 to Policy and Planning Committee agenda, 18 November 2019, Item 1.3.1) with copies to the SA Planning Commission, the Department of Planning, Transport and Infrastructure, the Local Government Association (SA) and Shadow Minister for Planning which articulates Councils concerns on the public consultation of the draft Planning and Design Code.

-
3. That copies of the letter go to the Premier and Leader of the Opposition, the Minister and Shadow Minister requesting a meeting with the Mayor, Chair of Policy and Planning Committee and relevant staff to discuss the letter and concerns of Council.
 4. That Council endorses the letter to the Minister for Planning, subject to minor editorial amendments.

1.3.2 Planning Reforms - Draft Council Inspection Policies for Consultation

1. The draft *Practice Direction for Council Inspection Policies* for consultation, together with the *Background Paper on Inspection Policies Practice Direction* be noted.
2. Council endorse the letter to the State Planning Commission in relation to the draft *Practice Direction for Council Inspection Policies* (provided as Attachment 1 to Policy and Planning Committee agenda 18 November 2019 - Item 1.3.1).

OR

That Council adopt the recommendations of the Policy and Planning Committee meeting on 18 November 2019, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 25 November 2019), and listed above, with the exception of Items:

and

which was/were withdrawn to be considered separately:

(to be determined at meeting as necessary)

ATTACHMENTS

There are no attachments to this report.

1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

COMMITTEE AGENDA ITEM NO. and TITLE	EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL
<u>Item No. 1.0.1</u> Future Reports for the Policy and Planning Committee	SUMMARY: The item details reports to be presented to the Policy and Planning Committee as a result of a previous Council resolution. Reports to be deferred to a subsequent month will be indicated, along with reason for the deferral. COMMITTEE RECOMMENDATION: 1. The information be received.

<p><u>Item No. 1.0.2</u></p> <p>Minutes of the Tourism and Visitor Sub Committee meeting held on Tuesday 12 November 2019</p>	<p>SUMMARY:</p> <p>The minutes and recommendations of the Tourism and Visitor Sub Committee meeting held on Tuesday 12 November 2019 are presented for Policy and Planning Committee's consideration.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <p>The information contained in the Tourism and Visitor Sub Committee of the meeting held on 12 November 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:</p> <p>1.0.2-TVSC1 Future Reports for the Tourism and Visitor Sub Committee</p> <ol style="list-style-type: none"> 1. The information be received. <p>1.0.2-TVSC2 Signage for properties of historical significance</p> <ol style="list-style-type: none"> 1. The information within the report be noted and received. 2. That local area historical regions be considered, to identify areas of concentration of sites of historical significance. 3. Future signage be considered as part of budget considerations, funded from the current Information Signage program. 4. Additional significant site be noted including – McIntyre House, First Flight Memorial and Pines Lakes House, and those included in the previous report. 5. The budget be reviewed for historical signage, investigating an increase to \$30,000 per year for historical signage. 6. Staff provide a report on the provision of an App or similar digital tool on historical sites as well as the possibility for the inclusion of greater information on other tourism, entertaining/dining, accommodation, destinations and attractions. <p>TVSC-OB1 Signage – Purling/Commercial Road, Salisbury North</p> <ol style="list-style-type: none"> 1. That staff provide an audit report on existing directional and historically significant signage in the City of Salisbury.
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	<p>TVSC-OB2 Promotion of Salisbury Community Hub and Council Area</p> <p>1. That staff bring back a report on the most effective and efficient manner to promote the Salisbury Community Hub and Salisbury Council area as a venue for conferences and conventions in line with its agreed target usage of the Salisbury Community Hub within the first 6 months of the Hub's opening.</p> <p>TVSC-OB3 Tourism and Visitor Sub Committee Meetings</p> <p>1. That the next meeting of the Tourism and Visitor Sub Committee be scheduled from 5.00 – 6.00 pm.</p> <p>P&P-OB1 Accommodation Availability in Salisbury and Surrounds</p> <p>1. Staff report back to the Tourism and Visitor Sub Committee on the number of available accommodation rooms in the vicinity of Salisbury and near surrounds to assist in promotion of the Salisbury Community Hub as a conference venue.</p>
<p><u>Item No. 1.1.1</u></p> <p>Minutes of the Strategic and International Partnerships Sub Committee meeting held on Monday 18 November 2019</p>	<p>SUMMARY:</p> <p>The minutes of the Strategic and International Partnerships Sub Committee meeting held on Monday 18 November 2019 are presented for Policy and Planning Committee's information.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <p>The information contained in the Strategic and International Partnerships Sub Committee of the meeting held on 18 November 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:</p> <p>SIPSC1 Presentation of Minutes – 12 August 2019</p> <p>1. That the Minutes of the Strategic and International Partnerships Sub Committee Meeting held on 12 August 2019, be taken as read and confirmed.</p> <p>SIPSC2 Future Reports for the Strategic and International Partnerships Sub Committee</p> <p>1. The information be received.</p> <p>SIPSC3 2019 China Delegation Visit to Linyi</p> <p>1. Note the contents of the report.</p> <p>2. The Mayor's office formally write to the Mayor of Linyi expressing our appreciation for their invitation to attend their conference and seek information regarding their possible visit to Salisbury in 2020.</p>

	<ol style="list-style-type: none"> 3. The Mayor's office formally acknowledge and thank the SA Branch of the Australian China Business Council and in particular their President, Mr Sean Keenihan, for their invaluable support to the delegation and to the City of Salisbury. 4. The Administration review and consider the opportunities discussed during the delegation and provide periodic reports on their progress to the Strategic and International Partnerships Sub-Committee.
<p><u>Item No. 1.1.2</u> Community Safety Strategy</p>	<p>SUMMARY: This report outlines the process undertaken in developing a new Community Safety Strategy for the City of Salisbury. It is intended that the Strategy will function as a higher level document with community safety priority action plans developed annually to respond to emerging safety issues within the City of Salisbury.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. The report be received and noted. 2. The draft Community Safety Strategy as contained in Attachment 2 to this report (Item 1.1.2, Policy and Planning, 16/09/2019) be endorsed. 3. Staff develop an implementation strategy with detailed resource allocations and assign lead responsibilities, and staging of the actions for council consideration.
<p><u>Item No. 1.1.3</u> Ability Inclusion Strategic Plan 2020-2024</p>	<p>SUMMARY: The Ability Inclusion Strategic Plan (AISP) 2020–2024 is Council's latest Disability Access and Inclusion Plan and the first required by the SA Disability Inclusion Act 2018. This report describes the legislative and policy background and the City of Salisbury's leading role in access and inclusion, summarises the extent and visibility of disability in the community and outlines actions which will follow an endorsement of this Plan by Council. Draft Implementation Action Plan with costings is also provided.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. Council endorse the Ability Inclusion Strategic Plan (AISP) 2020 - 2024, Public Document. 2. Council, in compliance with the SA Disability Inclusion Act 2018; <ol style="list-style-type: none"> a. register the Ability Inclusion Strategic Plan in the SA Gazette b. provide a report to the Chief Executive of the SA Department of Human Services about the preparation of the plan (Consultation Report AISP–attachment 2)

	<p>c. publish the AISP in a format that is accessible to people with disability</p> <p>3. Council register the AISP with the Australian Human Rights Commission as an Action Plan under Section 31 of the Commonwealth Disability Discrimination Act 1992.</p> <p>4. Council to note draft Implementation Action Plan. Its budget will be determined subject to business case and budget prioritisation process.</p> <p>5. Any new funds for the implementation of the AISP 2020-2024 will be the subject of new initiative bids as part of the 20/21 budget onwards, and request sent to Council for approval.</p> <p>6. That the Asset Management Sub Committee give consideration to providing for inclusive design in the playspace hierarchy.</p>
<p><u>Item No. 1.3.1</u></p> <p>Draft Planning and Design Code to replace existing Council Development Plan - on consultation</p>	<p>SUMMARY:</p> <p>The draft Planning and Design Code has been released for public consultation by the SA Planning Commission. The Code will replace the current Development Plans of all Councils with the intention to standardise policy and have an efficient digital based system. While Council has generally supported the intent of the planning reform process, an initial assessment is that the engagement process is insufficient for the scale of change being proposed, the lack of a digital presence so people can clearly understand the policy implications for their property is undesirable, and a number of technical issues have been identified.</p> <p>Staff will continue to review the draft Code prior to preparing a formal submission for Council's consideration in February 2020 as well as continue to liaise with DPTI on technical matters. The immediate concern is considered to be with the public consultation process, which warrants a letter in the interim to the Minister for Planning and other relevant persons advising of Council's concerns.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <p>1. The information be received.</p> <p>2. Council endorse the letter to the Minister for Planning (provided as Attachment 1 to Policy and Planning Committee agenda, 18 November 2019, Item 1.3.1) with copies to the SA Planning Commission, the Department of Planning, Transport and Infrastructure, the Local Government Association (SA) and Shadow Minister for Planning which articulates Councils concerns on the public consultation of the draft Planning and Design Code.</p>

	<p>3. That copies of the letter go to the Premier and Leader of the Opposition, the Minister and Shadow Minister requesting a meeting with the Mayor, Chair of Policy and Planning Committee and relevant staff to discuss the letter and concerns of Council.</p> <p>4. That Council endorses the letter to the Minister for Planning, subject to minor editorial amendments.</p>
<p><u>Item No. 1.3.2</u></p> <p>Planning Reforms - Draft Council Inspection Policies for Consultation</p>	<p>SUMMARY:</p> <p>The State Planning Commission has released a draft Practice Direction that sets minimum mandatory requirements for councils for the inspection buildings. The new inspection regime is generally supported subject to suggested changes including the increased inspections for commercial building being phased over time together with the use independent private certifiers to enable councils and industry to adapt to the change, and that fees cover the costs of inspections.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <p>1. The draft <i>Practice Direction for Council Inspection Policies</i> for consultation, together with the <i>Background Paper on Inspection Policies Practice Direction</i> be noted.</p> <p>2. Council endorse the letter to the State Planning Commission in relation to the draft <i>Practice Direction for Council Inspection Policies</i> (provided as Attachment 1 to Policy and Planning Committee agenda 18 November 2019 - Item 1.3.1).</p>

CO-ORDINATION

Officer:

MG

Date:

5.2 Works and Services Committee: Recommendations for Council Ratification

Author Janet Crook, Risk & Governance Program Manager, CEO and Governance

Approving Officer Chief Executive Officer

SUMMARY

The Works and Services Committee met on 18 November 2019 to consider eight items on its Agenda. The Works and Services Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

The recommendations of the Committee, including one other business item, are provided in this report to Council. The corresponding Executive Summary of each report to the Committee is also provided as a prompt. Four recommendations, presented to the Works and Services Committee in confidence, form part of Council's Confidential Agenda.

Also included in this report are the minutes of the Asset Management Sub-Committee held on 14 October 2019 and 11 November 2019. These minutes are usually reported through the Works and Services Committee, however they were not included in the reports for the meetings in October and November 2019. Therefore, the minutes of the Asset Management Sub-Committee held on 14 October 2019 and 11 November 2019 are presented to Council in this report and appear as Attachments 1 and 2 respectively.

The Council may wish to adopt all the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

RECOMMENDATION

That Council adopt the recommendations of the Works and Services Committee meeting on 18 November 2019, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 25 November 2019), and listed below:

2.0.1 Future Reports for the Works and Services Committee

1. The information be received.

2.5.1 Variation to the Grant of Easement to South Australian Power Networks Corporation - Portion of Happy Home Reserve

1. The information in this report be received and noted.
2. Council grant a variation of the existing easement to South Australia Power Networks (SAPN) over a portion of allotment 69 in Filed Plan 113664 as described in Certificate of Title Volume 5553 Folio 51 known as Happy Home Reserve, Salisbury for the purpose of widening the easement for the electrification of the Gawler Railway Line for \$5,000 plus GST.
3. SAPN and subsidiary companies are to be responsible for all costs associated with the lodgement and documentation of the variation of Easement.
4. Manager of Property and Buildings be authorised to liaise with SAPN and subsidiary companies in regards to the requested easement and arrange consent of the Letter of Agreement and Grant of Easement Document.

2.5.2 Renewable Energy for Council Buildings - Salisbury Community Hub

1. The Salisbury Community Hub be included in the same renewable energy supply strategy as other Council owned buildings once the Sustainability Strategy & Energy Plan are endorsed.

2.6.1 Capital Works Report - October 2019

1. As part of 2019/20 Second Quarter Budget Review include a \$95k non-discretionary budget bid for the road and drainage repair works undertaken Bolivar Road, Paralowie, PR25512.
2. Include within the 2019/20 Second Quarter Budget Review, \$45k Income Gain associated with City of Playford contribution towards PR25417 Greater Edinburgh Parks Regional Drainage.
3. Approve staff to deliver \$114k of Bicycle Network Improvements within Montague Farm area in 2019/20, noting that:
 - (a) we were unsuccessful in obtaining a grant for \$100k
 - (b) a second quarter budget review bid of \$100k be included in the 2019/20 second quarter budget review
4. As a Non-discretionary 2019/20 Second Quarter Budget Review include the following adjustments to PR13725 Major Traffic Improvement Program;
 - Include the construction of a new roundabout at the intersection of Belfree Drive and George Street, Greenfields, subject to consultation with BAPS and other business
 - Decrease the program Income Budget from \$1,337k to \$902k in accordance with the grant allocations awarded, resulting in an additional \$435k Council contribution towards the program
 - Increase the program Expenditure Budget from \$2,045k to \$2,095, an additional \$50k budget allocation
5. Remove the construction of a new Roundabout at the intersection of Kesters and Nelson Road, Para Hills in the 2019/20 financial year, and give it consideration in the 2020/21 capital works program.
6. Include the construction of footpaths and any associated ramps along sections of Kelly Terrace, Salisbury, and Settlers Park Reserve, Paralowie, within PR14498 Council Funded New Footpath Program and PR21412 Kerb Ramp Construction / Upgrade Programs.

W&S-OB1 Pedestrian Crossing – Andrew Smith Drive

1. That staff bring back a report on installing a second pedestrian crossing on Andrew Smith Drive between the playground to the shops.

OR

That Council adopt the recommendations of the Works and Services Committee meeting on 18 November 2019, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 25 November 2019), and listed below, with the exception of Item(s):

and

which was/were withdrawn to be considered separately:

(to be determined at meeting as necessary)

Minutes of Asset Management Sub Committee 14 October 2019

The information contained in the Asset Management Sub Committee of the meeting held on 14 October 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

AMSC1 Future Reports for the Asset Management Sub Committee

1. The information be received.

AMSC2 Playspace Policy and Levels of Service Review

That:

1. The information be received and noted.
2. A report be prepared for the December meeting of this sub committee providing a draft Playspace policy for consideration and having regard or reference to:
 - Provision of a hierarchy of playgrounds and equipment by functionality level;
 - Retention of existing equipment where possible or appropriate;
 - Suitability of equipment (seating, BBQ, toilets etc.) and features (e.g. water);
 - Placement of fencing near main roads or water ways; and
 - Incorporation of smart city applicability where suitable.
3. The report also provide advice about trends and directions in playground equipment design.

AMSC3 Presentation of Playspace Provision and Renewal

That the presentation be noted.

Minutes of Asset Management Sub Committee 11 November 2019

The information contained in the Asset Management Sub Committee of the meeting held on 11 November 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

AMSC1 Future Reports for the Asset Management Sub Committee

1. The information be received.

AMSC2 Street Tree Asset Management Plan and Policy

1. The information and discussion from the presentation form part of a modification to the Street Tree Management Strategy and subsequent Street Tree Asset Management Plan.
2. That the Tree Management Policy be modified following this meeting and presented to Policy and Planning February 2020 meeting for endorsement.
3. That a report be presented to the February 2020 Policy and Planning Committee as part of a plan to consider a range of tree types in the tree palette, options including flowering.

-
4. The Tree Management Policy includes consideration of possible scenarios of increasing canopy coverage across the City of Salisbury by between 5% and 10%

AMSC3 Playspace Hierarchy and Distribution for the City

1. The information be received and noted.

ATTACHMENTS

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

1. Minutes of the Asset Management Sub Committee held on 14 October 2019
2. Minutes of the Asset Management Sub Committee held on 11 November 2019

1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<u>COMMITTEE AGENDA ITEM NO. and TITLE</u>	<u>EXECUTIVE SUMMARY AND COMMITTEE RESOLUTION RECOMMENDED TO COUNCIL</u>
<u>Item No. 2.0.1</u> Future Reports for the Works and Services Committee	SUMMARY: This item details reports to be presented to the Works and Services Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: 1. The information be received.
<u>Item No. 2.5.1</u> Variation to the Grant of Easement to South Australian Power Networks Corporation - Portion of Happy Home Reserve	SUMMARY: This report is for Council to endorse a variation of a current easement held by South Australian Power Networks over a portion of allotment 69 in Filed Plan 113664 as described in Certificate of Title Volume 5553 Folio 51 of land known as Happy Home Reserve, Salisbury. COMMITTEE RECOMMENDATION: 1. The information in this report be received and noted. 2. Council grant a variation of the existing easement to South Australia Power Networks (SAPN) over a portion of allotment 69 in Filed Plan 113664 as described in Certificate of Title Volume 5553 Folio 51 known as Happy Home Reserve, Salisbury for the purpose of widening the easement for the electrification of the Gawler Railway Line for \$5,000 plus GST. 3. SAPN and subsidiary companies are to be responsible for all costs associated with the lodgement and documentation of the variation of Easement. 4. Manager of Property and Buildings be authorised to liaise with SAPN and subsidiary companies in regards to the requested easement and arrange consent of the Letter of Agreement and Grant of Easement Document.

<p><u>Item No. 2.5.2</u> Renewable Energy for Council Buildings - Salisbury Community Hub</p>	<p>SUMMARY: In response to a Council resolution this report details the investigation into the current renewable energy generation at the new Salisbury Community Hub and the options available that enable the site to be supplied with 100% Renewable Energy.</p> <p>COMMITTEE RECOMMENDATION: 1. The Salisbury Community Hub be included in the same renewable energy supply strategy as other Council owned buildings once the Sustainability Strategy & Energy Plan are endorsed.</p>
<p><u>Item No. 2.6.1</u> Capital Works Report - October 2019</p>	<p>SUMMARY: The following monthly status report and requests for amendments is presented to effectively manage the City Infrastructure Capital Works Program.</p> <p>COMMITTEE RECOMMENDATION: 1. As part of 2019/20 Second Quarter Budget Review include a \$95k non-discretionary budget bid for the road and drainage repair works undertaken Bolivar Road, Paralowie, PR25512. 2. Include within the 2019/20 Second Quarter Budget Review, \$45k Income Gain associated with City of Playford contribution towards PR25417 Greater Edinburgh Parks Regional Drainage. 3. Approve staff to deliver \$114k of Bicycle Network Improvements within Montague Farm area in 2019/20, noting that: (a) we were unsuccessful in obtaining a grant for \$100k (b) a second quarter budget review bid of \$100k be included in the 2019/20 second quarter budget review 4. As a Non-discretionary 2019/20 Second Quarter Budget Review include the following adjustments to PR13725 Major Traffic Improvement Program; • Include the construction of a new roundabout at the intersection of Belfree Drive and George Street, Greenfields, subject to consultation with BAPS and other business • Decrease the program Income Budget from \$1,337k to \$902k in accordance with the grant allocations awarded, resulting in an additional \$435k Council contribution towards the program • Increase the program Expenditure Budget from \$2,045k to \$2,095, an additional \$50k budget allocation</p>

	<p>5. Remove the construction of a new Roundabout at the intersection of Kesters and Nelson Road, Para Hills in the 2019/20 financial year, and give it consideration in the 2020/21 capital works program.</p> <p>6. Include the construction of footpaths and any associated ramps along sections of Kelly Terrace, Salisbury, and Settlers Park Reserve, Paralowie, within PR14498 Council Funded New Footpath Program and PR21412 Kerb Ramp Construction / Upgrade Programs.</p>
<u>Item No W&S-OB1</u> Pedestrian Crossing – Andrew Smith Drive	That staff bring back a report on installing a second pedestrian crossing on Andrew Smith Drive between the playground and the shops.

2. MINUTES OF THE ASSET MANAGEMENT SUB COMMITTEE

- 2.1 The minutes of the Asset Management Sub-Committee held on 14 October 2019 and 11 November 2019 have been included in this report. These minutes are usually reported through the Works and Services Committee, however they were not included in the reports for October and November 2019. Therefore, the minutes of the Asset Management Sub-Committee held on 11 November 2019 are presented to Council in this report and appear as Attachment 1.
- 2.2 Voting on item “AMSC2 Street Tree Asset Management Plan and Policy” at the 11 November 2019 Asset Management Sub Committee resulted in an equality of votes on the motion. In accordance with Council’s meeting procedures the matter was to be referred to the Works and Services Committee for consideration.
- 2.3 Given that the minutes of the Asset Management Sub Committee were not reported through the Works and Services Committee, the matter is referred to Council for consideration.

CO-ORDINATION

Officer: MG
Date:



**MINUTES OF ASSET MANAGEMENT SUB COMMITTEE MEETING HELD IN
COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

14 OCTOBER 2019

MEMBERS PRESENT

Cr L Braun (Chairman)
Cr C Buchanan
Cr A Duncan
Cr N Henningsen
Cr S Reardon (Deputy Chairman)

OBSERVERS

Cr P Jensen

STAFF

Acting Chief Executive Officer, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
Team Leader Parks and Open Space Assets, Mr C Johansen
Team Leader Civil & Transport Assets, Mr D Boothway
Manager Governance, Mr M Petrovski

The meeting commenced at 8.00 pm.

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

APOLOGIES

Apologies were received from Mayor G Aldridge.

PRESENTATION OF MINUTES

Moved Cr N Henningsen

Seconded Cr S Reardon

The Minutes of the Asset Management Sub Committee Meeting held on 09 September 2019, be taken and read as confirmed.

CARRIED

REPORTS**AMSC1 Future Reports for the Asset Management Sub Committee**

Moved Cr N Henningsen

Seconded Cr S Reardon

1. The information be received.

CARRIED

It was then

Moved Cr N Henningsen

Seconded Cr C Buchanan

That Item AMSC3 – Presentation of Playspace Provision and Renewal, be considered next.

CARRIED

AMSC3 Presentation of Playspace Provision and Renewal

Moved Cr C Buchanan

Seconded Cr N Henningsen

That the presentation be noted.

CARRIED

AMSC2 Playspace Policy and Levels of Service Review

Moved Cr C Buchanan

Seconded Cr N Henningsen

That:

1. The information be received and noted.
2. A report be prepared for the December meeting of this sub committee providing a draft Playspace policy for consideration and having regard or reference to:
 - Provision of a hierarchy of playgrounds and equipment by functionality level;
 - Retention of existing equipment where possible or appropriate;
 - Suitability of equipment (seating, BBQ, toilets etc.) and features (e.g. water);
 - Placement of fencing near main roads or water ways; and
 - Incorporation of smart city applicability where suitable.
3. The report also provide advice about trends and directions in playground equipment design.

CARRIED**OTHER BUSINESS**

Nil

CLOSE

The meeting closed at 9.00 pm.

CHAIRMAN.....

DATE.....

Minutes - Asset Management Sub Committee Meeting - 14 October 2019



**MINUTES OF ASSET MANAGEMENT SUB COMMITTEE MEETING HELD IN
COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

11 NOVEMBER 2019

MEMBERS PRESENT

Cr L Braun (Chairman)
Cr C Buchanan
Cr N Henningsen
Cr S Reardon (Deputy Chairman)

STAFF

Chief Executive Officer, Mr J Harry
General Manager City Infrastructure, Mr J Devine
Manager Infrastructure Management, Mr D Roy
Team Leader Parks and Open Space Assets, Mr C Johansen
Team Leader Civil & Transport Assets, D Boothway
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

The meeting commenced at 9.55 pm.

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

APOLOGIES

Apologies were received from Mayor G Aldridge and Cr A Duncan.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr N Henningsen
Seconded Cr S Reardon

The Minutes of the Asset Management Sub Committee Meeting held on
14 October 2019, be taken and read as confirmed.

CARRIED

REPORTS

AMSC1 Future Reports for the Asset Management Sub Committee

Moved Cr N Henningsen

Seconded Cr S Reardon

1. The information be received.

CARRIED

AMSC2 Street Tree Asset Management Plan and Policy

Moved Cr N Henningsen

Seconded Cr S Reardon

1. The information and discussion from the presentation form part of a modification to the Street Tree Management Strategy and subsequent Street Tree Asset Management Plan.
2. That the Tree Management Policy be modified following this meeting and presented to Policy and Planning February 2020 meeting for endorsement.
3. That a report be presented to the February 2020 Policy and Planning Committee as part of a plan to consider a range of tree types in the tree palette, options including flowering.
4. The Tree Management Policy includes consideration of possible scenarios of increasing canopy coverage across the City of Salisbury by between 5% and 10%

**EQUALITY
OF VOTES**

Due to an equality of votes on the motion, in accordance with Council's meeting procedures the matter will be referred to the Works and Services Committee for consideration.

AMSC3 Playspace Hierarchy and Distribution for the City

Moved Cr N Henningsen

Seconded Cr S Reardon

1. The information be received and noted.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 10.57pm.

CHAIRMAN.....

DATE.....

5.3 Resources and Governance Committee: Recommendations for Council Ratification

Author Janet Crook, Risk & Governance Program Manager, CEO and Governance

Approving Officer Chief Executive Officer

SUMMARY

The Resources and Governance Committee met on 18 November 2019 to consider six items on its Agenda. The Resources and Governance Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

The recommendations of the Committee are provided in this report to Council. The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt all the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

RECOMMENDATION

That Council adopt the recommendations of the Resources and Governance Committee meeting on 18 November 2019, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 25 November 2019), and listed below:

3.0.1 Future Reports for the Resources and Governance Committee

1. The information be received.

3.4.1 Nominations Sought for a Local Government representative on the State Records Council

1. Cr N Henningsen be nominated as a local government representative on the State Records Council.

3.6.1 Formal Meeting Schedule for 2020

1. The 2020 Formal Meeting Schedule as set out in Attachment 1 to this report (Item 3.6.1, Resources and Governance Committee, 18/11/2019) be endorsed.
2. The Chief Executive Officer be delegated authority to amend the 2020 Formal Meeting Schedule should the need arise.

3.6.2 Summary Report for Attendance at Training and Development Activity - 2019 Local Government Professionals Australia National Congress and Business Expo, Darwin

1. That the report be received.
2. That the information be noted.
3. That staff prepare and bring back to the relevant Council Committees, a report/s that considers the prospective implementation of:
 - a. strategies and opportunities for Council to engage in the “Direct Democracy” (Citizens Jury), identifying areas where this can be used e.g. Neales Green;
 - b. the creation of a “Fun Bus” service as provided by the City of Darwin;
 - c. implementing the structural seating incorporating vegetation;
 - d. use of LCD screens in City of Salisbury community centres and depots to present to viewers information about the current Mayor, Ward Councillors, Ward Maps, Key Contacts, Consultations being conducted, key events within the City of Salisbury;
 - e. a cost benefit analysis of possible implementation of the SmartCities program akin to the City of Darwin experience;
 - f. consideration to the creation of a market to be held in the Salisbury City Centre once a month similar to the Mindil Beach Markets in Darwin;
 - g. the City of Darwin’s Strategic Plan be reviewed as part of the any development for the future of City of Salisbury’s Strategic Plan.
4. That Council endorse and advocate our support to the LGA SA and the State Government that they consider adoption of the creation of an independent tribunal to set CEO remuneration; similar to other States.

3.6.3 Update on the Review of Council Endorsed Policies

1. That the information be received and noted.

3.6.4 Draft Annual Report 2018/2019

1. That the Draft 2018/19 Annual Report forming attachment 1 to this report (Resources and Governance Committee, 18 November 2019, Item 3.6.4) be endorsed for finalisation, subject to any suggested amendments by Council.

OR

That Council adopt the recommendations of the Resources and Governance Committee meeting on 18 November 2019, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 25 November 2019), and listed below, with the exception of Item(s):

and

which was/were withdrawn to be considered separately:

(to be determined at meeting as necessary)

ATTACHMENTS

There are no attachments to this report.

1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<u>COMMITTEE AGENDA ITEM NO. and TITLE</u>	<u>EXECUTIVE SUMMARY AND COMMITTEE RESOLUTION RECOMMENDED TO COUNCIL</u>
<u>Item No. 3.0.1</u> Future Reports for the Resources and Governance Committee	SUMMARY: This item details reports to be presented to the Resources and Governance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: 1. The information be received.
<u>Item No. 3.4.1</u> Nominations Sought for a Local Government representative on the State Records Council	SUMMARY: The LGA has published Circular 43.11 which states that the Attorney-General's Department has requested nominations from the LGA for a local government member on the State Records Council. The appointment is for a three year term commencing on 29 January 2020. Members will receive a fee of \$206 per session (2-4 hours duration) plus \$51.50 per hour for every hour of preparation time beyond the third hour. Nominations must be forwarded to the LGA by close of business on 28 November 2019. COMMITTEE RECOMMENDATION: 1. Cr N Henningsen be nominated as a local government representative on the State Records Council.
<u>Item No. 3.6.1</u> Formal Meeting Schedule for 2020	SUMMARY: This report provides information with respect to the proposed formal meeting schedule for 2020 and seeks Council's endorsement. COMMITTEE RECOMMENDATION: 1. The 2020 Formal Meeting Schedule as set out in Attachment 1 to this report (Item 3.6.1, Resources and Governance Committee, 18/11/2019) be endorsed. 2. The Chief Executive Officer be delegated authority to amend the 2020 Formal Meeting Schedule should the need arise.

<p><u>Item No. 3.6.2</u> Summary Report for Attendance at Training and Development Activity - 2019 Local Government Professionals Australia National Congress and Business Expo, Darwin</p>	<p>SUMMARY: The Elected Member Training and Development Policy sets out requirements for reports to be presented by members after attendance at certain activities. This report addresses that requirement.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the report be received. 2. That the information be noted. 3. That staff prepare and bring back to the relevant Council Committees, a report/s that considers the prospective implementation of: <ol style="list-style-type: none"> a. strategies and opportunities for Council to engage in the “Direct Democracy” (Citizens Jury), identifying areas where this can be used e.g. Neales Green; b. the creation of a “Fun Bus” service as provided by the City of Darwin; c. implementing the structural seating incorporating vegetation; d. use of LCD screens in City of Salisbury community centres and depots to present to viewers information about the current Mayor, Ward Councillors, Ward Maps, Key Contacts, Consultations being conducted, key events within the City of Salisbury; e. a cost benefit analysis of possible implementation of the SmartCities program akin to the City of Darwin experience; f. consideration to the creation of a market to be held in the Salisbury City Centre once a month similar to the Mindil Beach Markets in Darwin; g. the City of Darwin’s Strategic Plan be reviewed as part of the any development for the future of City of Salisbury’s Strategic Plan. 4. That Council endorse and advocate our support to the LGA SA and the State Government that they consider adoption of the creation of an independent tribunal to set CEO remuneration; similar to other States.
<p><u>Item No. 3.6.3</u> Update on the Review of Council Endorsed Policies</p>	<p>SUMMARY: It is the practice at City of Salisbury that Council endorsed policies are reviewed by the Administration and put to Council within the first 12 months following a Council election. While many of the policies have been reviewed, some will need to be reviewed in 2020. A timetable of the remaining policies to be reviewed has been provided to Council as a guide.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the information be received and noted.

<p><u>Item No. 3.6.4</u> Draft Annual Report 2018/2019</p>	<p>SUMMARY: The Annual Report is a legislative document required following each financial year to highlight the achievements and financial statements of the City of Salisbury. This has been developed under the City Plan 2030 and its key directions. It also features Key Performance Indicators, showcases work based on Council's Objectives, financial statements and annual reports from Council subsidiaries.</p> <p>COMMITTEE RECOMMENDATION: 1. That the Draft 2018/19 Annual Report forming attachment 1 to this report (Resources and Governance Committee, 18 November 2019, Item 3.6.4) be endorsed for finalisation, subject to any suggested amendments by Council.</p>
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CO-ORDINATION

Officer:

MG

Date:

5.4 Audit Committee of Council: Recommendations for Council Ratification

Author Janet Crook, Risk & Governance Program Manager, CEO and Governance

Approving Officer Chief Executive Officer

EXECUTIVE SUMMARY

The Audit Committee met on 12 November 2019 and considered 11 items on its Agenda. The Audit Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

The recommendations of the Committee including one other business item are provided in this report to Council. The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

One recommendation, presented to the Audit Committee in confidence, forms part of Council's Confidential Agenda.

The Council may wish to adopt all the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

RECOMMENDATION

That Council adopt the recommendations of the Audit Committee meeting on 12 November 2019, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 25 November 2019), and listed below:

4.0.1 Future Reports for the Audit Committee of Council

1. The information be received.

4.0.2 Actions List

1. The information be noted.

4.0.3 Proposed Audit Committee meeting schedule for 2020

1. That the information be received.

4.2.1 Report to the Audit Committee for the year ended 30 June 2019, prepared by Bentleys

1. That:
 - a. The information be received; and
 - b. Bentleys' Final Report on Audit Findings be endorsed for receipt by Council.

4.2.2 End of Financial Year Statements and Analysis

1. The information be received.
2. In accordance with Section 126(4)(a) of the Local Government Act 1999 the Audit Committee advises that it has reviewed the annual financial statements of the Council for the year ended 30 June 2019 and is satisfied they present fairly the state of affairs of Council.
3. In accordance with Regulation 22 of the Local Government (Financial Management) Regulations 2011 clauses (3) (a) and (4), that the Chief Executive Officer and the Chair of the City of Salisbury Audit Committee sign the statement to certify the independence of the Council Auditor, Bentleys.
4. The draft analysis of the Annual Financial Statements, as presented in Audit Committee Item 4.2.2 November 2019 Attachment 1, be recommended by the Audit Committee for inclusion in the End of Year Financial Statements Report to Council.
5. The letter of Auditor Independence Certification be noted and received.

4.2.3 Treasury Policy

1. Information be received.
2. The Audit Committee recommend the amended Treasury Policy, as set out in Attachment 1 to this report (Item 4.2.3, Audit Committee, 12/11/2019) be endorsed, noting the only change to the existing policy is a reduction in loan portfolio floor to 20%.

4.2.4 Financial Sustainability Audit, Final Report.

1. That the information be received.
2. That the Audit Committee accept the final report for the Financial Sustainability Audit as set out in Attachment 1 to this report (Audit Committee item number 4.2.4, 12/11/2019) and endorse the final report for Council approval.

4.2.5 Risk Management and Internal Controls Activities

1. The information be received.
2. The Update on Risk Management and Internal Controls Activities, as set out in Attachment 1 to this report (Item 4.2.5, Audit Committee, 12/11/2019) be endorsed for approval by Council.
3. The Audit Committee notes the update on outstanding actions from completed Internal Audits, as set out in Attachment 3 to this report (Item 4.2.5, Audit Committee, 12/11/2019).

4.2.6 Update on Internal Audit Plan

1. That the updates made to the 2018 - 2022 Internal Audit Plan as set out in Attachment 1 to this report be endorsed and forwarded to Council for adoption.

4.2.7 Draft 2018/19 Annual Report

1. That the Draft 2018/19 Annual Report forming attachment 1 to this report be recommended to Council for endorsement, subject to any amendments by the Audit Committee.

A-OB1 Final Audit Committee Meeting – Cr L Braun

Cr L Braun advised the Audit Committee that she has resigned as the Deputy Chairman and as an Audit Committee member. The resignation is effective as at the 1st December 2019. The Chair thanked Cr L Braun for her service to the Audit Committee.

OR

That Council adopt the recommendations of the Audit Committee meeting on 15 October 2019, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 28 October 2019), and listed below, with the exception of Item(s):

and

which was/were withdrawn to be considered separately.

(to be determined at the meeting as necessary).

ATTACHMENTS

There are no attachments to this report.

1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<u>COMMITTEE AGENDA ITEM NO. and TITLE</u>	<u>EXECUTIVE SUMMARY AND COMMITTEE RESOLUTION RECOMMENDED TO COUNCIL</u>
<u>Item No. 4.0.1</u> Future Reports for the Audit Committee of Council	EXECUTIVE SUMMARY: This item details reports to be presented to the Audit Committee of Council as a result of a previous Council resolution. If reports have been deferred to a subsequent meeting, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: 1. The information be received.
<u>Item No. 4.0.2</u> Actions List	EXECUTIVE SUMMARY: An action list has been developed to capture any actions arising out of the City of Salisbury Audit Committee meetings. These actions do not replace the minutes from the Audit Committee, or the recommendations of the Committee that were submitted to Council for endorsement. They are included in this report as an aid to the Audit Committee. COMMITTEE RECOMMENDATION: 1. The information be noted.

<p><u>Item No. 4.0.3</u> Proposed Audit Committee meeting schedule for 2020</p>	<p>EXECUTIVE SUMMARY: This report provides the proposed Audit Committee meeting schedule for 2020. It should be noted that this schedule is provided for information only and the Formal Meeting Schedule 2020 has not yet been endorsed by Council. As such the dates in this report may be subject to change.</p> <p>COMMITTEE RECOMMENDATION: 1. That the information be received.</p>
<p><u>Item No. 4.2.1</u> Report to the Audit Committee for the year ended 30 June 2019, prepared by Bentleys</p>	<p>EXECUTIVE SUMMARY: Bentleys, Council’s external auditors, have been engaged by the City of Salisbury (“CoS”) to perform an end of financial year audit on the financial statements, financial internal controls and the acquittals of certain specific grants programs, with the findings to be reported to the Audit Committee.</p> <p>This report presents Bentleys’ Final Report on Audit Findings for the year ended 30 June 2019 and provides a high level summary of the work undertaken at the financial year end, with any key findings highlighted. Overall, no material issues were identified by Bentleys and an unqualified opinion will be given on the CoS’ financial statements and financial internal controls.</p> <p>COMMITTEE RECOMMENDATION: 1. That: a. The information be received; and b. Bentleys’ Final Report on Audit Findings be endorsed for receipt by Council.</p>
<p><u>Item No. 4.2.2</u> End of Financial Year Statements and Analysis</p>	<p>EXECUTIVE SUMMARY: This report and the associated attachments, provides the Audit Committee with the information required to review the Annual Financial Statements for 2019 in accordance with the requirements of the Local Government Act 1999.</p> <p>COMMITTEE RECOMMENDATION: 1. The information be received. 2. In accordance with Section 126(4)(a) of the Local Government Act 1999 the Audit Committee advises that it has reviewed the annual financial statements of the Council for the year ended 30 June 2019 and is satisfied they present fairly the state of affairs of Council. 3. In accordance with Regulation 22 of the Local Government (Financial Management) Regulations 2011 clauses (3) (a) and (4), that the Chief Executive Officer and the Chair of the City of Salisbury Audit Committee sign the statement to certify the independence of the Council Auditor, Bentleys.</p>

	<p>4. The draft analysis of the Annual Financial Statements, as presented in Audit Committee Item 4.2.2 November 2019 Attachment 1, be recommended by the Audit Committee for inclusion in the End of Year Financial Statements Report to Council.</p> <p>5. The letter of Auditor Independence Certification be noted and received.</p>
<p><u>Item No. 4.2.3</u> Treasury Policy</p>	<p>EXECUTIVE SUMMARY: This report presents the Treasury Management Policy to the Audit Committee and Council for consideration and endorsement.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. Information be received. 2. The Audit Committee recommend the amended Treasury Policy, as set out in Attachment 1 to this report (Item 4.2.3, Audit Committee, 12/11/2019 be endorsed, noting the only change to the existing policy is a reduction in loan portfolio floor to 20%.
<p><u>Item No. 4.2.4</u> Financial Sustainability Audit, Final Report.</p>	<p>EXECUTIVE SUMMARY: An internal audit on Financial Sustainability was conducted to provide assurance regarding the effectiveness of the processes in place to manage and monitor the financial sustainability of the City of Salisbury.</p> <p>The risk within the City of Salisbury's Strategic Risk Register that this audit provided assurance on is risk number 6 – <i>"City of Salisbury financial sustainability is compromised for example recognising the possibility of the introduction of rate capping"</i>.</p> <p>Galpins were engaged to conduct the audit and identified no High, Medium or Low risk findings or material weaknesses in internal controls.</p> <p>The audit also sought opinion of the potential impact of rate capping. Galpin concluded that the hypothetical introduction of rate capping would have a significant impact on the Council's ongoing Financial Sustainability.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the information be received. 2. That the Audit Committee accept the final report for the Financial Sustainability Audit as set out in Attachment 1 to this report (Audit Committee item number 4.2.4, 12/11/2019) and endorse the final report for Council approval.

<p><u>Item No. 4.2.5</u> Risk Management and Internal Controls Activities</p>	<p>EXECUTIVE SUMMARY: This report provides an update on the risk management and internal controls activities conducted in the 2019/2020 financial year. The report also includes an update on the outstanding actions from internal audits.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The information be received. 2. The Update on Risk Management and Internal Controls Activities, as set out in Attachment 1 to this report (Item 4.2.5, Audit Committee, 12/11/2019) be endorsed for approval by Council. 3. The Audit Committee notes the update on outstanding actions from completed Internal Audits, as set out in Attachment 3 to this report (Item 4.2.5, Audit Committee, 12/11/2019).
<p><u>Item No. 4.2.6</u> Update on Internal Audit Plan</p>	<p>EXECUTIVE SUMMARY: The purpose of this report is to inform the Audit Committee of the Internal Audit Plan, and to highlight any changes made to it since it was last presented to the Audit Committee in February 2019.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the updates made to the 2018 - 2022 Internal Audit Plan as set out in Attachment 1 to this report be endorsed and forwarded to Council for adoption.
<p><u>Item No. 4.2.7</u> Draft 2018/19 Annual Report</p>	<p>EXECUTIVE SUMMARY: The Annual Report is a legislative document required following each financial year to highlight the achievements and financial statements of the City of Salisbury. This has been developed under the City Plan 2030 and its key directions. It also features Key Performance Indicators, showcases work based on Council's Objectives, financial statements and annual reports from Council subsidiaries.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the Draft 2018/19 Annual Report forming attachment 1 to this report be recommended to Council for endorsement, subject to any amendments by the Audit Committee.
<p><u>A-OB1</u> Final Audit Committee Meeting – Cr L Braun</p>	<p>Cr L Braun advised the Audit Committee that she has resigned as the Deputy Chairman and as an Audit Committee member. The resignation is effective as at the 1st December 2019. The Chair thanked Cr L Braun for her service to the Audit Committee.</p>

CO-ORDINATION

Officer:

MG

Date:

5.5 Council Assessment Panel

Council notes the Minutes of the Council Assessment Panel meeting held on Tuesday 22 October 2019.

5.6 Budget and Finance Committee: Recommendations for Council Ratification

Author Janet Crook, Risk & Governance Program Manager, CEO and Governance

Approving Officer Chief Executive Officer

EXECUTIVE SUMMARY

The Budget and Finance Committee met on 18 November 2019 to consider eight items on its Agenda. The Budget and Finance Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

The recommendations of the Committee including one other business item are provided in this report to Council. The corresponding Executive Summary of each report to the Committee is also provided as a prompt. Three recommendations, presented to the Works and Services Committee in confidence, form part of Council's Confidential Agenda.

The Council may wish to adopt all the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council..

A draft recommendation has been provided for each approach.

RECOMMENDATION

That Council adopt the recommendations of the Budget and Finance Committee meeting on 18 November 2019, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 25 November 2019), and listed below:

6.0.1 Future Reports for the Budget and Finance Committee

1. The information be received.

6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 11 November 2019

The information contained in the Innovation and Business Development Sub Committee of the meeting held on 11 November 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council, subject to removal of Cr K Grenfell as an Observer at the meeting, and including Cr S Reardon as an Observer.

6.0.2-IBDSC1 Future Reports for the Innovation and Business Development Sub Committee

1. The information be received.

6.0.2-IBDSC2 Civil Works and Services Circular Economy Opportunities Presentation

1. Council notes the City of Salisbury's innovation in creating a circular economy in the use of re-usable local resources.
2. Staff provide a report on how we can maximise, including the setting of targets and timeframes, and in conjunction with NAWMA, the re-use of materials and use of local recycled resources for gutters, roads and other infrastructure.
3. Staff bring back a policy to be included in the sustainability strategy to construct new roads, re-seal programs and car parks with the highest recycling material amount, and incorporating the targets and timeframes as per part 2.
4. Staff provide a report including comparisons with what the City of Salisbury and Port Adelaide Enfield Councils are doing in road surface trials, with particular reference to the Fulton Hogan report.

6.0.2-IBDSC3 Community Requests - Response Dashboard

1. The information be received.
2. Council acknowledges the year to date of 95% responses achieved within the endorsed target, and commend staff on the result.
3. That future dashboard response reports be broken down by departments.

6.0.2-IBDSC4 Verge Maintenance Review

1. That Council notes the report.
2. That Council endorse the trial of adjusted verge service levels for the 2020 cutting season, including additional operating budget provision of \$240k to be made through 2019/20 second quarterly review process, to be made as a non-discretionary budget bid.
3. A further report be provided at the completion of 2020 on the effectiveness of the trial.
4. Further work be undertaken over the next 12 months to identify sites for alternative verge treatments with consideration to aligning and funding through existing strategies and capital works programs, and a report be brought back recommending other sites and verge treatments.
5. A further report be provided on implementing changes to the Verge Development Policy with advice on the potential to provide financial and other incentives to residents to maintain their own verges.
6. Further advice also be provided discussing issues and costings of reducing verge cutting heights to 30-40mm.

6.1.1 Council Finance Report - October 2019

1. The information be received.

6.5.1 First Quarter Budget Review 2019/20

1. The budget variances identified in this review and contained in the Budget Variation Summary (Appendix 1) be endorsed and net operating \$1,388,756 be credited to the Sundry Project Fund. This will bring the balance to \$1,388,756.
2. Funds be allocated for the following **non-discretionary** net bids:

OPERATING

Salisbury Development Services Insurance	
Premiums	\$ 22,000
Portable CCTV Trial	\$ 65,000

CAPITAL

Confidential Item - Land Acquisition	\$ 779,500
Bridgestone Athletics Facility	\$ 490,000
Hoyle Green Development	(\$ 960,561)
School Zones and Pedestrian Crossings	\$ 120,000
Traffic Counter Renewals	\$ 18,000
Lease to Buy Laptop / PC's	\$ 218,000
TOTAL	\$ 751,939

(NB: If parts 1 & 2 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to \$636,817.)

3. There are no **discretionary** net bids included in the First Quarter Budget Review.
4. Council approve the following transfers:
 1. Transfer \$2,800 contractual services expenditure from the Continuous Improvement fund to Strategic Procurement to perform analysis works.
 2. Transfer \$160,000 from Wages and Salaries Provision to the Operational Readiness program.
 3. Transfer \$336,890 of Carry Forward funds from capital to operating for the Salisbury Community Hub, with no change in the overall budget. Refer Section 2.2 Carry Forward Review of this budget review.
 4. Transfer \$19,000 Legal Expenditure from City Development Administration to Environmental Health to cover ongoing Food Prosecution Act ongoing cases.
 5. **Non-Discretionary** transfer of \$17,000 operating lease budget to capital to contribute toward Budget Review Bid enable the purchase of IT devices as part of transitioning away from Desktop PC's.
5. Loan Borrowings are varied to reflect the bids and transfers endorsed by Council detailed in parts 1 to 4 of this resolution.

(NB: If parts 1 to 5 of this resolution are moved as recommended loan borrowings in 2019/20 will decrease by \$636,817 to overall indicative loan borrowings of \$159,539, which includes Budget Timing Reinstatements totalling \$12,134,000 from the 2018/19 year and \$8,800,000 from the 2017/18 year, offset by Cash and Facilities Applied \$29,084,000).

ITEM

6. The 2019/20 budget be adjusted with \$1,794,000 funds carried forward from 2018/19 (noting \$12,719,500 funds carried forward endorsed August 2019) to be applied as detailed in Carried Forward Review page 5 in Attachment 1 to this report (Item No.6.5.1, Budget and Finance Committee, 18 November 2019).
7. The 2018/19 project expenditure budgets be adjusted to reflect \$30,000 overstatement in returned funds (noting \$4,545,700, returned funds endorsed August 2019) as detailed in Carried Forwards Review page 5 in Attachment 1 to this report (Item No. 6.5.1, Budget and Finance Committee, 18 November 2019).

6.8.1 Financial Reserve Policies Review

1. The Open Space Reserve Fund Policy as set out in attachment 2 to this report (Item No. 6.8.1, Budget and Finance Committee, 18/11/2019) be endorsed.
2. The Business Unit Reserve Policy as set out in attachment 3 to this report (Item No. 6.8.1, Budget and Finance Committee, 18/11/2019) be endorsed.

OR

That Council adopt the recommendations of the Budget and Finance Committee meeting on 18 November 2019, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 25 November 2019), and listed above, with the exception of Items:

and

which was/were withdrawn to be considered separately:

(to be determined at meeting as necessary)

ATTACHMENTS

There are no attachments to this report.

COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<u>COMMITTEE AGENDA ITEM NO. and TITLE</u>	<u>EXECUTIVE SUMMARY AND COMMITTEE RESOLUTION RECOMMENDED TO COUNCIL</u>
<p><u>Item No. 6.0.1</u> Future Reports for the Budget and Finance Committee</p>	<p>SUMMARY: This item details reports to be presented to the Budget and Finance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.</p> <p>COMMITTEE RECOMMENDATION: 1. The information be received.</p>
<p><u>Item No. 6.0.2</u> Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 11 November 2019</p>	<p>SUMMARY: The minutes and recommendations of the Innovation and Business Development Sub Committee meeting held on Monday 11 November 2019 are presented for Budget and Finance Committee's consideration.</p> <p>COMMITTEE RECOMMENDATIONS: The information contained in the Innovation and Business Development Sub Committee of the meeting held on 11 November 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council, subject to removal of Cr K Grenfell as an Observer at the meeting, and including Cr S Reardon as an Observer.</p> <p>6.0.2-IBDSC1 Future Reports for the Innovation and Business Development Sub Committee</p> <p>1. The information be received.</p> <p>6.0.2-IBDSC2 Civil Works and Services Circular Economy Opportunities Presentation</p> <p>1. Council notes the City of Salisbury's innovation in creating a circular economy in the use of re-usable local resources.</p> <p>2. Staff provide a report on how we can maximise, including the setting of targets and timeframes, and in conjunction with NAWMA, the re-use of materials and use of local recycled resources for gutters, roads and other infrastructure.</p> <p>3. Staff bring back a policy to be included in the sustainability strategy to construct new roads, re-seal programs and carparks with the highest recycling material amount, and incorporating the targets and timeframes as per part 2.</p> <p>4. Staff provide a report including comparisons with what the City of Salisbury and Port Adelaide Enfield Councils are doing in road surface trials, with particular reference</p>

	<p>to the Fulton Hogan report.</p> <p>6.0.2-IBDSC3 Community Requests - Response Dashboard</p> <ol style="list-style-type: none"> 1. The information be received. 2. Council acknowledges the year to date of 95% responses achieved within the endorsed target, and commend staff on the result. 3. That future dashboard response reports be broken down by departments. <p>6.0.2-IBDSC4 Verge Maintenance Review</p> <ol style="list-style-type: none"> 1. That Council notes the report. 2. That Council endorse the trial of adjusted verge service levels for the 2020 cutting season, including additional operating budget provision of \$240k to be made through 2019/20 second quarterly review process, to be made as a non-discretionary budget bid. 3. A further report be provided at the completion of 2020 on the effectiveness of the trial. 4. Further work be undertaken over the next 12 months to identify sites for alternative verge treatments with consideration to aligning and funding through existing strategies and capital works programs, and a report be brought back recommending other sites and verge treatments. 5. A further report be provided on implementing changes to the Verge Development Policy with advice on the potential to provide financial and other incentives to residents to maintain their own verges. 6. Further advice also be provided discussing issues and costings of reducing verge cutting heights to 30-40mm.
<p><u>Item No. 6.1.1</u> Council Finance Report - October 2019</p>	<p>SUMMARY: This report provides key financial data as at 31 October 2019 for the information of Council.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. The information be received.
<p><u>Item No. 6.5.1</u> First Quarter Budget Review 2019/20</p>	<p>SUMMARY: This report provides a high level summary of the financial impacts of the Budget Review contained in Attachment 1, and seeks Council's endorsement of associated budget review adjustments. The attachment provides an update on Council's delivery of both the operating and capital budgets through the program view and capital summary. It also provides valuable context to the budget review adjustments contained in this covering item.</p>

	<p>COMMITTEE RECOMMENDATIONS:</p> <ol style="list-style-type: none"> The budget variances identified in this review and contained in the Budget Variation Summary (Appendix 1) be endorsed and net operating \$1,388,756 be credited to the Sundry Project Fund. This will bring the balance to \$1,388,756. Funds be allocated for the following non-discretionary net bids: <p>OPERATING</p> <table> <tr> <td>Salisbury Development Services Insurance Premiums</td> <td>\$ 22,000</td> </tr> <tr> <td>Portable CCTV Trial</td> <td>\$ 65,000</td> </tr> </table> <p>CAPITAL</p> <table> <tr> <td>Confidential Item - Land Acquisition</td> <td>\$ 779,500</td> </tr> <tr> <td>Bridgestone Athletics Facility</td> <td>\$ 490,000</td> </tr> <tr> <td>Hoyle Green Development</td> <td>(\$ 960,561)</td> </tr> <tr> <td>School Zones and Pedestrian Crossings</td> <td>\$ 120,000</td> </tr> <tr> <td>Traffic Counter Renewals</td> <td>\$ 18,000</td> </tr> <tr> <td>Lease to Buy Laptop / PC's</td> <td>\$ 218,000</td> </tr> <tr> <td>TOTAL</td> <td>\$ 751,939</td> </tr> </table> <p><i>(NB: If parts 1 & 2 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to \$636,817.)</i></p> There are no discretionary net bids included in the First Quarter Budget Review. Council approve the following transfers: <ol style="list-style-type: none"> Transfer \$2,800 contractual services expenditure from the Continuous Improvement fund to Strategic Procurement to perform analysis works. Transfer \$160,000 from Wages and Salaries Provision to the Operational Readiness program. Transfer \$336,890 of Carry Forward funds from capital to operating for the Salisbury Community Hub, with no change in the overall budget. Refer Section 2.2 Carry Forward Review of this budget review. Transfer \$19,000 Legal Expenditure from City Development Administration to Environmental Health to cover ongoing Food Prosecution Act ongoing cases. Non-Discretionary transfer of \$17,000 operating lease budget to capital to contribute toward Budget Review Bid enable the purchase of IT devices as part of transitioning away from Desktop PC's. 	Salisbury Development Services Insurance Premiums	\$ 22,000	Portable CCTV Trial	\$ 65,000	Confidential Item - Land Acquisition	\$ 779,500	Bridgestone Athletics Facility	\$ 490,000	Hoyle Green Development	(\$ 960,561)	School Zones and Pedestrian Crossings	\$ 120,000	Traffic Counter Renewals	\$ 18,000	Lease to Buy Laptop / PC's	\$ 218,000	TOTAL	\$ 751,939
Salisbury Development Services Insurance Premiums	\$ 22,000																		
Portable CCTV Trial	\$ 65,000																		
Confidential Item - Land Acquisition	\$ 779,500																		
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Hoyle Green Development	(\$ 960,561)																		
School Zones and Pedestrian Crossings	\$ 120,000																		
Traffic Counter Renewals	\$ 18,000																		
Lease to Buy Laptop / PC's	\$ 218,000																		
TOTAL	\$ 751,939																		

ITEM

	<p>5. Loan Borrowings are varied to reflect the bids and transfers endorsed by Council detailed in parts 1 to 4 of this resolution.</p> <p><i>(NB: If parts 1 to 5 of this resolution are moved as recommended loan borrowings in 2019/20 will decrease by \$636,817 to overall indicative loan borrowings of \$159,539, which includes Budget Timing Reinstatements totalling \$12,134,000 from the 2018/19 year and \$8,800,000 from the 2017/18 year, offset by Cash and Facilities Applied \$29,084,000).</i></p> <p>6. The 2019/20 budget be adjusted with \$1,794,000 funds carried forward from 2018/19 (noting \$12,719,500 funds carried forward endorsed August 2019) to be applied as detailed in Carried Forward Review page 5 in Attachment 1 to this report (Item No.6.5.1, Budget and Finance Committee, 18 November 2019).</p> <p>7. The 2018/19 project expenditure budgets be adjusted to reflect \$30,000 overstatement in returned funds (noting \$4,545,700, returned funds endorsed August 2019) as detailed in Carried Forwards Review page 5 in Attachment 1 to this report (Item No. 6.5.1, Budget and Finance Committee, 18 November 2019).</p>
<p><u>Item No. 6.8.1</u> Financial Reserve Policies Review</p>	<p>COMMITTEE RECOMMENDATIONS:</p> <p>1. The Open Space Reserve Fund Policy as set out in attachment 2 to this report (Item No. 6.8.1, Budget and Finance Committee, 18/11/2019) be endorsed.</p> <p>2. The Business Unit Reserve Policy as set out in attachment 3 to this report (Item No. 6.8.1, Budget and Finance Committee, 18/11/2019) be endorsed.</p>

CO-ORDINATION

Officer: MG
Date:

5.7 Sport, Recreation and Grants Committee: Recommendations for Council Ratification

Author Janet Crook, Risk & Governance Program Manager, CEO and Governance

Approving Officer Chief Executive Officer

EXECUTIVE SUMMARY

The Sport, Recreation and Grants Committee met on 11 November 2019 to consider 16 items on its Agenda. The Sport, Recreation and Grants Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Seven recommendations of the Committee requiring ratification of Council are provided in this report together with information regarding those decisions for which the Committee has delegated authority. The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

RECOMMENDATION

That Council adopt the recommendations of the Sport, Recreation and Grants Committee meeting on 11 November 2019, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 25 November 2019), and listed below:

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

1. The information be received.

7.2.1 Youth Sponsorship Applications - October 2019

1. The information be received.

7.2.2 Community Grants Program Applications for November 2019

1. The information be received and noted.

7.2.8 31/2019: Scodes Volunteer and Training Services Pty Ltd - Community Grants Program Application

1. The information be received and noted.

7.2.11 24/2019: Pooraka Football Club Inc.- Community Grants Program Application (Re-Assessed)

1. That the Club be requested to provide a Statutory Declaration explaining the circumstances for why the 2015 grant allocation was not fully acquitted.
2. That Council consider providing \$2,000 to the Club as a grant, noting that the event has already taken place, but the recommendation is made in recognition of extenuating circumstances that lead to the application for funding being submitted late.

7.2.12 Minor Capital Works Grant Program - November Allocations

1. The information be received and noted.

7.2.15 Community Event Sponsorship Program

1. That Council make an allocation of \$3,000 funding available to Salisbury Lions Club for potential over-run of expenses to ensure a successful event outcome.
2. That staff bring back a report and develop criteria for an annual City of Salisbury Christmas Carols with consideration of an allocation of \$30,000 to be determined by the Council.
3. City of Salisbury be named as a co-funding sponsor of the event.

OR

That Council adopt the recommendations of the Sport Recreation and Grants Committee meeting on 11 November 2019, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 25 November 2019), and listed below, with the exception of Item(s):

and

which was/were withdrawn to be considered separately.

(to be determined at meeting as necessary)

ATTACHMENTS

There are no attachments to this report.

1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

COMMITTEE AGENDA ITEM NO. and TITLE	EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL
<u>Item No. 7.0.1</u> Future Reports for the Sport, Recreation and Grants Committee	EXECUTIVE SUMMARY: <p>This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution.</p> COMMITTEE RECOMMENDATION: <ol style="list-style-type: none"> 1. The information be received.
<u>Item No. 7.2.1</u> Youth Sponsorship Applications - October 2019	EXECUTIVE SUMMARY: <p>This report outlines the Youth Sponsorship Applications assessed in September 2019.</p> COMMITTEE RECOMMENDATION: <ol style="list-style-type: none"> 1. The information be received.
<u>Item No. 7.2.2</u> Community Grants Program Applications for November 2019	EXECUTIVE SUMMARY: <p>This report outlines the Community Grants Program Applications submitted for the November 2019 round. Eight applications are submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. One application is ineligible and submitted for information.</p> COMMITTEE RECOMMENDATION: <ol style="list-style-type: none"> 1. The information be received and noted.
<u>Item No. 7.2.8</u> 31/2019: Scodes Volunteer and Training Services Pty Ltd - Community Grants Program Application	EXECUTIVE SUMMARY: <p>The Scodes Volunteer and Training Services Pty Ltd Application is submitted to the Sport, Recreation and Grants Committee for information.</p> COMMITTEE RECOMMENDATION: <ol style="list-style-type: none"> 1. The information be received and noted.
<u>Item No. 7.2.11</u> 24/2019: Pooraka Football Club Inc.- Community Grants Program Application (Re-Assessed)	EXECUTIVE SUMMARY: <p>The Pooraka Football Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> COMMITTEE RECOMMENDATION: <ol style="list-style-type: none"> 1. That the Club be requested to provide a Statutory Declaration explaining the circumstances for why the 2015 grant allocation was not fully acquitted. 2. That Council consider providing \$2,000 to the Club as a grant, noting that the event has already taken place, but the recommendation is made in recognition of extenuating circumstances that lead to the application for funding being submitted late.

<p><u>Item No. 7.2.12</u> Minor Capital Works Grant Program - November Allocations</p>	<p>EXECUTIVE SUMMARY: This report outlines the Minor Capital Works Grant Program Applications submitted for the November 2019 round. Two applications are submitted for consideration by the Sport, Recreation and Grants Committee in an individual report.</p> <p>COMMITTEE RECOMMENDATION: 1. The information be received and noted.</p>
<p><u>Item No. 7.2.15</u> Community Event Sponsorship Program</p>	<p>EXECUTIVE SUMMARY: To receive and review the request for addition funds for the 2019 Mawson Lakes Community Christmas Carols.</p> <p>COMMITTEE RECOMMENDATION: 1. That Council make an allocation of \$3,000 funding available to Salisbury Lions Club for potential over-run of expenses to ensure a successful event outcome. 2. That staff bring back a report and develop criteria for an annual City of Salisbury Christmas Carols with consideration of an allocation of \$30,000 to be determined by the Council. 3. City of Salisbury be named as a co-funding sponsor of the event.</p>

2. COMMITTEE DECISIONS MADE UNDER DELEGATED AUTHORITY - FOR COUNCIL INFORMATION

<p><u>Item No. 7.2.3</u> 20/2019: Grace for All Nations Church Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Grace for All Nations Church Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. 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 October 2019 round of Community Grants as follows: <ol style="list-style-type: none"> a. 20/2019: Grace for All Nations Church Inc. be awarded the amount of \$3,546.00 to assist with the purchase of audio equipment and interface for ongoing use as outlined in the Community Grant Application and additional information.
<p><u>Item No. 7.2.4</u> 21/2019: Meals on Wheels (SA) Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Meals on Wheels (SA) Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. 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 November 2019 round of Community Grants as follows: <ol style="list-style-type: none"> a. Grant No. 21/2019: Meals on Wheels (SA) Inc. be awarded the amount of \$1,200.00 to assist with the purchase of food items and gift bags for the 2019 Christmas Hampers as outlined in the Community Grant Application.
<p><u>Item No. 7.2.5</u> 25/2019: Uniting In Care Salisbury Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Uniting in Care Salisbury Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. 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 November 2019 round of Community Grants as follows: <ol style="list-style-type: none"> a. Grant No. 25/2019: Uniting In Care Salisbury Inc. be awarded the amount of \$2,500.00 to assist with the purchase of \$10 Essential Cards for the 2019 Parcel of Love project as outlined in the Community Grant Application.

<p><u>Item No. 7.2.6</u> 26/2019: One Life Community Assist Limited - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The One Life Community Assist Ltd. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. 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 November 2019 round of Community Grants as follows: <ol style="list-style-type: none"> a. Grant No. 26/2019: One Life Community Assist Limited be awarded the amount of \$5,000.00 to assist with the purchase of stage and sound hire for the 2019 Parafield Gardens Community Carols event as outlined in the Community Grant Application.
<p><u>Item No. 7.2.7</u> 27/2019: Victory Church International Limited - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Victory Church International Limited Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. 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 November 2019 round of Community Grants as follows: <ol style="list-style-type: none"> a. 27/2019: Victory Church International Limited be awarded the amount of \$5,000.00 to assist with the purchase of food items for the 2019 Christmas Box Adelaide project as outlined in the Community Grant Application and additional information.
<p><u>Item No. 7.2.9</u> 32/2019: Pacific Islands Council of South Australia Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Pacific Islands Council of South Australia Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. 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 November 2019 round of Community Grants as follows: <ol style="list-style-type: none"> a. Grant No. 32/2019: Pacific Islands Council of South Australia Inc. be awarded the amount of \$4,170.00 to assist with the purchase of hall hire (exclusive of bond), skip hire, sound system hire, bain-marie, urn, food carrier, pots and serving spoons for the 2019 Inaugural Pasifika Island Nite event as outlined in the Community Grant Application and additional information.

<p><u>Item No. 7.2.10</u> 34/2019: Uniting Church in Australia Salisbury - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Uniting Church in Australia Salisbury Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. 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 November 2019 round of Community Grants as follows: <ol style="list-style-type: none"> a. Grant No. 34/2019: Uniting Church in Australia Salisbury be awarded the amount of \$5,000.00 to assist with the purchase of supply and installation of a PA System and UltraHD Television for the 2019 Family Christmas Carols event and subsequent ongoing use as outlined in the Community Grant Application.
<p><u>Item No. 7.2.13</u> Minor Capital Works Grant Program - Para Hills Bowling Club - Application</p>	<p>EXECUTIVE SUMMARY: The application from the Para Hills Bowling Club for the installation of free-standing shade structures has been received. An amount of \$16,352 is recommended for funding under the 2019/20 Minor Capital Works Grant Program budget.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The report be received. 2. In accordance with the delegated power set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee allocate funding from the 2019/20 Minor Capital Works Grant Program budget as follows: <ol style="list-style-type: none"> a. Para Hills Bowling Club: an amount of \$16,352 for the installation of free-standing shade structures at the Paddocks Precinct, noting that any additional costs are to be funded by the Para Hills Bowling Club or external grant programs, as per the funding agreement.

Item No. 7.2.14**Minor Capital Works
Grant Program -
Riding for the Disabled
Association SA
Incorporated****EXECUTIVE SUMMARY:**

The application from the Riding for Disabled Association SA Inc for the covered arena surface works has been received. An amount of \$50,000 is recommended for funding under the 2019/20 Minor Capital Works Grant Program budget.

COMMITTEE RECOMMENDATION:

1. The report be received.
2. In accordance with the delegated power set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee allocate funding from the 2019/20 Minor Capital Works Grant Program budget as follows:
 - a. Riding for the Disabled Association SA Inc.: an amount of \$50,000 for the covered arena surface works at Globe Derby Equestrian Centre, noting that any additional costs are to be funding by Riding for the Disabled Association SA Inc. or external grant programs, as per the funding agreement.

CO-ORDINATION

Officer:
Date:

MG

5.8 CEO Review Committee: Recommendations for Council Ratification

Author Janet Crook, Risk & Governance Program Manager, CEO and Governance

Approving Officer Chief Executive Officer

SUMMARY

The CEO Review Committee met on 12 November 2019 and considered two items on its Agenda. The CEO Review Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

The recommendations of the Committee are provided in this report as recommendations to Council. The corresponding Executive Summary of each report to the Committee is also provided as a prompt.

The Council may wish to adopt all the Committee recommendations by way of a single resolution, having given due consideration to each matter, OR, Elected Members may identify individual item/s to be withdrawn for separate discussion and resolution by Council.

A draft recommendation has been provided for each approach and is subject to the will of the Council meeting.

RECOMMENDATION

That Council adopt the recommendations of the CEO Review Committee meeting on 12 November 2019, contained in the report to Council (Item No. 5.8 on the agenda for the Council meeting held on 25 November 2019), and listed below:

8.1.1 Future Reports for the CEO Review Committee

1. The information be received

8.1.2 CEO Performance Evaluation - Proposed Personal Evaluation System for FY2019/2020

1. Information be received.
2. The Personal Evaluation System to apply to the CEO for the FY2019/2020 review period, comprising a Performance Appraisal Survey and Key Performance Indicators (both documents attached) be endorsed, noting the following amendments to the CEO Performance Indicators:

Sustainable City: include percentage of reserves irrigated

Liveable City: expand reference to improvements to East-West transport routes to make specific reference to:

- Waterloo Corner Road
- Kings Road
- Bolivar Road

OR

That Council adopt the recommendations of the CEO Review Committee meeting on 9 April 2019, contained in the report to Council (Item No. 5.8 on the agenda for the Council meeting held on 23 April 2019), and listed below, with the exception of Items ## and ## which will be considered separately:

(To be determined at the meeting)

ATTACHMENTS

There are no attachments to this report.

1. COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

<u>COMMITTEE AGENDA ITEM NO. and TITLE</u>	<u>EXECUTIVE SUMMARY AND COMMITTEE RESOLUTION RECOMMENDED TO COUNCIL</u>
<u>Item No. 8.1.1</u> Future Reports for the CEO Review Committee	SUMMARY: This item details reports to be presented to the CEO Review Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATIONS: That: 1. The information be received
<u>Item No. 8.1.2</u> CEO Performance Evaluation - Proposed Personal Evaluation System for FY2019/2020	SUMMARY: In accordance with the CEO Employment Agreement, this report provides details of the proposed Personal Evaluation System for FY2019/2020. COMMITTEE RECOMMENDATIONS: 1. Information be received. 2. The Personal Evaluation System to apply to the CEO for the FY2019/2020 review period, comprising a Performance Appraisal Survey and Key Performance Indicators (both documents attached) be endorsed, noting the following amendments to the CEO Performance Indicators: Sustainable City: include percentage of reserves irrigated Liveable City: expand reference to improvements to East-West transport routes to make specific reference to: · Waterloo Corner Road · Kings Road · Bolivar Road

CO-ORDINATION

Officer:

MG

Date:

ITEM 6: GENERAL BUSINESS REPORTS

6.1 End of Year Financial Statement and Analysis

Authors	Tim Aplin, Senior Accountant, Business Excellence Kate George, Manager Financial Services, Business Excellence
City Plan Links	4.3 Have robust processes that support consistent service delivery and informed decision making. 4.2 Develop strong capability and commitment to continually improve Council's performance.
Summary	<p>The City of Salisbury end of year processes for 2019 have been finalised and audited by Council's external auditor Bentleys. This report provides detail of actual results compared to prior year actuals and to the budget position.</p> <p>The annual financial statements have been reviewed by the Audit Committee at the meeting on 12 November 2019. Further Council's external auditors are satisfied that they present fairly the state of affairs of the Council.</p>

RECOMMENDATION

1. The information be received.
2. The Annual Financial Statements for the year ended 30 June 2019 be adopted.

ATTACHMENTS

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

1. Annual Financial Statements for the Year Ended 30 June 2019

1. BACKGROUND

1.1 Regulation 10 of the Local Government (Financial Management) Regulations 2011 requires the Council to

- (1) ...prepare and consider a report showing the audited financial results of each item shown in the statement of comprehensive income and balance sheet of the budgeted financial statements of the Council, ... for the previous financial year compared with the estimated financial results set out in the budget presented in a manner consistent with the Model Financial Statements.*
- (2) ...council's operating surplus ratio, net financial liabilities ratio and asset sustainability ratio compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.*

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 This report provides the mechanism for consultation and communication with Council regarding the City of Salisbury's Annual Financial Statements (AFS) for the year ending 30 June 2019. This report has been reviewed by the City of Salisbury's Audit Committee at the meeting held 12 November 2019.

2.2 External

- 2.2.1 The AFS for 2019 have been audited by Council's Auditors Bentleys, and they have provided an unqualified audit opinion.

3. REPORT

- 3.1 The City of Salisbury's Financial Statements for the 2019 Financial Year have been prepared in accordance with the Local Government Act 1999, the Local Government (Financial Management) Regulations 2011, the Australian Accounting Standards and the Model Financial Statements.
- 3.2 In accordance with Section 126(4)(a) of the Local Government Act 1999 the Audit Committee advised that it has reviewed the annual financial statements of the Council for the year ended 30 June 2019 and is satisfied they present fairly the state of affairs of Council.
- 3.3 The external auditors Bentleys have conducted their audit and have provided an unqualified audit opinion.
- 3.4 The following comments are provided with respect to the 2019 AFS, with commentary highlighting significant movements year on year.
- 3.5 Please note the date convention that has been used in this report, where 2019 refers to the 2018/19 financial year and 2018 refers to the 2017/18 financial year.

4. FINANCIAL STATEMENT ANALYSIS

4.1 Statement of Comprehensive Income

- 4.1.1 The Statement of Comprehensive Income shows an Operating Surplus before capital amounts and other comprehensive income of \$14,221k compared to prior year of \$15,038k.

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- 4.1.2 The main factors creating this decrease to the level of Operating Surplus is an increase in depreciation costs, related to the addition of new assets and prior year revaluations, enterprise agreement increasing Employee Costs and inflation impacts on Materials, Contracts and Other Expenses, offset by planned additional rate revenue and higher grant income primarily related to advance payments of Special Local Roads Funding and higher levels of Financial Assistance Grants and Untied Local Roads, noting that both years include the equivalent of four quarterly payments. Further details on these movements are outlined in the paragraphs below.
- 4.1.3 Rates Revenue has increased by 3.11% from \$94,899k in 2018 to \$97,846k in 2019. This increase is due to the average rate increase of 2.0% for the 2019 financial year, combined with development growth in the city leading to a higher number of rateable properties. However it should be noted that there are also additional costs from this development growth primarily associated with infrastructure and provision of services.
- 4.1.4 Statutory Charges received have decreased by 6.27% from \$3,189k in 2018 to \$2,989k in 2019 with the significant impact being a decrease in Planning Application Fees \$125k related to lower number of large development applications which attract higher value application fees in 2019 compared to the 2018 financial year.
- 4.1.5 User Charges have decreased by 21.27% from \$6,127k in 2018 to \$4,824k in 2019, with the significant impact being a \$1,561k gate fees decrease resulting from the outsourcing of the Waste Transfer Station operations to NAWMA which is significantly offset by reductions in labour and material costs. Offsetting this reduction associated with the outsourced Waste Transfer Station is an increase in Commercial Rent \$120k associated with the lease of the Waste Transfer Station to NAWMA. Also attributing is a \$141k increase in Salisbury Water charges, related to non-residential supply and usage.
- 4.1.6 Grants, Subsidies and Contributions have increased by 15.32% from \$15,293k in 2018 to \$17,624k in 2019. The driving factor for this increase is the Supplementary Local Road Grant and the timing of receipts of this funding. In 2018 we received one annual allocation of this funding, however in 2019 we have received the annual allocation for 2019, plus allocations in advance for the 2020 and 2021 financial years, totaling \$1,580k.

An advance payment of the first two quarters of the 2020 Financial Assistance Grant has also been received in 2019, with a total of four quarters of revenue being received. In 2018 Council also received four quarters of revenue, with the remaining two quarters relating to the 2019 financial year. Whilst the number of quarterly payments is consistent year on year, the quantum of funds received is \$598k higher in the 2019 financial year. Timing has not had a material impact on the increase from the prior year, however, potential material effects will be experienced when the timing of these grant payments are once again restored to a normal schedule. The timing variances for both of these grants are shown in the below tables:

Supplementary Local Roads Funding	2019	2018	
Details of Payment	\$'000s	\$'000s	Notes
Standard Payment	790	790	[A]
Advance Payment	1,580	0	[B]
	2,370	790	

[A] Standard Payment represents the annual allocation for 2018 and 2019.
[B] Advance Payment represents the annual allocation for 2020 and 2021.

Financial Assistance Grant	2019	2018	
Details of Payment	\$'000s	\$'000s	Notes
Standard Payment	4,956	4,706	[A]
Advance Payment	4,556	4,208	[B]
	9,512	8,914	

[A] Standard Payment represents two quarters of 2018 and 2019 allocation.
[B] Advance Payment represents two quarters of the 2019 and 2020 allocation.

- 4.1.7 Investment Income has remained consistent with an increase of 0.81% from \$737k in 2018 to \$743k in 2019, primarily as a result of cash holdings remaining relatively consistent year on year. The average interest rate on short-term investments for 2019 was 1.74%, which is slightly higher than the 1.66% average rate for 2018.
- 4.1.8 Reimbursements have decreased by 0.90% from \$557k in 2018 to \$552k in 2019, which is a minor decrease and results from an overall decrease in the requirement for reimbursed works; however this is directly offset by lower associated expenditure.
- 4.1.9 Other Income has decreased by 16.26% from \$1,328k in 2018 to \$1,112k in 2019 which is primarily a result of the outsourcing of Waste Transfer Station, with a decrease in scrap metal payments \$108k and cardboard recycling rebates \$20k. Also attributing are numerous small variances across a range of operations.
- 4.1.10 Net Gain – Equity Accounted Council Businesses has increased from a zero gain in 2018 to \$62k in 2019, which reflects Council's share of Council Solution's performance, producing a net surplus of \$373k in 2019 compared to a net deficit of \$71k in 2018.
- 4.1.11 Employee Costs have increased by 3.58% from \$34,306k in 2018 to \$35,533k in 2019, primarily as a result of the EB adjustment of 2.20% for MOA staff and 2.50% for LGE staff as well as an increase in employee leave entitlements from \$4,441k in 2018 to \$5,121k in 2019 with accrued entitlements increasing during the financial year, and lower levels of vacant positions.

-
- 4.1.12 Materials, Contracts and Other Expenses have increased by 4.65% from \$49,041k in 2018 to \$51,321k in 2019. The primary reasons for the increase are costs associated with the operating requirements of the Community Hub including Operational Readiness Projects \$364k, Organisational Change Initiatives \$267k. Also attributing are increases in expenditure associated with Waste Management \$399k and costs associated with the 2019 Council Elections \$480k. A further impact was unanticipated costs associated with the Salisbury Oval Residential Development \$135k, which relates to masterplan costs that could not be capitalized with the change of scope of the project Council Resolution 0132/2019 April 2019. Offsetting these increases are decreases in electricity costs \$331k, with \$200k of this decrease relating to Street Lighting Maintenance as a result of ongoing contract and invoicing negotiations.
- 4.1.13 Depreciation costs have increased from \$22,719k in 2018 as compared to \$23,830k in 2019. This is predominately related to the addition of new assets to our infrastructure asset stock as well as incremental adjustments to unit rates and indexation increases flowing from the prior year revaluation of these assets, partially offsetting these increases is the impact of our building and road audits which resulted in favourable adjustments to componentisation.
- 4.1.14 Finance Costs have decreased by 15.8% from \$949k in 2018 to \$799k in 2019, which reflects a real decrease in Council's long term borrowings and not having to draw down on any short term facilities throughout the year.
- 4.1.15 Net Loss - Equity Accounted Council Businesses decreased from a \$69k net loss in 2018 to a \$48k net loss in 2019. This reflects Council's Regional Subsidiaries performance, with NAWMA producing a net surplus of \$4k in 2019 compared to a net deficit of \$81k in 2018, noting that there has also been a minor decrease in our operating share of NAWMA resulting in an overall net loss of \$48k. Further Council Solutions share of these results in 2019 is a net profit of \$62k (disclosed in para 4.1.10) compared to a net loss of \$12k in 2018 and therefore included in income.
- 4.1.16 Asset disposal and fair value adjustments, amounts received specifically for new or upgraded assets and physical resources received free of charge, which are all items below the operating surplus, are discussed in detail in the budget and variance analysis below (Section 5.4).

4.2 Statement of Financial Position 30 June 2019

- 4.2.1 The Statement of Financial Position as at 30 June 2019 shows Net Assets (Total Assets less Total Liabilities) or 'Equity' has increased by 4.54% or \$65,237k from \$1.435M in 2018 to \$1.500M in 2019.
- 4.2.2 The increase in Infrastructure, Property, Plant and Equipment from \$1.401M to \$1.459M is the most significant impact and is largely the result of additions to our current portfolio, being \$12,411k for renewal of assets and \$23,989k for new/upgraded and donated assets. Also contributing to this is net asset revaluation increments totaling \$48,920k, being revaluation increments for Land and Land Improvements \$30,558k and Buildings and Infrastructure \$18,362k. Offsetting these overall increases in Infrastructure Assets is accumulated depreciation \$23,830k.
- 4.2.3 As contained in AFS Note 15 'Financial Indicators', Net Financial Liabilities have increased from a Net Financial Asset position of (\$5,827k) to \$2,975k, with the position as a proportion of total operating income having increased from (4.8%) to 2.4%. Net Financial Liabilities are defined as total liabilities less financial assets expressed as a percentage of total operating revenue. It should be noted that a negative Net Financial Liabilities Ratio represents a net financial assets position, with financial assets such as cash, receivables and financial assets being greater than total liabilities. The increase in the Net Financial Liabilities results from lower levels of cash holdings and higher levels of trade payables in 2019 when compared to 2018. The most significant movement impacting the Net Financial Liabilities ratio is Council's level of trade payables, which increased from \$13,754k in 2018 to \$21,256k in 2019, primarily related to the quantum of payments for major infrastructure works. The resulting ratio of 2.4% is well inside the target range for this indicator of less than 40%.
- 4.2.4 The Asset Renewal Funding Ratio has trended downwards to 82.2% in 2019 which is lower than the 110.6% achieved in 2018 and the 133% in 2017. This is a reflection of cash expenditure on the renewal/replacement of assets \$13,152k in 2019 as compared to the planned expenditure as per the Infrastructure Asset Management Plans (IAMP) \$16,008k. However it should be noted that the IAMP expenditure includes amounts that have either been carried forward into the 2020 financial year \$1,444k or returned as part of the finalisation of the 2019 financial year with programs completed below budget expectations \$910k. Consequently the cash associated with these amounts will be expended in 2020. When adjusting for these amounts the IAMP expenditure decreases to \$13,654 whilst the cash expenditure on the renewal/replacement of assets remains constant at \$13,152k. This results in an adjusted Asset Funding Renewal Ratio of 96.32% which is within Councils endorsed range.

4.3 Statement of Cash Flows 30 June 2019

- 4.3.1 The Statement of Cash Flows shows a net decrease in cash and investments of \$6,003k from \$33,780k at 30 June 2018 to \$27,777k at 30 June 2019.
- 4.3.2 Net cash provided by Operating Activities at 30 June 2019 was \$36,974k as compared with \$38,522k in 2018. This decrease is primarily due to an increase in cash outflows for Materials, Contracts and Other Expenses, of \$55,703k in 2018 compared to \$59,414k in 2019. This is the result of numerous factors including general cost increases; however one of the more significant impacts is GST. GST ATO remittances associated with the infrastructure program are disclosed within the Materials, Contracts and Other Expenses category, and given the size of the 2019 program this contributed to the increase in cash outflows. There is also a minor increase in Payments to Employees, increasing from \$34,806k in 2018 to \$35,386k in 2019 which reflects the EB increases and movements within employee entitlements.
- 4.3.3 Offsetting the increases in cash expenditure in Operating Activities is a decrease in Cash Receipts for User Charges, with cash received in 2018 of \$7,313k decreasing to \$3,545k in 2019, primarily related to outsourcing of the Waste Transfer Station to NAWMA, noting there are corresponding expenditure decreases. There have also been increases in Grant, Subsidies and Contributions Income \$15,394k in 2018 compared to \$17,728k in 2019, resulting from the advance payment of the 2020 and 2021 allocation of the Supplementary Local Road funding.
- 4.3.4 Net cash used in Investing Activities has increased from \$30,968k in 2018 to \$40,835k in 2019. This increase is primarily as a result of an increase in expenditure for New/Upgraded Assets \$16,074k, primarily related to the Salisbury Community Hub, offset by a decrease in expenditure on Renewal/Replacement of Assets \$5,470k reflecting asset management plan requirements and also carry forwards and returned funds as discussed in paragraph 4.2.4.
- 4.3.5 Net cash used in Financing Activities relates solely to Council's investment and borrowings activities. Overall net cash used in financing activities has decreased from \$2,350k in 2018 to \$2,142k in 2019. This reflects Council's principal repayments and corresponds to the decrease in overall debt levels from \$12,717k in 2018 to \$10,575k as at 30 June 2019.

5. BUDGET ACTUAL ANALYSIS

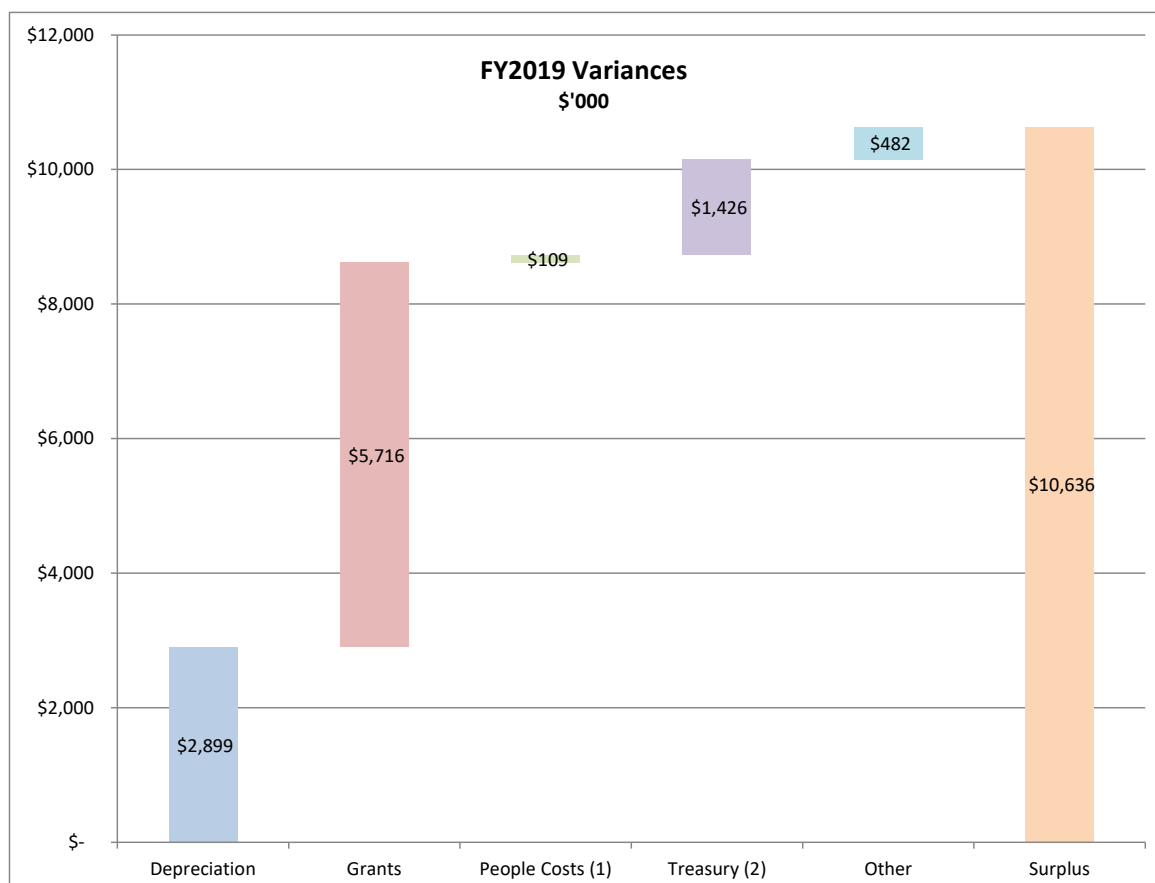
- 5.1 The analysis below is based on the comparison between the actual end of year results for the year ended 30 June 2019, and the original budget. The commentary on the Statement of Comprehensive Income is designed to explain the variations appropriate to this 'view'. Comment is made only to variances greater than \$50k unless there are significant issues that need to be brought to members' attention.

	End of Financial Year		
	Actual \$000	Original Budget \$000	Variance \$000
Income			
Rates Revenues	97,846	97,693	153
Statutory Charges	2,989	2,860	129
User Charges	4,824	4,888	(64)
Grants, Subsidies & Contributions	17,624	11,908	5,716
Investment Income	743	159	584
Reimbursement	552	132	421
Other Income	1,112	732	380
Net Gain - Equity Accounted Council Businesses	62	-	62
Total Income	125,752	118,372	7,381
Expenses			
Employee Costs	35,533	36,596	1,063
Materials, Contracts and Other Expenses	51,321	49,820	(1,501)
Depreciation, amortisation & impairment	23,830	26,729	2,899
Finance Costs	799	1,641	842
Net Loss - Equity Accounted Council Businesses	48	-	(48)
Total Expenses	111,531	114,786	3,255
Operating Surplus/(Deficit)	14,221	3,586	10,636
Asset Disposal and Fair Value Adjustments	(1,952)	2,802	(4,754)
Amounts Received Specifically for New or Upgraded Assets	2,958	2,530	428
Physical Resources Received Free of Charge	1,090	4,000	(2,910)
Net Surplus/(Deficit) ⁽¹⁾	16,317	12,918	3,400
Other Comprehensive Income			
Changes in Revaluation Surplus - I,PP&E	48,920	16,701	32,219
Total Other Comprehensive Income	48,920	16,701	32,219
Total Comprehensive Income	65,237	29,619	35,619

(1) Transferred to Equity Statement

5.2 Waterfall Analysis

5.2.1 The graph below shows the major components contributing to the increased surplus achieved in 2019 compared to budget. Following the graph is a table which provides a high level commentary on the variances, with more detail contained in section 5.3 of this report.



- (1) People Costs is expenditure category "Employee Cost" less agency costs for backfilling vacancies which is disclosed within "Materials, Contracts and Other Expenses"
- (2) Treasury Costs is income category "Investment Income" together with savings on expenditure category "Finance Costs"

FY2019 Variances	
Depreciation	Primarily results from road and building assets, with the audit resulting in less adverse impacts of changes in componentisation and associated lives than originally anticipated in setting the budget. Also impacting is the timing of delivery of the infrastructure program and completion of assets.
Grants	The higher variance results from higher than budgeted Financial Assistance Grant and Untied local roads funding of \$2.5M, Roads to Recovery \$942k and Supplementary Local Roads \$1.6M
People Costs	Minor variance
Treasury	Primarily related to higher cash holdings resulting from the timing of infrastructure expenditure.
Other	Primarily additional revenue

5.3 Income Analysis

5.3.1 Rates Revenues – Favourable Variance \$153k

The favourable variance is predominantly the result of lower than anticipated Rates Rebates \$37k, Objections \$78k below budget, separate rates (NRM Levy) above budget by \$28k which will be adjusted for in the subsequent year, and higher than budgeted Fines \$9k.

5.3.2 Statutory Charges – Favourable Variance \$129k

The favourable variance is predominantly due to higher than budgeted Building and Development Lodgment fees \$270k related to the external client services area as a result of a combination of a higher numbers of applications processed and a number of the applications attracting a higher dollar value, as compared to budget. Also impacting is higher than budgeted Planning fees \$39k which is the result of a large industrial development application received. Sundry and Other Charges are also above budget by \$19k. This is partially offset by lower than budgeted Parking Fines \$112k and Animal Registrations \$44k, as a result of the number of expiations sent through to the Fines Enforcement Agency and the subsequent timing of when these fines are collected.

5.3.3 User Charges – Unfavourable Variance \$64k

The unfavourable variance is predominantly the result of \$101k lower than budgeted water supply charges, particularly within the non-residential area \$319k as a result of lower sales to several key industrial customers. This is partially offset by higher residential sales \$146k and water connections \$35k. Also contributing to the unfavourable variance is \$36k additional waste bins income and \$60k bonus/additional rent income associated with the Waste Transfer Station leasing agreement with NAWMA. Offsetting these unfavourable variances are favourable variances within Property Leasing \$95k primarily as a result of increases in telecommunication lease agreements, with \$60k declared at the Third Quarter Budget Review and Cemetery Fees \$43k, which includes \$23k Mausoleum Perpetual Care contributions which are unbudgeted due to the unpredictability of the timing of receipt.

5.3.4 Grants, Subsidies & Contributions – Favourable Variance \$5,716k

The favourable variance results from Financial Assistance Grant funding received \$2,455k and Supplementary Local Road funding \$1,581k higher than budget as a result of the advanced payments received for future years (refer paragraph 4.1.6). Also contributing to the favourable variance is higher than budget funding received for Roads to Recovery \$942k and Home and Community Care \$121k, both of which were adjusted at Budget Reviews. Unbudgeted developer contributions totaling \$345k were also received during the 2019 financial year; however these are considered restricted contributions and will be expended in upcoming years.

-
- 5.3.5 Investment Income – Favourable Variance \$584k
The favourable variance is primarily the result of higher than anticipated interest received on our investment activity resulting from higher cash holding particularly at the start of the year, the timing of expenditure on major capital projects and a slightly higher than anticipated average interest rate.
- 5.3.6 Reimbursements – Favourable Variance \$421k
The favourable variance is the result of various reimbursements received relating to works or services undertaken by Council, with the primary areas being Recreational Services contract management \$242k, School Immunisation Program \$50k and Security Charges \$20k. These amounts relate to costs incurred within the materials, contracts and other expenses classification. Also impacting are numerous small amounts primarily from private works that are offset by the expenditure incurred.
- 5.3.7 Other Income – Favourable Variance \$380k
The favourable variance is due to higher than budgeted amounts received including the unbudgeted distribution from the Local Government Risk Services \$239k, Sundry Income \$61k made up of numerous minor variances, including revenue from the profit share arrangement with Belgravia \$54k, and Rebates received for both traineeships and fleet purchases totaling \$22k.
- 5.3.8 Net Gain – Equity Accounted Council Businesses – Favourable Variance \$62k
The favourable variance reflects Council's share of results in our Regional Subsidiary Council Solution's which achieved a net profit of \$62k (details of which are contained in paragraph 4.1.10). It should be noted that from a budgeting perspective we budget for these entities to break even.

5.4 Expenditure Analysis

- 5.4.1 Employee Costs - Favourable Variance \$1,063k
The favourable variance is primarily due to the use of contractors and agency staff \$954k who are utilised to provide backup to operational roles and also during the recruitment of vacancies, which is reported in Materials, Contracts and Other Expenses below. Also contributing is lower than budgeted Workers Compensation insurance costs \$340k as a result of a reduction in the estimated percentage rate from the previous year (4.25% in 2018 as compared to 3.88% in 2019).
- 5.4.2 Materials, Contracts and Other Expenses - Unfavourable Variance \$1,501k
Contract labour, which is required to be classified as a contractual expense for reporting purposes, resulted in an unfavourable variance of \$2,473k compared to original budget. Contract labour is utilised to backfill for vacant positions within operational roles, and is offset by savings of \$954k in employee costs reported in wages and salaries above. Also incorporated in the Contract labour unfavourable variance is \$308k associated with Grant funded positions. Also contributing to the

unfavourable variance is \$364k related to the Operational Readiness projects, \$267k Organisational Change Initiatives and External Water Supply \$234k as a result of unseasonally dry conditions.

Offsetting these unfavourable variances is lower than budgeted Street Lighting \$593k as a result of ongoing contractual discussions with \$100k being declared as savings at the Third Quarter Budget Review. There are also favourable variances within Operating Components of Capital IT Projects \$463k, Contributions \$284k, Underground Drainage Maintenance \$177k, Kerb and Gutter Replacement \$152k and Council Building Renewal \$145k and other minor contractual expenditure variances to budget. A total of \$1,886k across these various areas has been included as Carry Forwards into the 2020 year.

5.4.3 Depreciation, Amortisation and Impairment - Favourable Variance \$2,899k

The favourable variance is primarily related to Infrastructure Assets (Roads, Footpaths and Drainage) favourable \$3,810k as a result of budget estimates being based on prior years to enable the analysis of the impacts of the recent road and building audits and also changes to the accounting treatment of residual value and componentisation. These changes were not as adverse and consequently the variance is higher than anticipated. A further contributing factor is the timing of the infrastructure program, with projects being carried forward or retimed into 2020, whereas the depreciation expense was budgeted for in 2019. This is offset by unfavorable variances within Buildings \$177k, Land Improvements \$332k and Plant, Furniture and Equipment \$363k and Library Books \$39k all of which, considering the value of the asset classes are immaterial variances.

5.4.4 Finance Costs – Favourable Variance \$842k

The favourable variance relates to the timing of cash receipts and disbursements, with the budget allowing for the drawdown on cash advance debentures to fund major projects; however this was not required during the year. During the year there were project timing adjustments made totaling \$12.1M (including \$6.9M for the Salisbury Community Hub), which have the effect of reducing our cash requirements in 2019 and will increase our cash requirements in 2020.

5.4.5 Net Loss – Equity Accounted Council Businesses – Unfavourable Variance \$48k

At the end of the financial year we have recognised our share of the operating results of the Northern Adelaide Waste Management Authority (NAWMA) Regional Subsidiary being a net loss of \$48k (details of which are contained in paragraph 4.1.15). It should be noted that from a budgeting perspective we budget for these entities to break even.

5.5 Non-Operating Items Analysis

- 5.5.1 Net Gain/(Loss) on disposal of assets is \$4,754k unfavourable, with the budget anticipating a gain of \$2,802k for net proceeds from property sales. The actual results are primarily from \$2,523k accounting losses representing the written down value of assets that have been disposed of as part of the infrastructure renewal process. This includes Land Improvement Assets \$410k, Building Assets \$46k and Infrastructure Assets \$2,067k. All of these assets have been renewed or replaced earlier than anticipated, resulting in a residual value needing to be written off. There is also \$43k accounting losses on disposal of items of Plant, Furniture and Equipment. Offsetting these is \$614k favourable variance which represents the actual proceeds received from property sales relating to the tranche 1 developments.
- 5.5.2 Amounts specifically for new or upgraded assets were favourable \$428k primarily as a result of higher levels of grant funding received for capital projects than originally budgeted, with the most significant project being Special Local Road funding for Paul's Drive Valley View \$711k.
- 5.5.3 Physical resources received free of charge had an unfavourable variance of \$2,910k. This amount represents the assets donated to Council which is usually associated with external property development and residential infill, with typical assets being road, kerbing, footpaths, drainage, and verges. It should be noted that the budget is an estimated figure due to the complexities involved in determining the expected levels of donated assets.

5.6 Other Comprehensive Income Analysis

- 5.6.1 Changes in Revaluation Surplus – IPP&E is resulting in a favourable variance to budget of \$32,219k. Budgeting for infrastructure revaluations is inherently complex, however the variance is the result of revaluation increments for Land and Land Improvements \$30,558k, Infrastructure \$17,414k and Buildings \$948k.

Statement of Financial Position Analysis

- 5.6.2 The Statement of Financial Position for 2019 is set out below and details the actual end of financial position against the original endorsed budget. Commentary has been made on significant variances between the estimates as presented at the adoption of the budget and the 2019 end of year position.

	Actual \$000	End of Financial Year Original Budget \$000	Variance \$000
Current Assets			
Cash and Cash Equivalents	27,777	-	27,777
Trade and Other Receivables	8,974	4,762	4,212
Inventories	2,212	1,906	306
Total Current Assets	38,963	6,668	32,295
Non Current Assets			
Financial Assets	1,116	1,259	(143)
Equity Accounted Investments in Council Businesses	3,891	3,946	(55)
Infrastructure, Property, Plant and Equipment	1,458,665	1,483,159	(24,494)
Other Non-Current Assets	38,292	24,561	13,731
Total Non Current Assets	1,501,964	1,512,925	(10,961)
Total Assets	1,540,927	1,519,593	21,334
Current Liabilities			
Cash Advance Debentures	-	9,010	9,010
Trade and Other Payables	21,256	14,040	(7,216)
Borrowings	1,978	1,978	-
Provisions	7,481	7,243	(238)
Total Current Liabilities	30,715	32,271	1,556
Non Current Liabilities			
Borrowings	8,597	8,598	1
Provisions	1,530	1,812	282
Total Non Current Liabilities	10,127	10,410	283
Total Liabilities	40,842	42,681	1,839
Net Assets	1,500,085	1,476,912	23,173
Equity			
Accumulated Surplus	372,291	362,639	(9,653)
Asset Revaluation Reserves	1,107,209	1,089,880	(17,329)
Other Reserves	20,585	24,393	3,808
Total Equity	1,500,085	1,476,912	(23,174)

5.6.3 The Statement of Financial Position as at 30 June 2019 shows a favourable variance when compared to budget for Net Assets (Total Assets less Total Liabilities) or 'Equity' of \$23,173k. This variance is made up of the following:

- Total Current Assets are \$32,295k favorable when compared to the original budget. This is primarily as a result of cash and cash equivalents being favourable by \$27,777k, with the budget forecast being a Cash Advance Debenture position. This is as a result of the fact that the original is based on 100% delivery of all projects and operating expenditure resulting in a requirement to drawdown on Cash Advance Debentures during the 2019 year, whereas the actuals include a level of carry forwards and returned funds, which has a favourable impact on our cash position.
- Infrastructure, Property, Plant and Equipment is \$24,494k lower than originally budgeted. This is again primarily the result of projects being re-timed into the 2020 year and the fact the budget is based on 100% delivery of all projects, whereas actuals generally have a level of carry forward and returned funds.. Offsetting this are revaluation adjustments of \$48,920k being higher than budgeted expectations of \$16,701k, noting that these adjustments are inherently complex, and are derived from periodic detailed asset audits.
- Other Non-current assets are \$13,731k higher than budget estimates, which is a result of higher than anticipated infrastructure projects in progress at the end of 2019. The budget was set with the last known actual result (30 June 2018), as it is expected to remain relatively static, although the mix of projects will of course change over time.
- Liabilities are overall lower than budget by \$1,839k predominantly due to the Original Budget including an expectation that Council would need to drawdown on Cash Advance Debentures \$9,010k which was not required as a result of treasury management and the level of carry forwards included in the actual results, as well as project retiming into the 2020 year. This will have the potential impact of increasing our cash requirements in 2020. Offsetting this is higher than budgeted Trade and Trade Payables \$7,216k, primarily as a result of the infrastructure program.

5.7 Financial Indicator Analysis

5.7.1 The Financial Indicators as presented in the original budget are set out below and have been compared to actual results for the 2019 financial year. Also included are adjusted Financial Indicators which normalise the ratios for the timing of the Financial Assistance Grant.

Financial Indicators	Endorsed Operating Range	2018-19 Original Budget	2018-19 Actuals	Variance to Original Budget	2018-19 Adjusted Actuals	Variance to Original Budget
Operating Surplus Ratio	0.5% - 5%	3.03%	11.30%	8.27%	9.90%	6.87%
Net Financial Liabilities Ratio	<40%	30.97%	2.37%	28.60%	2.40%	28.57%
Asset Renewal Funding Ratio	90-110%	100.00%	82.20%	(17.80%)	N/A	N/A

- 5.7.2 The operating surplus ratio of 11.3% provides a favourable variance of 8.27% when compared to budget. However, when adjusted for the year on year timing impact of the early receipt of the 2020 Financial Assistance Grant and 2020 and 2021 Supplementary Local Road funding, plus the advance payment in the prior year of the 2019 Financial Assistance Grant the ratio decreases slightly to 9.90%, which is a favorable variance of 6.87%. Excluding the favourable Grant receipts, the main factors contributing to this variance are depreciation \$2,899k and Financial Costs \$842k and Interest Income \$584k, with reasons for these variances explained above. The current endorsed operating range for this indicator is 0.5%-5%.
- 5.7.3 Net Financial Liabilities was 2.37% for 2019 which is favourable by 28.60% when compared to the original budget, primarily as a result of our cash position being \$36,787k higher than budget expectations. When adjusted for the timing impact of the early receipt of the 2020 Financial Assistance Grant and 2020 and 2021 Supplementary Local Road funding, the ratio increases to 2.40%, which is a favourable variance of 28.57%. The actual result falls within the current endorsed operating range for this indicator, being less than 40%.
- 5.7.4 The Asset Renewal Funding Ratio of 82.20% provides an unfavourable variance of 17.80% when compared to budget, and is lower than the 110.6% achieved in 2018 and the 133.0% in 2017. However as reported above, when the ratio is adjusted for the impacts of carry forward and returned funds it results in a revised ratio of 96.32% which is within the endorsed range. Further it should be noted that the calculated three year weighted average ratio is 108.6% which is in the target range endorsed by Council of between 90%-110%.

6. CHANGES IN AUSTRALIAN ACCOUNTING STANDARDS FOR 2020

- 6.1.1 As reported in Note 1 of the AFS there are changes in Australian Accounting Standards (AASB) that are effective from 1 July 2019 that are expected to have impact on Council's future financial statements. These changes to the AASB's have been assessed by Council in consultation with our Auditors and the change and the anticipated impact has been described below:

AASB 15 Revenue from Contracts with Customers and *AASB 1058 Income of Not-for-Profit Entities*, affect the timing with which revenues, particularly special purpose grants, are recognised. Amounts received in relation to contracts with sufficiently specific

performance obligations will from 1 July 2019 only be recognised as these obligations are fulfilled. Whilst this will have an impact, we are not expecting it to be a material impact and are well placed to implement the change.

AASB 16 *Leases*, requires that the right of use conveyed by leasing contracts, except leases with a maximum term of twelve months and leases for non-material amounts be recognised as a form of Infrastructure, Property, Plant and Equipment, and that the lease liability be disclosed as a liability. The City of Salisbury has assessed the impacts that the initial application of AASB 16 has on its financial statements and believes there will be no material impact.

7. CONCLUSION / PROPOSAL

- 7.1.1 The Annual Financial Statements have been prepared in accordance with the applicable Australian Accounting Standards and legislative requirements, and are recommended to Council for adoption.

CO-ORDINATION

Officer:

Date:

City of Salisbury

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2019

Salisbury - a flourishing City with opportunity for all



City of Salisbury

General Purpose Financial Statements for the year ended 30 June 2019

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City of Salisbury

General Purpose Financial Statements for the year ended 30 June 2019

Certification of Financial Statements

We have been authorised by the Council to certify the financial statements in their final form.

In our opinion:

- the accompanying financial statements comply with the *Local Government Act 1999*, *Local Government (Financial Management) Regulations 2011* and Australian Accounting Standards,
- the financial statements present a true and fair view of the Council's financial position at 30 June 2019 and the results of its operations and cash flows for the financial year,
- internal controls implemented by the Council provide a reasonable assurance that the Council's financial records are complete, accurate and reliable and were effective throughout the financial year,
- the financial statements accurately reflect the Council's accounting and other records.



John Harry
CHIEF EXECUTIVE OFFICER



Gillian Aldridge
MAYOR

Date: 13/11/2019 .

City of Salisbury

General Purpose Financial Statements for the year ended 30 June 2019

Understanding Council's Financial Statements

Introduction

Each year, individual Local Governments across South Australia are required to present a set of audited Financial Statements to their Council and Community.

About the Certification of Financial Statements

The Financial Statements must be certified by the Chief Executive Officer and Mayor as "presenting a true and fair view" of the Council's financial results for the year and ensuring both responsibility for and ownership of the Financial Statements across Council.

What you will find in the Statements

The Financial Statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2019.

The format of the Financial Statements is standard across all South Australian Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and the requirements as set down in the South Australia Model Financial Statements.

The Financial Statements incorporate four "primary" financial statements:

1. A Statement of Comprehensive Income

A summary of Council's financial performance for the year, listing all income and expenses.

2. A Balance Sheet

A snapshot as at 30 June 2019 of Council's financial position including its assets and liabilities.

3. A Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

4. A Statement of Cash Flows

Indicates where Council's cash came from and where it was spent.

About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the four Primary Financial Statements.

About the Auditor's Reports

Council's Financial Statements are required to be audited by external accountants (that generally specialise in Local Government).

In South Australia, the Auditor provides an audit report, with an opinion on whether the Financial Statements present fairly the Council's financial performance and position.

About the Independence Certificates

Council's Financial Statements are also required to include signed Certificates by both the Council and the Auditors that the Council's Auditor has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

Who uses the Financial Statements?

The Financial Statements are publicly available documents and are used by (but not limited to) Councillors, Residents and Ratepayers, Employees, Suppliers, Contractors, Customers, the Local Government Association of South Australia, the SA Local Government Grants Commission, and Financiers including Banks and other Financial Institutions.

Under the *Local Government Act 1999* the Financial Statements must be made available at the principal office of the Council and on Council's website.

City of Salisbury

Statement of Comprehensive Income

for the year ended 30 June 2019

\$ '000	Notes	2019	2018
Income			
Rates Revenues	2a	97,846	94,899
Statutory Charges	2b	2,989	3,189
User Charges	2c	4,824	6,127
Grants, Subsidies and Contributions	2g	17,624	15,283
Investment Income	2d	743	737
Reimbursements	2e	552	557
Other Income	2f	1,112	1,328
Net Gain - Equity Accounted Council Businesses	19	62	-
Total Income		125,752	122,120
Expenses			
Employee Costs	3a	35,533	34,306
Materials, Contracts and Other Expenses	3b	51,321	49,039
Depreciation, Amortisation and Impairment	3c	23,830	22,719
Finance Costs	3d	799	949
Net loss - Equity Accounted Council Businesses	19	48	69
Total Expenses		111,531	107,082
Operating Surplus / (Deficit)		14,221	15,038
Asset Disposal and Fair Value Adjustments	4	(1,952)	(3,353)
Amounts Received Specifically for New or Upgraded Assets	2g	2,958	1,690
Physical Resources Received Free of Charge	2i	1,090	682
Net Surplus / (Deficit) ¹		16,317	14,057
Other Comprehensive Income			
Changes in Revaluation Surplus - I,PP&E	9a	48,920	41,716
Total Other Comprehensive Income		48,920	41,716
Total Comprehensive Income		65,237	55,773

¹ Transferred to Statement of Changes in Equity

City of Salisbury

Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	2018
ASSETS			
Current Assets			
Cash and Cash Equivalents	5a	27,777	33,780
Trade and Other Receivables	5b	8,974	6,026
Inventories	5c	2,212	2,039
Total Current Assets		38,963	41,845
Non-Current Assets			
Financial Assets	6a	1,116	1,212
Equity Accounted Investments in Council Businesses	6b	3,891	3,877
Infrastructure, Property, Plant and Equipment	7a	1,458,665	1,400,955
Other Non-Current Assets	6c	38,292	22,150
Total Non-Current Assets		1,501,964	1,428,194
TOTAL ASSETS		1,540,927	1,470,039
LIABILITIES			
Current Liabilities			
Trade and Other Payables	8a	21,256	13,754
Borrowings	8b	1,978	2,142
Provisions	8c	7,481	7,193
Total Current Liabilities		30,715	23,089
Non-Current Liabilities			
Borrowings	8b	8,597	10,575
Provisions	8c	1,530	1,527
Total Non-Current Liabilities		10,127	12,102
TOTAL LIABILITIES		40,842	35,191
Net Assets		1,500,085	1,434,848
EQUITY			
Accumulated Surplus		372,291	352,267
Asset Revaluation Reserves	9a	1,107,209	1,058,289
Other Reserves	9b	20,585	24,292
Total Council Equity		1,500,085	1,434,848

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Salisbury

Statement of Changes in Equity

for the year ended 30 June 2019

\$ '000		Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
	Notes				
2019					
Balance at the end of previous reporting period		352,267	1,058,289	24,292	1,434,848
Restated Opening Balance		352,267	1,058,289	24,292	1,434,848
d. Net Surplus / (Deficit) for Year		16,317	-	-	16,317
e. Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7 a	-	48,920	-	48,920
Other Comprehensive Income		-	48,920	-	48,920
Total Comprehensive Income		16,317	48,920	-	65,237
f. Transfers between Reserves		3,707	-	(3,707)	-
Balance at the end of period		372,291	1,107,209	20,585	1,500,085

\$ '000		Accumulated Surplus	Asset Revaluation Reserve	Other Reserves	Total Equity
	Notes				
2018					
Balance at the end of previous reporting period		333,969	1,016,925	28,181	1,379,075
a. Adjustments (Correction of Prior Period Errors)	(a)	352	(352)	-	-
Restated Opening Balance		334,321	1,016,573	28,181	1,379,075
d. Net Surplus / (Deficit) for Year		14,057	-	-	14,057
e. Other Comprehensive Income					
- Gain (Loss) on Revaluation of I,PP&E	7 a	-	41,716	-	41,716
Other Comprehensive Income		-	41,716	-	41,716
Total Comprehensive Income		14,057	41,716	-	55,773
f. Transfers between Reserves		3,889	-	(3,889)	-
Balance at the end of period		352,267	1,058,289	24,292	1,434,848

(a). Correction of an Error relating to a Previous Reporting Period

As part of the City of Salisbury's 2019 end of financial year review it was ascertained that there was a historical error of \$352k that had been incorrectly recognised within the Asset Revaluation Reserve - JV's / Associates for the 2018 year and in prior years, specifically related to Council's regional subsidiary NAWMA. The error dates back to the 2010 year which is the first year NAWMA recognised a revaluation reserve. This resulted in accumulated surplus being understated and Asset Revaluation Reserve being overstated by \$352k, however net equity was correct. The balance of Councils interest in NAWMA as represented in 'Note 6 Equity Accounted Investments in Council Businesses' was correct. In accordance with AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors this error has been adjusted retrospectively against opening equity balances for the 2018 Financial Year.

City of Salisbury

Statement of Cash Flows
for the year ended 30 June 2019

\$ '000	Notes	2019	2018
Cash Flows from Operating Activities			
<u>Receipts</u>			
Rates Receipts		97,802	94,953
Statutory Charges		3,111	3,288
User Charges		3,545	7,313
Grants, Subsidies and Contributions (operating purpose)		17,728	15,394
Investment Receipts		737	772
Reimbursements		607	613
Other Receipts		9,043	7,647
<u>Payments</u>			
Payments to Employees		(35,386)	(34,806)
Payments for Materials, Contracts and Other Expenses		(59,414)	(55,703)
Finance Payments		(799)	(949)
Net Cash provided by (or used in) Operating Activities	11b	36,974	38,522
Cash Flows from Investing Activities			
<u>Receipts</u>			
Amounts Received Specifically for New/Upgraded Assets		2,958	1,690
Sale of Replaced Assets		1,096	427
Sale of Surplus Assets		118	125
Net Disposal of Investment Securities		71	70
Sale of Real Estate Developments		1,011	2,349
Repayments of Loans by Community Groups		31	29
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets		(14,248)	(19,718)
Expenditure on New/Upgraded Assets		(31,771)	(15,697)
Development of Real Estate for Sale		(101)	(243)
Net Cash provided by (or used in) Investing Activities		(40,835)	(30,968)
Cash Flows from Financing Activities			
<u>Payments</u>			
Repayments of Borrowings		(2,142)	(2,350)
Net Cash provided by (or used in) Financing Activities		(2,142)	(2,350)
Net Increase (Decrease) in Cash Held		(6,003)	5,204
plus: Cash and Cash Equivalents at beginning of period	11	33,780	28,576
Cash & Cash Equivalents at end of period	11	27,777	33,780
Additional Information:			
plus: Investments on hand - end of year	6a	690	761
Total Cash, Cash Equivalents and Investments		28,467	34,541

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies.

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City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

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City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies

The principal accounting policies adopted by Council in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared on a going concern basis using the historical cost convention in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the *Local Government (Financial Management) Regulations 2011* dated 13 November 2019.

1.2 Historical Cost Convention

Except as stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates and requires management to exercise its judgement in applying Council's accounting policies.

The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

2 The Local Government Reporting Entity

The City of Salisbury is incorporated under the South Australian *Local Government Act 1999* and has its principal place of business at 12 James Street, Salisbury. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions.

3 Income Recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as income during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as income in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

In recent years the payment of untied financial assistance grants has varied from the annual allocation. During the 2015/16 year, there was no untied financial assistance grants paid in advance. However, on 09 June 2017, Council received two quarters of the 2017/18 grant amounting to \$3,995,448. Subsequently, on 25 June 2018, Council received two quarters of the 2018/19 grant amounting to \$4,208,096. Two quarters of the 2019/20 grant totalling \$4,555,783 was received on 19 June 2019. The advanced payments received are summarised in the below table:

Financial Assistance Grant Funding

Financial Year	Payment Received In Advance \$'000	Comments
2016/17	3,995	Relates to 2017/18
2017/18	4,208	Relates to 2018/19
2018/19	4,556	Relates to 2019/20

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies (continued)

Further in the 2018/19 year, Council received Supplementary Local Road grant funding totalling \$1,580,714 in advance on 27 June 2019 which relates to the 2019/20 and 2020/21 financial years. The advanced payments received are summarised in the below table:

Supplementary Local Road Grant Funding

Financial Year	Payment Received In Advance \$'000	Comments
2018/19	790	Relates to 2019/20
2018/19	790	Relates to 2020/21

Because these grants are applicable for the current reporting period untied, the Australian Accounting Standards require that payments be recognised upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The Operating Surplus Ratio disclosed in Note 15 has also been calculated after adjusting for the distortions resulting from the differences between the actual grants received and the grants entitlements allocated.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at Council's option with an insignificant risk of changes in value with a maturity of three months or less from the date of acquisition.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 1999. Other receivables are generally unsecured and do not bear interest.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful.

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 13.

5 Inventories

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

5.1 Real Estate Assets Developments

Real Estate Assets developments have been classified as Inventory in accordance with AASB 102 *Inventories* and are valued at the lower of cost or net realisable value. Cost includes the costs of acquisition, development, borrowing and other costs incurred on financing of that acquisition and up to the time of sale. Any amount by which cost exceeds the net realisable value has been recognised as an expense.

Revenues arising from the sale of property are recognised in the operating statement when settlement is completed.

5.2 Other Real Estate Held for Resale

Properties not acquired for development, but which Council has decided to sell as surplus to requirements, are recognised at the carrying value at the time of that decision.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies

6 Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to infrastructure, property, plant and equipment when completed ready for use.

6.2 Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality thresholds established by Council for each type of asset. In determining (and in annually reviewing) such thresholds, regard is had to the nature of the asset and its estimated service life.

Examples of capitalisation thresholds applied during the year are disclosed in Note 7. No capitalisation threshold is applied to the acquisition of land or interests in land.

6.3 Subsequent Recognition

All material asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value of a number of asset classes including land, buildings and associated structures and infrastructure. Further detail of these uncertainties and of existing valuations, methods and valuers are provided at Note 7.

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

Depreciation methods, useful lives and residual values of classes of assets are reviewed annually; these reviews are conducted either internally or externally through the completion of asset audits and valuations.

Major depreciation periods for each class of asset are detailed in Note 7. Depreciation periods for infrastructure assets have been estimated based on the best information available to Council, but appropriate records covering the entire life cycle of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

6.5 Intangible Assets

Intangible Assets have been accounted for in accordance with the requirements of AASB 138 *Intangible Assets*. An item is recognised as an intangible if it meets the definition of an intangible asset, it is probable that future economic benefits will flow to Council and the cost of the asset can be reliably measured.

Intangible Assets are tested for impairment yearly or when there is objective evidence or an indication that these assets may be impaired. Further determinations on useful lives are reviewed annually.

6.6 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if Council were deprived thereof, are not subject to impairment testing. Other assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash inflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in Asset Revaluation Reserve, any excess being recognised as an expense.

7 Payables**7.1 Goods & Services**

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

7.2 Payments Received in Advance & Deposits

Amounts other than grants received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

8 Borrowings

Borrowings are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period to which it relates, and is recorded as part of "Payables".

9 Employee Benefits**9.1 Salaries, Wages & Compensated Absences**

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119 *Employee Benefits*. Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based

oncosts) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. Council does not make payment for untaken sick leave.

9.2 Superannuation

The Council makes employer superannuation contributions in respect of its employees to the Statewide Superannuation Scheme. The Scheme has two types of membership, each of which is funded differently. No changes in accounting policy have occurred during either the current or previous reporting periods. Details of the accounting policies applied and Council's involvement with the schemes are reported in Note 18.

10 Leases

Lease arrangements have been accounted for in accordance with AASB 117 *Leases*.

In respect of operating leases, where the lessor substantially retains all of the risks and benefits incident to ownership of the leased items, lease payments are charged to expense over the lease term.

11 Equity Accounted Council Businesses

Council participates in cooperative arrangements with other Councils for the provision of services and facilities. Council's interests in cooperative arrangements are accounted for in accordance with AASB 128 *Investments in Associates and Joint Ventures* and set out in detail in Note 19.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 1. Summary of Significant Accounting Policies

12 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax"

- Receivables and Creditors include GST receivable and payable.
- Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable.
- Non-current assets and capital expenditures include GST net of any recoupment.
- Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

13 New accounting standards and UIG interpretations

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

AASB 9 *Financial Instruments* commenced from 1 July 2018 and has the effect that non-contractual receivables (e.g. rates and charges) are now treated as financial instruments and require disclosure in accordance with AASB 7 *Financial Instruments – Disclosures*. These changes have been applied retrospectively to the comparatives and whilst the disclosures made in Note 13 Financial Instruments have changed, there are no changes to the amounts disclosed.

The City of Salisbury has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective.

The standards that are expected to have an impact upon Council's future financial statements are:

Effective for annual reporting periods beginning on or after 1 January 2019

AASB 15 and AASB 1058 *Income of Not-for-Profit Entities*, which will commence from 1 July 2019, affect the timing with which revenues, particularly special purpose grants, are recognised. Amounts received in relation to contracts with sufficiently specific performance obligations will in future only be recognised as these obligations are fulfilled.

City of Salisbury intends to apply AASB 15 and AASB 1058 initially on 1 July 2019, using the modified retrospective approach. The recognition and measurement principles of the standards will be applied retrospectively for the current year and prior year comparatives, consistent with AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*.

AASB 16 *Leases*, which will commence from 1 July 2019, requires that the right of use conveyed by leasing contracts, except leases with a maximum term of twelve months and leases for non-material amounts, be recognised as a form of Infrastructure, Property, Plant and Equipment, and that the lease liability be disclosed as a liability. The City of Salisbury has assessed the impacts that the initial application of AASB 16 will have on its consolidated financial statements and believes there will be no significant or material impact.

14 Comparative Figures

To ensure comparability with the current reporting period's figures, some comparative period line items and amounts may have been reclassified or individually reported for the first time within these financial statements and/or the notes.

15 Disclaimer

Nothing contained within these statements may be taken to be an admission of any liability to any person under any circumstance.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 2. Income

\$ '000	Notes	2019	2018
(a). Rates Revenues			
General Rates			
General Rates		96,973	93,994
Less: Mandatory Rebates		(1,222)	(1,138)
Less: Discretionary Rebates, Remissions and Write Offs		(343)	(330)
Total General Rates		95,408	92,526
Other Rates (Including Service Charges)			
Natural Resource Management Levy		2,016	1,949
Salisbury Business Association Separate Rate		162	161
Globe Derby Community Club Separate Rate		6	6
Total Other Rates		2,184	2,116
Other Charges			
Penalties for Late Payment		254	257
Total Other Charges		254	257
Total Rates Revenues		97,846	94,899
(b). Statutory Charges			
Development Act Fees		946	893
Town Planning Fees		466	613
Animal Registration Fees and Fines		1,046	1,099
Parking Fines / Expiation Fees		215	277
Other Licences, Fees and Fines		316	307
Total Statutory Charges		2,989	3,189
(c). User Charges			
Cemetery Fees		541	581
Property Leases		878	723
Waste Disposal Fees		12	1,573
Water Supply		2,335	2,194
Aged and Disability Services		519	493
Sundry		539	563
Total User Charges		4,824	6,127

City of Salisbury

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 2. Income (continued)

\$ '000	Notes	2019	2018
(d). Investment Income			
Interest on Investments			
- Local Government Finance Authority		203	230
- Banks and Other		521	487
- Loans to Community Groups		19	20
Total Investment Income		743	737
(e). Reimbursements			
Contract Maintenance		242	237
Other		310	320
Total Reimbursements		552	557
(f). Other Income			
Insurance and Other Recoupments - Infrastructure, IPP&E		9	5
Rebates Received		728	776
Sundry		375	547
Total Other Income		1,112	1,328

City of Salisbury

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 2. Income (continued)

\$ '000	Notes	2019	2018
(g). Grants, Subsidies, Contributions			
Amounts Received Specifically for New or Upgraded Assets		2,958	1,690
Total Amounts Received Specifically for New or Upgraded Assets		2,958	1,690
Other Grants, Subsidies and Contributions		6,532	6,369
Untied Financial Assistance Grant		4,956	4,706
Individually Significant Item - Additional Financial Assistance Grant (refer below)		6,136	4,208
Total Other Grants, Subsidies and Contributions		17,624	15,283
Total Grants, Subsidies, Contributions		20,582	16,973

The functions to which these grants, subsidies and contributions relate are disclosed in Note 12, with the exception of Amounts Received Specifically for New or Upgraded Assets.

(i) Sources of grants

Commonwealth Government	2,599	2,633
State Government	17,287	13,836
Other	696	504
Total	20,582	16,973

(ii) Individually Significant Items

Advanced Financial Assistance Grant Recognised as Income	4,556	4,208
Advanced Supplementary Local Road Funding Recognised as Income	1,580	-

On 19 June 2019, Council received advance payment of the first two quarters of the 2019/20 Financial Assistance Grant, totalling \$4,556k (comprising of \$3,553k in general purpose funding and \$1,003k in untied local road funding). Further on 27 June 2019, Council also received advance payment of the 2019/20 and 2020/21 Supplementary Local Road funding totalling \$1,580k. This has materially increased Council's operating results in the current year, as these amounts are recognised as income upon receipt, as detailed in Note 1. Potential material effects will be experienced when the timing of these grant payments are once again restored to a normal schedule.

City of Salisbury

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 2. Income (continued)

\$ '000	Notes	2019	2018
(h). Conditions over Grants and Contributions			
Grants and contributions which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows:			
Unexpended at the close of the previous reporting period		1,752	325
<i>Less:</i>			
<i>Expended during the current period from revenues recognised in previous reporting periods</i>			
Bridgestone Athletic Track		(860)	-
Salisbury Oval Female Changerooms		(397)	-
Footpath Development Program		(63)	-
Pooraka Farm CCTV		(39)	-
Tea Tree Gully Business Advisory Services		(30)	-
Salisbury Oval CCTV		(19)	-
Street Tree Developer Program		(17)	-
Playford Business Services		(12)	-
Drug and Alcohol Framework		(11)	-
Northern Adelaide Industry Development		(39)	(98)
Digital Growth Program		(64)	(64)
Aged Friendly SA Grant		-	(17)
Aboriginal Sports Development Program		-	(10)
Resilient Salisbury - Environmental Action Plan		-	(9)
Duke of Edinburgh School Program		(7)	(6)
Fairbanks / Byron Bay Traffic Management		-	(6)
Youth Network Grant		-	(5)
Other		(61)	(5)
Subtotal		(1,619)	(220)

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 2. Income (continued)

\$ '000	Notes	2019	2018
<i>Plus:</i>			
<i>Amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions</i>			
Dry Creek Park Way - City Wide Trails		1,000	-
Pauls Drive Valley View - Major Flooding		657	-
Library Community Learning Program - Fostering Integration		49	-
Home and Community Support Program		41	-
The Shed Project		5	-
Bridgestone Athletic Track Grant		-	993
Salisbury Oval Female Change Rooms		-	397
Footpath Developer Program		-	63
Tea Tree Gully Business Advisory		60	60
Pooraka Farm CCTV		-	39
Tea Tree Gully Business Advisory Services		-	30
Salisbury Oval CCTV		-	19
Street Tree Developer Program		-	17
Playford Business Services		-	12
Drug and Alcohol Framework		7	11
Duke of Edinburgh		-	5
Be Connected - Digital Awareness Program		-	1
Other		163	-
Subtotal		1,982	1,647
Unexpended at the close of this reporting period		2,115	1,752
Net increase (decrease) in assets subject to conditions in the current reporting period		363	1,427
 (i). Physical Resources Received Free of Charge			
Land and Improvements		96	331
Roads, Bridges and Footpaths		375	118
Stormwater Drainage		619	233
Total Physical Resources Received Free of Charge		1,090	682

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 3. Expenses

\$ '000	Notes	2019	2018
(a). Employee Costs			
Salaries and Wages		28,825	28,134
Employee Leave Expense		5,121	4,441
Superannuation - Defined Contribution Plan Contributions	18	793	1,171
Superannuation - Defined Benefit Plan Contributions	18	2,349	1,880
Workers' Compensation Insurance		1,387	1,552
Less: Capitalised and Distributed Costs		(2,942)	(2,872)
Total Operating Employee Costs		35,533	34,306
Total Number of Employees (full time equivalent at end of reporting period)			
		403	382
(b). Materials, Contracts and Other Expenses			
(i) Prescribed Expenses			
Auditor's Remuneration			
- Auditing the Financial Reports		46	35
Bad and Doubtful Debts		16	11
Elected Members' Expenses		470	479
Election Expenses		540	59
Operating Lease Rentals - Cancellable Leases		697	926
Subtotal - Prescribed Expenses		1,769	1,510
(ii) Other Materials, Contracts and Expenses			
Contractors		34,476	32,923
Energy		4,160	4,468
Legal Expenses		314	301
Levies Paid to Government - NRM levy		2,014	1,945
Levies - Other		378	500
Parts, Accessories and Consumables		2,733	2,794
Insurance		951	943
Water Rates		858	776
Sundry		3,668	2,879
Subtotal - Other Material, Contracts & Expenses		49,552	47,529
Total Materials, Contracts and Other Expenses		51,321	49,039

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 3. Expenses (continued)

\$ '000	Notes	2019	2018
(c). Depreciation, Amortisation and Impairment			
(i) Depreciation and Amortisation			
Land Improvements		5,293	4,928
Buildings and Other Structures		2,418	2,297
Infrastructure		13,872	13,471
Plant and Equipment		2,078	1,813
Library Books		169	210
Total Depreciation, Amortisation and Impairment		23,830	22,719
(d). Finance Costs			
Interest on Loans		799	949
Total Finance Costs		799	949

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 4. Asset Disposal and Fair Value Adjustments

\$ '000	Notes	2019	2018
Infrastructure, Property, Plant and Equipment			
(i) Assets Renewed or Directly Replaced			
Proceeds from Disposal		1,096	427
Less: Carrying Amount of Assets Sold		(3,581)	(3,702)
Gain (Loss) on Disposal		(2,485)	(3,275)
(ii) Assets Surplus to Requirements			
Proceeds from Disposal		118	125
Less: Carrying Amount of Assets Sold		(199)	(471)
Less: Other Amounts Relating to the Sale of Surplus Assets		-	(252)
Gain (Loss) on Disposal		(81)	(598)
Real Estate Development Assets			
Proceeds from Disposal		1,011	2,349
Less: Carrying Amount of Assets Sold		(397)	(1,829)
Gain (Loss) on Disposal		614	520
Other Financial Assets			
Proceeds from Disposal		71	69
Less: Carrying Amount of Assets Sold		(71)	(69)
Gain (Loss) on Disposal		-	-
Net Gain (Loss) on Disposal or Revaluation of Assets		(1,952)	(3,353)

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 5. Current Assets

\$ '000	Notes	2019	2018
(a). Cash and Cash Equivalents			
Cash on Hand at Bank		156	832
Short Term Deposits and Bills, etc.		27,621	32,948
Total Cash and Cash Equivalents		27,777	33,780
(b). Trade and Other Receivables			
Rates - General and Other		2,986	2,822
Accrued Revenues		17	11
Debtors - General		3,162	1,566
GST Recoupment		2,106	935
Prepayments		671	661
Loans to Community Organisations		32	31
Total Trade and Other Receivables		8,974	6,026
(c). Inventories			
Stores and Materials		256	253
Real Estate Developments	6	1,920	1,751
Cemetery Plinths and Vaults		36	35
Total Inventories		2,212	2,039

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 6. Non-Current Assets

\$ '000	Notes	2019	2018
(a). Financial Assets			
Receivables			
Council Rates Postponement Scheme		15	8
Loans to Community Organisations		411	443
Total Receivables		426	451
Other Financial Assets (Investments)			
Mortgages over Property - Affordable Housing Scheme		690	761
Total Other Financial Assets (Investments)		690	761
Total Financial Assets		1,116	1,212
(b). Equity Accounted Investments in Council Businesses			
Northern Adelaide Waste Management Authority	19	3,753	3,801
Council Solutions	19	138	76
Total Equity Accounted Investments in Council Businesses		3,891	3,877
(c). Other Non-Current Assets			
(i) Inventories			
Real Estate Developments		1,394	1,859
Total Inventories		1,394	1,859
(ii) Other			
Capital Works-in-Progress		36,732	20,125
Intangible Assets		166	166
Total Other		36,898	20,291
Total Other Non-Current Assets		38,292	22,150

City of Salisbury

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 6. Non-Current Assets

\$ '000	Notes	2019	2018
Real Estate Developments - Current and Non-Current			
(Valued at the lower of cost and net realisable value)			
Residential		3,314	3,610
Total Real Estate for Resale		3,314	3,610
Represented by:			
Acquisition Costs		1,570	1,865
Development Costs		1,744	1,745
Total Real Estate of Resale		3,314	3,610
(ii) Apportionment of Real Estate Developments			
Current Assets		1,920	1,751
Non-Current Assets		1,394	1,859
		3,314	3,610

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 7a. Infrastructure, Property, Plant and Equipment

		as at 30/6/2018					Asset Movements during the Reporting Period						as at 30/6/2019				
		At Fair Value	At Cost	Accumulated		Carrying Value	Asset Additions		WDV of Asset Disposals	Depreciation Expense (Note 3c)	Trfs from/(to) Real Estate Assets	Revaluation Increments to Equity (ARR) (Note 9)	At Fair Value	At Cost	Accumulated		Carrying Value
				Dep'n	Impairment		New / Upgrade	Renewals							Dep'n	Impairment	
\$ '000	Fair Value Level																
Land - Other	2	429,119	-	-	-	429,119	1,198	-	-	-	-	29,096	459,413	-	-	-	459,413
Land Improvements	3	182,700	-	67,226	-	115,474	3,049	2,504	(410)	(5,293)	-	1,462	190,679	-	73,893	-	116,786
Buildings and Other Structures	3	84,009	-	23,088	-	60,921	4,813	665	(46)	(2,418)	-	948	91,020	-	26,137	-	64,883
Infrastructure	3	1,187,939	-	402,586	-	785,353	8,452	9,242	(2,067)	(13,872)	-	17,414	1,236,706	-	432,184	-	804,522
Plant and Equipment		-	24,961	16,139	-	8,822	6,331	-	(1,257)	(2,078)	-	-	-	27,464	15,646	-	11,818
Library Books		-	1,266	-	-	1,266	146	-	-	(169)	-	-	-	1,243	-	-	1,243
Total Infrastructure, Property, Plant and Equipment		1,883,767	26,227	509,039	-	1,400,955	23,989	12,411	(3,780)	(23,830)	-	48,920	1,977,818	28,707	547,860	-	1,458,665
Comparatives		1,815,803	24,371	485,545	-	1,354,629	14,488	15,509	(4,173)	(22,719)	1,505	41,729	1,883,767	26,227	509,039	-	1,400,955

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and Investment Property

\$ '000

Valuation of Assets

Council measures and recognises the following assets at fair value on a recurring basis after initial recognition:

- Land
- Land Improvements
- Infrastructure
- Buildings and Other Structures

Council does not subsequently measure any liabilities at fair value on a recurring basis, or any assets or liabilities at fair value on a non-recurring basis.

a) Fair Value Hierarchy

AASB 13 *Fair Value Measurement* requires the disclosure of fair value information according to the relevant level in the fair value hierarchy. This hierarchy categorises fair value measurements into one of three possible levels based on the lowest level that a significant input can be characterised into. The levels are outlined below:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset.

The fair value of assets that are not traded in an active market is determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

City of Salisbury

Notes to and forming part of the Financial Statements

for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and Investment Property (cont)

\$ '000

b) Valuation Techniques

Council selects valuation techniques that are appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends upon the specific characteristics of the asset being measured. The valuation techniques selected by Council are consistent with one or more of the following valuation approaches:

- *Market Approach* uses prices and other relevant information generated by market transactions involving identical or similar assets.
- *Income Approach* converts estimated future cash flows or income and expenses into a single current (ie. discounted) value.
- *Cost Approach* reflects the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset, including assumptions about risks. When selecting a valuation technique, Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

During 2017/18 Council initially undertook a review of the internal overhead costs, such as project management, supervision and design, that are directly related to the renewal of Council's Transport and Stormwater assets. The purpose of the review was to ensure that the appropriate level of direct internal overhead costs (expressed as a percentage) were being reflected in the unit rates that are utilised to revalue these asset classes. These overhead percentages were independently reviewed by Tonkin Consulting and continue to be incorporated into their review of Council's Asset Valuations.

c) Capitalisation Thresholds

Capitalisation Thresholds used by Council for a representative range of assets are shown below. No capitalisation threshold is applied to the acquisition of land or interests in land.

Office Furniture and Equipment	\$5,000
Plant and Light Vehicles	\$5,000
Buildings - new construction/extensions	\$10,000
Park and Playground Furniture and Equipment	\$5,000
Road construction and reconstruction	\$10,000
Paving and footpaths, Kerb and Gutter	\$5,000
Drains and Culverts	\$10,000
Reticulation extensions	\$5,000
Sidelines and household connections	\$5,000
Artworks	\$5,000

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and
Investment Property (cont)

\$ '000

d) Estimated Useful Lives

Useful lives are estimated for each individual asset. In estimating useful lives, regard is had to technical and commercial obsolescence, as well as legal and other limitations on continued use. The range of useful lives for a representative range of assets is shown below, although individual assets may have an estimated total useful life of greater or lesser amount:

Plant, Furniture and Equipment:	
Office Equipment	3 to 10 years
Office Furniture	3 to 10 years
Vehicles and Road-making Equipment	2 to 20 years
Other Plant and Equipment	3 to 20 years
Building and Other Structures:	
Building Components	10 to 80 years
Playground Equipment	15 to 25 years
Benches, Seats, etc	10 to 15 years
Infrastructure:	
Roads - Seal	20 to 40 years
Roads - Base	50 to 150 years
Roads - Sub-Base	150 to 300 years
Unsealed Roads	5 to 10 years
Bridges	100 years
Footpaths	8 to 80 years
Kerb, Gutter and Medians	50 to 300 years
Drainage Pipes	80 to 100 years
Culverts, Headwalls and Junction Boxes	40 to 100 years
Dams and Reservoirs	400 years
Bores	75 years
Reticulation Pipes - PVC	50 to 80 years
Pumps and Telemetry	10 to 50 years
Other Assets:	
Library Books	3 to 7 years
Artworks/Local History	Indefinite
Street Trees	50 years

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and
Investment Property (continued)

\$ '000

e) Table of Fair Values 2018/19

	Level 1 \$'000s	Level 2 \$'000s	Level 3 \$'000s	Total \$'000s
Land	-	459,413	-	459,413
Land Improvements	-	-	116,786	116,786
Buildings and Other Structures	-	-	64,883	64,883
Infrastructure	-	-	804,522	804,522
Total	-	459,413	986,191	1,445,604

f) Disclosed Fair Value Measurements

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Land	2	Market Value	\$459,413

Valuations of assets in this category are undertaken using the State Valuer Generals Site Values.

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Land Improvements	3	Cost Approach	\$116,786

Valuations of assets in this category are undertaken via one of the following methods:

a. Independent valuations are provided by Tonkin Consulting using a methodology that utilises observable Council specific contract rates to derive a unit rate used to calculate a current replacement cost for each asset. Assets valued via this method include Footpaths and Carpark Pavement/Seals all situated on Council Reserves.

b. Revalued using the Local Government Pricing Index (LGPI). Assets valued via this method include Fencing, Irrigation Equipment, Playgrounds, Kerbing, Sports Courts/Facilities, Reserve Furniture, Landscaping and Other Structures all situated on Council Reserves.

c. Independent valuations provided by Inside Infrastructure and Aquenta Consulting initially in 2015 using a methodology that utilises observable rates and cost information from their extensive knowledge across the water industry. Assets valued via this method include all those associated with Councils Recycled Stormwater Business Unit, which includes assets such as Pipework, Pumps, Bores, Valves, Electrical and Computer Equipment. In subsequent years including 2018/19, an independent valuation of the current replacement cost for these assets was undertaken using an ASR Asset Price Index provided by Tonkin Consulting, derived from references to various construction guides (such as Rawlinsons Australian Construction Handbook).

d. Independent valuations initially provided by JLL in 2017/18 using a methodology that utilises observable rates and cost information from their research across the Playground and Fitness Equipment industries. Assets valued via this method included Playgrounds and Fitness Equipment. These assets have been revalued using the LGPI for 2018/19.

City of Salisbury

Notes to and forming part of the Financial Statements

Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and Investment Property (continued)

\$ '000

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Buildings and Other Structures	3	Cost Approach	\$64,883

Valuation of assets in this category are undertaken via the following method:

a. Independent valuation of the current replacement cost for buildings at a component level was undertaken by GHD for the year ending 30 June 2017 using a methodology that utilises observable rates and cost information from their extensive knowledge across Building Infrastructure. In 2017/18 and 2018/19 an independent valuation of the current replacement cost for these assets was undertaken using Building Component Indexes provided by Tonkin Consulting, derived from references to the Rawlinsons Australian Construction Handbook.

Asset Category	Fair Value Hierarchy Level	Valuation Technique	Fair Value \$,000's
Infrastructure	3	Cost Approach	\$804,522

Valuation of assets in this category are undertaken via one of the following methods:

- a. Independent valuations are provided by Tonkin Consulting using a methodology that utilises observable Council specific contract rates to derive a unit rate used to calculate a current replacement cost for each asset. Assets valued via this method include Footpaths, Kerbing, Carpark Pavements/Seals, Road Pavement/Seals and Drainage Pipes/Pits all situated on or under Council Roads.
- b. Independent valuations initially provided by SMEC in 2016/17 using a methodology that utilises observable rates and cost information from their extensive knowledge of water retention related infrastructure. Assets valued via this method include Major Drainage Dams. In 2017/18 and 2018/19 these assets were revalued using the Local Government Pricing Index (LGPI).
- c. Revalued using the Local Government Pricing Index (LGPI). Assets valued via this method include Bridges, Irrigation Equipment on Roads, Road Furniture, Landscaping on Roads, Open Drainage Systems and Minor Drainage Dams.

The requirements of AASB 13 *Fair Value Measurement* have been applied to all valuations undertaken since 1 July 2013. There has been no change in the valuation technique(s) used to calculate the fair values disclosed in the financial statements from previous years.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and Investment Property (continued)

\$ '000

Valuation of Assets (continued)

Highest and best use

All of Council's non financial assets are considered as being utilised for their highest and best use, unless market or other factors suggest a different use by market participants would maximise the value of the asset.

Land Under Roads

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition; land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

Land

Much of the land under Councils care and control is Crown land or has been declared as community land under the provision of the *Local Government Act 1999*. Other types of restrictions on the land may also apply. Valuations of this land are based on the State Valuer Generals Site Values, which are based on observable sales in an active market of similar properties with a similar land use on both vacant land and land with improvements. Adjustments to these values are then made by the State Valuer General taking into consideration the highest and best use of the property e.g. if there is a single house on the land but zoning would allow it to be divided for home units.

Infrastructure, Buildings and Land Improvements

As there is no known active market for the majority of infrastructure, building and land improvement assets owned by Council, these assets have been valued at current replacement cost using the *Cost Approach*. Upon revaluation, the current replacement cost and accumulated depreciation are restated such that the difference (the current replacement cost) represents the fair value of the asset determined in accordance with AASB 13 *Fair Value Measurement*.

This method involves the determination of the current cost to construct the asset (or its modern engineering equivalent) and then calculating the value of its remaining service capacity (current replacement cost). Council utilise a number of observable and unobservable inputs in the calculation of these values which may include:

Observable Inputs:

- Council specific contract rates
- Recent construction costs for similar assets
- Independent valuations

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 7b. Valuation of Infrastructure, Property, Plant and Equipment and Investment Property (continued)

\$ '000

Unobservable Inputs/Estimates:

- Quantities of materials used
- Economic (Useful) Lives of assets
- Residual Value of assets
- Preserved Value of assets
- Pattern of consumption of an assets economic benefits
- Condition
- Obsolescence
- Impairment
- Industry construction pricing indexes e.g. Rawlinson's Construction Handbook and Cost Guide
- Other construction pricing indexes e.g. Local Government Pricing Index which is an index developed by the Australian Bureau of Statistics and is prepared quarterly by the South Australia Centre for Economic Studies and is based on price movements in the goods and services purchased by Local Governments.

Intangible Assets

Intangible Assets have been accounted for in accordance with the requirements of AASB 138 *Intangible Assets*. Council has purchased from the market in arm's length transactions, Water Licences that enable the harvesting and sale of stormwater, and is of the opinion that these Water Licences meet the definition and recognition requirements of Intangible Assets, specifically intangible assets with an indefinite useful life. Initial recognition of these Water Licences is at cost, and after initial recognition they are carried at cost less any accumulated impairment losses.

Testing for impairment, in accordance with AASB 136 *Impairment of Assets*, is undertaken annually, or whenever there may be an indication that the intangible assets may be impaired. The determination that these Water Licences have an indefinite useful life is reviewed annually to determine whether events and circumstances continue to support an indefinite useful life assessment.

Street Trees

Council is of the opinion that street trees and tree screens are tangible assets that Council uses to support the provision of environmental and recreational services to the community, and have an initial cost that can be reliably measured, that is the cost of planting and establishment. It is therefore considered that costs relating to tree plantings for Street Tree and Tree Screen renewal programs only meet the recognition criteria of property, plant and equipment and are recognised as an asset.

Plant, Furniture and Fittings

Assets are carried at cost, less any accumulated depreciation and impairment losses.

Library Books

Library books are accounted for under the replacement method. Library stock at 30 June 2019 is valued using nominal values recommended by PLS (Public Library Service). All new purchases are treated as replacement items and the expense is classified as depreciation. This expense is then adjusted by the movement in the calculated value of the library stock.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 8. Liabilities

\$ '000	Notes	2019	2019	2018	2018
		Current	Non Current	Current	Non Current
(a). Trade and Other Payables					
Goods and Services		19,468	-	12,057	-
Payments Received in Advance		1,541	-	1,346	-
Accrued Expenses - Other		43	-	49	-
Deposits, Retentions & Bonds		204	-	302	-
Total Trade and Other Payables		21,256	-	13,754	-

(b). Borrowings

Loans	1,978	8,597	2,142	10,575
Total Borrowings	1,978	8,597	2,142	10,575

All interest bearing liabilities are secured over the future revenues of the Council

(c). Provisions

Employee Entitlements (including oncosts)	7,481	1,427	7,193	1,429
Salisbury Memorial Park Maintenance Provision	-	80	-	70
Mortgage Loss Provision	-	23	-	28
Total Provisions	7,481	1,530	7,193	1,527

	Salisbury Memorial Park Maintenance Provision	Mortgage Loss Provision
Opening Balance	70	28
Additional Amounts Recognised	10	-
(Less) Payments	-	(5)
Closing Balance	80	23

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 9. Reserves

\$ '000	1/7/2018	Increments (Decrements)	Transfers	Impairments	30/6/2019
(a). Asset Revaluation Reserve					
Land - Other	330,866	29,096	-	-	359,962
Land Improvements	26,166	1,462	-	-	27,628
Buildings and Other Structures	10,021	948	-	-	10,969
Infrastructure	688,898	17,414	-	-	706,312
Library Books	2,338	-	-	-	2,338
Total Asset Revaluation Reserve	1,058,289	48,920	-	-	1,107,209
Comparatives	1,016,573	41,716		-	1,058,289

\$ '000	1/7/2018	Tfrs to Reserve	Tfrs from Reserve	Other Movements	30/6/2019
(b). Other Reserves					
Plant Replacement Reserve	350	-	(350)	-	-
Development and Public Infrastructure Reserve	1,595	97	(413)	-	1,279
Open Space Reserve	1,234	289	(100)	-	1,423
Car Parking Reserve	928	13	-	-	941
Property Disposal Reserve	4,750	464	(4,750)	-	464
Mausoleum Perpetual Care Reserve	813	37	-	-	850
Salisbury Memorial Park Reserve	893	13	-	-	906
Carried Forward Funds Reserve	12,335	12,720	(12,335)	-	12,720
Salisbury Water Business Unit Reserve	1,394	608	-	-	2,002
Total Other Reserves	24,292	14,241	(17,948)	-	20,585
Comparatives	28,181	13,941	(17,830)	-	24,292

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 9. Reserves

\$ '000

PURPOSES OF RESERVES

Asset Revaluation Reserves

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non current assets (less any subsequent impairment losses, where applicable).

Plant Replacement Reserve

Used to fund the purchase of items of major plant. This reserve has been fully utilised and will cease being a reserve for 1 July 2019.

Development and Public Infrastructure Reserve

The Development and Public Infrastructure Reserve contains developer contributions towards future footpaths, street signs and street trees specific to the development site. It also contains developer contributions towards future works associated with drainage systems, water pipes and pumps, Council road network, trails and bridges necessary to facilitate the development and external to the development site.

Open Space Reserve

For developer contributions received that are to be utilised towards the future acquisition of open space areas.

Carpark Reserve

For the provision of future renewal and maintenance of car parking areas within the Salisbury Town Centre, Ingle Farm Town Centre and Mawson Lakes Town Centre.

Property Disposal Reserve

To retain the proceeds of any property sales, including surplus land and redevelopments, under the provision of Section 194 of the *Local Government Act 1999* and subject to compliance with all legal requirements thereof, and to be utilised to repay debt or reduce future borrowings.

Mausoleum Perpetual Care Fund Reserve

To provide maintenance for the Mausoleum situated at Salisbury Memorial Park.

Salisbury Memorial Park Reserve

To fund future development work and maintenance at the Salisbury Memorial Park.

Carried Forward Funds Reserve

Used for unspent budget funds at the end of financial year that are to be carried forward for use in the following year.

Salisbury Water Business Unit Reserve

Generated by the allocation of surpluses, and offset by deficits resulting from the operations of the Salisbury Water Business Unit. Allocations from the Reserve can only be made following a resolution of Council and can only be utilised to fund either business development, asset renewal, offset losses or to distribute dividends to Council.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 10. Assets Subject to Restrictions

\$ '000	Notes	2019	2018
<p>The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council, or for which the revenues were originally obtained.</p>			
Cash and Financial Assets			
Open Space Contributions		1,423	1,234
Developer Contributions		2,220	2,523
Unexpended Grants and Subsidy Funds		2,115	1,752
Total Cash and Financial Assets		5,758	5,509
Total Assets Subject to Externally Imposed Restrictions		5,758	5,509

Developer Contributions are received primarily to fund infrastructure works in new subdivisions. These funds are held in Reserves (as disclosed in Note 9) until required and as such are regarded as restricted. Grant and Subsidy Funds received but not yet expended are regarded as restricted, and are disclosed in Note 2h.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 11. Reconciliation to Statement of Cash Flows

\$ '000	Notes	2019	2018
(a). Reconciliation of Cash			
Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the Balance Sheet as follows:			
Total Cash and Equivalent Assets	5	27,777	33,780
Balances per Statement of Cash Flows		27,777	33,780
(b). Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus/(Deficit)		16,317	14,057
Non-Cash Items in Income Statements			
Depreciation, Amortisation and Impairment		23,830	22,719
Equity Movements in Equity Accounted Investments (Increase)/Decrease		(14)	69
Non-Cash Asset Acquisitions		(1,090)	(682)
Grants for Capital Acquisitions (Treated as Investing Activity Receipts)		(2,958)	(1,690)
Net (Gain) Loss on Disposals		1,952	3,353
		38,037	37,826
Add (Less): Changes in Net Current Assets			
Net (Increase)/Decrease in Receivables		(2,954)	(162)
Net (Increase)/Decrease in Inventories		(4)	1
Net Increase/(Decrease) in Trade and Other Payables		1,604	1,192
Net Increase/(Decrease) in Unpaid Employee Benefits		286	(345)
Net Increase/(Decrease) in Other Provisions		5	10
Net Cash provided by (or used in) operations		36,974	38,522
(c). Non-Cash Financing and Investing Activities			
Acquisition of assets by means of:			
- Physical Resources Received Free of Charge	21	1,090	682
Total Non-Cash Financing & Investing Activities		1,090	682
(d). Financing Arrangements			
Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdrafts		500	500
Corporate Credit Cards		500	500
LGFA Cash Advance Debenture Facility		16,917	23,317

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 12a. Functions

Functions/Activities	Income, Expenses and Assets have been directly attributed to the following Functions / Activities. Details of these Functions/Activities are provided in Note 12(b).									
	INCOME		EXPENSES		OPERATING SURPLUS (DEFICIT)		GRANTS INCLUDED IN INCOME		TOTAL ASSETS HELD (CURRENT & NON-CURRENT)	
	Actual 2019	Actual 2018	Actual 2019	Actual 2018	Actual 2019	Actual 2018	Actual 2019	Actual 2018	Actual 2019	Actual 2018
\$ '000										
Public Order and Safety	2,935	3,103	3,505	3,450	(570)	(347)	-	-	843	918
Health	277	216	1,662	1,539	(1,385)	(1,323)	31	22	551	543
Social Security and Welfare	3,533	3,388	7,084	6,817	(3,551)	(3,429)	2,893	2,711	24,263	20,175
Housing and Community Services	3,329	4,842	29,564	29,226	(26,235)	(24,384)	243	264	477,563	469,960
Recreation and Culture	1,238	1,265	28,320	27,031	(27,082)	(25,766)	679	698	926,640	881,652
Transport and Communication	6,143	4,658	18,139	18,163	(11,996)	(13,505)	6,142	4,652	6,995	6,460
Economic Affairs	203	279	5,956	5,490	(5,753)	(5,211)	110	169	256	244
Other, Not Attributed and Administrative	108,032	104,369	17,253	15,297	90,779	89,072	7,526	6,767	103,816	90,087
Total Functions/Activities	125,690	122,120	111,483	107,013	14,207	15,107	17,624	15,283	1,540,927	1,470,039

Revenues and expenses exclude net gain (loss) on disposal or revaluation of assets, net gain (loss) from joint ventures and associated entities, amounts received specifically for new or upgraded assets and physical resources received free of charge.

Note 12b. Components of Functions

\$ '000

The activities relating to Council functions are as follows:

Public Order and Safety

Supervision of various laws, fire prevention, crime prevention and repair, road safety and dog control.

Health

Health Act administration, immunisation services and pest and pest plant control.

Social Security and Welfare

Operation of a senior leisure centre, aged care services, youth services and community information.

Housing and Community Services

Town planning, community development planning, road sweeping, roadside rubbish collection, domestic refuse collection, operating of waste transfer station, stormwater drainage, operation of the St Kilda Mangrove trail, street signs, landscape design, tree management and operation of cemetery.

Recreation and Culture

Maintenance and operation of libraries, recreation centres, swimming pool, community centres, parks, gardens and reserves, clubrooms, playgrounds, sports grounds and halls.

Transport and Communication

Construction and maintenance of roads, footpaths, bridges, parking facilities and bus shelters.

Economic Affairs

Building Act administration, economic initiatives, tourism.

Other, Not Attributed and Administration

Rates, public debt transactions, administration costs, capital works in progress and costs which relate to multiple functions but cannot accurately be split between these functions.

Note 13. Financial Instruments

\$ '000

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits

Accounting Policy:

Carried at lower of cost and net realisable value; Interest is recognised when earned.

Terms & Conditions:

Deposits are returning fixed interest rates between 1.6% and 2.15% (2018: 1.65% and 1.8%). Short term deposits have an average maturity of 37 days and an average interest rate of 1.74% (2018: 35 days and 1.66%).

Carrying Amount:

Approximates fair value due to the short term to maturity.

Receivables

Rates & Associated Charges

(including legals & penalties for late payment)

Accounting Policy:

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & Conditions:

Secured over the subject land, arrears attract interest of 2.0% (2018: 2.0%). Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the State.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Receivables

Fees & Other Charges

Accounting Policy:

Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.

Terms & Conditions:

Unsecured, and do not bear interest. Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.

Carrying Amount:

Approximates fair value (after deduction of any allowance).

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 13. Financial Instruments (continued)

\$ '000

Recognised Financial Instruments

Receivables

Other Levels of Government

Accounting Policy:

Carried at nominal value.

Terms & Conditions:

Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of State and Federal Governments.

Carrying Amount:

Approximates fair value.

Liabilities

Creditors and Accruals

Accounting Policy:

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.

Terms & Conditions:

Liabilities are normally settled on 30 day terms.

Carrying Amount:

Approximates fair value.

Liabilities

Interest Bearing Borrowings

Accounting Policy:

Carried at the principal amounts. Interest is charged as an expense as it accrues.

Terms & Conditions:

Secured over future revenues, borrowings are repayable (describe basis); interest is charged at fixed (or variable - describe) rates between 4.0% and 7.01% (2018: 4.0% and 7.01%).

Carrying Amount:

Approximates fair value.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 13. Financial Instruments (continued)

\$ '000	Due < 1 year	Due > 1 year & ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
2019					
Financial Assets					
Cash and Equivalents	27,777	-	-	27,777	27,777
Receivables	6,197	426	-	6,623	6,623
Other Financial Assets	-	-	690	690	690
Total Financial Assets	33,974	426	690	35,090	35,090
Financial Liabilities					
Payables	19,715	-	-	19,715	19,715
Current Borrowings	2,644	-	-	2,644	1,978
Non-Current Borrowings	-	9,354	923	10,277	8,597
Total Financial Liabilities	22,359	9,354	923	32,636	30,290
2018					
Financial Assets					
Cash & Equivalents	33,780	-	-	33,780	33,780
Receivables	4,430	451	-	4,881	4,881
Other Financial Assets	-	-	761	761	761
Total Financial Assets	38,210	451	761	39,422	39,422
Financial Liabilities					
Payables	12,408	-	-	12,408	12,408
Current Borrowings	2,947	-	-	2,947	2,142
Non-Current Borrowings	-	10,367	2,553	12,920	10,575
Total Financial Liabilities	15,355	10,367	2,553	28,275	25,125

The following interest rates were applicable
to Council's Borrowings at balance date:

	30 June 2019		30 June 2018	
	Weighted Avg Interest Rate	Carrying Value	Weighted Avg Interest Rate	Carrying Value
Overdraft	7.12%	-	7.12%	-
Fixed Interest Rates	6.07%	10,575	6.23%	12,717
		10,575		12,717

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

Changes in Accounting Policy - Disclosure of non-contractual receivables

AASB 9 *Financial Instruments* commenced from 1 July 2018 and has the effect that non-contractual receivables (e.g. rates and charges) are now treated as financial instruments, and as such are included under Financial Assets - Receivables. As there are no transitional provisions to these Standards, the City of Salisbury has in accordance with AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* applied these changes retrospectively to the comparative line items. This has resulted in an additional \$3,001k included in 2018/19 Financial Assets - Receivables, and an additional \$2,830k included in the prior year comparatives. However whilst the disclosures made in Note 13 Financial Instruments have changed, there has been no changes to the actual amounts disclosed.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 13. Financial Instruments (continued)

\$ '000

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any allowance for doubtful debts. All Council investments are made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in Notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. Council also has available a range of bank overdraft and standby borrowing facilities that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Council has a balance of both fixed and variable interest rate borrowings and investments. Cash flow fluctuations are managed holistically in seeking to minimise interest costs over the longer term in a risk averse manner.

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 14. Commitments for Expenditure

\$ '000	Notes	2019	2018
(a). Capital Commitments			
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:			
Buildings		19,327	33,664
Infrastructure		4,542	4,041
Plant & Equipment		1,115	1,817
		<u>24,984</u>	<u>39,522</u>
These expenditures are payable:			
Not later than one year		<u>24,984</u>	<u>39,522</u>
(b). Other Expenditure Commitments			
Other expenditure committed for (excluding inventories) at the reporting date but not recognised in the financial statements as liabilities:			
Audit Services		<u>36</u>	<u>35</u>
		<u>36</u>	<u>35</u>
These expenditures are payable:			
Not later than one year		<u>36</u>	<u>35</u>
		<u>36</u>	<u>35</u>
(c). Finance Lease Commitments			
Council has no Finance Leases.			

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 15. Financial Indicators

\$ '000	Amounts	Indicator	Prior Periods	
	2019	2019	2018	2017

These Financial Indicators have been calculated in accordance with *Information paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

1. Operating Surplus Ratio

Operating Surplus	14,221	11.3%	12.3%	9.0%
Total Operating Income	125,752			

This ratio expresses the operating surplus as a percentage of total operating revenue.

1a. Adjusted Operating Surplus Ratio

In recent years the Federal Government has made advance payments prior to 30 June from future year allocations of financial assistance and supplementary local roads grants, as explained in Note 1. The Adjusted Operating Surplus Ratio adjusts for the resulting distortion in the disclosed operating result for each year.	12,293	9.9%	12.1%	5.7%
	124,172			

2. Net Financial Liabilities Ratio

Net Financial Liabilities	2,975	2.4%	(4.8%)	1.7%
Total Operating Income	125,752			

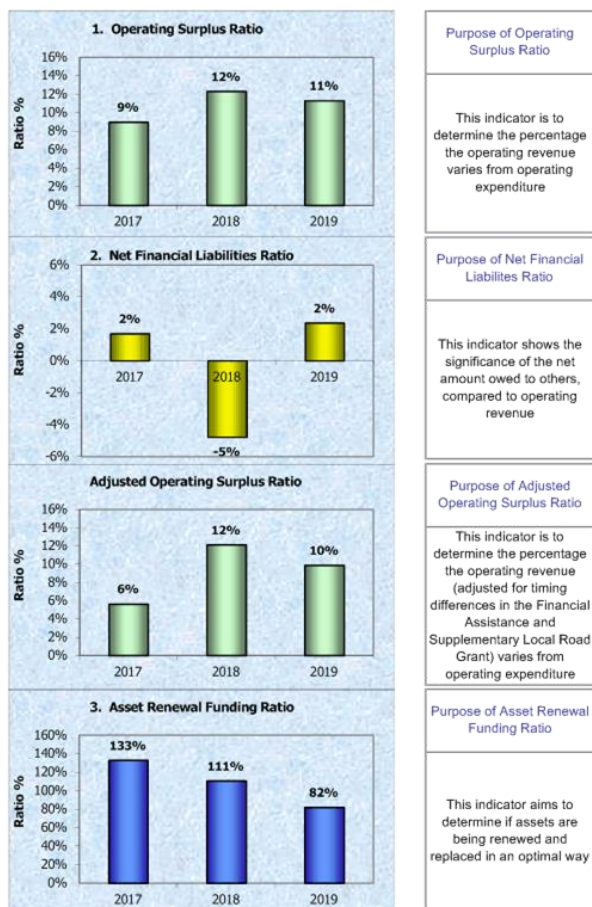
Net Financial Liabilities are defined as total liabilities less financial assets (excluding equity accounted investments in Council businesses). These are expressed as a percentage of total operating revenue.

3. Asset Renewal Funding Ratio

Net Asset Renewals	13,152	82.2%	110.6%	133.0%
Infrastructure & Asset Management Plan required expenditure	16,008			

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

Note 15. Financial Indicators - Graphs (continued)



City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 16. Uniform Presentation of Finances

\$ '000	2019	2018
<p>The following is a high level summary of both operating and capital investment activities of the Council prepared on a simplified Uniform Presentation Framework basis.</p> <p>All Councils in South Australia have agreed to summarise annual budgets and long-term financial plans on the same basis.</p> <p>The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.</p>		
Income	125,752	122,120
<i>less</i> Expenses	(111,531)	(107,082)
Operating Surplus / (Deficit)	14,221	15,038
Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	(14,248)	(19,718)
<i>add back</i> Depreciation, Amortisation and Impairment	23,830	22,719
<i>add back</i> Proceeds from Sale of Replaced Assets	1,096	427
Subtotal	10,678	3,428
Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	(31,872)	(15,940)
<i>add back</i> Amounts Received Specifically for New and Upgraded Assets	2,958	1,690
<i>add back</i> Proceeds from Sale of Surplus Assets (including Investment Property, Real Estate Developments and Non-Current Assets Held for Resale)	1,129	2,474
Subtotal	(27,785)	(11,776)
Net Lending / (Borrowing) for Financial Year	(2,886)	6,690

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 17. Operating Leases

\$ '000	2019	2018
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Leases Providing Revenue to the Council

Council owns various buildings and other facilities that are available for hire or lease (on a non-cancellable basis wherever practicable) in accordance with the published revenue policy. Rentals received from such leases are disclosed Property Leases in Note 2.

(i) Investment Property

Rentals received, and outgoings reimbursed, in relation to Investment Property are also disclosed in Note 2. These lease agreements, all of which are classified as operating leases, are made on a non-cancellable basis wherever practicable

Leases commitments under all non-cancellable lease agreements, including those relating to Investment Property, are as follows:

Not later than one year	694	548
Later than one year and not later than 5 years	2,436	1,214
Later than 5 years	2,435	2,455
	<u>5,565</u>	<u>4,217</u>

(ii) Lease Payment Commitments of Council

Council has entered into non-cancellable operating leases for various items of computer and other plant and equipment. Leases in relation to computer and office equipment permit Council, at expiry of the lease, to elect to re-lease, return or acquire the equipment leased. No lease imposes any additional restrictions on Council in relation to additional debt or further leasing.

No lease contains any escalation clause.

Commitments under non-cancellable operating leases that have not been recognised in the financial statements are as follows:

Not later than one year	265	479
Later than one year and not later than 5 years	102	280
	<u>367</u>	<u>759</u>

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 18. Superannuation

\$ '000

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). There are two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to the Accumulation section and/or Salarylink. All other employees (including casuals) have all contributions allocated to the Accumulation section.

Accumulation only Members

Accumulation only members receive both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2018/19; 9.50% in 2017/18). No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. Council makes employer contributions to Salarylink as determined by the Fund's Trustee based on advice from the appointed Actuary. The rate is currently 6.3% (6.3% in 2017/18) of "superannuation" salary.

In addition, Council makes a separate contribution of 3% of ordinary time earnings for Salarylink members to their Accumulation account. Employees also make member contributions to the Salarylink section of the Fund. As such, assets accumulate in the Salarylink section of the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink section is a multi-employer sponsored plan. As the Salarylink section's assets and liabilities are pooled and are not allocated by each employer, and employees may transfer to another employer within the local government sector and retain membership of the Fund, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), Council does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2017. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to Council's contribution rates at some future time.

Contributions to Other Superannuation Schemes

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 19. Interests in Other Entities

\$ '000

All joint ventures and associates are required to prepare Annual Financial Statements that comply with the SA Local Government Model Financial Statements.

	Council's Share of Net Income		Council's Share of Net Assets	
	2019	2018	2019	2018
Joint Ventures	14	(69)	3,891	3,877
Total	14	(69)	3,891	3,877

(i) JOINT VENTURES, ASSOCIATES AND JOINT OPERATIONS

(a) Carrying Amounts

Name of Entity	Principal Activity	2019	2018
Northern Adelaide Waste Management Authority	Waste Management	3,753	3,801
Council Solutions	Procurement	138	76
Total Carrying Amounts - Joint Ventures & Associates		3,891	3,877

Northern Adelaide Waste Management Authority

Manages the waste collection, recycling and waste disposal for the Cities of Salisbury and Playford and the Town of Gawler.

Whilst the City of Salisbury has a 56% share of equity in NAWMA for the 2019 Financial Year, Council is of the opinion that it does not have control over NAWMA's operations. The rationale being that all three Constituent Councils hold equal voting power at 33% and NAWMA's Chairperson and CEO are independent from the constituent Councils. Therefore the ability for Council to control NAWMA's operations is limited to Council's voting power at 33%, not its share of equity at 56%. Accordingly Council has utilised the equity accounting method to recognise its share of equity in NAWMA for the 2019 Financial Year.

Council Solutions

Established by the Cities of Adelaide, Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully in December 2012, this regional subsidiary has been established for the purposes of providing a centre of excellence in procurement and to provide services to the Constituent.

(b) Relevant Interests

Name of Entity	Interest in Operating Result		Ownership Share of Equity		Proportion of Voting Power	
	2019	2018	2019	2018	2019	2018
Northern Adelaide Waste Management Authority	56%	56%	56%	56%	33%	33%
Council Solutions	17%	17%	17%	17%	17%	17%

City of Salisbury

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 19. Interests in Other Entities

\$ '000

(c) Movement in Investment in Joint Venture or Associate

	Northern Adelaide Waste Management Authority		Council Solutions	
	2019	2018	2019	2018
Opening Balance	3,801	3,858	76	88
Share in Operating Result	(48)	(57)	62	(12)
Council's Equity Share in the Joint Venture or Associate	3,753	3,801	138	76

(d) Summarised Financial Information of the Equity Accounted Business

Statement of Financial Position	Northern Adelaide Waste Management Authority		Council Solutions	
	2019	2018	2019	2018
Cash and Cash Equivalents	2,613	1,061	539	174
Other Current Assets	3,236	2,738	342	563
Non-Current Assets	14,709	16,585	-	-
Total Assets	20,558	20,384	881	737
Current Trade and Other Payables	3,410	2,271	37	124
Current Financial Liabilities	1,186	1,079	15	158
Current Provisions	191	263	-	-
Non-Current Financial Liabilities	6,318	7,415	-	-
Non-Current Provisions	2,698	2,605	-	-
Total Liabilities	13,803	13,633	52	282
Net Assets	6,755	6,751	829	455

Statement of Comprehensive Income	Northern Adelaide Waste Management Authority		Council Solutions	
	2019	2018	2019	2018
Other Income	33,825	29,234	270	641
Management Fees	-	-	1,056	1,054
Interest Income	209	108	7	4
Total Income	34,034	29,342	1,333	1,699
Employee Costs	2,753	2,191	-	-
Materials, Contracts & Other Expenses	29,756	25,524	960	1,770
Depreciation, Amortisation and Impairment	1,394	1,449	-	-
Finance Costs	351	373	-	-
Total Expenses	34,254	29,537	960	1,770
Operating Result	(220)	(195)	373	(71)

City of Salisbury

Notes to and forming part of the Financial Statements for the year ended 30 June 2019

Note 19. Interests in Other Entities

\$ '000

(e). Share of Joint Operations Expenditure Commitments

	Northern Adelaide Waste Management Authority		Council Solutions	
	2019	2018	2019	2018
(i) Capital Expenditures Payable				
No capital expenditure is committed at the reporting date that has not been recognised in the financial statements as a liability.				
(ii) Operating Expenditures Payable				
Not later than one year	14,049	14,766	-	-
Later than one year and not later than 5 years	56,136	56,300	-	-
Later than 5 years	10,526	11,232	-	-
	80,711	82,298	-	-

The Northern Adelaide Waste Management Authority manages multiple external contracts with external suppliers for the collection, processing and disposal of waste on behalf of its Constituent Councils and customers. The commitments disclosed above reflect a consolidation of multiple contracts entered into with external suppliers. In future years, all contracts will be required to be renewed with external suppliers in accordance with adopted procurement policies and procedures of the Authority.

	Northern Adelaide Waste Management Authority		Council Solutions	
	2019	2018	2019	2018
(iii) Lease Payments Commitments Payable				
Not later than one year	1,035	1,075	-	-
Later than one year and not later than 5 years	2,620	3,326	-	-
Later than 5 years	3,004	482	-	-
	6,659	4,883	-	-

(iv) INDIVIDUALLY IMMATERIAL COUNCIL BUSINESSES

Council did not have any individually immaterial businesses

(v) UNCONSOLIDATED STRUCTURED ENTITIES

Council has no Unconsolidated Structured Entities

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 20. Contingencies and Assets/Liabilities Not Recognised in the Balance Sheet

The following assets and liabilities do not qualify for recognition in the Balance Sheet, but knowledge is considered relevant to the users of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. LAND UNDER ROADS

As reported in the Financial Statements, Council is of the opinion that it is not possible to attribute a value sufficiently reliably for these assets to qualify for recognition, and accordingly land under roads has not been recognised in the reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

2. POTENTIAL INSURANCE LOSSES

Council is a multi-purpose organisation providing a large range of building, parks infrastructure, playgrounds and other facilities accessible to the public. At any time, it is likely that claims will have been made against Council that remain unsettled.

Council insures against all known insurable risks using a range of insurance policies, each of which is subject to deductible "insurance excesses", the amount of which varies according to the class of insurance.

Council has recognised the potential losses arising from claims known at reporting date based on average historical net cost (including insurance excess) of similar types of claims. Other potential claims not reported to Council may have existed at reporting date.

3. LEGAL MATTERS

Council is the planning consent authority for its area under the Development Act 1993 (as amended). Pursuant to that Act, certain persons aggrieved by a planning decision of the Council may appeal. It is normal practice that parties bear their own legal costs. At the date of these reports, Council had notice of nil appeals against planning decisions made prior to reporting date. All known costs have been recognised, but the amount of further costs cannot be known until the appeals are determined.

4. CEMETERY

Council operates a Cemetery Facility - Salisbury Memorial Park. A Contingent Liability exists for the ongoing maintenance of this Cemetery. This liability remains for a period of 100 years after the expiry of the lease on the last burial of the site. In addition, Council has negotiated a new lease of the Mausoleum, requiring the facility to be maintained by the lessee. The lessee will continue to contribute to the Perpetual Care Fund to ensure that maintenance of the facility for the next 100 years is funded. The contribution value will be assessed twice during the proposed lease period for adjustment purposes to ensure the Fund will be sufficient to provide for the ongoing maintenance of the Mausoleum.

Note 21. Events after the Balance Sheet Date

Events that occur after the reporting date of 30 June 2019, up to and including the date when the financial statements are "authorised for issue" have been taken into account in preparing these statements.

Council has adopted the date of receipt of the Certification of Financial Statements as the appropriate "authorised for issue" date relating to these General Purpose Financial Statements.

Accordingly, the "authorised for issue" date is 16/10/19.

Council is unaware of any material or significant "non adjusting events" that should be disclosed.

Notes to and forming part of the Financial Statements
for the year ended 30 June 2019

Note 22. Related Party Transactions

\$ '000	2019	2018
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Key Management Personnel

Transactions with Key Management Personnel

The Key Management Personnel of the Council include the Mayor, Councillors, CEO, General Managers and certain prescribed officers under section 112 of the *Local Government Act 1999*, as well as other personnel that satisfy the criteria of KMP as contained within AASB 124 *Related Party Transactions*. In some circumstances members of the KMP have left Council during the financial year, however their compensation has still been included. In all, 54 persons were paid the following total compensation:

The compensation paid to Key Management Personnel comprises:

Short-Term Employee Benefits	5,477	4,836
Post-Employment Benefits	455	417
Long-Term Benefits	627	788
Total	6,559	6,041

Amounts paid as direct reimbursement of expenses incurred on behalf of Council has not been included above.

Receipts from Key Management Personnel comprise:

There have been no other material amounts received from Key Management Personnel during the financial year, other than amounts paid in their capacity as ratepayers or residents (e.g. rates, swimming pool entry fees, etc).

Transactions with Regional Subsidiaries:

In regards to Council's Regional Subsidiaries, further information relating to their specific activities and carrying amounts are disclosed in Note 19. Council is an equity owner, along with other member Councils, of both these Subsidiaries. Member Councils have equal representation on the Board of both Regional Subsidiaries and accordingly have influence over both the financial and operational decisions of the Subsidiaries. However, no one Member Council individually has control over these decisions. The following material transactions occurred with Council's Regional Subsidiaries, during the financial year:

	Payments	Outstanding
Northern Adelaide Waste Management Authority	12,382	1,061
Council Solutions	-	-
Total	12,382	1,061

Budgeted future year expenditure at the reporting date but not recognised in the financial statements as liabilities:

Northern Adelaide Waste Management Authority	12,149
Council Solutions	-
Total	12,149

The budgeted expenditures are payable no later than one year from the reporting date



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CITY OF SALISBURY

Opinion

We have audited the accompanying financial report of the City of Salisbury, which comprises the statement of financial position as at 30 June 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the Certification of the Financial Statements.

In our opinion, the financial report gives a true and fair view of the financial position of the City of Salisbury as of 30 June 2019, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation of the financial report, which gives a true and fair view in accordance with Australian Accounting Standards and the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011*, and for such internal control as the committee and management determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.



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Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>). This description forms part of our auditor's report.

BENTLEYS SA AUDIT PARTNERSHIP

A handwritten signature in black ink, appearing to read 'David Papa', written in a cursive style.

DAVID PAPA
PARTNER

Dated at Adelaide this 13th day of November 2019



Bentleys SA Audit Partnership

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INDEPENDENT ASSURANCE REPORT ON INTERNAL CONTROLS OF THE CITY OF SALISBURY

Opinion

We have audited the compliance of the City of Salisbury (the Council) with the requirements of *Section 125 of the Local Government Act 1999* in relation to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities for the period 1 July 2018 to 30 June 2019 are in accordance with legislative provisions.

In our opinion, the Council has complied, in all material respects, with *Section 125 of the Local Government Act 1999* in relation to Internal Controls, established by the Council in relation to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities so as to provide reasonable assurance that the financial transactions of the Council have been conducted properly and in accordance with legislative provisions for the period 1 July 2018 to 30 June 2019.

Limitation on Use

This report has been prepared for the members of the Council in accordance with *Section 129 of the Local Government Act 1999* in relation to Internal Controls specified above. We disclaim any assumption of responsibility for any reliance on this report to any persons or users other than the members of the Council, or for any purpose other than that for which it was prepared.

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and operating effectively, the control objectives may not be achieved so that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

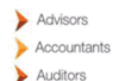
An assurance engagement on internal controls is not designed to detect all instances of controls operating ineffectively as it is not performed continuously throughout the period and the tests performed are on a sample basis. Any projection of the outcome of the evaluation of controls to future periods is subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

Independence

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.



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The Council's Responsibility for the Internal Controls

The Council is responsible for implementing and maintaining an adequate system of internal controls, in accordance with *Section 125 of the Local Government Act 1999* in relation to Internal Controls, to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and incurring of liabilities are in accordance with legislative provisions.

Our Responsibility

Our responsibility is to express an opinion on the Council's compliance with *Section 125 of the Local Government Act 1999* in relation only to the Internal Controls established by the Council to ensure that financial transactions relating to the receipt, expenditure and investment of money, acquisition and disposal of property and incurring of liabilities, based on our procedures. Our engagement has been conducted in accordance with applicable Australian Standards on Assurance Engagements ASAE 3100 *Compliance Engagements*, issued by the Australian Auditing and Assurance Standards Board, in order to state whether, in all material respects, the Council has complied with *Section 125 of the Local Government Act 1999* in relation only to the Internal Controls specified above for the period 1 July 2018 to 30 June 2019. ASAE 3100 also requires us to comply with the relevant ethical requirements of the Australian professional accounting bodies.

Our procedures included obtaining an understanding of internal controls in relation to the receipt, expenditure and investment of money, the acquisition and disposal of property and the incurring of liabilities, evaluating management's assessment of these internal controls, assessing the risk that a material weakness exists, and testing and evaluating the design and implementation of controls on a sample basis on the assessed risks.

BENTLEYS SA AUDIT PARTNERSHIP



DAVID PAPA
PARTNER

Dated at Adelaide this 13th day of November 2019

City of Salisbury

General Purpose Financial Statements for the year ended 30 June 2019

Certification of Auditor Independence

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of City of Salisbury for the year ended 30 June 2019, the Council's Auditor, Bentleys has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.



John Harry
CHIEF EXECUTIVE OFFICER



Cr Graham Reynolds
PRESIDING MEMBER, AUDIT COMMITTEE

Date: 12 Nov 2019



Bentleys SA Audit Partnership

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Certification of Auditor Independence

I confirm that, for the audit of the financial statements of City of Salisbury for the year ended 30 June 2019, I have maintained my independence in accordance with the requirements of APES 110 – Code of Ethics for Professional Accountants, Section 290, published by the Accounting Professional and Ethical Standards Board, in accordance with the Local Government Act 1999 and the Local Government (Financial Management) Regulations 2011 made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22 (5) Local Government (Financial Management) Regulations 2011.

Bentleys SA Audit Partnership

David Papa
Partner

Dated at Adelaide this 20th day of October 2019



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6.2 Request for Elected Member Nomination on Audit Committee

Author Janet Crook, Risk & Governance Program Manager, CEO and Governance

City Plan Links 4.2 Develop strong capability and commitment to continually improve Council's performance.
4.3 Have robust processes that support consistent service delivery and informed decision making.
4.4 Embed long term thinking, planning and innovation across the organisation.

Summary The Audit Committee Terms of Reference provide that two elected members will be appointed to the Audit Committee for the term of council. Crs Graham Reynolds and Lisa Braun were appointed to the Audit Committee following the Local Government elections in 2018. Cr Braun has resigned from the Audit Committee effective from 1 December 2019. Council is asked to appoint an elected member to the Audit Committee for the remaining term of council.

RECOMMENDATION

That:

1. Council receives the information.
2. Cr _____ be appointed to the Audit Committee of Council for the remaining term of council, commencing on 1 December 2019.

ATTACHMENTS

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

1. Audit Committee of Council - Terms of Reference

1. BACKGROUND

- 1.1 The Audit Committee ('the Committee') is established in accordance with Section 126 of the *Local Government Act 1999* ("the Act"). Its role is to comply with the legislative obligations and the requirements of its Terms of Reference. The Audit Committee Terms of Reference appear as Attachment 1 to this report.
- 1.2 The Committee reports to council and is a critical component of the Council's governance framework.
- 1.3 The Committee meets at least four times a year, with authority to convene additional meetings, as circumstances require.
- 1.4 Cr Lisa Braun has resigned as a member of the Committee effective 1st December 2019.

2. REPORT

- 2.1 Section 126(4) of the Act details the role of the Audit Committee, which is further articulated in Attachment 1.
- 2.2 The Committee consists of five (5) members, three (3) of whom are independent of the Council and two (2) of whom are elected members.

-
- 2.3 The three (3) independent members are appointed by Council based on their individual skills, knowledge and experience to ensure the effective discharge of the Committee's responsibilities.
 - 2.4 The remaining two (2) members of the Committee will come from the elected members of council, will be selected by the council and will possess the necessary understanding of the role of the Committee and such skills, knowledge and experience to enable them to function effectively as a member of the Committee.
 - 2.5 The two (2) Elected Members will be appointed to the Committee for the term of Council.
 - 2.6 Crs Graham Reynolds and Lisa Braun were appointed to the Audit Committee in November 2018, following the Local Government elections. Cr Reynolds is the Chairman of the Audit Committee.
 - 2.7 Cr Lisa Braun has resigned from the Audit Committee effective 1st December 2019.
 - 2.8 Cr Braun is the Deputy Chairman of the Audit Committee. In accordance with the Terms of Reference, the Audit Committee will make a recommendation for appointment of a Deputy Chairman to the Council following its April 2020 Committee meeting.

3. CONCLUSION / PROPOSAL

- 3.1 Cr Lisa Braun has resigned from the Audit Committee effective 1st December 2019.
- 3.2 Council appoints an elected member to become the second elected member of the Audit Committee for the remaining term of council.

CO-ORDINATION

Officer:

Date:



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

1. Purpose

- 1.1 In line with section 125 of the *Local Government Act 1999* (the Act) the committee will, with the adoption of a strategic risk outlook:
- Satisfy itself that appropriate policies, practices and procedures of internal control are implemented and maintained.
 - Ensure that these controls are appropriate for achieving the council's goals and objectives, safeguarding the council's assets and as far as possible maintaining the accuracy and reliability of council records.
 - Satisfy itself that the organisation is meeting its fiduciary and legislative responsibilities.

2. Status and Term of the Committee

- 2.1 The Committee is mandated under section 126 of the Act.
- 2.2 This Committee will exist for the term of the Council.

3. Authority

- 3.1 The Audit Committee can request the conduct of investigations into any matters within the scope of its responsibility. It is empowered to:
- Recommend to Council the appointment and oversee the work of any external auditor appointed by the City of Salisbury.
 - Resolve any disagreements between management and the external auditor regarding financial reporting.
 - Pre-approve all auditing and non-audit services.
 - Request through the Chief Executive Officer (CEO) the right to retain independent counsel, accountants or others to advise the committee or assist in the conduct of an investigation.
 - Seek any information it requires from anyone employed by City of Salisbury, all of whom are directed to cooperate with the committee's requests or those of external parties acting on behalf of the committee.
 - Meet with City of Salisbury employees or the appointed external auditors as necessary.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

4. Meeting Details

- 4.1 The committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.
- 4.2 Meetings will be scheduled on a day of the week convenient to the committee members, but will commence no earlier than 5pm on the day of the meeting.
- 4.3 Meetings of the committee will be held in the Council Offices at 12 James Street, Salisbury, under normal circumstances.
- 4.4 In accordance with Section 87 of the Act, a minimum of three clear days notice of an ordinary meeting, together with an agenda and supporting papers will be provided to members of the committee.
- 4.5 The attendance of the following City of Salisbury staff will be required at each committee meeting, together with any staff member deemed appropriate by the committee:
 - CEO
 - General Manager Business Excellence
 - Manager Governance
 - Internal Auditor
- 4.6 Administrative support for the committee will be resourced by City of Salisbury.
- 4.7 Public notice of meetings will be given through publication of the annual meeting schedule on the City of Salisbury website.
- 4.8 A copy of the Notice of Meeting and Committee Agenda will also be displayed on a monthly basis at 12 James Street, Salisbury.
- 4.9 Members of the public are able to attend all meetings of the committee, unless prohibited by resolution of the committee under the confidentiality provisions of section 90 of the Act.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

5. Membership

- 5.1 Section 126(2) of the Act and s.17(1) of the Local Government (Financial Management) Regulations 2011, (the Regulations), state that the membership of the Audit Committee;
- May include persons who are not members of the council.
 - May not include an employee of the council (although an employee may attend if appropriate).
 - May include or be comprised of Audit Committee members from another council.
 - Must be between three and five members.
 - Must include at least one person who is not a member of the council and who is determined by the council to have financial experience relevant to the functions of the audit committee.
 - Must not include, as a member, the council's external auditor.
- 5.2 In line with the requirements of the Act and the Regulations, the Audit Committee of Council;
- Will consist of five members, three of whom will be independent of the council and City of Salisbury and will have the necessary skills, knowledge and experience (including recent, relevant financial experience), to ensure the effective discharge of the responsibilities of the committee.
 - The other members of the committee will come from the elected members of the council, they will be selected by the council and will possess the necessary understanding of the role of the committee and such skills, knowledge and experience to enable them to function effectively as a member of the committee.
 - Two Elected Members will be appointed to the Audit Committee for the term of council. Independent Members will be appointed for a four year term (or part thereof) concluding two years after a general election. Independent Members may, at the discretion of the council, be appointed for subsequent terms.
 - Independent members of the Audit Committee will be paid suitable remuneration for the provision of their services; this will be set by council and reviewed by council at the time of establishment of each new committee term.
 - All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

- Members of the 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 73-74 (conflict of interest, members to disclose interests) must be adhered to.
- The appointment of the Chairman will be made by the Council for a term determined by the Council.
- The Deputy Chairman will be appointed by the Council for a term determined by the Council following a recommendation from the Audit Committee made at the April Committee meeting in the year following a General Election, or as required.

6. Responsibilities

- 6.1 Section 126(4) of the Act articulates the role of the Audit Committee, which includes:
- Reviewing annual financial statements to ensure that they present fairly the state of affairs of the council; and
 - Proposing and providing information relevant to, a review of the council's strategic management plans or annual business plan; and
 - Proposing and reviewing the exercise of powers under section 130A of the Act; and
 - If the council has exempted a subsidiary from the requirement to have an audit committee, undertake the functions that would, apart from the exemption, have been performed by the subsidiary's audit committee; and
 - Liaising with the council's external auditor; and
 - Reviewing the adequacy of the accounting, internal control, reporting and other financial management systems and practices of council on a regular basis.
- 6.2 City of Salisbury also considers the following to be critical components of the role of the Audit Committee:
- Reviewing significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, significant changes in accounting policies or their application, recent professional and regulatory pronouncements and their corresponding impact on the financial statements.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

- Reviewing all reports on the council's operations from the external auditor and monitoring management responsiveness to the external auditor's findings and recommendations.
- Reviewing the annual financial statements and considering whether they are complete and consistent with information known to committee members and that they reflect appropriate accounting principles.
- Reviewing other sections of the annual report and related regulatory filings before approval and considering the accuracy and completeness of the information.
- Understanding how management develops interim financial information and the nature and extent of internal and external audit involvement in this process.
- Reviewing council arrangements for dealing with public information provided under the whistle-blower legislation; and
- Considering and making recommendations on the program of internal audits; and
- Reviewing the operation and effectiveness of the internal audit function and all reports on the council's operations from the Internal Auditor, including the monitoring of management responses to the Internal Auditor's findings and recommendations; and
- Providing guidance and overseeing the supply of non-audit services by the external auditor; and
- Reviewing the appropriateness and effectiveness of the council's internal controls and risk management frameworks.
- Instituting and overseeing special investigations as and when necessary.

6.3 The committee will also:

- Review the statements to be included in the annual report concerning internal audit and risk management.
- Review the internal audit plan and all significant changes to the plan.
- Monitor the external auditor's rotation of audit partners.
- Meet with the external auditor, in camera, once per year.
- Meet with the Internal Auditor, in camera, when necessary to



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

discuss confidential issues.

- Have access to reasonable resources in order to carry out its duties.
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.

7. *Voting Rights*

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

8. *Meeting Procedures, Minutes and Documents*

- 8.1 All meetings of the committee will be held in accordance with the Act (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.
- 8.2 Minutes will be kept of the proceedings at each committee meeting.
- 8.3 Members of council will be provided with a copy of all minutes of the proceedings of this committee within five days after a meeting.
- 8.4 Members of the public have access to all documents relating to the committee and committee meetings unless prohibited by resolution of the committee under the confidentiality provisions of section 91 of the Act.



Audit Committee of Council

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

9. Quorum

- 9.1 A quorum shall consist of three members, at least two of whom will be independent members.
- 9.2 Meetings are to be rescheduled where there is no quorum.

10. Reporting Requirements

- 10.1 The Audit Committee reports directly to council and 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.
- 10.2 Recommendations made by the committee will be referred to the next council meeting, through the presentation of minutes, for final resolution.
- 10.3 The Audit Committee will provide to council an annual report on its activities, performance and achievements, as well as any other reports it deems necessary.

6.3 Sport Recreation and Grants Committee - Terms of Reference and Guidelines

AUTHOR	Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	To provide Council with legal advice in writing about the interrelationship between the Terms of Reference for the Sport Recreation and Grants Committee, the Community Grants Program Guidelines and Eligibility Criteria and whether the Committee has delegated authority to make a decision to approve an application for grant funds if the application falls outside the Guidelines and Eligibility Criteria.

RECOMMENDATION

That the information be received.

ATTACHMENTS

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

1. Sport Recreation and Grants Committee - Terms of Reference and Guidelines

1. BACKGROUND

- 1.1 The Sport Recreation and Grants Committee, when considering an application for grant funding from the Pooraka Football Club Inc., sought clarification about its delegated authority to make a decision to approve the application in circumstances where the application did not comply with the Community Grants Program Guidelines and Eligibility Criteria.
- 1.2 The decision for determining the application by the Pooraka Football Club Inc. was referred to Council with a recommendation for approval, however the Committee requested written legal advice on the matter.
- 1.3 Written legal advice was sought from KelledyJones Lawyers about the matter.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Nil.
- 2.2 External
 - 2.2.1 KelledyJones Lawyers.

3. REPORT

- 3.1 The Sport Recreation and Grants Committee has delegated authority under its terms of reference to make final decisions on community grant funding applications.

-
- 3.2 However, the terms of reference are mute as to whether the Committee has delegated authority to approve funding applications that do not comply with the Community Grants Program Guidelines and Eligibility Criteria.
 - 3.3 Accordingly, the Committee requested that this question be clarified for future reference, and in the context of an impending review of the terms of reference for all Committees and sub committees of Council, in accordance with Council's resolution of 26 November 2018 calling for the review following the first 12 months of this Council term.
 - 3.4 The received written legal advice and the written request for advice form the attachments to this report.
 - 3.5 It is appropriate to highlight that the Committee has been established by the Council to assist the Council in the performance of its functions. The Committee therefore exercises powers because the Council has, as a matter of discretion, determined to delegate to it, whether through the Terms of Reference or the Guidelines and Criteria.
 - 3.6 The Guidelines regulate and inform the decisions of the Committee by reflecting the objectives of the whole Council. That would not be the case if the Committee had the authority to determine its own guidelines/policy position.
 - 3.7 It should be noted that one of the attachments referred to in the email to KelledyJones Lawyers, namely the report to the Committee about the Pooraka Football Club Inc. has not been included as it is not central to the matter for consideration in this report. The matter of the application from the Pooraka Football Club Inc. is dealt with as part of the report of the Sport Recreation and Grants Committee, elsewhere on the Council agenda.

4. CONCLUSION / PROPOSAL

- 4.1 The Sport Recreation and Grants Committee does not have delegated authority to approve funding applications that do not comply with the Community Grants Program Guidelines and Eligibility Criteria.

CO-ORDINATION

Officer:

Date:

Mick Petrovski

From: Michael Kelledy <mkelledy@kelledyjones.com.au>
Sent: Wednesday, 13 November 2019 5:44 PM
To: Mick Petrovski
Subject: Sports, Recreation and Grants Committee (KJ 190272)

Dear Mick

I refer to our discussions last week and to your email (with attachments) yesterday.

I confirm that you have asked me to consider the documentation attached to your email, being the Terms of Reference and the Guidelines and Eligibility Criteria, as relevant to the powers and activities of the above Committee, for the purpose of responding to your three specific questions, each of which is repeated below for ease of reference.

Relevant to this advice, is the following –

- the ToR for the Committee were adopted by the Council, early in its term, on 26 November 2018;
- the ToR evidence that the Committee has both an advisory function (i.e. to advise the Council) in relation to sport and recreation and the community grants programme and also to assess and determine specific requests for occasional and ongoing funding within the budget determined by the Council;
- the Committee enjoys a broad delegated authority to allocate funds, relevantly, within the annual Community Grants budget;
- the Committee is also charged with making recommendations to the Council on any area within its ToR where it is of the view that action is needed and such recommendations must be referred to the next Council meeting, through presentation of the Committee minutes;
- the *Community Grants Programme Guidelines and Eligibility Criteria* ('the Guidelines') sets out the application process for organisations/groups wanting to apply for a community grant. This document, as one would expect, recognises the existence and power of the Committee to receive applications and to allocate funding at any amount less than the prescribed maximum. The Guidelines are, of course, adopted for a particular purpose and that is to establish a 'framework' (for reasons of good governance) around the community grant application and award process;
- as is indicated by its title, the Guidelines also set out the eligibility criteria in terms of eligible organisations, eligible items, the application process and the funding criteria.

If the Guidelines did not exist, the Committee would enjoy an unconditional delegation to determine and award grants as it saw fit within the budget adopted by the Council. If this were the case, for reasons of good governance and informed, responsible and consistent decision-making, I would expect that the Committee would then have developed and adopted its own policy position, whether called 'guidelines' or otherwise. However, when consideration is given to the legal position that the Committee has been established by the Council to assist the Council in the performance of its functions, that the relationship may be considered to be of a parental nature, that the Committee only exercises powers because the Council has, as a matter of discretion, determined to delegate to it, that the Guidelines regulate and inform the decisions of the Committee by reflecting the objectives of the Council, that the existence of the delegation does not prevent the Council from acting in the matter and that the delegation is revokable at will by the Council, my advice is that the current model established by the Council is not only appropriate but is also the preferred model and one that reflects better governance arrangements to the Committee determining its own guidelines/policy position.

Whilst there is no expressed correlation between the ToR and the Guidelines in either document, it is a *fortiori* that there is a necessary and inevitable nexus between the two. That is, the Committee is established to perform functions, which functions are either delegated to it or authorised by the Council but decisions of the Committee are regulated and impacted by the Guidelines that the Council has adopted relevant to the functions of the Committee. Whilst the Committee has limited delegated power to allocate funds, that is not and cannot, in the circumstances, be a power which is exercised in a vacuum. The power exists in accordance with the Guidelines that the Council has determined to implement relevant to the receipt of applications for and the allocation of community grant funding within the parameters (both financial and non-financial) that the Council has set. It is my advice that the Committee does not have the power to allocate Council budgeted funds without limitation – rather, it only enjoys a conditional delegation of power, within the framework established by the Council.

Accordingly, the Committee cannot allocate community grant funds without regard to the Guidelines and, where this framework does not support any particular grant or, otherwise, prescribes that a grant may not be made in certain circumstances (i.e. the eligibility criteria is not met) it is my advice that the effect of this is to negate the exercise by the Committee of its delegated power. That is, the framework that the Council has adopted is intrinsically related to the exercise of the delegated power and functions that have been conferred on the Committee by the ToR – otherwise, the Committee would have an unfettered power and the Guidelines would not have any 'work to do'. This 'scheme' of delegation for the receipt, evaluation and grant (or refusal to grant) community funds under the ToR is subject to compliance with the conditions set out in the Guidelines, consistent with section 44(4)(a) of the LG Act.

Turning to your specific questions, but with regard to my advice above, I confirm the following:

1. Whether the Committee can consider applications for grant funding that fall outside of the Guidelines and Eligibility Criteria?

Yes. Where an application for funding is received but it is not within the 'permissions' within the Guidelines, it is within the functional responsibilities of the Committee to consider such applications but it is not within the Committee's delegated powers to determine such applications.

2. Whether the Committee can make a final decision to approve grant funding for applications that fall outside of the Guidelines and Eligibility Criteria but under the delegated authority as stated in the Terms of Reference for the Committee?

No. As above, in these circumstances, the Committee is unable to exercise its delegated power because the exercise of this power is subject to compliance with the conditions and requirements of the Council as set out in the Guidelines.

3. What course of action is available to the Committee for dealing with applications/matters that come before it and that fall outside of both the Terms of Reference and Guidelines and Eligibility Criteria?

Where the Committee believes that a funding allocation should be made but is unable to make that decision itself because the application is not within the permissive provisions of the Guidelines, in accordance with clause 10.2 of the ToR, the Committee is able to make a recommendation to the Council where in its view, action is required/needed. The Council can, of course, make the decision to depart from the Guidelines if it considers it appropriate to do so. This is because the Guidelines are a 'Council document' and as with any other Council policy, occasional departure (for stipulated reasons) is permissible in terms of good administrative decision-making.

Let me know if I can assist further.

Michael

Michael Kelledy
Lawyer



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Mick Petrovski

From: Mick Petrovski
Sent: Tuesday, 12 November 2019 10:49 AM
To: Michael Kellidy
Subject: sport recreation and grants committee
Attachments: CURRENT_Terms_of_Reference_-_Sport_Recreation_and_Grants_Committee_-_Adopted_by_Council_November_2018.pdf;
Current_Community_Grants_Program_-_Guidelines_Eligibility_Criteria_-_Eff....pdf;
SRG - review of Guidelines.docx

Hi Michael

I am writing regarding the verbal advice that you provided to me a week or so ago about the interrelationship between the Terms of Reference for the Sport Recreation and Grants Committee, the Community Grants Program Guidelines and Eligibility Criteria and whether the Committee has delegated authority to make a decision to approve an application for grant funds if the application falls outside the Guidelines and Eligibility Criteria. I have attached both the Terms of Reference and the Criteria, and also provide the following background information:

Council adopted the Terms of Reference (attached) for the Sport Recreation and Grants Committee at its meeting on 26 November 2018.

The Sport Recreation and Grants Committee made the following recommendation to Council on Tuesday, 4 December, which Council adopted on Monday, 17 December 2018:

"That Council undertake a review of the Community Grants Program, Youth Sponsorship applications and Capital Works Grants Program policies."

In February 2019, the Committee considered a report on the review (also attached) which recommended the guidelines remain unchanged. The Committee made the following decision regarding the report on the Review:

"Community Grants Program Guidelines and Eligibility Criteria Review

- 1. The information be received and noted.*
- 2. A new grant category be created for community and sporting groups to apply for up to \$2,000 for the purchase of defibrillators as part of the Community Grants Program, with an amount of \$10,000 of the overall budget allocation being made available for this purpose per financial year.*
- 3. The performance of the new grant category as part of the Program be reviewed in two (2) years.*
- 4. The Terms of Reference of the Community Grants Program be amended to reflect this change."*

That decision of the Committee became a recommendation to Council, which subsequently adopted it at the Council meeting on 25 February 2019. Note that in para 4 the reference to *"Terms of Reference of the Community Grants Program"* has been understood to mean the Guidelines and Eligibility Criteria, predicated on the specific reference to the Community Grants Program in para 4.

I ask that you provide written advice on the following:

1. whether the Committee can consider applications for grant funding that fall outside of the Guidelines and Eligibility Criteria;
2. whether the Committee can make a final decision to approve grant funding for applications that fall outside of the Guidelines and Eligibility Criteria but under the delegated authority as stated in the Terms of Reference for the Committee;
3. what course of action is available to the Committee for dealing with applications/matters that come before it and that fall outside of both the Terms of Reference and Guidelines and Eligibility Criteria?

Please provide this advice at the earliest so that we can provide the advice to Council.

Thanks

Mick

Mick Petrovski
Manager Governance

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Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

1. Purpose

- 1.1 The Sport, Recreation and Grants Committee is a standing committee of Council and forms part of the decision making structure of Council.
- 1.2 The Sport, Recreation and Grants Committee oversees the development of strategic policies and procedures affecting the future development of the City and advises Council on:
 - Sport and Recreation
 - monitor delivery of the Implementation Strategy for the Game Plan;
 - consider the development of recreation infrastructure within Salisbury as it relates to the Game Plan;
 - make recommendations to Council regarding future amendments to the Game Plan;
 - consider means for provision of financial assistance to community groups that lease facilities from the City of Salisbury who are seeking to undertake club improvement projects in/on council assets;
 - allocate the Minor Capital Works funding on an annual basis and provide a report of these allocations to Council for information;
 - report and make recommendations to Council on the eligibility criteria for the Minor Capital Works funding program;
 - assess and determine all applications for the Youth Sponsorship program applying the Team Funding Allocation Scale;
 - Community Grants Program
 - Advise Council on policies, procedures and eligibility for the allocation of Community Grants;
 - assess and determine all applications submitted for Community Grants (Projects and Events) and allocate those funds to successful applicants;
 - Assess and determine specific request for occasional and ongoing funding (donations) within the allocated budget;



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

- Phoebe Wanganeen Indigenous Scholarship applications
- Youth Sponsorship Applications

- 1.3 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 above.
- 2.2 This Committee will exist for the term of the Council.

3. Meeting Details

- 3.1 The Committee meets as required on the second Monday of the month at 6.30pm.
- 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, City of Salisbury, 12 James Street Salisbury
- 3.4 In accordance with Section 87 of the *Local Government Act 1999*, 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 at 12 James Street Salisbury.



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

- 3.6 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act 1999*.

4. Membership

- 4.1 The membership of the Committee is comprised of Elected Members. The current membership consists of:
- Central Ward Councillor
 - East Ward Councillor
 - South Ward Councillor
 - Hills Ward Councillor
 - Para Ward Councillor
 - North Ward Councillor
 - West Ward Councillor
- 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 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 73-74 (conflict of interest, members to disclose interests) must be adhered to.

5. Chairman and Deputy Chairman

- 5.1 The appointment of the 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 to be determined by the Committee. At the end of that term, if less than the full term of Council, the Committee will make a new appointment.



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

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 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 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 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 7 members, the quorum is 4 (that is, 7 divided by 2 = 3.5 (ignoring any fractions) + 1).
- 8.2 When the Mayor is in attendance at a Committee meeting, the quorum requirement is 5 (that is 8 divided by 2 = 4+1).



Sport, Recreation and Grants Committee

- Terms of Reference -

Endorsed by Council: 26 November 2018
(Resolution No. 0006/2018)

Review Date: November 2019

9. Delegations

- 9.1 This committee has delegated authority to allocate the funds available within the annual Minor Capital Works Program budget.
- 9.2 This committee has delegated authority to allocate funds available within the annual Community Grants budget.
- 9.3 Youth Sponsorship Applications be assessed by the Chairman of the Sport, Recreation and Grants Committee and one other Committee Member.
- 9.4 Council give the Sport, recreation and Grants Committee delegated authority to award Phoebe Wanganeen Indigenous Scholarships.

10. Reporting Requirements

- 10.1 This Committee reports directly to Council.
- 10.2 The 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 Committee will be referred to the next Council meeting, through presentation of minutes, for final resolution.

Community Grants Program

Guidelines and Eligibility Criteria

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City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

This document sets out the application process for organisations and groups wanting to apply for a Community Grant with the City of Salisbury. Applicants should review these Guidelines and Eligibility Criteria document carefully before submitting the organisation or group's application form. By submitting an Application Form your organisation or group agrees and acknowledges that it is bound by these Guidelines and Eligibility Criteria.

Applications must not be lodged unless all the eligibility criteria are met. The organisation or group must notify the Community Grants Program if it becomes aware that any of the criteria will not be met subsequent to the application being lodged.

If the organisation or group becomes aware that the application form is incorrect or requires updating the application form must be resubmitted with the correct and updated information.

The organisation or group acknowledges that it places no reliance on, and the Community Grants Program have not made any promise or statement, in association with the organisation or group's chances of receiving a Community Grant.

If you require any assistance in completing your application, please phone 8406 8352 and a City of Salisbury staff member will be happy to help you.

1. Introduction

- 1.1. The City of Salisbury, through its Community Grants Program, aims to encourage, develop and support community projects and events that provide a service to residents of the City of Salisbury, which foster opportunities for community participation and development.
- 1.2. The guidelines contained within this document outline the types of projects and events that will be considered for community grant funding. Eligible organisations or groups are invited to apply for up to \$5,000 to assist with projects and events:
 - Community Grants are bound to an upper limit of **\$5,000.00**;
 - For new groups an establishment grant may be available which is limited to a maximum of \$2,500 for an unincorporated (not-for-profit) group and \$5,000 for an incorporated group.
 - Up to \$2,000 funding towards the purchase of a Defibrillator.
- 1.3. The Sport Recreation and Grants Committee may choose to allocate funding at an amount less than the maximum at its absolute discretion.
- 1.4. The Community Grants Program is open for applications year round and applications are submitted monthly.

2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current Community Grant Application Form** must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:
www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 2.2. The application form can be completed by:
- Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; or
 - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to:
city@salisbury.sa.gov.au.
- 2.5. Where email is not possible applications can be:
- | | |
|----------------------------|--|
| Faxed to: | 8281 5466 |
| Posted to: | City of Salisbury
Community Grants Program
PO Box 8
SALISBURY SA 5108 |
| Delivered in
Person to: | City of Salisbury
12 James Street
SALISBURY SA 5108 |
- 2.6. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 2.7. If assistance is required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you.

3. Community Grants Program Aim and Objectives

Aim

- 3.1. The Community Grants Program aims to uphold and improve community participation and development by providing financial assistance for activities, services and projects that support activities and services that sustain and/or enhance health and wellbeing, community participation and sport and recreation.

Objectives

- 3.2. The objectives of the Community Grants Program are to:
- Increase opportunities for social activity and community participation: *increases in engagement, trust, respectfulness or collaboration; capacity to get involved in community groups or networks;*
 - Improve health behaviours and support healthy choices: *increases in improved mental health, physical activity, resilience and optimism and nutrition;*
 - Provide funds for one off projects or events that have a benefit for residents of the City of Salisbury: *better connected community, safer community, resourcefulness and interaction.*

4. Funding Rounds Opening and Closing Dates

- 4.1. The Community Grants Program funding rounds are open on an ongoing, rolling basis and are assessed monthly. Applications can be submitted at any time and will be processed in the next funding round.
- 4.2. Application forms must be properly completed and successfully received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Due to the timing and assessment process applications will take a minimum of five (5) weeks. It is the responsibility of the Applicant to ensure the application form is properly completed and successfully submitted before the deadline.

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

- Community Grant
- Community Grant – Establishment of a new group
- Community Grant - Event (*applicants must organise public liability insurance*)
- Community Grant - Project
- Community Grant Event - Christmas Carols
- Community Grant - Defibrillator

6. Types of Community Grants and Amount of Funding

Different levels of funding are available to eligible organisations under the following categories:

- Community Grant – Event: up to \$5,000 per year
- Community Grant Event – Christmas Carols: up to \$5,000 per year
- Community Grant – Project: up to \$5,000 per year
- Community Grant – Defibrillator: one-off funding up to \$2,000 (*conditions apply*)
- Community Grant: up to \$5,000 per year
- New Establishment Grant for Non-incorporated, Not for Profit, organisations: up to \$2,500
- New Establishment Grant for Incorporated organisations: up to \$5,000

7. Eligible Areas

- Health
- Establishment of a new group
- Education and Training
- Sport / Recreation
- Environment
- Culture / Arts
- Disability
- Youth
- Crime Prevention
- Aged
- Event

Community Grants Program Guidelines and Eligibility Criteria - Page 6 of 18

8. Eligibility to Apply

Eligible Organisations

- 8.1. The Community Grants Program will only provide funds to eligible organisations and groups that have not-for-profit objectives:
- Non-Government, Incorporated community organisation or group;
 - Non-incorporated organisations endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission. DGR status must be maintained until such time as the community grant is acquitted and evidence must be provided with the community grant application.
 - The group/organisation must be established as a legally constituted incorporated organisation or can demonstrate they are auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury*.
 - The group/organisation has a satisfactory management structure (e.g. President, Secretary, Treasurer). Evidence must be provided by way of meeting minutes that the group/organisation's committee has endorsed submission of the Community Grant Application.
 - Where applicable, the group/organisation has not received a Community Grant from the City of Salisbury within twelve months of submitting this application.
 - The organisation or group must hold a current bank account in South Australia in its name (i.e. the name of the organisation or group applying for the Community Grant must have their bank account in the same name).

** Legal entity details are checked with the Australian Business Register (ABR) website. If the organisation or group's legal entity is not clearly listed on the ABR website the Community Grants Program will request a copy of the legal entity's Certificate of Incorporation or Registration.*

Non-Eligible Organisations

- 8.2. Funding will not be considered for the following:
- An organisation trading as a Sole Trader or Individual including applications placed by organisations on behalf of individuals;
 - An organisation that is a non-incorporated body and is not auspiced by a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission;
 - Organisations that are seeking commercial gain from the project (either directly or indirectly);
 - Organisations that have any outstanding acquittals and associated documents for any previous Community Grants Program funding;
 - Money already spent or funding of existing debts or shortfalls;
 - Salaries (initial or on-going);

Community Grants Program Guidelines and Eligibility Criteria - Page 7 of 18

-
- Recurrent administration or ongoing costs;
 - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
 - Upgrading facilities which belong to Local, State or Commonwealth Governments;
 - Educational programs in schools and other formal educational institutions;
 - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
 - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
 - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
 - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.
- 8.4. An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. The following conditions apply for Defibrillator funding:
- Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia must apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
 - Applications that are unsuccessful through the Active Club Program may be considered by the City of Salisbury Community Grants Program. Evidence that the application was unsuccessful with the Active Club Program must be provided with the Application;
 - Applications that do not meet the Active Club Program criteria may be considered by the City of Salisbury Community Grants Program providing the Application meets the Community Grants Program Guidelines and Eligibility Criteria. Information must be provided in the Application advising the reason(s) that the organisation does not meet the criteria for funding through the Active Club Program.

Applicants are encouraged to contact the Community Grants Program to discuss the process for defibrillator funding prior to submitting an application.

9. Eligible Items

Funding will be considered for the following:

9.1. *Equipment*

- 9.1.1. Funding may be considered for equipment purchases that are integral to a project or event providing the application demonstrates how the equipment will support delivery of the program or event. All items must be justified and be relevant to the project/event.

9.2. *Administration and Organisational Costs*

- 9.2.1. An organisation or group's start-up administration costs, including:
- capital equipment (e.g. computers, office furniture, machinery, tools, sport equipment etc.);
 - consumables;
- All items must be justified and be relevant to starting up the organisation or group.

9.3. *Replacement Items*

- 9.3.1. Consideration will be given to replacing items previously funded through the Community Grants Program after a reasonable period of time has elapsed and where sufficient justification for replacement is provided.

9.4. *Public Events and Tournaments*

- 9.4.1. Funding may be considered for eligible items related to the costs associated with exhibitions, fairs, festivals, entertainment, sport and leisure events. Eligible items include costumes and accessories, sport uniforms and equipment, hall hire, bus hire, marquee & furniture hire, trophies, medals, musical instruments, public address equipment.
- 9.4.2. Applicants must organise public liability insurance and provide evidence of insurance with the grant application.

9.5. *New Establishment Grant*

- 9.5.1. Applications to establish a new organisation or group must address the sustainability of the service or program and must include evidence that the program and the organisation will have sufficient resources or foundation to maintain the program once the Community Grants Program funds have been expended.

9.6. *Defibrillator*

- 9.6.1. Funding may be considered to assist with the purchase of a defibrillator. All other eligibility criteria applies, with the exception that eligible organisations may apply for Defibrillator Funding if they have received Community Grants Program funding for a project or event within twelve (12) months, providing the funding has been acquitted in full.

10. Ineligible Items

Funding will not be considered for the following:

10.1. *Projects or items not deemed consistent with the Community Grants Program Aim and Objectives*

- 10.1.1. Funding for projects that support activities that are not consistent with the City of Salisbury's Aim and Objectives will not be considered.

10.2. *Existing Projects*

- 10.2.1. Projects or events that have already commenced with the exception of those considered to be a significant new direction or enhancement of an existing project.

10.3. *Expenses*

- Accommodation costs;
- Personal transportation costs such as fuel expenses and maintenance;
- Vehicle acquisition.

10.4. *Administration and Organisational Costs*

- 10.4.1. An organisation's **ongoing business**, administration or **day-to-day** running costs, including:
 - capital equipment (e.g. computers, office furniture, machinery, tools etc.);
 - vehicles (used for business or administration purposes);
 - fundraising activities (for commercial, competition and/or event door prizes);
 - consumables (e.g. paper, toner, stationery, equipment etc.);
 - maintenance and repairs;
 - service charges (including additional warranties, service agreements and maintenance).

However, some administrative costs may be considered if directly and exclusively associated with the establishment of the project.

10.5. *Wages and Salaries*

- 10.5.1. Wages, salary payments or consideration of any type (e.g. payment to presenters/trainers/instructors including gifts for services/guest speakers etc.).

10.6. *Memberships and Fees*

- 10.6.1. Memberships and fees (e.g. physical fitness centre memberships, club memberships, entrance fees).

10.7. *Existing Debts and Shortfalls*

- 10.7.1. Reimbursement of expenses incurred by the organisation prior to grant funds being approved.

10.8. *Other Exclusions*

- 10.8.1. Equipment and services that are not supported by a program of activities and services.
- 10.8.2. Public Liability Insurance.

10.9. *Prior Funding Received for Defibrillators*

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator, nor, for organisations that are eligible for The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding (unless unsuccessful).

11. Application Process

- 11.1. An acknowledgement letter will be posted within ten (10) working days of receiving the application. Community Grants Program Staff may contact you via post or email to seek further information. Community Grants Program Staff will contact both signatories to verify the application (application will not proceed until verification has occurred).
- 11.2. Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding.
- 11.3. Any changes in circumstances with regard to the Application must be made in writing; such as: resignation of the person responsible for the Grant, contact person details, change of address, change of ABN or any other variation to that listed on the Application. Receipt of the variation will be acknowledged in writing and the organisation or group may be asked for further information or to resubmit their Application.

Assessment of Applications

- 11.4. All applications are submitted to and assessed by the Sport, Recreation and Grants Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report. This means that all information contained within the application forms part of a public document and as such can be inspected by anyone. Reports presented to the Sport, Recreation and Grants Committee is also accessible via the City of Salisbury website.

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- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.
 - 11.7. Applications are assessed on merit and a comparative assessment made of all applications to establish priority for funding. Funding should not be anticipated or believed to be automatic.
 - 11.8. Final decisions on all applications are at the discretion of Sport, Recreation and Grants Committee.
 - 11.9. Applications in excess of available grant funds may result in some applications not being approved, being approved for a reduced amount or being deferred to a subsequent funding round even though they meet the eligibility requirements.

12. Funding Criteria

The following criteria are examined when assessing applications:

12.1. *Aim and Objectives*

- 12.1.1. The project must meet the Aim and Objectives of the Community Grants Program.

12.2. *Target Group*

- 12.2.1. The primary target group for projects and events must be the City of Salisbury community.

12.3. *Project Outcomes*

- 12.3.1. The project must provide one or more of the following outcomes for the City of Salisbury community:
 - promote and enhance healthy lifestyles, particularly nutrition, physical activity and mental wellbeing;
 - encourage involvement in community activities;
 - reduce social isolation;
 - encourage supportive and safe communities;
 - address gaps in local services;
 - Social Connectedness; and
 - Mental Wellness.

12.4. *Contribution*

- 12.4.1. Organisations and groups are expected to contribute towards the project. This can be financial or in-kind (such as the provision of volunteer labour costs).

12.5. *Value for Money*

- 12.5.1. Grant funds requested must be proportional to the benefits provided and the number of members/residents targeted by the project.

Community Grants Program Guidelines and Eligibility Criteria - Page 12 of 18

13. Community Grant Application

- 13.1. Applicants must address the following points in their application for Community Grants Program funding:

Target Group

- 13.2. Applications must identify the target group in the City of Salisbury that is the subject of the project. Where possible it is advantageous to provide evidence that the target group:
- is the focus of the project or event;
 - has been consulted about and is involved in the project or event;
 - is committed to actively participating in the project or event in significant numbers; and
 - has expressed support for the project or event.
- 13.3. The application must outline details of the relationship of the applicant to the target group.

Project or Event Plan

- 13.4. Provide a Project/Event Plan which details the activities and services that will be facilitated. The Project/Event Plan should include:
- details of the proposed program of activities and services including frequency and duration (this refers to the activities that will be supported by the project, or the items or services to be purchased with grant funds);
 - timeframes and how the project will be implemented, facilitated, and monitored;
 - details of the benefits/outcomes that the target group will derive from the project; and
 - details of how the project will meet any of the Community Grants Program Aim and Objectives.

Budget Plan

- 13.5. Provide a Budget Plan with details of the items/services to be purchased or works to be undertaken for the project. The Budget Plan must be reasonably costed and include:
- total cost of the project or event;
 - the amount of grant funds requested;
 - funds committed to the project by the applicant (this contribution can be financial or in-kind);
 - funds committed to the project from other sources, such as donations, funding from other stakeholders, funding from other grant sources; and
 - one quotation for each item requested.
- 13.6. Note that quotations must include GST and be sufficiently formal to clearly identify the proposed supplier and the items requested.

Evaluation Plan

- 13.7. Provide an Evaluation Plan appropriate to the complexity of the project and the level of funding requested. This must include details of:
- measures that will be taken to gather information to evaluate the project;
 - criteria that will be used to measure the success of the project; and
 - how information gathered for evaluation will be used to enhance/direct the project.
- 13.8. The Evaluation Plan is essential to the application and will form the basis of the Project Evaluation that must be provided as part of the grant acquittal at the conclusion of the project.

Other Requirements

- 13.9. In addressing the above points, applications must provide a level of detail that is in proportion to the amount of funds requested and the complexity of the project. Organisations applying for funding must demonstrate, where applicable:
- a capacity to provide infrastructure, administrative and operating costs;
 - an ability to support the project beyond the grant period; and
 - the availability of volunteer support for the ongoing viability of the project.

14. Referees

- 14.1. Referees listed on the application may be contacted regarding their support and should be informed of their inclusion prior to the application being submitted. Members of the Management Committee cannot be a referee. Written evidence is not required of the referees support.

15. Financial Information

- 15.1. The organisation or group must hold a current bank account in South Australia in its name. The account name (the organisation or group, not the type of account – i.e. savings, cheque), financial institution name (the name of the bank or credit union) and the location (city/suburb of where the account is held) is the only information required. BSB and account numbers are not required to be submitted on the application.

16. Application Outcome

- 16.1. All applicants will receive written notification via post regarding the outcome of their application.

Unsuccessful Applicants

- 16.2. If applicants are unsuccessful they are encouraged to phone or request an appointment with the Community Grants Program staff to receive feedback about the decision and where applicable aspects of the application that may be improved should the applicant wish to resubmit.

17. Expenditure of Community Grants Program Funds

Successful Applicants - Contractual Obligations

- 17.1. Successful applicants will receive a notification letter and Acceptance of Community Grant – Form 1 which is a legally binding agreement detailing the terms and conditions of funding. The Acceptance letter contains obligations which include agreed project or event outcomes and timeframes, acquittal, reporting and evaluation requirements. Agreements will be in place for a six (6) month period.
- 17.2. Organisations or groups that are awarded a community grant must only use their community grant to implement their project or event as outlined in their application form and spent in accordance with the conditions of the agreement.
- 17.3. Any proposed change to the project or expenditure of grant funds must be requested in writing to the Community Grants Program.
- 17.4. Organisations or groups must spend their Community Grant within six (6) months of receipt of Community Grant funding or they may be asked to return all or part of the funding. Unspent Community Grant funds must be returned to the City of Salisbury at the end of the project/event period. An unspent amount less than \$10.00 is not required to be returned.
- 17.5. Checks are undertaken to ensure that all information provided can be substantiated and that the Community Grant funding was spent on eligible items. All tax invoices and/or receipts submitted with the acquittal documentation must contain the business name, date of transaction, contact details and ABN number listed (where applicable) of the supplier. All items must be clearly identifiable and listed separately.
- 17.6. Where valid tax invoices or receipts cannot be produced the organisation or group will be requested to complete a statutory declaration, declaring that the Community Grant funding was used to purchase eligible items. Failure to provide valid tax invoices or receipts may result in the organisation or group's ineligibility for any future Community Grants regardless of completion of a statutory declaration. Failure to complete a statutory declaration will result in the organisation or group being requested to return the applicable Community Grant funding.

18. Goods and Services Tax (GST)

- 18.1. If the organisation or group is registered for GST and the application for Community Grant funding is successful, a tax invoice must be provided with the Acceptance of Community Grant Form before payment can be made. Furthermore, the Grant will be subject to GST and the organisation or group will be liable to remit the GST component to the Australian Taxation Office.
- 18.2. The Tax Invoice must clearly state the words **TAX INVOICE, Business Name, ABN and the approved Grant funding amount including GST.**

ABN Declaration

- 18.3. If the organisation or group does not have an ABN, an ABN Declaration must be completed as part of the application process.
- 18.4. Furthermore, if the organisation or group does not have an ABN, the City of Salisbury may be obliged to withhold tax from Grant payments at the highest marginal tax rate (currently 48.5%) unless a "Statement by a Supplier" is completed to justify the City of Salisbury not withholding from the payment. This document is contained within the Community Grants Program Application Form "Declaration Where No Australian Business Number is Required".
- 18.5. For more details, contact the Australian Tax Office on **132 866**.

19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.
- 19.2. Requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Sport, Recreation and Grants Committee and the relevant General Manager.

20. Accountability and Reporting Requirements

- 20.1. The reporting and acquittal requirements are specified in the Acceptance of Community Grant Letter. This legally binding agreement must be signed and returned within seven (7) days of receipt of the Acceptance Letter.
- 20.2. All organisations and groups approved for Community Grants Program funding will be required to:
 - Measure the impact of the project or event and report the results in a Project/Event Evaluation;
 - Acknowledge the City of Salisbury as the funding body where applicable;
 - Provide valid tax invoices/receipts (*the organisation or group should maintain financial records in accordance with the generally accepted accounting principles and comply with the relevant laws in force in South Australia*);
- 20.3. These documents are due within six (6) months of receiving the grant funding and is detailed in the Acceptance of Community Grant Offer letter.
- 20.4. The Community Grants Program requires organisations and groups to comply with reporting requirements for past completed projects and events to be eligible to receive future community grants funding for another project or event. Failure to comply will result in the organisation or group being ineligible for future community grant funding.

Recognition of Community Grants Program Funding

- 20.5. Organisations must acknowledge the City of Salisbury's financial contribution to the project or activity where appropriate, e.g. through recognition of the grant in publicity and/or marketing material (use of the City of Salisbury Corporate Logo is prohibited without consent from the City of Salisbury Marketing Department).

21. Repayment of Community Grant

- 21.1. The City of Salisbury may take action to recover the Community Grant paid to the organisation or group if:
 - The organisation or group does not use the Community Grant as set out in the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria and/or the Acceptance of Community Grant Agreement;
 - If applicable, the organisation or group does not have Deductible Gift Recipient (DGR) status at the time of acquittal;
 - The organisation or group does not provide documentation as required under these guidelines by the times specified.

ATTACHMENT A – Community Grants Program Documents

- 1. Documents relating to the Community Grants Program**
 - 1.1. Application form for the City of Salisbury Community Grants Program;
 - 1.2. A Guide to completing the City of Salisbury Community Grant Application;
 - 1.3. The Acceptance of Community Grant Offer – Form 1 letter
- 2. Documents relating to the Acquittal of successful Community Grant funding**
 - 2.1. Acquittal – Form 2
 - 2.2. Tax Invoice/Receipt
 - 2.3. Project Evaluation Report (refer to Attachment D).

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A
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ATTACHMENT B – Likely Funded Project and Event Examples

Project/Event examples likely to be funded through the Community Grants Program

Project/Event	Grant funds can assist to:
Community Christmas Carols	Purchase of candles, booklets, stage hire, children's entertainment (i.e. face painting, jumping castle); fireworks, catering, advertising).
New Group	Purchases to establish the group such as computer equipment, launch catering, costs associated with inaugural Annual General Meeting, forums and workshops – i.e. seal, venue hire, stationery, promotional materials, letterhead, envelopes and stamps.
Volunteer Lawn Mowing Service	Purchase of mowing equipment and garden tools appropriate to the project.
Fitness classes	Purchase equipment appropriate to the project (<i>a fitness trainer is not eligible as this is deemed a salary</i>).
Dance Club Competition	Purchase uniforms, material, costumes and related accessories.
Craft Groups	Purchase equipment and supplies appropriate to the project (<i>i.e. purchase of wool and knitting needles to knit knee rugs for the needy</i>).
Men's Shed	Purchase equipment and furniture for woodworking, metalworking and social activities.
Sporting Club	Purchase training equipment and uniforms; bus hire to transport team to an event.
History Group	Purchase computer and scanning equipment for scanning of books.

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment B
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ATTACHMENT C – Unlikely Funded Project and Event Examples

*Examples of projects/events and items **unlikely** to be funded through the Community Grants Program*

Project/Event	Items
<ul style="list-style-type: none">Projects or events held outside the City of Salisbury region.	<ul style="list-style-type: none">Gifts for any purpose (i.e. judges, MC's, presenters).
<ul style="list-style-type: none">Capital equipment that is stored at a residential address (e.g. computers, office furniture, machinery, tools etc.).	<ul style="list-style-type: none">Capital equipment (e.g. computers, office furniture, machinery, tools etc.) unless for the establishment of a new group.
<ul style="list-style-type: none">Project that requests the purchase of a vehicle.	<ul style="list-style-type: none">Website Development.

*Examples of items **ineligible** for funding through the Community Grants Program*

<ul style="list-style-type: none">Salaries, wages or compensation – i.e. payment for competition judges, trainers, presenters, umpires including gifts for service.	<ul style="list-style-type: none">Vehicle acquisition.
<ul style="list-style-type: none">Payments to volunteers.	<ul style="list-style-type: none">Consumables.
<ul style="list-style-type: none">Payments for fuel expenses/vehicle maintenance.	<ul style="list-style-type: none">Maintenance and repairs.

ATTACHMENT D - Project Evaluation Requirements

1. An evaluation of the project must be undertaken at the completion of the grant period as detailed in the Acceptance of Community Grant letter.
2. Where applicable, the Project Evaluation must detail the following:
 - 2.1. Introduction – *outline the project, its purpose and overall achievements.*
 - 2.2. People assisted (target group) – *provide details about the people assisted by the project. This could include families, individuals, age groups, type and level of needs/issues.*
 - 2.3. Number of people assisted by the project (*and outlining the number of residents of the City of Salisbury*).
 - 2.4. Assistance provided – *describe what was provided for the target group in terms of programs, activities, other actions or strategies, such as:*
 - 2.4.1. *Assistance to meet general and basic needs;*
 - 2.4.2. *Group programs, courses, activities and training;*
 - 2.4.3. *Improving resources/facilities/equipment or other initiatives.*
 - 2.5. Outcomes achieved by target group – *describe what the target group achieved through participation in the project, such as:*
 - 2.5.1. *Improvement in knowledge, skills, self-esteem, social contacts/networks, motivation, confidence, community participation, quality of life, empowerment and personal development;*
 - 2.5.2. *Enhanced healthy lifestyles, particularly physical activity and mental well-being;*
 - 2.5.3. *Reduction in social isolation.*
 - 2.6. Other achievements – *describe other achievements of the project, such as:*
 - 2.6.1. *Existing programs expanded or enhanced;*
 - 2.6.2. *Improvement in facilities or services;*
 - 2.6.3. *New programs or services established;*
 - 2.7. Any other comments or information relevant to the project or event, such as *newspaper articles, media releases, internal newsletters, etc.).*

ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

- 1.1. Applications for Community Grants must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Applications received after the 15th of the month will be submitted for the following round, without exception (i.e. an application received on the 16th of February will be assessed at the April meeting as it has missed the March deadline).

2. When will organisations or groups know if their application is successful?

- 2.1. All applicants will be advised in writing about the outcome of their application within ten (10) days of the relevant Sport, Recreation and Grants Committee meeting.

3. How do organisations and groups apply for Community Grants?

Applications can be submitted in the following ways:

- 3.1. A new application form is required every funding round and the current Community Grant Application Form must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:
www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 3.2. The form can be saved to a computer, completed electronically and then printed for submission or printed and completed by hand for submission.
- 3.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 3.4. Applicants are encouraged to submit their completed application via email to:
city@salisbury.sa.gov.au.

4. What if our organisation or group doesn't have access to the internet or email?

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466
Posted to: City of Salisbury
Community Grants Program
PO Box 8
SALISBURY SA 5108

Delivered in
Person to: City of Salisbury
12 James Street
SALISBURY SA 5108

5. Can I speak to someone about our organisation or group's Community Grant Application if I deliver it in person?

5.1. While City of Salisbury staff endeavour to make themselves available at short notice this is not always possible and therefore Applicants are encouraged to phone the Community Grants Program to make an appointment should they wish to speak to staff when submitting their Application.

6. Can our organisation or group get assistance to complete the Community Grant application?

6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.

6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

7. Do documents need to be included with the application?

7.1. Yes. All relevant documents requested must be provided with your Application. Failure to provide the documents required will result in a delay with processing your application to the Sport, Recreation and Grants Committee; or the Application may be deemed ineligible.

8. Can organisations and groups submit more than one application per round?

- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).

9. Who assesses the Community Grants Program Applications?

- 9.1. The Applications are assessed initially by the Community Grants Program Team and the General Manager Community Development who make recommendations to the Sport, Recreation and Grants Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Sport, Recreation and Grants Committee have delegation to authorise funding and make the final decision on offering grants.

10. How are the Community Grants Program Applications assessed?

- 10.1. Applications are assessed on merit based on the following criteria:
- The level and type of need, evidence of the need provided and geographic area;
 - The benefit to the target group, specifically residents of the City of Salisbury;
 - Proposals that represent value for money;
 - Relevance to Community Grants Program Aims and Objectives and/or the City of Salisbury Strategic Plan;
 - New organisations or groups that can demonstrate sustainability and do not require ongoing funding to succeed;
 - Proposals that have secured in-kind support to reduce the project or event cost;
 - Proposals that demonstrate a level of community engagement;
 - The extent to which the applicant has the infrastructure, support or resources to successfully carry out the project or event;
 - The extent to which the application estimates, and proposes to measure, the impact of the project or event.

11. Can organisations and groups apply for another round if they are unsuccessful in a previous round?

11.1. Yes. Organisations and groups that are unsuccessful in a round can apply for another round providing the eligibility criteria has been met. An organisation or group that has been declined funding for a project or event can submit an application for a separate project or event (i.e. another application cannot be made for the same project or event that was declined). The application can be made at any time (the organisation or group doesn't need to wait twelve (12) months).

12. Our organisation/group's name on the application is different from our ABN and/or that registered with ASIC, are we eligible to apply?

12.1. No. The organisation or group applying for the Community Grant must have the same name registered with ASIC and the ASIC registration must be in the same name as the ABN registration. The only exception is where an organisation or group is auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury.

13. If successful, when will our organisation receive the Community Grant cheque?

13.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and the second Wednesday of the month in December, commencing at 6.30 pm. The table below outlines the cheque presentation schedule:

Application Received:	Application submitted to the Sport, Recreation and Grants Committee held in:	Successful Applicants - Community Grants Program Cheque Presentation Ceremony to be held in:
16 November to 15 December	January	March
16 December to 15 January	February	March
16 January to 15 February	March	June
16 February to 15 March	April	June
16 March to 15 April	May	June
16 April to 15 May	June	September
16 May to 15 June	July	September
16 June to 15 July	August	September
16 July to 15 August	September	December
16 August to 15 September	October	December
16 September to 15 October	November	December
16 October to 15 November	December	March

ITEM 7: MOTIONS ON NOTICE

7.1 Motion on Notice - Shelter for the Homeless

Cr Beau Brug has submitted the following Notice of Motion:

That the administration:

1. Investigate opportunities for temporary shelter for people experiencing homelessness, including potential use of appropriate Council owned buildings, religious centres and other not-for-profit sites in the Salisbury City Centre and greater City of Salisbury, through the Northern Homeless co-collaboration group.

Administration Comment:

Subject to Council approval, the administration will begin the investigation process.

7.2 Motion on Notice - CCTV Grant Program Reinstatement

Cr Beau Brug has submitted the following Notice of Motion:

1. That the Mayor write to the State Minister for Police to advocate for the reinstatement of the State Government's \$2 million CCTV Grants Program that matched the funding dollar for dollar.

Administration Comment:

The correspondence will be prepared if the motion is adopted by Council.

7.3**Motion on Notice - Community Bus to Service Western Suburbs**

Cr Lisa Braun has submitted the following Notice of Motion:

1. That staff bring back a report to the Innovation and Business Sub Committee on the viability and service options of a bus service to connect the western suburbs with the rest of Salisbury.
2. That the report identifies gaps in currently available public transport particularly to suburbs west of Port Wakefield Road, including Globe Derby Park, Bolivar and St Kilda.
3. That the report include different service levels and models of:
 - A. fully funded Council-subsidised community bus service
 - B. partially subsidised model
 - C. user pays model.
4. That the report considers the cost versus benefit of servicing the local community and residents of Salisbury in line with the City Vision of being a Liveable and connected city.
5. That the report considers the potential financial benefits in increased tourism to the City of Salisbury, notably destinations such as the Globe Derby Harness Racing Club, the St Kilda Interpretative Centre and the St Kilda Adventure Playground, in line with the City vision of being a Prosperous City and Enabling Excellence.

Administration Comment:

If this motion is adopted quite detailed investigations will need to be undertaken to determine levels of need, identifying current movements and potential opportunities for growth, as well as the potential for building on existing services, before a report can be prepared for consideration by the sub committee.

ITEM 8: MAYOR'S DIARY

Recommendation

1. That this information be noted.

Date	Time	Function
24/10/2019	03:00 PM	Calls to Winners of Christmas Card Competition
24/10/2019	06:30 PM	Officially open the Salisbury Art Society Art Exhibition
26/10/2019	11:00 AM	Ingle Farm Shopping Centre 50th Anniversary
27/10/2019	11:00 AM	Speech - Service – St Dimitrios Church
28/10/2019	12:30 PM	Meeting with resident
28/10/2019	01:00 PM	Draft Planning & Design Code Briefing - Meeting with State Planning Commission and DPTI
28/10/2019	02:00 PM	Signing of Telstra Lease
28/10/2019	03:00 PM	International Women's Day - Event Planning
28/10/2019	03:30 PM	Mayor to Sign Document for Planning as JP
28/10/2019	04:00 PM	Office Time - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
28/10/2019	04:30 PM	Pre Council Meeting Briefing
28/10/2019	06:00 PM	Informal meeting with Managing Director, OzTrain
28/10/2019	06:30 PM	Council Meeting
30/10/2019	10:30 AM	NewStart Hearing
30/10/2019	10:45 AM	Media following NewStart Hearing
30/10/2019	11:30 AM	Mayor/CEO/EA
30/10/2019	12 Noon	Office Time with PA
31/10/2019	08:30 AM	LGA AGM
31/10/2019	10:00 AM	Catch up prior to AGM
31/10/2019	05:00 PM	ALGWA SA Annual General Meeting
1/11/2019	10:30 AM	Ground Breaking Ceremony - Bridgestone Athletics Centre
2/11/2019	11:00 AM	Salisbury Food Festival
2/11/2019	02:00 PM	Shri Swaminarayan Mandir - Indian Hindu New Year Festival
3/11/2019	10:30 AM	Community Funday – Salisbury North Football Club
3/11/2019	12 Noon	Australian Turkic Festival in South Australia
4/11/2019	10:00 AM	GAROC committee meeting
4/11/2019	04:00 PM	OfficeTime - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
4/11/2019	05:30 PM	Debrief from China
4/11/2019	06:00 PM	Meeting with staff signing

4/11/2019	06:30 PM	Informal Strategy
5/11/2019	09:30 AM	Media Issues - Regular Catch-up
5/11/2019	10:00 AM	Asbestos Victims Memorial Ceremony Preview
5/11/2019	11:30 AM	Regular Catchup to Discuss Current/Upcoming Planning/Building Issues
5/11/2019	05:00 PM	Client Authorisation & Verification of Identity - Brahma Green & Green Tree Walk Housing Ventures
5/11/2019	06:00 PM	Meeting with staff
5/11/2019	06:30 PM	EM Workshop: Local Government Fundamentals and Refresher
5/11/2019	12 Noon	Melbourne Cup Lunch – local business
6/11/2019	10:00 AM	Speaker - 125th Anniversary Women's Suffrage in South Australia (Vicki Lee)
6/11/2019	11:00 AM	Visit resident (roads)
6/11/2019	01:30 PM	Adobe Training for the Mayor
6/11/2019	02:30 PM	Bi-Annual Service Award Ceremony
6/11/2019	04:00 PM	China Report
6/11/2019	06:30 PM	Strategic Development Session #1
7/11/2019	07:00 PM	Dinner with Resident
8/11/2019	12:30 PM	Dinner with Business group
11/11/2019	10:50 AM	Remembrance Day Service
11/11/2019	03:00 PM	Mayor to Judge - Faces and Places Competition
11/11/2019	04:00 PM	Office Time - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
11/11/2019	04:30 PM	Public Art Panel
11/11/2019	06:30 PM	Sport, Recreation & Grants Committee meeting
11/11/2019	06:30 PM	Innovation & Business Development Sub Committee
12/11/2019	09:30 AM	Road cleaning advice
12/11/2019	03:30 PM	Media Issues - Regular Catch-up
12/11/2019	04:30 PM	Tourism and Visitor Sub Committee
12/11/2019	06:30 PM	Strategic and International Partnerships Sub Committee
12/11/2019	06:30 PM	CEO Review Committee
12/11/2019	06:30 PM	Strategic & International Partnerships SC
13/11/2019	12:30 PM	Meeting with resident
13/11/2019	01:00 PM	Certification of Annual Financial Statements
13/11/2019	01:30 PM	Meet to discuss Speech theme for Gala
13/11/2019	02:00 PM	Meeting with PA re invitations and Speeches
13/11/2019	05:30 PM	Opening of new Distribution Centre (DC) for Sigma Healthcare
14/11/2019	09:20 AM	Awards Presentation and Assembly - Thomas More College
14/11/2019	06:15 PM	Duke of Edinburgh Celebration

18/11/2019	03:00 PM	New Car - Changeover
18/11/2019	04:00 PM	Walk through of the Community Hub
18/11/2019	04:00 PM	Office Time - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
18/11/2019	06:15 PM	6.15 pm - Strategic & International Partnerships Sub Committee
18/11/2019	06:30 PM	Standing Committee Meetings
18/11/2019	12 Noon	Office Time - Return Phone Calls, Invite Follow Ups
19/11/2019	10:00 AM	Radio Show
19/11/2019	12:30 PM	Meeting with rep from Nick Champions Office
19/11/2019	12 Noon	Media Issues - Regular Catch-up

Events attended by Elected Members on behalf of the Mayor

Date	Member	Function
24/10/2019	Deputy Mayor J Woodman	Northern Adelaide State Secondary Schools' Alliance (NASSA) Debate
26/10/2019	Cr D Hood & Cr G Reynolds	7 th Annual Day Celebration of the School of Bhutanese Nepali Language and Culture (SBNLC)
26/10/2019	Cr L Braun	Opening Ceremony of 2019 BMX State Championships
6/11/2019	Deputy Mayor J Woodman	2020 Australian of the Year Awards SA
7/11/2019	Deputy Mayor J Woodman	NASSSA CLC Twelve25 Exhibition and Celebration (Photography and Aerosol Art)
10/11/2019	Deputy Mayor J Woodman	Edinburgh Air Show Function
13/11/2019	Deputy Mayor J Woodman	KESAB Annual "Breakfast with the Minister"
20/11/2019	Deputy Mayor J Woodman	Microgrid Opening – Pooraka Markets
20/11/2019	Deputy Mayor J Woodman	Valley View Secondary School Art Exhibition
21/11/2019	Deputy Mayor J Woodman	NAWMA Education Centre Re-opening

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

ITEM 10: QUESTIONS ON NOTICE

10.1 Question on Notice - Contractor Obligations and Penalties

Cr Lisa Braun has submitted the following question:

1. When external contractors are engaged to carry out work for the Council, what contractual obligations are they under to meet specified timeframes?
2. If a contractor should exceed an agreed upon timeframe for completion of work, are there financial or any other penalties imposed on the contractor?

General Manager City Infrastructure, Mr John Devine has provided the following response:

Contractors are engaged through a variety of contractual arrangements specific to the type of work being undertaken, these may be through purchase orders or more complex works contracts which may or may not include specified time frames.

Some contractual agreements will include provision for financial penalties, which are monitored by the nominated superintendent against the time frame, noting that in most instances additional time is usually incurred as a result of additional scope or various project contingencies. Contract managers actively manage the contractors against scope budget and time.

ITEM 11: QUESTIONS WITHOUT NOTICE

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ITEM 13: CONFIDENTIAL ITEMS

13.1 Request for Extension of Confidentiality Order: NAWMA - Appointment of Independent Chair

Recommendation

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 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*
 - *information contained within the report includes personal information of an employment nature for candidates under consideration for appointment to the position of Independent Chair of the NAWMA Board*

*On that basis the public's interest is best served by not disclosing the **Request for Extension of Confidentiality Order: NAWMA - Appointment of Independent Chair** 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.*

13.2 Defamatory Facebook Comments - Legal Advice

Recommendation

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 grounds that:

1. *Pursuant to Section 90(2) and (3)(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 relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee 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*
 - *disclosure of the information contained in the report is likely to prejudice potential future litigation.*

*On that basis the public's interest is best served by not disclosing the **Defamatory Facebook Comments - Legal Advice** 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.*

13.3 **Audit Committee - Confidential Recommendations for Council Ratification**

Recommendation

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 grounds that:

1. *Pursuant to Section 90(2) and (3)(d)(i) and (d)(ii) and (k) 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 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; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest; and*
 - *tenders for the supply of goods, the provision of services or the carrying out of works.*
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*
 - *Release of the information could prejudice the commercial position or confer a commercial advantage on a third party, the commercial information is contrary to the public interest and relates to tenders for the provision of services*

*On that basis the public's interest is best served by not disclosing the **Audit Committee - Confidential recommendations for Council Ratification** 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.*

13.4 Works and Services Committee - Confidential recommendations for Council Ratification

Recommendation

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 grounds that:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (d)(i) and (d)(ii) and (h) 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; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest; and*
 - *legal advice.*
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*

*On that basis the public's interest is best served by not disclosing the **Works and Services Committee - Confidential recommendations for Council Ratification** 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.*

13.5 **Budget and Finance Committee - Confidential Recommendations for Council Ratification**

Recommendation

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 grounds that:

1. *Pursuant to Section 90(2) and (3)(a) and (h) and (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 would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and*
 - *legal advice; and*
 - *information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee 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*

*On that basis the public's interest is best served by not disclosing the **Budget and Finance Committee - Confidential Recommendations for Council Ratification** 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