



AGENDA

COUNCIL

*meeting to be held on **Monday 27 April 2020 at 6:30 pm**
in the Council Chamber, Salisbury Community Hub, 34 Church 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

- 2.1 Deputation: Coomurra Drive, Salisbury Heights Land Divisions
– proposed road names

ITEM 3: PETITIONS

No Petitions have been received.

ITEM 4: CONFIRMATION OF MINUTES

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- 23 March 2020 Council Minutes
23 March 2020 Confidential Council Minutes
1 April 2020 Special Council Minutes
20 April 2020 Special Council Minutes

ITEM 5: COMMITTEE REPORTS

**5.1 Policy and Planning Committee: 20 April 2020
Cr C Buchanan (Chair)**

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- 1.0.1 Future Reports for the Policy and Planning Committee
1.1.1 Shelter for the Homeless
1.1.2 Salisbury Community Hub - Update - Future Service Demands
1.3.1 Rural (Aircraft Noise) Direk Industry and Residential Interface DPA
1.7.1 Draft City Plan 2035 Consultation
P&P-OB1 Planning and Design Code

**5.2 Works and Services Committee: 20 April 2020
Cr S Reardon (Chair)**

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- 2.0.1 Future Reports for the Works and Services Committee
2.2.1 Essential Services to Support Seniors, People with Disabilities and
other Vulnerable Groups
2.4.1 Salisbury Civic Plaza/ Community Hub - Drinking Fountain and
shade structure installation
2.4.2 Further Information to the Implementation of Structural Seating
incorporating Vegetation
2.4.3 Outdoor Furniture Program - Barbecue Installation
2.5.1 Road Closure and Renaming of Portion of Parachilna Road, Salisbury
Heights
2.5.2 Grant of Easement to SA Power Networks - Portion of Vater Street
Reserve
2.5.3 Former Council Road Reserve, Ryans Road, Greenfields
2.5.4 Management of Athletics Centre at Bridgestone Reserve

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- 2.5.5 Minutes of the Strategic Property Development Sub Committee meeting held on Tuesday 14 April 2020
 - 2.5.5 - SPDSC1 Future Reports for the Strategic Property Development Sub Committee
 - 2.5.5 - SPDSC2 Salisbury Oval Development Site Update
 - 2.6.1 Capital Works Report - March 2020
 - 2.6.2 Shovel Ready Projects
 - 2.6.3 Church and John Street - Community Consultation Findings
 - 2.6.4 Research Road Joint Animal Pound Facility Update
 - 2.7.1 Motion on Notice: Roundabout - Willowbrook Boulevard and Oakdene Court, Paralowie
 - 2.8.1 Compostable Bags for Benchtop Bins
 - W&S-OB1 Installation of Fencing – Pines School and Andrew Smith Drive Reserve
 - W&S-OB2 Continuity of Rubbish Collection
 - W&S-OB3 Tree Management Appeals Sub Committee
 - W&S-OB4 Terms of Reference for the Tree Management Appeals Sub Committee
- **Further Information Item** **Page 83**
- W&S-OB4 Terms of Reference for the Tree Management Appeals Sub Committee*

5.3 Resources and Governance Committee: 20 April 2020

Cr D Proleta (Chair)

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- 3.0.1 Future Reports for the Resources and Governance Committee
- 3.0.2 Charges for Use of Council Land for Business Purposes Policy
- 3.6.1 Review of the Code of Conduct for Council Members - Dealing with Complaints Procedure and the Media Policy
- 3.6.2 Review of the Compliments, Comments, Complaints Handling Procedure
- 3.6.3 Community Consultation Policy Review

5.4 Audit Committee of Council: 15 April 2020

Cr G Reynolds (Chair)

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- 4.0.1 Future Reports for the Audit Committee
- 4.0.2 Actions List
- 4.2.1 Food Safety Audit Report
- 4.2.2 Draft 2020/21 Annual Plan and Budget
- 4.2.3 Risk Management and Internal Controls Activities
- 4.2.4 Update on Internal Audit Plan

5.5 Council Assessment Panel

No Council Assessment Panel meeting was held in March 2020.

5.6 Budget and Finance Committee: 20 April 2020
Cr B Brug (Chair)

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- 6.0.1 Future Reports for the Budget and Finance Committee
- 6.0.2 Managing the response to COVID-19
- 6.1.1 NAWMA Draft 2020/2021 Budget
- 6.2.1 Financial Sustainability Indicators
- 6.4.1 Budget Bids 2020/2021
- 6.4.2 Budget Status Update
- 6.4.3 Rating Strategy 2020/21
- 6.4.4 Higher Value Property Review
- 6.4.5 Draft 2020/21 Annual Plan and Budget
- 6.8.1 Project Budget Delegations

5.7 Sport, Recreation and Grants Committee: 14 April 2020
Cr A Duncan (Chair)

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- 7.0.1 Future Reports for the Sport, Recreation and Grants Committee
- 7.2.1 Community Grants Program Applications for April 2020 and Administration of Applications in Response to COVID-19 Outbreak
- 7.2.9 15/2020: Northern Districts Athletics Club Inc. –Community Grants Program Application
- 7.2.10 Youth Sponsorship Applications and Administration of Applications in Response to COVID-19 Outbreak

Committee decisions made under delegated authority – for Council information:

- 7.2.1 Community Grants Program Applications for April 2020 and Administration of Applications in Response to COVID-19 Outbreak
- 7.2.2 25/2019: Sampaguita Dance Group Inc. – Community Grants Program Application
- 7.2.3 05/2020: About SA (Christ TV Inc.) – Community Grants Program Application
- 7.2.4 10/2020: Rowe Park United Inc. – Community Grants Program Application
- 7.2.5 11/2020: Mawson Lakes Cricket Club Inc. – Community Grants Program Application
- 7.2.6 12/2020: Ingle Farm Junio Soccer Club Inc. – Community Grants Program Application
- 7.2.7 13/2020: United Way South Australia Inc. – Community Grants Program Applications
- 7.2.8 14/2020: Salisbury Villa Sports and Social Club Inc. – Community Grants Program Application
- 7.2.11 Minor Capital Works Grant Program – Para Hills Bowling Club Inc.

5.8 CEO Review Committee
Mayor G Aldridge (Chair)

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- 8.1.1 Future Reports for the CEO Review Committee
- 8.1.2 CEO Key Performance Indicator Status Update

ITEM 6: GENERAL BUSINESS REPORTS

There are no General Business items.

ITEM 7: MOTIONS ON NOTICE

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7.1 Motion on Notice: Fee for Large Waste Bins

ITEM 8: MAYOR'S DIARY

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ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

ITEM 10: QUESTIONS WITHOUT NOTICE

ITEM 11: QUESTIONS ON NOTICE

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11.1 Question on Notice: Letter to Para Hills Brass Band

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ITEM 13: CONFIDENTIAL ITEMS

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13.1 Works and Services Committee – Confidential Recommendations for Council Ratification

2.9.1 Burton Park Soccer Centre – Lease Agreement Update

13.2 Audit Committee – Confidential Recommendations for Council Ratification

4.4.1 Cyber Security Improvement Program

CLOSE



John Harry

CHIEF EXECUTIVE OFFICER

ITEM 1: PUBLIC QUESTION TIME

ITEM 2: DEPUTATIONS / PRESENTATIONS

Mr Andrew Zummo and Mr Glen Roder, both of Coomurra Drive, Salisbury Heights will be in attendance as a deputation in relation to proposed road names for the land divisions on Coomurra Drive, Salisbury Heights.

ITEM 3: PETITIONS

No Petitions have been received.

ITEM 4: CONFIRMATION OF MINUTES

23 March 2020 Council Minutes
23 March 2020 Confidential Council Minutes
1 April 2020 Special Council Minutes
20 April 2020 Special Council Minutes



**MINUTES OF COUNCIL MEETING HELD IN THE COUNCIL CHAMBER,
34 CHURCH STREET, SALISBURY ON**

23 MARCH 2020

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
A/General Manager City Infrastructure, Mr D Roy
A/General Manager Community Development, Ms V Haracic
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.30 pm.

OPENING PRAYER AND WELCOME

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

The Chief Executive Officer read the Opening Prayer.

The Mayor read the Kaurna Acknowledgement.

APOLOGIES

An apology was received from Cr N Henningsen.

LEAVE OF ABSENCE

Nil

The Mayor indicated to the Council that she would have to leave the meeting at 7.00 pm in order to participate in a videoconference meeting between all Mayors and Chairpersons of Council in South Australia with Premier Stephen Marshall to discuss the state response to the coronavirus.

ITEM 1: PUBLIC QUESTION TIME

Mr David Waylen from the Salisbury Business Association asked the following question:

Will Council continue to support local businesses?

The question was taken on notice.

ITEM 2: DEPUTATIONS / PRESENTATIONS

As resolved at the Council meeting held on 24 February 2020 (Item 12.1 – Donation to Para Reserves CFS), Mayor Aldridge presented a cheque to Mr Travis Thomson from the Para Reserves CFS.

Mr Thomson expressed his appreciation and thanks to Council for their generosity.

ITEM 3: PETITIONS

No Petitions were received.

ITEM 4: CONFIRMATION OF MINUTES

Moved Cr K Grenfell
Seconded Cr J Woodman

The Minutes of the Council Meeting held on 24 February 2020, be taken and read as confirmed.

CARRIED
0437/2020

Moved Cr G Reynolds
Seconded Cr K Grenfell

The Minutes of the Confidential Council Meeting held on 24 February 2020, be taken and read as confirmed.

CARRIED
0438/2020

Moved Cr C Buchanan
Seconded Cr G Reynolds

That Item 7.1 – Motion on Notice – Coronavirus, be brought forward for discussion at this point on the Agenda.

7.1 (a) Motion on Notice: Coronavirus

Moved Cr C Buchanan
Seconded Cr L Braun

That:

1. Council requests the administration prepare advice for tabling at the meeting of Council on 23 March 2020, informing Council about actions taken by the administration to date for managing the spread of the coronavirus (COVID-19), and, providing recommendations to Council for their consideration of further actions deemed necessary and appropriate to implement, in order to assist the Salisbury community to respond to the significant public risk posed by the coronavirus (COVID-19).
2. Council requests the administration prepare a weekly advice prior to all sub committees and standing committees informing Council about actions taken by the administration in its continued efforts in managing the spread of the coronavirus (COVID-19), in order to assist the Salisbury community to respond and recover from to the significant public risk posed by the COVID-19, and this advice be continued until determined otherwise by Council.
3. Council note that a number of actions have already been implemented by the Chief Executive Officer (CEO) and to enable the CEO to take further actions in regard to public health arising from federal and state government advice and directives, that under Section 44, Council delegates to the CEO power to implement actions that may not have yet been implemented.
4. Additional measures that may need to be put in place by the CEO under part 3 of the recommendation, include:
 - a. Cancellation of all Council run community events and gatherings for the foreseeable future;
 - b. Closure, reduced and/or reconfigured access to the Salisbury Community Hub to enable the continuation of only core customer service transactions;
 - c. Closure, reduced and/or reconfigured access to public libraries and community centres to enable continuation of only core services;
 - d. Staff to keep in regular contact and provide written advice to Belgravia Leisure with all relevant coronavirus community safety related information, to assist them with their own decision-making relating to running Council owned facilities.

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5. That under Section 44, Council delegates to the CEO powers prescribed Under Section 45 (2) regarding the ability to close and or reduce operating hours of the principal office.
 6. The need for continuing the measures contained in recommendations 2 and 3 above be reviewed at the end of June 2020.
 7. That the above delegations remain in place for the duration of COVID-19 threat.

**CARRIED
0439/2020**

(b) Motion on Notice: Essential services to support seniors, people with disabilities and other vulnerable groups

Moved Cr C Buchanan
Seconded Cr D Proleta

1. Council request the CEO to implement any additional measures to continue providing existing essential services to elderly citizens, people with disabilities and other vulnerable groups in the Salisbury community, including access to meals, transport and other support services that might be required during the coronavirus threat.
2. That Council allocate \$100k per annum in the 2020/21 budget to continue an expanded Commonwealth Home Support Services for a further three year period commencing in 2020/21, and that for the duration of the COVID-19 threat, the program be expanded to all senior residents who are not clients of Commonwealth Home Support Services.
3. Staff to provide a report at the April 2020 Works & Services Committee recommending a set of criteria to be used to assess eligibility to the support for senior residents who are not clients of the Commonwealth Home Support Service.

**CARRIED
0440/2020**

(c) Motion on Notice: Minimising the financial impact to our community and businesses impacted by COVID19

*Mayor G Aldridge left the meeting at 6:57 pm.
Deputy Mayor J Woodman assumed the Chair at 6.57 pm.*

Moved Cr C Buchanan

Seconded Cr M Blackmore

1. Under Section 44 the Council Delegates authority to the Chief Executive Officer to waive late payment fines for non-payment of council rates where it is determined that payments have been delayed due to hardship caused by the effect of the COVID-19 in the community.
2. That staff report to Council in April 2020 as to how the Council can continue to minimise the financial impact of COVID-19 on the community and local businesses by considering all available measures available under the Local Government Act, and assistance options as outlined in the LGA Guidelines for Rates Hardship Policy. Report to also ensure that appropriate consideration to the financial implications of any measures is considered to ensure the long-term viability of Council balanced against the hardship the COVID-19 has on the community.
3. In order to support our suppliers of goods and services and assist with cash flows, the administration implements a process for the payment of invoices within 14 days (from invoice).

**CARRIED
0441/2020**

(d) Motion on Notice: Other Measures

Moved Cr C Buchanan

Seconded Cr P Jensen

1. Council reinforces its support for the CEO to put in place appropriate measures for staff impacted by COVID-19.
2. To support Council responding to the increased cost pressures in relation to the coronavirus, the Mayor write to the Premier requesting the State Government waive the 2020/21 EPA Levy imposed on Councils.

**CARRIED
0442/2020**

(e) Motion on Notice: Minimising the financial impact to our sporting and community clubs impacted by COVID19

Cr C Buchanan declared an actual conflict of interest on the basis of being the president of a sporting club. Cr Buchanan managed the conflict by remaining in the meeting for the discussion but was not present for the vote. Cr C Buchanan left the meeting at 07:16 pm.

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

Cr D Hood declared an actual conflict of interest on the basis of being the director on the board of a sporting club. Cr D Hood left the meeting at 07:20 pm.

Cr S Reardon declared a perceived conflict of interest on the basis of being patron of a sporting club. Cr S Reardon left the meeting at 07:22 pm.

Cr J Woodman declared a perceived conflict of interest on the basis of being a member of a tennis club. Cr Woodman managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr A Duncan

Seconded Cr D Proleta

1. That Council affirm its commitment to supporting our sporting and community clubs by assisting them with the anticipated financial loss due to forced closures and suspensions of competitions.
2. Council provide immediate assistance to all sporting and community clubs to assist with the anticipated financial loss, by waiving lease fees for the period of April to June and approving the necessary non – discretionary adjustments to the Council Budget at the Third Quarter Budget Review. That further consideration of waiving lease fees for sporting and community clubs for the remainder of year, be considered at the June Sport, Recreation and Grants Committee.
 - 2.1 A report be prepared for the next Sport, Recreation and Grants Committee advising on whether other support could be provided to sporting and community clubs, and such report to identify other clubs in Salisbury that do not have a council facilities lease arrangement. Report to include the number of clubs that do not have a lease and the costs associated with waiving part or full amount of Council rates.
 - 2.2 The report to include advice on Repurposing the Community Grants program, Youth Sponsorship program and Community event grants into recovery grants for affected clubs (recovery grants may be used for events).

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3. That the Mayor and CEO write an open letter to all members of our sporting and community clubs affirming our commitment and readiness to assist their club's recovery once the coronavirus threat has passed.

CARRIED
0443/2020

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

Cr G Reynolds voted IN FAVOUR of the MOTION.

Cr J Woodman voted IN FAVOUR of the MOTION.

Cr C Buchanan returned to the meeting at 07:25 pm.

Cr D Hood returned to the meeting at 07:25 pm.

Cr S Reardon returned to the meeting at 07:25 pm.

The meeting then proceeded with the items in the order as listed on the Agenda.

ITEM 5: COMMITTEE REPORTS

5.1 Policy and Planning Committee - Recommendations for Council Ratification

Moved Cr C Buchanan
Seconded Cr G Reynolds

That Council adopt the recommendations of the Policy and Planning Committee meeting on 16 March 2020, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 23 March February 2020), and listed below, with the exception of items:

1.5.1 The Paddocks Masterplan - Forward Works Plan

1.7.1 City Plan

which were withdrawn to be considered separately.

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 10 March 2020

The information contained in the Tourism and Visitor Sub Committee of the meeting held on 10 March 2020 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 Promotion of Salisbury Community Hub and Council Area

1. That the report and information is noted.
2. The Tourism and Visitor Sub Committee support the proposed strategy as set out in this report (Item TVSC2, Tourism and Visitor Sub Committee, 10/03/2020), with a review to be conducted of the strategy by June 2021.

1.0.2-TVSC-OB1 Tourism Strategy

1. That a report be brought back to the Tourism and Visitor Sub Committee on the remaining elements of the Tourism Strategy that are yet to be completed and their associated costings.
2. This report consider the need to develop a revised Tourism Strategy addressing future tourism projects and initiatives.

1.1.1 Minutes of the Strategic and International Partnerships Sub Committee meeting held on Wednesday 11 March 2020

The information contained in the Strategic and International Partnerships Sub Committee of the meeting held on 11 March 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

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

1. The information be received.

1.1.1-SIPSC3 Civic Management - Review of the Sister City and Friendship City Selection and Maintenance Policy and Procedure

1. That this report be received.
2. That the Sister City and Friendship City Selection and Maintenance Policy and Procedures as set out in Attachments 4 and 5 to this report (Item No. SIPSC3, Resources and Governance Committee, 11/03/2020) be endorsed, subject to the preamble being amended to include “businesses” and read as follows:

The City of Salisbury enters into Sister City and Friendship City relationships to promote economic development, educational, cultural, knowledge and friendship exchanges between cities. This enables the citizens and businesses of the City of Salisbury to participate in, and benefit from, such exchanges.

3. That the Strategic and International Partnerships Sub Committee Terms of Reference (provided as attachment 3 to the agenda of the Strategic and International Partnerships Sub Committee held on 11 March 2020) and the Sister City and Friendship City Selection and Maintenance Policy and Procedure (provided as Attachments 1 and 2 to the agenda of the Strategic and International Partnerships Sub Committee held on 11 March 2020) be amended to prioritise economic activity including knowledge exchange, investment and jobs as the principle criteria for any sister or friendship city relationship entered into or maintained by Council.

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4. That Section 1.1 of the Terms of Reference for the Sub Committee be deleted.

1.1.2 Duke of Edinburgh International Award Program

1. That the information be received.

1.1.3 Public Art - Stobie Poles

1. That Council endorse:
 - a. The promotion of SA Power networks procedure on the City of Salisbury website.
 - b. The eligibility of community groups and local schools to apply for the Create a Place – Public Art Project funding.

P&P-OB1 Remote Access to Council Meetings

1. That the CEO write to Minister of Local Government and Shadow Minister of Local Government seeking an amendment to the Local Government Act to allow remote access to Council meetings considering the current environment.

**CARRIED
0444/2020**

The meeting then proceeded to consider Items 1.5.1 and 1.7.1, which were withdrawn to be considered separately.

1.5.1 The Paddocks Masterplan - Forward Works Plan

Moved Cr P Jensen
Seconded Cr S Reardon

1. That Council note the future works implementation plan.
2. That funding for the future works implementation plan be continued unchanged in the Long Term Financial Plan.

**CARRIED
0445/2020**

1.7.1 City Plan

Moved Cr C Buchanan
Seconded Cr G Reynolds

1. That Council endorse the draft Foundations, Critical Actions and associated City Plan mapping, contained within Attachments 1 through to 4 of this report, for the purposes of public consultation, subject to the following amendments:
 - Under “Welcoming and Liveable City” direction, Operational Focus, and Item 10 of the Critical Actions table, reword the reference to the Community Safety Strategy as follows:

“Implement Council’s community safety strategy with a focus on a range of evidence based fit-for-purpose community safety initiatives including, but not limited to, CCTV coverage.”
 - Under “A growing City that creates new opportunities” direction, Advocacy Priorities, and Item 15 of the Critical Actions table, reword the reference to east-west roads as follows:

“Improvement to east-west roads including increasing the capacity of Kings Road and Waterloo Corner Road, duplication and extension of Elder Smith Road, and road/rail grade separation of Park Terrace & Kings Road.”
 - Under “A welcoming and liveable City” direction, Strategic Projects, and within the Critical Actions table, add:

“Increasing investment and improving facilities in local and district playgrounds”
 - Under “A welcoming and liveable City direction, Strategic Projects, and within the Critical Actions table, add:

“Implement the Ability Inclusion Strategic Plan, including the provision of increased infrastructure for local and district play spaces”
2. Council endorse the draft Salisbury vision of “A sustainable, connected and progressive community” for the purposes of public consultation.
3. Staff report back to the Policy and Planning Committee in June 2020 on the outcomes of public consultation for final approval of the new City Plan.
4. That Council note the intention to update Council’s economic growth strategy utilising the work undertaken by Deloitte as a basis.

CARRIED
0446/2020

5.2 Works and Services Committee - Recommendations for Council Ratification

Moved Cr K Grenfell
Seconded Cr S Ouk

That Council adopt the recommendations of the Works and Services Committee meeting on 16 March 2020, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 23 March 2020), and listed below, with the exception of items:

- 2.0.2 CoolSeal - Community Survey**
- 2.0.3 Portable CCTV Trial - CCTV Specification and Priority Site Identification**
- 2.2.1 Salisbury Home and Community Services Transport**
- 2.4.3 Bayview Parade Reserve (Gulfview Heights Lakes) Irrigation Reactivation**
- 2.4.4 Implementation of Structural Seating incorporating Vegetation**
- 2.7.2 Pedestrian Crossing - Galway Crescent, Salisbury Downs**
- 2.8.1 Compostable Bags for Benchtop Bins**

which were withdrawn to be considered separately.

2.0.1 Future Reports for the Works and Services Committee

1. The information be received.

2.0.4 Minutes of the Asset Management Sub Committee meeting held on Tuesday 10 March 2020

The information contained in the Asset Management Sub Committee of the meeting held on 10 March 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

2.0.4-AMSC1 Future Reports for the Asset Management Sub Committee

1. The information be received.

2.0.4-AMSC2 Levels of Service Options

1. The information be received and noted.
2. Canopy Cover be considered as part of the Sustainability Strategy, that will be the subject of a report back to this Council in time to be considered in the 2021/22 Budget Cycle.
3. A report on street trees including the Street Tree Policy, species types, the street tree audit, and renewal

strategy be presented at the Asset Management Sub Committee meeting in May 2020.

4. Council consider a revised budget for 2021/22 and beyond following consideration of a report on the learnings from the 2020 verge trial program which is currently underway, and any subsequent changes to the level of service.
5. Council consider, as part of the 2020/21 budget deliberations, the addition of new initiative bids for additional Local Playgrounds, one at \$200,000 per annum for 5 years, and one District playground at a cost of \$400k, the location to be determined as part of the next Asset Management Sub Committee.

AMSC-OB1 Capital Program

1. That a report be prepared for the October 2020 meeting of the Asset Management Sub Committee to provide a summary of the three year capital program covering the Strategic Asset Management Plan and related policy initiatives.

2.4.1 Update on Corella Management - March 2020

1. The information be received.
2. That Team Leader Parks and Landscape, Mr P Marsden, and Manager Field Services, Mr M Purdie, be commended for a successful 2020 corella season.

2.4.2 Use of Thermal Methods for Weed Control

1. The information be received.
2. The use of thermal methods for weed control are only used when more traditional methods are deemed to be unsuitable, such as community gardens and where residents have requested no chemical treatment.

2.5.1 Minutes of the Strategic Property Development Sub Committee meeting held on Wednesday 11 March 2020

The information contained in the Strategic Property Development Sub Committee of the meeting held on 11 March 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

2.5.1-SPDSC1 Future Reports for the Strategic Property Development Sub Committee

1. The information be received.

2.5.1-SPDSC2 Affordable Housing Implementation Plan

1. That the report be received.
2. That the Affordable Housing Implementation Plan, as

provided in Attachment 1 (Item SPDSC2, Strategic Property Development Sub Committee, 11/03/2020) be endorsed.

2.5.1-SPDSC3Tranche 2 - Boardwalk at Greentree Project Update

1. That the report be received and the update on the project delivery status for Boardwalk at Greentree, Walpole Road Stage 3, be noted.

2.5.2 Building Audit frequency to inform the Asset Management plans

1. The report be received and noted.

2.5.3 Revocation of Portion of George Street Wetland Reserve, known as Allotment 1 in Deposited Plan 75831

1. This report be received and noted.
2. A portion of approximately 627 square meters of George Street Wetland Reserve known as Allotment 1 in Deposited Plan 75831 and described in Certificate of Title Volume 6006 Folio 373 be declared surplus to Council requirements and Council propose to revoke the Community Land Classification of the portion delineated on Attachment 1, Item 2.5.3 Aerial View – Proposed Portion of Revocation to George Street Wetland Reserve.
3. Attachment 3 Item 2.5.3 be adopted for the purpose of Section 194 of the Local Government Act 1999.
4. The Manager Property and Building be authorised to implement the public consultation program, comprising of a public notice in the Northern Messenger, the State Government Gazette and a notice be published on the City of Salisbury website. A letter with the attached Section 194 Report be sent to surrounding property owners expected to be affected by this proposal
5. A sign not be erected on the Reserve in accordance with Councils Public Consultation Policy, as the portion of land is directly adjacent George Street Green Fields and Belfree Drive, Mawson Lakes and may cause distraction to passing motorists and confusion as to what portion of land is proposed to be revoked.
6. A further report be presented to Council for consideration should any objections be received. In the event that no objections are received, the Manager of Property and Buildings be authorised to prepare and submit the necessary documentation to the Minster for approval.

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7. Upon revocation, the Manager Property and Buildings be authorised to prepare a plan of division rededicating the subject land as portions of George Street, Green Fields and Belfree Drive, Mawson Lakes.

2.6.1 Capital Works Report - February 2020

1. An allocation of \$11k towards PR25246 Historical Methodist Cemetery to cover the additional expense incurred be referred to the 2019/20 Third Quarter Budget Review.
2. Within the 2019/20 Third Quarter Budget Review, return \$95k of Council funds from PR14804 Bicycle Network Improvement Program and include a nil effect \$80k adjustment to reflect the income which will no longer be received, as detailed within Works and Services, Item 2.6.1, 16th March 2020.
3. Within the 2019/20 Third Quarter Budget Review, return \$9k of savings from PR25512 Bolivar Road Failure, Paralowie, as the project was successfully delivered within budget.
4. Within the 2019/20 Third Quarter Budget Review, return the \$50k not currently required for PR25029 St Kilda Master Plan Tourism and Visitor Joint Project.
5. Endorse the program inclusions as outline within Works and Services, Item 2.6.1, 16th March 2020, within PR14498 Council Funded New Footpath Program, and PR21412 Kerb Ramp Construction / Upgrade Program, noting these works will be progressively delivered in accordance with endorsed budgets.

2.7.1 Traffic Safety: Transport Network Planning and Localised

1. Council write to Minister Knoll requesting that a joint funded capability and development assessment of the existing road network consequent of the opening of the Northern connector be undertaken.
2. Council seek support of the Shadow Minister for Transport.

**CARRIED
0447/2020**

The meeting then proceeded to consider items 2.0.2, 2.0.3, 2.2.1, 2.4.3, 2.4.4, 2.7.2 and 2.8.1, which were withdrawn to be considered separately.

2.0.2 CoolSeal - Community Survey

Moved Cr L Braun

Seconded Cr K Grenfell

1. Council endorses the CoolSeal type treatment option, as an appropriate treatment in selected areas, as part of the Road Reseal Program.

-
2. When an alternate road surface treatment, that will significantly change the appearance of the site (such as Cool Seal) is recommended, then the local community, Ward Councillors and the Mayor are to be consulted prior to the treatment being applied.

**CARRIED
0448/2020**

Cr B Brug requested that his dissent be noted in the Minutes.

2.0.3 Portable CCTV Trial - CCTV Specification and Priority Site Identification

Moved Cr C Buchanan
Seconded Cr P Jensen

1. That this report be received and noted.
2. That the proposed CCTV equipment be endorsed for lease for the duration of the 6 month Portable CCTV trial.
3. That a 6 month priority site schedule, consistent with feedback provided by Elected Members, be determined by the Administration to enable commencement of the Portable CCTV trial in April 2020.

**CARRIED
0449/2020**

2.2.1 Salisbury Home and Community Services Transport

Moved Cr C Buchanan
Seconded Cr L Braun

1. Information to be received.
2. Council support a wider range of transport service delivery options that maximise independence and choice for older residents of Salisbury.
3. That Council allocate \$100k per annum in the 2020/21 budget to continue an expanded Commonwealth Home Support Services for a further three year period commencing in 2020/21, and that for the duration of the COVID-19 threat, the program be expanded to all senior residents who are not clients of Commonwealth Home Support Services.
4. Council gives further consideration on expanded transport service delivery options for the western part of the city as part of the report due re consideration of community bus in May 2020 via the Innovation and Business Development Sub Committee.

**CARRIED
0450/2020**

2.4.3 Bayview Parade Reserve (Gulfview Heights Lakes) Irrigation Reactivation

Moved Cr P Jensen
Seconded Cr S Reardon

1. The information be received.
2. No further extension of the irrigation system at this site be considered at this time, as the recent reactivation ensures the area irrigated is consistent with the original design.

**CARRIED
0451/2020**

2.4.4 Implementation of Structural Seating incorporating Vegetation

Moved Cr K Grenfell
Seconded Cr S Ouk

1. Council notes the report provided.
2. Council requests staff to bring back a further report by next month identifying types of plants to be used as tree cover for outside seating that is suitable for our climate of South Australia.
3. Staff identify types of plants that can be used on the sides and tops of new bus shelters which can provide an enhancement to the amenities and street scape as well as provide a home for native bees.

**CARRIED
0452/2020**

2.7.2 Pedestrian Crossing - Galway Crescent, Salisbury Downs

Moved Cr S Ouk
Seconded Cr K Grenfell

1. Council install a pedestrian refuge on Galway Crescent to assist children cross the road to the playground at the Salisbury Downs Oval.
2. Pavement bars be installed at the T-Junctions with both Londonderry Avenue and Thompson Avenue, and also along curvilinear sections of Galway Crescent. These minor traffic controls will work in tandem with the pedestrian refuge to control traffic flow.
3. Prior to the above works, Council's Transport Team will consult with the affected residents of Salisbury Downs.

**CARRIED
0453/2020**

Mayor G Aldridge returned to the meeting at 08:18 pm and resumed the Chair.

2.8.1 Compostable Bags for Benchtop Bins

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

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

Moved Cr S Reardon
Seconded Cr P Jensen

1. That a new initiative bid 20/21 budget process be developed for undertaking a trial compostable bags and benchtop caddies within 12 months.

With leave of the meeting and consent of the seconder Cr S Reardon VARIED the MOTION as follows.

1. This item be deferred until April 2020 to enable the item to be discussed during the budget workshop on Wednesday 25 March.

CARRIED
0454/2020

*The majority of members present voted IN FAVOUR of the MOTION.
Cr G Reynolds voted IN FAVOUR of the MOTION.
Cr J Woodman voted IN FAVOUR of the MOTION.*

BREAK

In accordance with the Code of Practice for Meeting Procedures, the Mayor provided a break to all present. The meeting was suspended at 8.33 pm.

The meeting reconvened at 8.50 pm.

Mayor Aldridge provided a verbal report on the discussions with Premier Marshall during his videoconference meeting with South Australian Mayors and Chairpersons.

Motion Without Notice: Mayor's Briefing with the Minister for Local Government

Moved Cr C Buchanan
Seconded Cr G Reynolds

1. That Council acknowledge the verbal report provided by the Mayor in relation to the briefing with the Minister for Local Government.
2. That all Elected Members be provided with the audio recording of that briefing.

**CARRIED
0455/2020**

5.3 Resources and Governance Committee - Recommendations for Council Ratification

Moved Cr D Proleta
Seconded Cr B Brug

That Council adopt the recommendations of the Resources and Governance Committee meeting on 16 March 2020, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 23 March 2020), and listed below with the exception of items:

3.0.2 White Ribbon Australia Accreditation Update

3.3.1 Dog Registration Fees 2020 - 2021

3.6.2 Nominations Sought for the Adelaide Cemeteries Authority Board

3.6.3 Nominations Sought for the South Australian Local Government Grants Commission

which were withdrawn to be considered separately.

3.0.1 Future Reports for the Resources and Governance Committee

1. The information be received.

3.4.1 2020 National General Assembly of Local Government - Call for Motions and Attendance at Assembly

That:

1. Council resolve there are no issues that warrant a motion being submitted to the National General Assembly of Local Government being held in Canberra from 14 to 17 June 2020.
2. Cr J Woodman be registered to attend, and be appointed as the City of Salisbury voting delegate for the National General Assembly of Local Government being held in

Canberra from 14 to 17 June 2020, subject to her agreeing to be the voting delegate.

3.5.1 Displaying of Council Information on Digital Screens Across Council Facilities

1. That the report is received
2. That it is noted that the capability to display Council related information across Council facilities varies depending on the infrastructure on site
3. That it be noted that administration will develop a package of information with relevant Council that will be displayed across Council facilities where the capability exists.

3.6.1 Voting Advice to Council Delegate for the Local Government Association Ordinary General Meeting - 3 April 2020

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 Ordinary General Meeting as set out in the attachment to this report (Resources and Governance, 16 March 2020, Item 3.6.1).

**CARRIED
0456/2020**

The meeting then proceeded to consider Items 3.0.2, 3.3.1, 3.6.2 and 3.6.3, which were withdrawn to be considered separately.

3.0.2 White Ribbon Australia Accreditation Update

Moved Cr M Blackmore
Seconded Cr K Grenfell

1. That this report be received and noted.

**CARRIED
0457/2020**

3.3.1 Dog Registration Fees 2020 - 2021

Moved Cr B Brug
Seconded Cr D Proleta

1. The information be received.
2. That the maximum dog registration fee for a Non-standard dog be set at \$70.00 for 2020-2021 with the dog registration categories and eligible rebates as per the Dog Registration Fee Schedule Proforma 2020-2021 forming Attachment 3 to the Resources and Governance Committee agenda – 16 March 2020, Item no. 3.3.1.
3. The Other Fees relating to:
 - Replacement Disc Fee;
 - Late Registration Penalty, which is applicable 3 clear business days from last day to pay annual registration;
 - Puppies aged 6 months or less;
 - Part Year Rebate after 1 January and until end of current registration period for new dogs not previously registered in the area; and
 - Fee free registration period from 1 June to 30 June.

as presented in the Dog Registration Fee Schedule Proforma 2020-2021 forming Attachment 3 to the Resources and Governance Committee agenda – 16 March 2020, Item no. 3.3.1 be endorsed and adopted by Council.

4. The Fees Unrelated to Registrations, namely:
 - Seizure Fee (Seizing a dog for the purposes of impounding);
 - Daily Pound Fee (Fees for Keeping Dog at Pound daily (or part thereof));
 - Veterinary Fees or other animal welfare related costs; and
 - Certified Extract from register (per page).

as presented in the Dog Registration Fee Schedule Proforma 2020-2021 forming Attachment 3 to the Resources and Governance Committee agenda – 16 March 2020, Item no. 3.3.1. be endorsed and adopted by Council.

CARRIED
0458/2020

*Cr C Buchanan left the meeting at 9.00 pm.
Cr C Buchanan returned to the meeting at 9.03 pm.*

3.6.2 Nominations Sought for the Adelaide Cemeteries Authority Board

Cr S Reardon declared a material conflict of interest on the basis of owning a plot in Salisbury Cemetery. Cr S Reardon left the meeting at 09:06 pm.

Moved Cr C Buchanan
Seconded Cr L Braun

1. The information be received.
2. Cr S Reardon be nominated as a Local Government Representative on the Adelaide Cemeteries Authority Board.

**CARRIED
0459/2020**

Cr S Reardon returned to the meeting at 09:07 pm.

3.6.3 Nominations Sought for the South Australian Local Government Grants Commission

Moved Cr C Buchanan
Seconded Cr G Reynolds

1. The information be received.
2. Cr S Ouk be nominated as a Local Government Representative on the South Australian Local Government Grants Commission.

**CARRIED
0460/2020**

5.4 Audit Committee - Recommendations for Council Ratification

Moved Cr G Reynolds
Seconded Cr K Grenfell

That Council adopt the recommendations of the Audit Committee meeting on 18 March 2020, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 23 March 2020), and listed below:

4.0.1 Future Reports for the Audit Committee

1. The information be received.

4.0.2 Actions List

1. The information be noted.

4.0.3 Alternate dates for Audit Committee meetings in 2020

1. That the information advising that Audit Committee meeting dates have been revised to 15 April and 4 August 2020, be noted.

4.0.4 Appointment of Deputy Chairman - Audit Committee

1. Kylie Grenfell be appointed as Deputy Chairman of the Audit Committee for the period March 2020 up to and including November 2020.

4.2.1 Audit Committee Self-Assessment

1. That the outcomes of the self-assessment questionnaire be accepted and noted.

4.2.2 Contract Management Audit Report

1. That the final audit report for the Contract Management audit as set out in Attachment 2 to this report (Item 4.2.2, Audit Committee, 18/03/2020) be noted.
2. That the responses of the Administration to the Contract Management audit as set out in Attachment 3 to this report (Item 4.2.2, Audit Committee, 18/03/2020) be endorsed for Council approval, subject to the management response for recommendation 9 being updated to reflect training and awareness for staff.
3. That the Administration prepare a report for the July 2021 Audit Committee meeting informing the Committee on management's progress on completion of the agreed actions.

4.2.3 Asset Management Audit Report

1. That the final audit report for the Asset Management Audit as set out in Attachment 2 to this report (Item 4.2.3, Audit Committee, 18/03/2020) be noted.
2. That the responses of the Administration to the Asset Management audit as set out in Attachment 3 to this report (Item 4.2.3, Audit Committee, 18/03/2020) be reviewed and updated by the Administration, and the auditors be requested to extend the audit to verify the updated responses

and a report be provided to the Audit Committee at its August 2020 meeting.

4.2.4 Audit Committee Work Program for 2020

1. The information be noted.

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, 18/03/2020) 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 6 to this report (Item 4.2.5, Audit Committee, 18/03/2020).

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 (Item 4.2.6, Audit Committee, 18/03/2020) be endorsed and forwarded to Council for adoption.
2. That a report be brought back to the Audit Committee on a model for the appointment of contractors for conduct of internal audits.

AC-OB1 Strategic Review

1. That a strategic review of the project management and contract management regarding the Salisbury Community Hub be performed.

**CARRIED
0461/2020**

5.5 Council Assessment Panel

No Council Assessment Panel meeting was held in February 2020.

5.6 Budget and Finance Committee - Recommendations for Council Ratification

Moved Cr S Reardon
Seconded Cr L Braun

That Council adopt the recommendations of the Budget and Finance Committee meeting on 16 March 2020, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 23 March 2020), and listed below with the exception of items:

6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Tuesday 10 March 2020

- 6.0.2-IBDSC1 Future Reports for the Innovation and Business Development Sub Committee
- 6.0.2-IBDSC2 Performance Excellence Program - future participation
- 6.0.2-IBDSC3 Civil Works and Services Circular Economy Opportunities Presentation
- 6.0.2-IBDSC4 Community Requests - Response Dashboard
- 6.0.2-IBDSC5 Verge Cutting Heights
- 6.0.2-IBDSC-OB1 Improvement of Organisational Operations

6.0.3 Support for Volunteer Wildlife Organisations

6.4.2 Budget Bids 2020/21

which were withdrawn to be considered separately.

6.0.1 Future Reports for the Budget and Finance Committee

1. The information be received.

6.4.1 Long Term Financial Plan and Budget Workshops Actions Update

1. Information be received and noted.
2. A report on the Golf Course cost of operations as a golf course compared to the cost of open space, and including utilisation numbers be included in the Future Reports for the Works and Services committee and due to be reported back in September 2020.
3. A report on the activation of Mawson Lakes and Salisbury City Centre commercial precincts through pedestrian protection models and associated funding options be included in the Future Reports for the Works and Services

committee and due to be reported back in December 2020.

6.7.1 Salisbury Water Budget 2020/21 Report

1. The Salisbury Water 2020/21 Budget, including Budget Bids and Fees and Charges, be endorsed for consideration in the 2020/21 Council Budget.

6.7.2 Building Rules Certification Unit Budget 2020/21 Report

1. The Building Rules Certification Unit 2020/21 Budget, including Budget Bids and Fees and Charges, be endorsed for consideration in the 2020/21 Council Budget.

6.7.3 Salisbury Memorial Park Budget 2020/21

1. The Salisbury Memorial Park 2020/21 Budget and fees and charges be endorsed for consideration in the 2020/21 Council Budget.
2. The General Manager Community Development be given delegated authority to vary fees up to a maximum of \$300 (+/-) on the approved Salisbury Memorial Park fee schedule for special circumstances.

**CARRIED
0462/2020**

The meeting then proceeded to consider Items 6.0.2, 6.0.3 and 6.4.2, which were withdrawn to be considered separately.

6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Tuesday 10 March 2020

Moved Cr P Jensen
Seconded Cr C Buchanan

The information contained in the Innovation and Business Development Sub Committee of the meeting held on 10 March 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

**CARRIED
0463/2020**

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

Moved Cr P Jensen
Seconded Cr C Buchanan

1. The information be received.

**CARRIED
0464/2020**

6.0.2-IBDSC2 Performance Excellence Program - future participation

Moved Cr P Jensen
Seconded Cr C Buchanan

1. That the information be received.
2. That the City of Salisbury participates in the 2020 Performance Excellence Program, noting this will require a 2020/21 budget bid for an estimated \$30,000.
3. That the subcommittee note the alignment of the benchmarking activity to relevant recommendations and advice included in the South Australian Productivity Commission Local Government Inquiry final report.

**CARRIED
0465/2020**

6.0.2-IBDSC3 Civil Works and Services Circular Economy Opportunities Presentation

Moved Cr P Jensen
Seconded Cr C Buchanan

1. Council develops Circular Economy – Recycled Material usage targets for the Capital Works Program, as part of the development of the Sustainability Strategy.
2. Council continue to support research in the use of recycled materials from NAWMA and other sources in Council’s Capital Works Program.
3. Council continue to work closely with NAWMA and other organisations to identify and analyse opportunities to increase the use of recycled materials in products and during construction in the Capital Works program.
4. When Council reviews its Procurement Policies and tender assessment selection criteria for Capital Works projects it give due consideration- to the circular economy, particularly with respect to local recycled product.

**CARRIED
0466/2020**

6.0.2-IBDSC4 Community Requests - Response Dashboard

Moved Cr P Jensen
Seconded Cr C Buchanan

1. The information be received.

CARRIED
0467/2020

6.0.2-IBDSC5 Verge Cutting Heights

Moved Cr P Jensen
Seconded Cr C Buchanan

1. The information be received
2. The verge cutting height remain at 50mm for the 2020 verge cutting season trials with cutting heights evaluated as part of the end of trial review in November 2020.
3. Staff provide a detailed comparison of Councils (as per Table 1 in paragraph 3 of the report), which includes the frequency of cuts, equipment used and the use of contractors vs Council staff.

With leave of the meeting and consent of the seconder, Cr P Jensen VARIED the MOTION as follows .

1. The information be received
2. The verge cutting height remain at 50mm for the 2020 verge cutting season trials with cutting heights evaluated as part of the end of trial review in November 2020.

CARRIED
0468/2020

6.0.2-IBDSC-OB1 Improvement of Organisational Operations

Moved Cr P Jensen

Seconded Cr C Buchanan

1. That staff bring back a report to the Innovation and Business Development Sub Committee that:
 - a. details the current status of the existing operations covering building, property and land development related functions;
 - b. identifies opportunities to improve the alignment and interface across organisation operations associated with the delivery of property related strategic outcomes and service delivery and support to leaseholders of Council facilities.

**CARRIED
0469/2020**

6.0.3 Support for Volunteer Wildlife Organisations

Moved Cr S Reardon

Seconded Cr D Hood

1. The information is received.

**CARRIED
0470/2020**

6.4.2 Budget Bids 2020/21

Moved Cr M Blackmore

Seconded Cr A Duncan

1. PSN000499 Elected Member Bid: Netball Courts Reconstruction & Lighting Upgrade be noted and
Option 2 – this bid not progress for further consideration in the 2020/21 budget
2. Noting the development and implementation of the Place Activation Strategy, with the strategy planned to be finalised by June 2020, this bid not progress at this time for further consideration in the 2020/21 budget, but be considered for prioritisation and funding following approval of the strategy:
PSN000540 Elected Member Bid: New Supply & Irrigation Blue Hills Reserve
3. The four year program with 2020/21 net expenditure of:
Infrastructure Bids: capital \$39,386,000 and operating \$1,698,000
Plant Furniture and Equipment: capital \$1,127,000 and

operating \$8,000

Operating Bids: operating \$629,000

IT Bids: capital \$0 and operating \$372,000

be endorsed for further consideration and inclusion in the Draft 2020/21 Annual Plan and Budget for Public Consultation, and be updated for other parts of this recommendation once resolved by Council.

**CARRIED
0471/2020**

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

Moved Cr K Grenfell
Seconded Cr G Reynolds

That Council adopt the recommendations of the Sport, Recreation and Grants Committee meeting on 10 March 2020, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 23 March 2020), and listed below, with the exception of items:

- 7.2.6 08/2020: The Burton Community Centre Inc. - Community Grants Program Application**
- 7.2.7 09/2020: Pontian Eagles Sports and Social Club Inc. - Community Grants Program Application**

which were withdrawn to be considered separately.

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

1. The information be received.

7.2.1 Youth Sponsorship Applications - February 2020

1. The information be received.
2. A 2019/20 Third Quarter Discretionary Budget Review Bid for \$10,000 be presented to Council for consideration to provide additional Youth Sponsorship funding for the committee to continue funding applications up to 30 June 2020.

7.2.2 Community Grants Program Applications for March 2020

1. The information be received and noted.

7.2.8 Community Grants Program Trends Review and Standing Budget Allocation

1. The information be received and noted.
2. The Sport, Recreation and Grants Committee note the endorsed increase to the 2019/2020 Community Grants Program budget allocation from \$82,000 to \$112,000 effective 24 February 2020.
3. The Sport, Recreation and Grants Committee recommends increasing the Community Grants Program (standing) annual budget through a **2020/2021 discretionary budget bid of \$38,000**, bringing the annual budget allocation from \$82,000 per annum to \$120,000 per annum.

SRG-OB1 Salisbury West Cricket Club

1. That Council write to the Salisbury West Cricket Club congratulating them on winning the SAMCA Metropolitan Twenty20 Champions Cup.

SRG-OB2 Youth Sponsorships Application – Verbal Update

1. That the verbal report given by the General Manager Business Excellence regarding the Cheerleading applications be received and noted.

**CARRIED
0472/2020**

The meeting then proceeded to consider Items 7.2.6 and 7.2.7, which were withdrawn to be considered separately.

7.2.6 08/2020: The Burton Community Centre Inc. - Community Grants Program Application

Cr C Buchanan declared a perceived conflict of interest on the basis of being a member of the Burton Community Centre.

Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr K Grenfell

Seconded Cr G Reynolds

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 March 2020 round of Community Grants as follows:
 - a. Grant No. 08/2020: The Burton Community Centre Inc. be awarded the amount of **\$1,535.00** to assist with the purchase of **children’s entertainment, Welcome Address and photo props for the Burton Community Centre Family Fun Day event** as outlined in the Community Grant Application.

**CARRIED
0473/2020**

**7.2.7 09/2020: Pontian Eagles Sports and Social Club Inc. -
Community Grants Program Application**

Cr C Buchanan declared a perceived conflict of interest on the basis of being a member of the sporting club. Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr K Grenfell
Seconded Cr G Reynolds

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 March 2020 round of Community Grants as follows:
 - a. Grant No. 09/2020: Pontian Eagles Sports and Social Club Inc. be awarded the amount of **\$5,000.00** to assist with the **plumbing and hire of an ablution block from April to August 2020, conditional of Council and Development Approval**, as outlined in the Community Grant Application and additional information.

**CARRIED
0474/2020**

5.8 CEO Review Committee

No CEO Review Committee meeting was held in February 2020.

ITEM 6: GENERAL BUSINESS REPORTS

6.1 Election of GAROC Representative

Moved Cr C Buchanan
Seconded Cr A Duncan

1. Council indicates its preference for Mayor Erin Thompson for a position on the Greater Adelaide Regional Organisation of Councils and instructs the Chair of the 24 February 2020 Council Meeting to vote accordingly.

**CARRIED
0475/2020**

6.2 Letter of Thanks: Nuclear Waste Facility Resolution

Moved Cr D Proleta
Seconded Cr S Ouk

1. That the information be received.

**CARRIED
0476/2020**

ITEM 7: MOTIONS ON NOTICE

Item 7.1 was brought forward for discussion at the beginning of the meeting.

7.2 Motion on Notice: Care Packs for the Elderly/Disabled

Moved Cr K Grenfell
Seconded Cr L Braun

1. That the administration develop a program to prepare and distribute a small care package that might include, but not limited to items like soap, toilet paper and basic food supplies for people registered on Council's accessibility register within an overall cost of \$15,000 for the program.

**CARRIED
0477/2020**

7.3 Motion on Notice: Affordable Housing Policy Amendment

Moved Cr C Buchanan
Seconded Cr G Reynolds

That:

1. A report be prepared for the Policy and Planning Committee meeting in May 2020 suggesting draft amendments to Council's Affordable Housing Policy to incorporate exploration and investigation of opportunities for inclusion of a Community Housing component in Council's Strategic Property Projects.
2. The policy be renamed the *Affordable and Community Housing Policy*.

**CARRIED
0478/2020**

7.4 Motion on Notice: Technology Park Carparking

Moved Cr B Brug
Seconded Cr J Woodman

1. That Council bring back a report on a strategy to improve the current car parking issues and planning for the future development agenda within Technology Park and associated areas.

**CARRIED
0479/2020**

7.5 Motion on Notice: Additional Funding - Trees

Moved Cr B Brug
Seconded Cr S Reardon

1. That Council write to the Minister of Transport requesting that the State Government commit more resources (including additional funding) towards tree planting, maintenance and beautification of roads under their jurisdiction within the City of Salisbury.

**CARRIED
0480/2020**

7.6 Motion on Notice: Tree Appeals Sub Committee

Moved Cr P Jensen
Seconded Cr S Reardon

That:

1. Council re-establishes the Tree Management Appeal Sub Committee (TMAS);
2. The administration provide a report to the Works and Services Committee in April 2020 including the following:
 - a. previous Terms of Reference for Council to review
 - b. for the sub committee to comprise of 5 Elected Members
 - c. for the sub committee to have delegated authority in determining appeals from residents in relation to the removal of trees, types of replacement and refer Regulated trees to CAP
 - d. residents may nominate their Ward Councillors, Deputy Mayor or Mayor to represent them at TMAS meetings.

**CARRIED
0481/2020**

ITEM 8: MAYOR'S DIARY

8.1 Mayor's Diary

Moved Cr M Blackmore
Seconded Cr S Ouk

1. That this information be noted.

**CARRIED
0482/2020**

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

Cr K Grenfell:

20th February	Catch up discussion with Belgravia
21st February	Salisbury Secret Garden 2020 Launch
22nd February	Salisbury Secret Garden 2020
23rd February	Salisbury Secret Garden 2020
25th February	Audit Committee Training
29th February	Elected Members weekend
1st March	Elected Members weekend
4th March	The Pines School AGM

Cr L Braun:

24/02/20	– Full Council Meeting
29/02/20	– EM Weekend Workshop
01/02/20	- EM Weekend Workshop
02/03/20	– Email with resident regarding NHW
02/03/20	– EM Workshop - Media Policy
06/03/20	– Call with resident – GDP regarding footpaths
09/03/20	– Call with resident regarding Pooraka community clean up and illegal dumping
09/03/20	– Email resident – Mawson Lakes regarding airport noise
13/03/20	– call with resident – Pooraka re: verge safety issue
14/03/20	– Mawson Lakes Community Clean up
14/03/20	– Pooraka Community Clean up
14/03/20	– Meet with resident regarding dangerous tree
16/03/20	– Standing Committee meetings
17/03/20	– Briefing with Council staff regarding GDP road upgrades
17/03/20	– EM workshop – strategic risk register
21/03/20	– Coffee with the Councillor – Mawson Lakes
21/03/20	– Coffee with the Councillor – Pooraka
21/03/20	– Call with resident – St Kilda re Quarantine policing
21/03/20	– meet with resident – Mawson Lakes re- community safety

Cr Reynolds:

Attended LGA Audit Committee training

Cr Woodman:

25 February	Ingle Farm East PS Governing Council
26 February	Northern Business Breakfast
26 February	Budget Workshop
27 February	NAWMA Board meeting
29 February	Weekend workshop
1 March	Weekend workshop
2 March	Media Policy workshop
3 March	Spotlight on Salisbury Radio Show

3 March	Second Budget Workshop
4 March	Aust Soc of Associates Executive lunch
4 March	Afternoon Citizenship
4 March	Evening Citizenship
10 March	Suicide Prevention Board Meeting then General meeting
10 March	Sub-committees
11 March	Strategic and International Partnerships meeting
12 March	RAAF Women's Group International Women's Day event
13 March	SA Air League link up with International Space Station (<i>representing the Mayor</i>)
16 March	ALGWA National phone conference
17 March	Spotlight on Salisbury Radio Show (<i>representing the Mayor</i>)
17 March	Strategic Risk Workshop

ITEM 10: QUESTIONS WITHOUT NOTICE

10.1 Question Without Notice: Letter to Para Hills Brass Band

Cr Reardon asked a question in relation to staff advising the date the letter was sent to the Para Hills Brass Band for their 50th anniversary in February.

The Question was taken on Notice.

ITEM 11: QUESTIONS ON NOTICE

There were no Questions on Notice.

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

12.1 Shovel Ready Projects

Moved Cr C Buchanan
 Seconded Cr G Reynolds

1. That Council provide a list of shovel ready projects to be considered by the Works and Services Committee, as per the request by the State Government.
2. Projects to be prepared for consideration include, but are not limited to: Burton Hub, upgrade of Yalumba Drive, Bridgestone Park, Brahma Lodge Netball Club reconstruction and lighting, Para Vista Soccer Club, Ingle Farm and Church/John Street, and any other projects identified by staff.

**CARRIED
 0483/2020**

12.2 Contacting Places of Worship regarding Social Distancing

Moved Cr S Ouk

Seconded Cr K Grenfell

1. That Council write a letter to all Cambodian temples in Salisbury about social distancing and group gatherings, including Khmer New Year coming up this April. (in Khmer and English)
2. That, as a matter of urgency, Council requests the administration to contact all places of worship by Wednesday, advising them of the restrictions introduced by the Federal Government and advise in writing the decision made by Government.

With leave of the meeting and consent of the seconder Cr S Ouk

VARIED the MOTION as follows:

1. That, as a matter of urgency, Council requests the administration to contact all places of worship in the City of Salisbury advising them of the restrictions introduced by the Federal Government and advise in writing the decision made by Government in English and any appropriate language, by close of business on Wednesday 25 March 2020.

CARRIED
0484/2020

ITEM 13: CONFIDENTIAL ITEMS

13.1 Works and Services Committee - Confidential Recommendations for Council Ratification

Moved Cr L Braun

Seconded Cr S Reardon

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

*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.*

CARRIED
0485/2020

The meeting moved into confidence at 10.28 pm.

The meeting moved out of confidence at 10.28 pm.

13.2 Budget and Finance Committee - Confidential Recommendations for Council Ratification

Moved Cr K Grenfell
Seconded Cr S Ouk

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
 - Report includes employee related information

*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.

**CARRIED
0486/2020**

The meeting moved into confidence at 10.29 pm.
The meeting moved out of confidence and closed at 10.29 pm.

CHAIRMAN.....
DATE.....



**MINUTES OF SPECIAL COUNCIL MEETING HELD IN THE COUNCIL
CHAMBER,
34 CHURCH STREET, SALISBURY ON**

1 APRIL 2020

MEMBERS PRESENT

Mayor G Aldridge
Cr M Blackmore
Cr L Braun (*from 6.03pm*)
Cr B Brug
Cr C Buchanan
Cr A Duncan
Cr K Grenfell (*from 6.03pm*)
Cr N Henningsen (*via videoconference*)
Cr D Hood
Cr P Jensen
Cr S Ouk (*via videoconference*)
Cr D Proleta (*from 6.26pm*)
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
A/General Manager Community Development, Ms V Haracic
Manager Financial Services, Ms K George
Manager Governance, Mr M Petrovski
Risk and Governance Program Manager, Ms J Crook
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.01pm.

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 Kurna Acknowledgement.

APOLOGIES

There were no Apologies.

LEAVE OF ABSENCE

Nil

ITEM 1: Council Meeting Procedures - Amendment to enable electronic participation

Moved Cr M Blackmore

Seconded Cr L Braun

That Council's code of practice for meetings be amended to enable Elected Members to attend meetings of Council by electronic means, in accordance with the *Electronic Participation in Council Meetings Notice 2020* (SA Government Gazette, 31 March 2020) issued by the Minister for Local Government.

**CARRIED
0488/2020**

ITEM 2: CEO Update - City of Salisbury Response to COVID-19 Pandemic

Moved Cr A Duncan

Seconded Cr S Reardon

1. That the information be received and noted.

**CARRIED
0489/2020**

ITEM 3: COVID-19 Financial Update

Cr D Proleta entered the meeting at 6.26 pm.

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

Moved Cr C Buchanan

Seconded Cr J Woodman

1. That Council notes and receives the information.

**CARRIED
0490/2020**

ITEM 4: MOTION ON NOTICE

1. Motion on Notice: City of Salisbury Budget Response to Covid-19

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

Cr G Reynolds requested that formal meeting procedures be suspended to enable discussion and questions to be asked without formality.

The Mayor, with the consent of the whole meeting, advised that the meeting procedures would be suspended.

Formal meeting procedures were suspended at 6.52 pm.

Formal meeting procedures were resumed at 7.12 pm.

Moved Cr C Buchanan

Seconded Cr B Brug

1. That Council note the update provided by the Chief Executive Officer on the status of measures taken thus far to manage the impact of COVID-19 on the community and staff.
2. That Council authorise administration to develop a 2 year COVID-19 Infrastructure Recovery Program, inclusive of existing capital program, that will see total Capital of \$100M spent in the years 2020/21 and 2021/22 that will assist the community recover from the significant impacts of COVID-19:
 - a. that in the delivery of the COVID-19 Infrastructure Recovery Program administration seek to maximise procurement of goods and services from the Northern Adelaide region in line with Council's Procurement Policy; and
 - b. that the administration partner with the Federal and State Governments to deliver further social and economic support to our community, including leveraging funding opportunities to extend the COVID-19 Infrastructure Recovery Program.
3. That Council endorse staff to prepare a draft 2020/21 Annual Plan and Budget with a 0% rate increase (excluding growth) and no increase to fees and charges (unless required by legislation) and in doing so:
 - a. Revise the Long Term Financial Plan to account for the COVID-19 Infrastructure Recovery Program in 2020/21 and 2021/22 up to \$100M over the 2 years; and
 - b. Identify the need for additional financing facilities to support a 0% rate increase and the delivery of the COVID-19 Infrastructure Recovery Program, in addition

to our base 2020/21 borrowing requirements.

- c. Provide a further report for Council's ordinary meeting in April 2020 discussing potential changes for further reductions in Council's current fee structure.
4. Rate Payment Deferral is to be implemented for ratepayers experiencing financial hardship due to COVID-19 so that the latest date for payment for the Fourth Quarter 2019/20 and the First Quarter 2020/21 is deferred to 1 December 2020, noting that the rates instalment notices will be issued with the relevant due dates as required by the legislation, but highlighting the relief being provided by Council. Fines are to be waived during this time, and no legal action is to be taken in relation to these rate arrears. Ratepayers are to be encouraged to make regular payments where possible.
5. That Council extend the previous decision to waive fines for non-payment of rates to ratepayers impacted by COVID-19 to cover all ratepayers based on the extended due date.
6. That Council approve the establishment of a \$50M Cash Advance Debenture to support the deferment of the Fourth Quarter 2019/20 and First Quarter 2020/21 rate payments until 1 December 2020, noting this is additional to financing facilities required to deliver a 0% rate increase and the COVID-19 Infrastructure Recovery Program.
7. That the administration draft a revised Hardship Policy to also include businesses within the policy and identify other support mechanisms for the community, including consideration of the waiving of interest payments for ratepayers that have been identified through the Hardship Policy application process as suffering hardship from COVID-19.
8. That Recommendations 3 and 7 are brought to the April Budget & Finance Committee for further consideration, including endorsing a Draft Annual Plan and Budget for consultation as required by s123 of the Local Government Act.
9. That the administration bring back a report to Council before adoption of the 2020/21 budget covering the following matters:
 - a. Account for the impact of a 0% rate increase and no fees and charges increase in 2020/21 and strategies to manage the impact over the life of the LTFP; and
 - b. Identify opportunities to offset the impact of 3a & 3b by reviewing new initiative bids, in particular any increased service levels and other operating costs that can be reduced or deferred.
10. That the CEO be authorised to investigate opportunities for further support to be provided to community members experiencing disadvantage associated with COVID-19.

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11. That timed parking limits are monitored to ensure enforcement facilitates customer access to businesses, and it be addressed with warnings and education prior to enforcement action, with the exception of parking restrictions for disabled parking, loading zones, clearways, permit zones, footpath obstructions and bike lanes or other identified areas posing a public safety risk, which will continue to be enforced.

**CARRIED
0491/2020**

The meeting closed at 7.24 pm.

CHAIRMAN.....

DATE.....



**MINUTES OF SPECIAL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, 34 CHURCH STREET, SALISBURY ON
20 APRIL 2020**

MEMBERS PRESENT

Mayor G Aldridge
Cr M Blackmore
Cr L Braun
Cr B Brug
Cr C Buchanan
Cr A Duncan
Cr K Grenfell
Cr N Henningsen (*via videoconference*)
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 City Infrastructure, Mr J Devine
A/General Manager Community Development, Ms V Haracic
Manager Governance, Mr M Petrovski
Risk and Governance Program Manager, Ms J Crook
Governance Support Officer, Ms K Boyd

The meeting commenced at 8.57 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 Kurna Acknowledgement.

APOLOGIES

There were no apologies.

LEAVE OF ABSENCE

Nil

ITEM 1: Budget and Finance Committee - Recommendations for Council Ratification

Moved Cr C Buchanan

Seconded Cr G Reynolds

That Council adopt the recommendations of the Budget and Finance Committee meeting on 20 April 2020, regarding items 6.0.3 and 6.6.1 on the agenda and the recommendation for item 6.6.1 be expanded to incorporate the Committee recommendation pertaining to item 6.0.2 on the agenda, to read as follows:

6.0.3 Salisbury Water – COVID-19 Financial Support

1. Payment deferral be implemented for Salisbury Water customers experiencing financial hardship due to COVID-19 so that the latest date for payment of ‘Third Quarter 2019/20, Fourth Quarter 2019/20 and the First Quarter 2020/21 Water Notices’ is deferred to 1st December 2020, noting that Water Notices will be issued with the relevant instalment due dates, but will highlight the relief being provided by Council. No legal action is to be taken in relation to deferred payments and customer supply will not be restricted due to non-payment if based on the extended due date. Salisbury Water customers are to be encouraged to make regular payment where possible.
2. The criteria for the Salisbury Water Hardship Policy for residential customers be expanded to include financial hardship from COVID-19. The assessment of residential customers claiming hardship from COVID-19 will align with the COVID-19 Hardship Policy in order to maintain consistency across the organisation.

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3. Salisbury Water non-residential customers suffering financial hardship from COVID-19 need to apply and be assessed against the following criteria:
 - a. community or sporting organisation that has previously been approved as a Salisbury Water Community-Based Not for Profit Organisation
 - b. business or activity that has temporarily suspended operations or shut down as a direct impact of COVID-19 and intends to resume operations post COVID-19
 - c. not a private or government school or tertiary education institution.

6.6.1 COVID-19 Rates Financial Hardship and measures for Sundry Debtors

1. Information be received.
2. The COVID-19 Rates Financial Hardship Policy as contained in Attachment 1 to this report, with the exception that Policy Statement Part E, part 3, be amended from \$10,000 to \$30,000, (Budget and Finance Committee, 20 April 2020 Item 6.6.1), be endorsed with a review date of August 2020
3. The Financial Hardship Policy as contained in Attachment 2 to this report (Budget and Finance Committee, 20 April 2020 Item 6.6.1) be endorsed.
4. Council endorse the following measures to support the community impacted by COVID-19:
 - a. Waive various business fees & charges, as listed in section 6.7 of this report, for the period of 1 April through to 30 June 2020.
 - b. Waiving of commercial rents for the following period 1 April 2020 through to 30 June 2020
 - Commercial leases excluding telecommunications leases (such as café leases and business premises)
 - Permit for a Business Purpose (such as use of road reserves for signage, storage yards, etc)
 - Minor permits (for uses such as awnings over road reserves of fixed chairs and tables for a café)
 - Joint use agreements

-
5. A further waiving of Community & Sporting Club lease fees and additional measures identified in part 4 (a) & (b) for the period July 2020 to December 2020 be considered at the July Budget & Finance Committee.
 6. Council endorse the following measures to be implemented
 - a. Provision of subsidised business support as noted in Section 6.12 of this report for 6 months
 - b. Deferral of loan payments for six months for the Salisbury Bowling Club.
 7. That staff bring back a further report on a proposed Sports and Community Clubs COVID-19 Recovery Support Package and grant guidelines (to be administered by the Sport Rec & Grants Committee), that incorporates the repurposing of existing Council grants as listed in Section 10.3.1 (Item 6.0.2, Managing The Response to COVID-19, 20 April 2020) and the inclusion of:
 - a. Other Not For Profit Sporting & Community clubs that currently do not have a council lease
 - b. General operating costs of the clubs as eligible support that Council can approve within the grant guidelines of the Sports and Community Club COVID-19 Recovery Support Package.
 8. Council write to all Sports and Community Clubs advising of the State Government \$250 Million Community and Jobs Support Fund and provide assistance with application through the Property Services Division and Polaris Centre.

**CARRIED
0492/2020**

The meeting closed at 8.59 pm.

CHAIRMAN.....

DATE.....

ITEM 5: COMMITTEE REPORTS

5.1 Policy and Planning Committee - Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Policy and Planning Committee met on 20 April 2020 to consider five (5) 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.

Six (6) recommendations of the Committee requiring ratification of Council, including one (1) Other Business item, are provided in this report. 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 Policy and Planning Committee meeting on 20 April 2020, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 27 April 2020), and listed below:

1.0.1 Future Reports for the Policy and Planning Committee

1. The information be received.

1.1.1 Shelter for the Homeless

1. That the report be noted.
2. That Council requests the Administration to provide a further report by July 2020 to be presented, responding to the original Motion on Notice (Resolution Number 0343/2019).
3. That staff include in the further report strategies to tackle homelessness including options and costs of a Council owned temporary homelessness facility in the City of Salisbury and identify appropriate NGOs and undertake initial discussions regarding managing said facility.
4. That the report also include the development of a City of Salisbury Homelessness Strategy that would consider: reasonable targets for curbing homelessness, identification of community groups most at risk that a purpose built facility can assist with and the merits of hosting a Salisbury/northern Adelaide homelessness forum including all key stakeholders including Elected Members.

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5. That telephone facilities be made available at the Salisbury Community Hub and other appropriate Council buildings to facilitate improved connection and access to local Housing and Homeless service providers.
 6. That Council staff continue to support homeless people to connect with local service Housing and Homeless service providers.
 7. That Council increase advocacy for increased funding and collaboration with key stakeholders for the provision of emergency accommodation in the City of Salisbury and northern Adelaide.
 8. That Council write to the Premier Steven Marshall MP, Leader of the Opposition Peter Malinauskas MP, Minister for Human Services Michelle Lensink MLC and Shadow Minister for Human Services Nat Cook MP seeking increased funding for the provision of emergency accommodation in City of Salisbury and northern Adelaide.

1.1.2 Salisbury Community Hub - Update - Future Service Demands

1. That the information be received.
2. That administration provides an update report by December 2020 on the status of assessing any future service demands at the Salisbury Community Hub and implications.

1.3.1 Rural (Aircraft Noise) Direk Industry and Residential Interface DPA

1. That Option 1 in the Policy and Planning Committee Agenda 20/4/20 Item 1.3.1 relating to the Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment be endorsed, subject to DPTI agreeing to hold the DPA open until confirmation is received about the inclusion of the minor zone changes as identified in the DPA to the cadastre of the properties at 16 Beadell Street, and 105 and 117 Bolivar Road in the Planning and Design Code (Phase 3 Urban Areas).

1.7.1 Draft City Plan 2035 Consultation

1. The consultation process for the draft City Plan be conducted online and run concurrently with consultation of the 2020/21 Annual Plan during May 2020.

P&P-OB1 Planning and Design Code

That, given that there several outstanding issues which should be addressed to ensure the successful implementation of the Planning and Design Code, and in light of council resources being directed at this time to deal with the COVID-19 pandemic, the CEO to write to the Minister for Planning requesting a further delay to the Planning and Design Code's implementation for phase 2 and 3 until at least 1 July 2021 and outline the following concerns:

- Given the number of identified errors and omissions in the draft Planning and Design Code, corrections made in the completed Code should be clearly identified.

- Councils and other stakeholders should be provided with a completed Planning and Design Code and ePlanning system at least 2 months prior to the Code’s implementation in Phase 2 and Phase 3 council areas.
- Local policy content, contained in council development plans, should be either transferred to the Planning and Design Code or clear explanations as to why this local policy content has not been transferred should be provided.
- A clear explanation of how the Code Amendment process will operate, needs to be provided.
- A clear explanation of how development application fees will be raised and distributed, needs to be provided.
- Other concerns the CEO and General Manager wish to include.

OR

That Council adopt the recommendations of the Policy and Planning Committee meeting on 20 April 2020, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 27 April 2020), 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.

COMMITTEE RECOMMENDATIONS FOR COUNCIL RATIFICATION

COMMITTEE AGENDA ITEM NO. and TITLE	EXECUTIVE SUMMARY AND COMMITTEE RECOMMENDATION TO COUNCIL
<p><u>Item No. 1.0.1</u> Future Reports for the Policy and Planning Committee</p>	<p>EXECUTIVE SUMMARY: This item details reports to be presented to the Policy and Planning 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>

Item No. 1.1.1
Shelter for the Homeless

EXECUTIVE SUMMARY:

This report responds to a Motion on Notice that requested investigation of opportunities for temporary shelters for people experiencing homelessness.

It provides an overview of the organisational arrangement of Housing and Homeless services in the northern region, and current Council practices in supporting and referring vulnerable homeless people to the those services.

It provides the outcome of consultation with the Northern Homelessness and Violence against Women collaboration, Housing SA and SAPol in relation to using Council or other facilities as temporary homeless shelters.

COMMITTEE RECOMMENDATION:

1. That the report be noted.
2. That Council requests the Administration to provide a further report by July 2020 to be presented, responding to the original Motion on Notice (Resolution Number 0343/2019).
3. That staff include in the further report strategies to tackle homelessness including options and costs of a Council owned temporary homelessness facility in the City of Salisbury and identify appropriate NGOs and undertake initial discussions regarding managing said facility.
4. That the report also include the development of a City of Salisbury Homelessness Strategy that would consider: reasonable targets for curbing homelessness, identification of community groups most at risk that a purpose built facility can assist with and the merits of hosting a Salisbury/northern Adelaide homelessness forum including all key stakeholders including Elected Members.
5. That telephone facilities be made available at the Salisbury Community Hub and other appropriate Council buildings to facilitate improved connection and access to local Housing and Homeless service providers.
6. That Council staff continue to support homeless people to connect with local service Housing and Homeless service providers.
7. That Council increase advocacy for increased funding and collaboration with key stakeholders for the provision of emergency accommodation in the City of Salisbury and northern Adelaide.
8. That Council write to the Premier Steven Marshall MP, Leader of the Opposition Peter Malinauskas MP, Minister for Human Services Michelle Lensink MLC and Shadow Minister for Human Services Nat Cook MP seeking increased funding for the provision of emergency accommodation in City of Salisbury and northern Adelaide.

<p><u>Item No. 1.1.2</u> Salisbury Community Hub - Update - Future Service Demands</p>	<p>EXECUTIVE SUMMARY:</p> <p>The Salisbury Community Hub is a significant strategic project that redefines how we provide services and interact with our community, while also contributing towards the delivery of Council’s endorsed Salisbury City Centre renewal agenda.</p> <p>A previous resolution of Council requested that a report be presented in April 2020, highlighting the ongoing demand for Library and Customer Relations services and any other demand for other Council services to be delivered outside of Council core hours.</p> <p>This report is providing Council with an update on this work as due to COVID-19 the ability to provide the required information has not been possible and also the clarity of when normal services will recommence.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the information be received. 2. That administration provides an update report by December 2020 on the status of assessing any future service demands at the Salisbury Community Hub and implications.
<p><u>Item No. 1.3.1</u> Rural (Aircraft Noise) Direk Industry and Residential Interface DPA</p>	<p>EXECUTIVE SUMMARY:</p> <p>This Development Plan Amendment (DPA) sought to rezone the Primary Production Zone to Employment Lands and realign the eastern boundary of the study area with the Residential Zone. Following submission of the draft DPA to the Minister for approval, Council was asked to investigate the impact of the DPA on nearby DPTI intersections. These investigations found that development resulting from the DPA would place additional pressures on the capacity of the intersections, noting they would need to be upgraded anyway.</p> <p>DPTI provided three options to progress the DPA. Of these options it is recommended that Council pursue a minor zone change to three properties only through the Planning and Design Code transition, subject to confirmation from DPTI and the State Planning Commission about acceptance. If Council wished to progress the DPA in its current form, this would require the establishment of an infrastructure scheme to identify and formalise funding arrangements. This is considered a difficult requirement to achieve (and could be very resource intensive) because of the multi- ownership and the lack of any demonstrated demand for the employment land in the study area. This is further compounded by the lack of a position from the State on the Federal Guideline “Managing the Risk in Public Safety Zones at the Ends of Runways” which may also have an impact on the DPA study area.</p>

	<p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> That Option 1 in the Policy and Planning Committee Agenda 20/4/20 Item 1.3.1 relating to the Rural (Aircraft Noise) Direk Industry and Residential Interface Development Plan Amendment be endorsed, subject to DPTI agreeing to hold the DPA open until confirmation is received about the inclusion of the minor zone changes as identified in the DPA to the cadastre of the properties at 16 Beadell Street, and 105 and 117 Bolivar Road in the Planning and Design Code (Phase 3 Urban Areas).
<p><u>Item No. 1.7.1</u> Draft City Plan 2035 Consultation</p>	<p>EXECUTIVE SUMMARY:</p> <p>Since Council endorsed the draft City Plan content for consultation at its meeting in March 2020, Australia’s response to the Covid-19 situation has necessitated changes to the consultation process which was scheduled to occur in April. The purpose of this report is to provide Council with an update of the proposed consultation process and timing.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> The consultation process for the draft City Plan be conducted online and run concurrently with consultation of the 2020/21 Annual Plan during May 2020.
<p><u>Item No. P&P-OB1</u> Planning and Design Code</p>	<p>COMMITTEE RECOMMENDATION:</p> <p>That, given that there several outstanding issues which should be addressed to ensure the successful implementation of the Planning and Design Code, and in light of council resources being directed at this time to deal with the COVID-19 pandemic, the CEO to write to the Minister for Planning requesting a further delay to the Planning and Design Code’s implementation for phase 2 and 3 until at least 1 July 2021 and outline the following concerns:</p> <ul style="list-style-type: none"> Given the number of identified errors and omissions in the draft Planning and Design Code, corrections made in the completed Code should be clearly identified. Councils and other stakeholders should be provided with a completed Planning and Design Code and ePlanning system at least 2 months prior to the Code’s implementation in Phase 2 and Phase 3 council areas. Local policy content, contained in council development plans, should be either transferred to the Planning and Design Code or clear explanations as to why this local policy content has not been transferred should be provided. A clear explanation of how the Code Amendment process will operate, needs to be provided.

	<ul style="list-style-type: none">• A clear explanation of how development application fees will be raised and distributed, needs to be provided.• Other concerns the CEO and General Manager wish to include.
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5.2 Works and Services Committee: Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Works and Services Committee met on 20 April 2020 to consider 17 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.

Twenty (20) recommendations of the Committee requiring ratification of Council are provided in this report, including four (4) Other Business items. The corresponding Executive Summary of each report to the Committee is also provided as a prompt. One (1) recommendation, presented to the Committee in confidence, forms part of Council's Confidential Agenda.

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 Works and Services Committee meeting on 20 April 2020, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 27 April 2020), and listed below:

2.0.1 Future Reports for the Works and Services Committee

1. The information be received.

2.2.1 Essential Services to Support Seniors, People with Disabilities and other Vulnerable Groups

1. Information to be received.
2. The program expansion to all senior residents who are not clients of Commonwealth Home Support Services for the duration of the COVID-19 threat be endorsed.
3. Council note the set of criteria in para 3.13 used to assess eligibility for the support of senior residents who are not clients of the Commonwealth Home Support Service to access essential services during the COVID-19 threat.
4. Staff provide a further report on ongoing support and assistance as part of the COVID recovery program.

2.4.1 Salisbury Civic Plaza/ Community Hub - Drinking Fountain and shade structure installation

1. That the report be received and noted.
2. That a non discretionary budget bid of \$15,000 be approved for 2019/20 for the installation of a drinking fountain in the Salisbury Civic Plaza.
3. That additional shade within the Civic Plaza be provided with the addition of 3 advanced trees, of similar species to existing trees, to the northern and western edge of the plaza to match existing.
4. That shade structures not be considered for installation of Salisbury Civic Plaza, due to the impact fixed structures of this nature would have on the function of the space in event mode.

2.4.2 Further Information to the Implementation of Structural Seating incorporating Vegetation

1. The report be received and noted
2. That the following species be endorsed for installation in association with new seating and shelter installations in high profile centres, with installations to occur as part of the John/Church Street Upgrade Program.
 - Tree species - Eucalyptus, Angophora, Brachychiton and Callistemon species.
 - Shrub species - Melaleuca and Hakea species
 - Climbers - Hardenbergia violacea, Clematis microphylla, Bougainvillea species, Wisteria species and Convolvulus remotus.

2.4.3 Outdoor Furniture Program - Barbecue Installation

1. The report be received and noted.
2. That Barbecue installations from the Outdoor Furniture program continue to be installed as previously endorsed by Council, at the following locations Kentish Green, Para Vista, Pitman Park, Salisbury and The Paddocks as part of the Masterplan Implementation.
3. A barbecue installation at Lindblom Park, Pooraka be considered as part of the Outdoor Furniture budget for the financial year 2021/22, following the above mentioned site installations.
4. Barbecue installations be included in inclusive playspace reserves.
5. Future Barbecue locations be considered in alignment of the hierarchical classification and provisioning framework of the Place Activation Strategy.

2.5.1 Road Closure and Renaming of Portion of Parachilna Road, Salisbury Heights

1. This report be received and noted.
2. Staff be authorised to implement the required provisions of the *Roads (Opening and Closing) Act 1999* to commence a process for closure of a portions of Parachilna Road, Salisbury Heights, identified as A, B and C on Attachment 1 – Road Closure. Parachilna Road, Salisbury Heights. Item 2.5.1 Works and Services Committee, 20th April 2020.

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3. Staff be authorised to undertake public consultation by placing public notices in the Messenger Newspaper and a further notice in the State Government Gazette in accordance with the provision of the Roads (*Opening and Closing*) Act 1999 as well as sending notice to affected residents within the area.
 4. Should no objections be received after completion of the Public Consultation Process, the Manager Property and Buildings to submit the required documentation to the Surveyor General for approval. In the event objections are made on the Road closure, a further report will be presented to Council for consideration of any objections
 5. Staff be authorised to undertake public consultation by placing public notices in the Messenger Newspaper and a further notice in the State Government Gazette for the renaming of the portions of Parachilna Road (not subject to a road closure process) north of Coomurra Drive to “Heights View Avenue” and “Prominence Drive”.
 6. Should no objections be received for the road renaming of the portions of Parachilna Road after completion of the Public Consultation Process, the Chief Executive Officer be delegated to authorise the Road names as outlined in this report. In the event objections are made on the Road names, a further report be presented to Council for consideration of any objections.
 7. Council accept new road names “Giuliano Drive”, “Jess Road”, “Alyssa Avenue” and “Roder Drive” submitted by the owners of 37, 39 and 41 Coomurra Drive on the basis that these names relate to people who live or have lived on the land and are attached to the local history of the land.

2.5.2 Grant of Easement to SA Power Networks - Portion of Vater Street Reserve

1. Council grant to SA Power Networks an easement for the installation of underground cables to facilitate electricity supply to an adjoining property over a portion of Vater Street Reserve identified as Allotment 15 in Deposited Plan 50221 as described in Certificate of Title Volume 5583 Folio 327, and delineated in red in Attachment 1 to this report (Works and Services Committee, 20 April 2020, Item No. 2.5.2).
2. SA Power Networks to be responsible for all costs and pay a consideration amount of \$5,000 plus GST to the City of Salisbury in exchange for granting of the easement.
3. The Manager Property and Buildings be authorised to liaise with SA Power Networks in regards to the requested easement and arrange consent of the Letter of Agreement and Grant of Easement documentation.

2.5.3 Former Council Road Reserve, Ryans Road, Greenfields

1. This report be received and noted.
2. Council authorises the Manager Property and Buildings to engage a Commercial Property Consultant to act on Council’s behalf to sell the property known as Ryans Road Reserve, Greenfields, marked as Allotment 1001 Deposited Plan 119186 (Attachment 1, Item No. 2.5.3 Works and Services Committee, 20/04/2020) balancing price, proposed strategic

outcomes from development and use of the site by the prospective purchaser, and alignment with Council strategies and Development Plan.

3. Council authorises the Manager Property and Buildings to arrange the necessary documentation for the transfer of Allotment 1001 Deposited Plan 119186 and negotiate the terms of an appropriate Encumbrance to be registered on the purchasers Certificate of Title or preparation of a further plan of division to manage future access into the site.

2.5.4 Management of Athletics Centre at Bridgestone Reserve

1. That Council endorse:
 - a. The Fees and Charges for Bridgestone Athletics Centre 2020/21 as shown in Attachment 1 to this report (Item No. 2.5.4, Works and Services Committee, 20 April 2020).
 - b. A late budget bid of \$125,000 operating expenditure and \$15,000 income for Bridgestone Athletics Centre to be prepared by staff for inclusion in the 2020/21 budget process.

2.5.5 Minutes of the Strategic Property Development Sub Committee meeting held on Tuesday 14 April 2020

1. The information contained in the Strategic Property Development Sub Committee of the meeting held on 14 April 2020 be noted with respect to the recommendations contained therein.

2.5.5 - SPDSC1 Future Reports for the Strategic Property Development Sub Committee

1. The information be received.

2.5.5 - SPDSC2 Salisbury Oval Development Site Update

1. That the report be received.
2. That documentation for an Expression of Interest be prepared by staff in conjunction with Council's Property Advisors for the Salisbury Oval development land depicted in Attachment 1 to this report (Strategic Property Development Sub-Committee, Item SPDSC2 – 14/04/2020), seeking a market response to the options for commercial sporting uses, and/or commercial health and well-being services for the aged care and sports medicine sectors, and also innovative alternative proposals that align with those land uses, and align with Council's objectives for the Salisbury City Centre and Salisbury Oval Precinct.
3. That the advertising of the EOI process proceed and a further report on the response to the EOI be presented to the Strategic Property Development Sub Committee at the conclusion of the EOI process.

2.6.1 Capital Works Report - March 2020

1. Include within the 2019/20 Third Quarter Budget Review the re-timing of budgets as outlined within Works and Services, Item 2.6.1, 20th April 2020.
2. Within the 2019/20 Third Quarter Budget Review transfer \$500k of operating expenditure budget GL142-244 Kerb and Gutter Replacement to capital expenditure budget within PR12000 Road Reseal Program.

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3. Within the 2019/20 Third Quarter Budget Review transfer \$150k capital expenditure budget from PR21412 Kerb Ramp Construction / Upgrade Program to PR1200 Road Reseal Program, with staff given approval to continue with Road Reseal Program preparatory works upon endorsement of this report.
 4. Within the 2019/20 Third Quarter Budget Review convert \$10k of Capital Expenditure to Operating Expenditure Budget, and in addition return \$95k Capital Expenditure Budget for the PR20017 Building Upgrade Program.
 5. Within the 2019/20 Third Quarter Budget Review convert \$240k of Operating Expenditure to Capital Expenditure Budget, and allocate \$95k Capital Expenditure Budget for the PR18097 Building Renewal Program.
 6. Include within the 2019/20 Third Quarter Budget Review a \$50k expenditure budget allocation to match the \$50k State Government grant funding received for PR25535 Gawler Greenway shared use path.
 7. Include Salisbury RSL ramp construction within the 2019/20 PR21412 Kerb Ramp Construction / Upgrade Program.

2.6.2 Shovel Ready Projects

1. That the information be received.
2. That Council note the following projects which are shovel ready and submitted for a contribution from the State Government under the Open Spaces and Places for People programs:
 - a. Church Street and John Street Improvement
 - b. City Wide Trails – Jenkins Reserve to Carisbrooke Park
 - c. Bridge Replacement Program – City Wide Trails Connectivity
 - d. Irrigation Activation
 - i. Dunkley Green – Valley View
 - ii. Beadell Street Reserve – Burton
 - iii. Delamere Drive – Paralowie
 - e. Salisbury Oval Masterplan – Brown Tce Playspace & Reserve Upgrade
 - f. Fairbanks Drive – Playground, Sports Court and Reserve Upgrade.
 - g. Bridgestone Reserve – Seating and Shade
 - h. Establishing a Native Forrest in the Little Para Channel
3. That staff continue to investigate grant opportunities for projects within the City of Salisbury.
4. That a further “For Information Report” be brought back to Council on the outcome of these applications.

2.6.3 Church and John Street - Community Consultation Findings

1. That the information be received.
2. That the project proceed to detailed design and construction, consistent with feedback received during the community consultation process.

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3. That the Administration investigate the installation of an additional public toilet, and the report be brought back during the detailed design stage with preferred options, suggested locations, and current requirements for business and landholders to provide facilities.
 4. That further consultation occur with key stakeholders, including SBA and key landowners, during the detailed design phase.
 5. That Council note the project has been submitted within the current round of grant funding for “Open Space and Places for People” for an increased scope of works.

2.6.4 Research Road Joint Animal Pound Facility Update

1. That the report be received and the update noted.
2. That a New Initiative Bid be prepared for consideration in the 2020/2021 Budget process for \$400,000.00 as the City of Salisbury component of the estimated capital costs a shared use Animal Pound facility located at Research Road Pooraka.
3. Staff continue to refine the concept design for a joint use Animal Pound facility, and a further report is brought back by July 2020 regarding the business case and shared use agreement with the City of Tea Tree Gully.

2.7.1 Motion on Notice: Roundabout - Willowbrook Boulevard and Oakdene Court, Paralowie

1. Install signage and pram ramps at the Oakdene Court T-Junction on Willowbrook Boulevard to provide a safe path of travel for cyclists and pedestrians to and from the playground/recreational sporting area at the Willowbrook Place Reserve.
2. Install a pavement bar at the Oakdene Court and Willowbrook Boulevard T-Junction to help improve efficiency and safety for regular 2-way traffic flow at this site.
3. Funding for the improvements to be sourced from the 2020/21 Traffic Program budget lines.
4. Consult with local residents prior to construction commencement.
5. Council notes that in the interest of improving both local area pedestrian and road safety, South Australia Police (SAPOL) have been requested to undertake surveillance of traffic behaviours at this location.

2.8.1 Compostable Bags for Benchtop Bins

1. Council not proceed with the free issuing of compostable Kitchen Caddy liners to residents at this point in time.
2. Council await the development of NAWMA’s waste policy, and Council’s subsequent waste policy, which will address this issue, as part of a service level review.

W&S-OB1 Installation of Fencing – Pines School and Andrew Smith Drive Reserve

1. That Council notes the deputation made by Mr Michael Brown MP, Member for Playford, at the Works & Services Committee in regard to the installation of fencing around the Pines School and Andrew Smith Drive Reserve.
2. Staff are requested to bring back designs and costing of replacing the pine log fencing with metal fencing at a height of 1.8m along the council school boundary, and the installation of metal fencing around the perimeter of Andrew Smith Reserve. Design and costings be provided to the June 2020 Works & Services committee.
3. Funding be considered as part of the COVID 19 stimulus program.
4. As part of the design, access school reserve after Andrew Smith Reserve be made available to ensuring disability access is available, but also restricts access to trail bikes.
5. That Council ask the Pines School and the Department of Education for financial contribution towards the installation of the metal fence on the perimeter of the school oval.

W&S-OB2 Continuity of Rubbish Collection

1. That, in the context of the stated public concerns of East Waste for a “worst case scenario” of not having enough drivers to maintain weekly rubbish collection due to self-isolation as a result of COVID-19:
 1. the City of Salisbury reaffirms its commitment to a weekly rubbish collection regime, and
 2. NAWMA be requested to advise what strategies have been put in place to ensure continuity of City of Salisbury’s commitment

W&S-OB3 Tree Management Appeals Sub Committee

1. The information in this report be received and noted.
2. That Council establishes a Tree Management Appeals Sub Committee (TMASC).
3. The membership of the TMASC consist of Cr P Jensen, Cr A Duncan, Cr C Buchanan, Cr S Ouk, and Cr D Hood
4. The Chair of TMASC be Cr Peter Jensen.
5. The Deputy Chair of TMASC be elected at its first meeting.

W&S-OB4 Terms of Reference for the Tree Management Appeals Sub Committee

1. That Draft Terms of Reference for the Tree Management Appeals Sub Committee be prepared by the administration and provided through a further information report at the meeting of Council on 27 April 2020.

OR

That Council adopt the recommendations of the Works and Services Committee meeting on 20 April 2020, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 27 April 2020), 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. 2.0.1</u> Future Reports for the Works and Services Committee	EXECUTIVE 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. 2.2.1</u> Essential Services to Support Seniors, People with Disabilities and other Vulnerable Groups	EXECUTIVE SUMMARY: Older people, people living with disability and people with pre-existing medical conditions are more vulnerable to contracting the COVID-19 virus and becoming seriously ill as a consequence. The risk of serious illness from COVID-19 increases with age. The highest rate of fatalities is among older people, particularly those with serious health conditions and/or a weakened immune system. In the current circumstances, our primary responsibility is to ensure the safety of those at risk. The COVID-19 response plan for the community age care services needs to take in consideration actions to assess and minimise infection-related risks for aged care customers, and it is the responsibility of each provider to take immediate action to protect the health and safety of older people, volunteers, contractors and staff. City of Salisbury Home & Community Services supports older people through in-home and centre based services, utilising a significant volunteer workforce. Salisbury Home and Community services expanded essential services to all senior residents including those who are not clients of Commonwealth Home Support Services for the duration of the COVID-19 threat. Due to the high vulnerability of the majority of our client group a Coronavirus Response Plan was developed and additional measures implemented to continue providing existing essential services to elderly citizens, people with disabilities and other vulnerable groups in the Salisbury community, including access to meals, transport and other support services that might be

	<p>required during the coronavirus threat.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. Information to be received. 2. The program expansion to all senior residents who are not clients of Commonwealth Home Support Services for the duration of the COVID-19 threat be endorsed. 3. Council note the set of criteria in para 3.13 used to assess eligibility for the support of senior residents who are not clients of the Commonwealth Home Support Service to access essential services during the COVID-19 threat. 4. Staff provide a further report on ongoing support and assistance as part of the COVID recovery program.
<p><u>Item No. 2.4.1</u> Salisbury Civic Plaza/ Community Hub - Drinking Fountain and shade structure installation</p>	<p>EXECUTIVE SUMMARY:</p> <p>This report presents costings and proposals for the installation of a drinking fountain and shade structures within Salisbury Civic Plaza.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the report be received and noted. 2. That a non discretionary budget bid of \$15,000 be approved for 2019/20 for the installation of a drinking fountain in the Salisbury Civic Plaza. 3. That additional shade within the Civic Plaza be provided with the addition of 3 advanced trees, of similar species to existing trees, to the northern and western edge of the plaza to match existing. 4. That shade structures not be considered for installation of Salisbury Civic Plaza, due to the impact fixed structures of this nature would have on the function of the space in event mode.
<p><u>Item No. 2.4.2</u> Further Information to the Implementation of Structural Seating incorporating Vegetation</p>	<p>EXECUTIVE SUMMARY:</p> <p>Staff have investigated the request of Committee and Council to provide a list of plant species suitable for installation as cover (supported by structure or not) which can be incorporated into Structural Seating and are beneficial for Native Bees.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The report be received and noted 2. That the following species be endorsed for installation in association with new seating and shelter installations in high profile centres, with installations to occur as part of the John/Church Street Upgrade Program. <ul style="list-style-type: none"> • Tree species - Eucalyptus, Angophora, Brachychiton and Callistemon species. • Shrub species - Melaleuca and Hakea species • Climbers - Hardenbergia violacea, Clematis microphylla, Bougainvillea species, Wisteria species and Convolvulus remotus.

<p><u>Item No. 2.4.3</u> Outdoor Furniture Program - Barbecue Installation</p>	<p>EXECUTIVE SUMMARY: This report presents identified installation locations for Barbecues, as part of the Outdoor Furniture Program.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The report be received and noted. 2. That Barbecue installations from the Outdoor Furniture program continue to be installed as previously endorsed by Council, at the following locations Kentish Green, Para Vista, Pitman Park, Salisbury and The Paddocks as part of the Masterplan Implementation. 3. A barbecue installation at Lindblom Park, Pooraka be considered as part of the Outdoor Furniture budget for the financial year 2021/22, following the above mentioned site installations. 4. Barbecue installations be included in inclusive playspace reserves. 5. Future Barbecue locations be considered in alignment of the hierarchical classification and provisioning framework of the Place Activation Strategy.
<p><u>Item No. 2.5.1</u> Road Closure and Renaming of Portion of Parachilna Road, Salisbury Heights</p>	<p>EXECUTIVE SUMMARY: This report recommends that Council endorse Staff to commence a Road Closure Process for Portions of Parachilna Road, Salisbury Heights. The portions of unmade Road have been identified as no longer required due to the approval of residential developments on both portions of land directly adjacent to Parachilna Road, Salisbury Heights. It is now proposed to close these portions and convert to open space reserve.</p> <p>The report also recommends renaming the sections of Parachilna Road not subject to the road closure and endorsing an integrated theme for new road names for the residential development at Salisbury Heights.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. This report be received and noted. 2. Staff be authorised to implement the required provisions of the Roads (Opening and Closing) Act 1999 to commence a process for closure of a portions of Parachilna Road, Salisbury Heights, identified as A, B and C on Attachment 1 – Road Closure. Parachilna Road, Salisbury Heights. Item 2.5.1 Works and Services Committee, 20th April 2020. 3. Staff be authorised to undertake public consultation by placing public notices in the Messenger Newspaper and a further notice in the State Government Gazette in accordance with the provision of the Roads (Opening and Closing) Act 1999 as well as sending notice to affected

	<p>residents within the area.</p> <ol style="list-style-type: none"> 4. Should no objections be received after completion of the Public Consultation Process, the Manager Property and Buildings to submit the required documentation to the Surveyor General for approval. In the event objections are made on the Road closure, a further report will be presented to Council for consideration of any objections 5. Staff be authorised to undertake public consultation by placing public notices in the Messenger Newspaper and a further notice in the State Government Gazette for the renaming of the portions of Parachilna Road (not subject to a road closure process) north of Coomurra Drive to “Heights View Avenue” and “Prominence Drive”. 6. Should no objections be received for the road renaming of the portions of Parachilna Road after completion of the Public Consultation Process, the Chief Executive Officer be delegated to authorise the Road names as outlined in this report. In the event objections are made on the Road names, a further report be presented to Council for consideration of any objections. 7. Council accept new road names “Giuliano Drive”, “Jess Road”, “Alyssa Avenue” and “Roder Drive” submitted by the owners of 37, 39 and 41 Coomurra Drive on the basis that these names relate to people who live or have lived on the land and are attached to the local history of the land.
<p><u>Item No. 2.5.2</u> Grant of Easement to SA Power Networks - Portion of Vater Street Reserve</p>	<p>EXECUTIVE SUMMARY: This report seeks Council’s endorsement to grant an easement over a portion of Council land known as Vater Street Reserve, Vater Street Dry Creek, to SA Power Networks.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. Council grant to SA Power Networks an easement for the installation of underground cables to facilitate electricity supply to an adjoining property over a portion of Vater Street Reserve identified as Allotment 15 in Deposited Plan 50221 as described in Certificate of Title Volume 5583 Folio 327, and delineated in red in Attachment 1 to this report (Works and Services Committee, 20 April 2020, Item No. 2.5.2). 2. SA Power Networks to be responsible for all costs and pay a consideration amount of \$5,000 plus GST to the City of Salisbury in exchange for granting of the easement. 3. The Manager Property and Buildings be authorised to liaise with SA Power Networks in regards to the requested easement and arrange consent of the Letter of Agreement and Grant of Easement documentation.

<p><u>Item No. 2.5.3</u> Former Council Road Reserve, Ryans Road, Greenfields</p>	<p>EXECUTIVE SUMMARY: This report considers the closed portion of Ryans Road Greenfields and recommends that Council approve the Manager Property and Buildings appoint a commercial real estate agent to sell the property on Council’s behalf when the market improves.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. This report be received and noted. 2. Council authorises the Manager Property and Buildings to engage a Commercial Property Consultant to act on Council’s behalf to sell the property known as Ryans Road Reserve, Greenfields, marked as Allotment 1001 Deposited Plan 119186 (Attachment 1, Item No. 2.5.3 Works and Services Committee, 20/04/2020) balancing price, proposed strategic outcomes from development and use of the site by the prospective purchaser, and alignment with Council strategies and Development Plan. 3. Council authorises the Manager Property and Buildings to arrange the necessary documentation for the transfer of Allotment 1001 Deposited Plan 119186 and negotiate the terms of an appropriate Encumbrance to be registered on the purchasers Certificate of Title or preparation of a further plan of division to manage future access into the site.
<p><u>Item No. 2.5.4</u> Management of Athletics Centre at Bridgestone Reserve</p>	<p>EXECUTIVE SUMMARY: Council endorsed a Council staff managed approach at Bridgestone Athletics Centre for an initial period of up to three years subject to an annual review through the Works and Services Committee.</p> <p>This report recommends a management model for Bridgestone Athletics Centre for three (3) years subject to annual review through the Works and Services Committee, including recommendations for fees and charges, staffing and set up equipment.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That Council endorse: <ol style="list-style-type: none"> a. The Fees and Charges for Bridgestone Athletics Centre 2020/21 as shown in Attachment 1 to this report (Item No. 2.5.4, Works and Services Committee, 20 April 2020). b. A late budget bid of \$125,000 operating expenditure and \$15,000 income for Bridgestone Athletics Centre to be prepared by staff for inclusion in the 2020/21 budget process.

<p><u>Item No. 2.5.5</u> Minutes of the Strategic Property Development Sub Committee meeting held on Tuesday 14 April 2020</p>	<p>EXECUTIVE SUMMARY: The minutes and recommendations of the Strategic Property Development Sub Committee meeting held on Tuesday 14 April 2020 are presented for Works and Services Committee's consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> The information contained in the Strategic Property Development Sub Committee of the meeting held on 14 April 2020 be noted with respect to the recommendations contained therein. <p>2.5.5 - SPDSC1 Future Reports for the Strategic Property Development Sub Committee</p> <ol style="list-style-type: none"> The information be received. <p>2.5.5. - SPDSC2 Salisbury Oval Development Site Update</p> <ol style="list-style-type: none"> That the report be received. That documentation for an Expression of Interest be prepared by staff in conjunction with Council's Property Advisors for the Salisbury Oval development land depicted in Attachment 1 to this report (Strategic Property Development Sub-Committee, Item SPDSC2 – 14/04/2020), seeking a market response to the options for commercial sporting uses, and/or commercial health and well-being services for the aged care and sports medicine sectors, and also innovative alternative proposals that align with those land uses, and align with Council's objectives for the Salisbury City Centre and Salisbury Oval Precinct. That the advertising of the EOI process proceed and a further report on the response to the EOI be presented to the Strategic Property Development Sub Committee at the conclusion of the EOI process.
<p><u>Item No. 2.6.1</u> Capital Works Report - March 2020</p>	<p>EXECUTIVE 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:</p> <ol style="list-style-type: none"> Include within the 2019/20 Third Quarter Budget Review the re-timing of budgets as outlined within Works and Services, Item 2.6.1, 20th April 2020. Within the 2019/20 Third Quarter Budget Review transfer \$500k of operating expenditure budget GL142-244 Kerb and Gutter Replacement to capital expenditure budget within PR12000 Road Reseal Program.

	<ol style="list-style-type: none"> 3. Within the 2019/20 Third Quarter Budget Review transfer \$150k capital expenditure budget from PR21412 Kerb Ramp Construction / Upgrade Program to PR1200 Road Reseal Program, with staff given approval to continue with Road Reseal Program preparatory works upon endorsement of this report. 4. Within the 2019/20 Third Quarter Budget Review convert \$10k of Capital Expenditure to Operating Expenditure Budget, and in addition return \$95k Capital Expenditure Budget for the PR20017 Building Upgrade Program. 5. Within the 2019/20 Third Quarter Budget Review convert \$240k of Operating Expenditure to Capital Expenditure Budget, and allocate \$95k Capital Expenditure Budget for the PR18097 Building Renewal Program. 6. Include within the 2019/20 Third Quarter Budget Review a \$50k expenditure budget allocation to match the \$50k State Government grant funding received for PR25535 Gawler Greenway shared use path. 7. Include Salisbury RSL ramp construction within the 2019/20 PR21412 Kerb Ramp Construction / Upgrade Program.
<p><u>Item No. 2.6.2</u> Shovel Ready Projects</p>	<p>EXECUTIVE SUMMARY:</p> <p>The Marshall Government has implemented a \$350 Million stimulus package in the wake of the COVID-19 pandemic and recent bushfires.</p> <p>The City of Salisbury has been advised that as part of the Stimulus the Minister for Planning has doubled the Planning and Development Fund available this year to \$50 million when matched with the local government contribution on a 50:50 basis. The fund currently fits into the grant program “Open Spaces and Places for People”</p> <p>This report provides a summary of the shovel ready projects that have been submitted for a government contribution, in line with the guidelines.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the information be received. 2. That Council note the following projects which are shovel ready and submitted for a contribution from the State Government under the Open Spaces and Places for People programs: <ol style="list-style-type: none"> a. Church Street and John Street Improvement b. City Wide Trails – Jenkins Reserve to Carisbrooke Park c. Bridge Replacement Program – City Wide Trails Connectivity

	<ul style="list-style-type: none"> d. Irrigation Activation <ul style="list-style-type: none"> i. Dunkley Green – Valley View ii. Beadell Street Reserve – Burton iii. Delamere Drive – Paralowie e. Salisbury Oval Masterplan – Brown Tee Playspace & Reserve Upgrade f. Fairbanks Drive – Playground, Sports Court and Reserve Upgrade. g. Bridgestone Reserve – Seating and Shade h. Establishing a Native Forrest in the Little Para Channel <ul style="list-style-type: none"> 3. That staff continue to investigate grant opportunities for projects within the City of Salisbury. 4. That a further “For Information Report” be brought back to Council on the outcome of these applications.
<p><u>Item No. 2.6.3</u> Church and John Street - Community Consultation Findings</p>	<p>EXECUTIVE SUMMARY: This report gives an overview of the community consultation program and addresses the feedback as a result of the engagement which was undertaken in January and February 2020.</p> <p>COMMITTEE RECOMMENDATION:</p> <ul style="list-style-type: none"> 1. That the information be received. 2. That the project proceed to detailed design and construction, consistent with feedback received during the community consultation process. 3. That the Administration investigate the installation of an additional public toilet, and the report be brought back during the detailed design stage with preferred options, suggested utilisation, and current requirements for business and landholders to provide facilities. 4. That further consultation occur with key stakeholders, including SBA and key landowners, during the detailed design phase. 5. That Council note the project has been submitted within the current round of grant funding for “Open Space and Places for People” for an increased scope of works.
<p><u>Item No. 2.6.4</u> Research Road Joint Animal Pound Facility Update</p>	<p>EXECUTIVE SUMMARY: The City of Salisbury has been approached by the City of Tea Tree Gully to discuss options for a joint animal pound facility. A working group has been formed with representatives from both Councils, to work through the mutual benefits in collaboration on this issue.</p> <p>A Memorandum of Understanding (MOU) is being finalised, with concept design and high level costings complete.</p>

	<p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the report be received and the update noted. 2. That a New Initiative Bid be prepared for consideration in the 2020/2021 Budget process for \$400,000.00 as the City of Salisbury component of the estimated capital costs a shared use Animal Pound facility located at Research Road Pooraka. 3. Staff continue to refine the concept design for a joint use Animal Pound facility, and a further report is brought back by July 2020 regarding the business case and shared use agreement with the City of Tea Tree Gully.
<p><u>Item No. 2.7.1</u> Motion on Notice: Roundabout - Willowbrook Boulevard and Oakdene Court, Paralowie</p>	<p>EXECUTIVE SUMMARY: At the December 2019 Council meeting staff were asked to bring back a report about consideration of a roundabout and other traffic calming treatments for the intersection of Willowbrook Boulevard and Oakdene Court, Paralowie.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. Install signage and pram ramps at the Oakdene Court T-Junction on Willowbrook Boulevard to provide a safe path of travel for cyclists and pedestrians to and from the playground/recreational sporting area at the Willowbrook Place Reserve. 2. Install a pavement bar at the Oakdene Court and Willowbrook Boulevard T-Junction to help improve efficiency and safety for regular 2-way traffic flow at this site. 3. Funding for the improvements to be sourced from the 2020/21 Traffic Program budget lines. 4. Consult with local residents prior to construction commencement. 5. Council notes that in the interest of improving both local area pedestrian and road safety, South Australia Police (SAPOL) have been requested to undertake surveillance of traffic behaviours at this location.
<p><u>Item No. 2.8.1</u> Compostable Bags for Benchtop Bins</p>	<p>EXECUTIVE SUMMARY: This report details the cost to provide free compostable bin liners for use in residential food scrap Kitchen Caddies. As the number & location of existing Caddies is unknown, estimates have been based on the number of households with a Green Organics collection bin.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. Council not proceed with the free issuing of compostable Kitchen Caddy liners to residents at this point in time. 2. Council await the development of NAWMA's waste policy, and Council's subsequent waste policy, which will address this issue, as part of a service level review.

<p><u>Item No. W&S-OB1</u> Installation of Fencing – Pines School and Andrew Smith Drive Reserve</p>	<p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That Council notes the deputation made by Mr Michael Brown MP, Member for Playford, at the Works & Services Committee in regard to the installation of fencing around the Pines School and Andrew Smith Drive Reserve 2. Staff are requested to bring back designs and costing of replacing the pine log fencing with metal fencing at a height of 1.8m along the council school boundary, and the installation of metal fencing around the perimeter of Andrew Smith Reserve. Design and costings be provided to the June 2020 Works & Services committee. 3. Funding be considered as part of the COVID 19 stimulus program. 4. As part of the design, access school reserve after Andrew Smith Reserve be made available to ensuring disability access is available, but also restricts access to trail bikes. 5. That Council ask the Pines School and the Department of Education for financial contribution towards the installation of the metal fence on the perimeter of the school oval.
<p><u>Item No. W&S-OB2</u> Continuity of Rubbish Collection</p>	<p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That, in the context of the stated public concerns of East Waste for a “worst case scenario” of not having enough drivers to maintain weekly rubbish collection due to self-isolation as a result of COVID-19: <ol style="list-style-type: none"> 1. the City of Salisbury reaffirms its commitment to a weekly rubbish collection regime, and 2. NAWMA be requested to advise what strategies have been put in place to ensure continuity of City of Salisbury’s commitment.
<p><u>Item No. W&S-OB3</u> Tree Management Appeals Sub Committee</p>	<p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The information in this report be received and noted. 2. That Council establishes a Tree Management Appeals Sub Committee (TMASC). 3. The membership of the TMASC consist of Cr P Jensen, Cr A Duncan, Cr C Buchanan, Cr S Ouk, and Cr D Hood 4. The Chair of TMASC be Cr Peter Jensen. 5. The Deputy Chair of TMASC be elected at its first meeting.
<p><u>Item No. W&S-OB4</u> Terms of Reference for the Tree Management Appeals Sub Committee</p>	<p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That Draft Terms of Reference for the Tree Management Appeals Sub Committee be prepared by the administration and provided through a further information report at the meeting of Council on 27 April 2020.

Further Information Item:

W&S-OB4 **Terms of Reference for Tree Management Appeals Sub-Committee**

AUTHOR Mick Petrovski, Manager Governance - CEO/Governance, CEO and Governance

CITY PLAN LINKS 2.3 Have natural resources and landscapes that support biodiversity and community wellbeing.
3.1 Be an adaptive community that embraces change and opportunities.
3.2 Have interesting places where people want to be.

SUMMARY This report presents the Terms of Reference (TOR) for a new sub-committee providing residents with an avenue of appeal regarding Council administration decisions in relation to tree maintenance and tree removal requests that have been refused.

RECOMMENDATION

That:

1. The information within this report be received and noted.
2. The Tree Management Appeals Sub Committee (TMAS) be established.
3. The Draft Terms of Reference of the Tree Management Appeals Sub Committee, contained in Attachment 1 in the report to W&S-OB1 on the agenda, be adopted.
4. The membership of the TMAS consist Cr P Jensen, Cr A Duncan, Cr C Buchanan, Cr S Ouk, and Cr D Hood.
5. The Chair of TMAS be Cr Peter Jensen.
6. The Deputy Chair of TMAS be elected at its first meeting.

ATTACHMENTS

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

1. Tree Management Appeals Sub Committee - DRAFT Terms of Reference
2. Tree Management Policy
3. Tree Removal Procedure
4. Tree Management Appeals Sub Committee - Terms of Reference - December 2008

1. BACKGROUND

- 1.1 Trees form an important part of the City's streetscapes, with over 70,000 trees of varying age, size and species across the City.
- 1.2 Street trees receive a high number of customer requests each year.
- 1.3 The removal of street trees is done in accordance with the Tree Management Policy and Tree Removal Procedure (attached).

-
- 1.4 Council, at its meeting on 23 March 2020 adopted the following motion moved by Cr Jensen:

That:

1. Council re-establishes the Tree Management Appeal Sub Committee (TMAS);
2. The administration provide a report to the Works and Services Committee in April 2020 including the following:
 - a. previous Terms of Reference for Council to review
 - b. for the sub committee to comprise of 5 Elected Members
 - c. for the sub committee to have delegated authority in determining appeals from residents in relation to the removal of trees, types of replacement and refer Regulated trees to CAP
 - d. residents may nominate their Ward Councillors, Deputy Mayor or Mayor to represent them at TMAS meetings.

- 1.5 The Works and Services Committee, at its meeting on 20 April 2020 adopted the following two motions moved by Cr Buchanan regarding the establishment of the Tree Management Appeals Sub Committee:

“That:

1. The Tree Management Appeals Sub Committee (TMAS) be established.
2. The membership of the TMAS consist of Cr P Jensen, Cr A Duncan, Cr C Buchanan, Cr S Ouk, and Cr D Hood.
3. The Chair of TMAS be Cr Peter Jensen.
4. The Deputy Chair of TMAS be elected at its first meeting.”

AND

“That Draft Terms of Reference for the Tree Management Appeals Sub Committee be prepared by the administration and provided through a further information report at the meeting of Council on 27 April 2020.”

2. CONSULTATION / COMMUNICATION

2.1 Internal

- 2.1.1 City Infrastructure staff.

3. REPORT

- 3.1 Council previously had a Tree Management Appeals Sub Committee (TMAS). This Sub Committee was formed to ensure tree management issues were dealt with consistently, and in particular provided residents with an avenue of appeal against Council staff decisions in relation to tree removal requests.
- 3.2 TMAS was dissolved in 2010, following a decision of Council.
- 3.3 It is envisaged that the reconstituted TMAS would provide an avenue of appeal for persons whose request in relation to tree management and in particular specific tree removal has been refused by Council’s administration.

Convening meetings of TMAS

- 3.4 It is proposed that, before a TMAS meeting is convened to consider an appeal against a decision and presented with a report to review the appeal:
- 3.4.1 a discussion is conducted on site with relevant staff, persons appealing the administration decision, and Ward Councillors,
 - 3.4.2 An independent assessment of the subject tree is undertaken and a report presented to TMAS, with the independent assessor being in attendance to provide advice on the assessment,
 - 3.4.3 Consultation is undertaken with the tenant/owner of the property adjacent the tree if the request for removal has been submitted by another resident,
 - 3.4.4 If the person making the appeal is a tenant, that the owner has agreed to the removal,
 - 3.4.5 The relevant Ward Councillors be provided an opportunity to make representations at the TMAS meeting,
 - 3.4.6 Where a request for appeal is to be submitted to TMAS, the resident or property owner may nominate a representative for them to attend and advocate on their behalf at a meeting of TMAS; this may be, subject to their agreement, a Ward Councillor, the Deputy Mayor or the Mayor
- 3.5 This process will ensure that all information relevant to the matter of the appeal is collated and provided to the TMAS.
- 3.6 It is proposed that TMAS will meet on an as need basis, coming together to review administrative decisions that applicants wish to appeal.

Delegation to TMAS

- 3.7 The TMAS is formed under section 41 of the Local Government Act 1999 as a sub-committee reporting to the Works and Services Committee for the purpose of making decisions under delegated authority
- 3.8 TMAS will have delegated authority to make decisions regarding appeals to a decision by the administration in relation to requests for tree management and in particular specific tree removals, where an application has been refused.
- 3.9 TMAS will also inform Council, through a report to the Works and Services Committee, of its decisions, and where it is deemed appropriate, make recommendations to Council in relation to matters that are deemed to be within its terms of reference.
- 3.10 TMAS will not have delegated authority to make decisions that are final in relation to regulated or significant trees, and can only make recommendations to Council in relation to them.

Regulated or Significant Trees

- 3.11 In cases where the appeal before TMAS relates to any regulated or significant trees, if TMAS determine to support the removal of the tree in question, TMAS must make a recommendation to Council, through the Works and Services Committee, for approval for Council to become the the Applicant to Council Assessment Panel.

Costs associated with tree removals

3.12 Costs associated with tree removals will be included in reports to TMAS and the compensation for the cost of the tree removal may be sought at the discretion of the TMAS.

4. CONCLUSION / PROPOSAL

4.1 In March 2020 Council resolved for Administration to provide a report on the re-establishment of the Tree Management Appeals Sub Committee.

4.2 The attached Draft Terms of Reference have been prepared in response to this resolution.

4.3 The sub-committee will deal with appeals from residents in relation to requests for the maintenance or removal of street trees where the request has been refused by the administration.

CO-ORDINATION

Officer:

Date:

Terms of Reference

Tree Management Appeals Sub Committee

April 2020

Preamble

1. Maintenance of the landscape and trees is an area that attracts a high level of customer enquiries and requests for service to Council, in particular, requests for tree maintenance and tree removal adjacent private properties.
2. The Tree Management Appeals Sub-Committee (TMAS) has been formed to ensure issues related to the maintenance and removal of street trees and trees that are in a reserve, immediately adjacent private properties, are dealt with consistently across the city.

Purpose

The purpose of the Tree Management Appeals Sub-Committee is to:

- provide an avenue of appeal by persons who's request in relation to tree management and in particular specific tree removal has been refused by Council administration,
- ensure consistent application of tree management decisions by Council and administration in accordance with the *Tree Management Policy* and *Tree Removal Procedure* of Council,
- provide advice on replacement tree types where a tree is approved for removal by the Sub-Committee or the Council Assessment Panel (CAP),
- exercise delegated authority to make decisions in relation to tree management appeals, with the exception of an appeal involving a tree classified as a "Regulated or Significant Tree" in accordance with the *Development Act 1993*,
- make recommendations to Council for the lodgement, if appropriate, of a Development Application to the Development Control Unit and subsequently CAP, in cases where an appeal involves a tree classified as a "Regulated or Significant Tree" in accordance with the *Development Act 1993*,
- The Sub-Committee will adopt a risk management focus in its considerations, delivery and recommendations to Council. The advice to Council will reflect both the risk and opportunities of the issue to enable Council to act as an informed and responsible decision maker representing the interests of the community.

Procedure for matters to be heard by Sub Committee

Before an appeal is heard by TMAS the following process must be followed:

- an on site meeting is convened with relevant staff, the person requesting to appeal the administration decision and affected stakeholders (such as but not limited to the property resident/tenant/owner), and Ward Councillors to establish an understanding of the site and relevant issues,
- an independent assessment of the subject tree will be undertaken and presented in a report to a meeting of TMAS, and the author of the independent assessment will be required to attend the meeting of the TMAS when the report is considered.

- where relevant, consultation will occur with the tenant/ owner of the property adjacent the tree, when the request for removal has been submitted by a nearby resident,
- where the request for removal of a tree is from a tenant, it will be determined that the owner of the property agrees with removal of the tree and supports the appeal of the decision,
- Where a request for appeal is to be submitted to TMAS, the relevant Ward Councillors will be provided an opportunity to make representations to TMAS when the matter is considered,
- Where a request for appeal is to be submitted to TMAS, the resident or property owner may nominate a representative for them to attend and advocate on their behalf at a meeting of TMAS; this may be, subject to their agreement, a Ward Councillor, the Deputy Mayor or the Mayor.

Status of the Committee

1. The TMAS is formed under section 41 of the *Local Government Act 1999* as a sub-committee reporting to the Works and Services Committee for the purpose of making decisions under delegated authority and providing advice to Council, as described in the purpose above.
2. TMAS will exist for the term of Council.

Meeting Procedures

All meetings of the Tree Management Appeals Sub-Committee will be held in accordance with the:

- *Local Government Act 1999*,
- *Local Government (Procedures at Meetings) Regulations 2013*,
- the City of Salisbury Code of Practice for Meeting Procedures and
- City of Salisbury Code of Practice for Access to Meetings and Documents.

Membership

The membership of the TMAS will comprise:

- Five (5) Elected Members as nominated by Council.
- All members must attend meetings and where unable to do so, must provide an apology prior to the meeting. Where possible advice of an apology should be provided direct to the Chair of TMAS.
- Ward Councillors are invited to attend for matters to be considered that are in their ward and may request to address TMAS on the matter, but are not voting members.
- Members of the Sub-Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act 1999*. In particular, sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.
- Members of the administration, including but not limited to the General Manager City Development and General Manager City Infrastructure, who are required to attend meetings of TMAS will do so in an advisory capacity only.

Quorum

A quorum shall be determined by dividing the total number of members of the sub-committee by two (ignoring any fractions) and adding one.

Meeting Frequency and Location

1. The Tree Management Appeals Sub-Committee will meet as required to assess tree management appeals.
2. Meetings of the Sub-Committee will be held in the Committee Rooms, 34 Church Street, Salisbury.
3. 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 Sub-Committee.3.2 In the event that Monday is a public holiday, the meeting will convene on the Tuesday of the same week.

Voting Rights

1. All members have equal voting rights.
2. A question arising for a decision will be decided by a majority of votes cast by all members present.
3. Each member must vote on a question arising for a decision unless a conflict of interest is declared where the member is excused from the vote.
4. The Chairman has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.
5. An appeal will only be upheld where there is a majority vote to do so by the Tree Management Appeals Sub-Committee. Where the vote is tied the appeal is dismissed and the original decision of Council staff will stand.
6. The ability of a resident or property owner to seek review of a decision of Council in accordance with section 270 of the *Local Government Act 1999* is not affected by any decision of the TMAS.

Chairman and Deputy Chairman

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

Review Process

A review of the Sub Committee will be bi-annually.

Reporting Requirements

1. This Sub-Committee reports to the Works and Services Committee.
2. The Sub-Committee shall make whatever recommendations to the parent committee it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
3. Recommendations made by the Sub-Committee will be referred to the next scheduled meeting of the parent committee, and through presentation of recommendations to Council for final resolution.



Tree Management Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	2453/2018
Approval Date:	26 April 2018	Last Reapproval Date:	
Review Date:	April 2020	Internal Reference No.:	
Department:	City Infrastructure	Division:	Parks and Open Space Assets Team
Function:	14 - Infrastructure	Responsible Officer:	Team Leader Parks and Open Space Assets

A – PREAMBLE

1. The City of Salisbury acknowledges that trees form an integral part of the landscape and public domain within the City of Salisbury providing a wide range of social, cultural, functional and environmental benefits for the City and wider community.
2. Trees within urban environments can also present a level of risk and can be an emotive issue for communities, with conflict commonly occurring when trees contribute to infrastructure damage. Trees can also be perceived as creating nuisance in urban environments.
3. The City of Salisbury has sole responsibility for the development and management of the City's landscapes. All vegetation planted on land owned or controlled by the Council is the responsibility of the Council.
4. Local Government authorities have legislative obligations with respect to the protection of trees, and responsibilities relating to damage or injury associated with the presence, failure or growth of trees.

B - SCOPE

1. This policy provides strategic direction and guidance in relation to the management of trees under the care, control and management of Council.
2. This Tree Management Policy is one of a suite of documents used to manage trees in the City of Salisbury and should be read in conjunction with related plans, policies and procedures. Refer to Section H for a list of associated documents that form part of the City of Salisbury's Tree Management Framework.

C – POLICY PURPOSE/OBJECTIVES

1. To provide strategic directions and guiding principles that form the foundation of Council's Tree Management Framework to enable clarity and consistency in the management of Salisbury's urban forest.
2. Maintain and enhance the tree canopy cover
3. To broaden the emphasis of urban tree management to include urban forestry principles whereby trees are viewed and managed as a collected asset.
4. To ensure that trees on roads, community land and other landscape areas are planted and maintained in a consistent and reasonable manner underpinned by risk management principles, in accordance with relevant legislation, and in conjunction with resources that are made available.
5. To ensure alignment of tree management strategies and practices with Council's strategic directions and other related policies, plans and strategies.
6. To reinforce the City of Salisbury's commitment to the sustainable management of the urban forest through recognition that the urban forest is an intergenerational asset that needs to be managed and enhanced to preserve its value to the community now and in the future.
7. To strike an appropriate balance between the benefits and positive values of trees and the potential risks and nuisances they can create.
8. To increase awareness and educate the community, developers and Council staff on the value of trees in the urban environment.
9. To ensure trees are managed to meet legislative requirements.

D - DEFINITIONS

1. **Tree** – long lived woody perennial plant greater than (or usually greater than) 4 metres in height at maturity, with one or relatively few main erect stems or trunks.
2. **Urban Forest** – is defined as all trees growing throughout the City of Salisbury area; irrespective of origin (native/exotic), location (streets, reserves, schools) or ownership and control (public & private).

The Urban Forest comprises the cumulative benefits of the entire tree population across the City of Salisbury area and can be described as the management of trees in an urban environment to maximise the benefits that trees provide to the community.

3. **Landmark Tree Register** – a list of trees significant to the City of Salisbury due to their environmental, cultural, historical or social attributes.
4. **Arborist** – a person with formalised training to a minimum AQF Level 3 in Arboriculture.

5. Regulated/Significant Trees – as defined in the Development Act 1993.

E - POLICY STATEMENT

Tree Planting

1. The Tree Management Procedure will be utilised to detail technical specifications, installation techniques and items to be considered and/or assessed when undertaking tree planting and establishment activities. All tree planting will be undertaken in accordance with such this procedure.
2. A variety of tree species will be used to maintain an urban forest to; reinforce/strengthen precinct identity, attract a diverse array of wildlife, create visual interest and improve the amenity of the public realm, provide a tree canopy that is diverse, robust and resilient.
3. An approved planting list will be maintained as part of Council's Tree Management Framework; comprising reserve and street tree planting lists. The following criteria shall be used in selecting species for inclusion to the planting list:
 - Site suitability (including potential impacts to infrastructure)
 - Aesthetic, functional and biological attributes
 - Supports biodiversity and community wellbeing
 - Performance
 - Maintenance requirements
 - Longevity
 - Stock availability
 - Tolerance to low water environments
 - Adaptive to future changes in climate

Tree Protection

4. Trees that contribute to the cultural and social character of the City are to be placed on a Landmark Tree Register. The protection and retention of these trees will be given high priority where their retention is considered worthy.
5. The protection of Council trees will be given high priority in all aspects of the City's operations and maintenance activities.
6. Proposed developments should consider the impacts on trees. Proponents of developments should explore options for the retention of trees as part of development considerations.
7. Development applications will include all necessary information to allow full assessment of potential impacts on trees to be retained and an appropriate standard and space for planting new trees.

8. Trees that are to be retained will be protected from construction works and other activities/events that threaten tree health and stability. The Australian Standard (AS4970) will be used to achieve consistency in tree protection requirements.
9. Where there is evidence of unauthorised poisoning, pruning, or tree removal, the matter will be investigated and appropriate action undertaken in accordance with Council's Enforcement Policy and relevant legislation or civil action.

Tree Removal

10. The removal of trees under certain circumstances is a relevant tree management tool in mitigating risks and ensuring an appropriate balance between the benefits and nuisances of trees in the urban environment.
11. A Tree Removal Procedure will detail the criteria and process by which tree removal requests are to be considered.

Tree Asset Management

12. The City of Salisbury recognises that trees are a valuable community asset and play an important role in contributing to the amenity, character and liveability of our city.
13. The City of Salisbury is committed to maintain a functional and sustainable urban forest that enhances the character and amenity of the City.
14. The City of Salisbury will develop and implement practices that seek to effectively maintain and enhance the quality of the City's urban forest in accordance with the following specific objectives:
 - a. Minimising risks and nuisances to the community
 - b. Maximising the benefits of trees and their life expectancy
 - c. Improved degree of tree diversity (target maximum 40% of any family, 30% of any genus, 15% of any species) for resilience and robustness
 - d. Improved spread of age classes to minimise large number of trees senescing within close timeframes
 - e. Maintain and enhance the existing levels of tree canopy cover
 - f. Tolerance to low water environments
 - g. Improved colour, form and habit of streetscape plantings
 - h. Protection and enhancement of biodiversity outcomes
15. The City of Salisbury is committed to renewing its street tree population and will develop and maintain a Street Tree Asset Management Plan that will include:
 - a. Clear vision and objectives particular to streetscapes that are aligned with the City's strategic directions and objectives.
 - b. Renewal strategies and actions incorporating funding levels and life cycles, planning processes, service levels, community consultation, targets for quantity of trees to be

replaced, criteria and methods for prioritising streets and tree removal criteria specific to the street tree renewal program.

16. Trees on Council reserves will be renewed through a range of practices including but not limited to the annual tree planting program, reserve upgrade projects, community planting initiatives and other capital work projects.
17. The City of Salisbury will undertake a range of proactive and reactive tree services to maintain the health and structure of trees and address risks and nuisances to the community. Tree Management Procedures will be utilised to guide Council's tree maintenance operations and activities to provide clear guidance in decision making and record keeping processes.
18. The extent of tree maintenance operations will be determined by the level of funding and allocation of resources for managing trees and will be monitored and reported to Council if service level changes are required. Priorities will be based on the level of risk to minimise the potential for harm caused by trees.
19. The Development Act 1993 (as amended) defines parameters under which trees may qualify as Regulated or Significant Trees and stipulates certain activities affecting such trees require Development Approval. Significant/Regulated trees will be managed in accordance with relevant legislation and the City of Salisbury Development Plan which contains the principles of development control.

Community Consultation and Engagement

20. The City of Salisbury will inform and consult with the community about tree removals and major tree projects in accordance with Council's community engagement strategy.
21. The City of Salisbury will increase community knowledge about the benefits of trees and the urban forest through the provision of accurate information that is intentionally marketed to staff, key stakeholders and the community.
22. The City of Salisbury will encourage community involvement in tree planting activities.
23. The City of Salisbury will meet statutory community consultation and engagement requirements relating to Regulated and Significant Trees.

Risk Management

24. The City of Salisbury is committed to a systematic approach to tree risk management and will undertake regular tree safety inspections by suitably qualified Arborists to identify and manage potential tree hazards.
25. Tree Risk Management Procedures will be utilised to guide the analysis of tree risks and the development and implementation of proactive tree inspection and maintenance plans.

F - LEGISLATION

1. Local Government Act 1999
2. Development Act 1993
3. Commonwealth Environmental Protection and Biodiversity Conservation Act 1999
4. Natural Resource Management Act 2004
5. Environment Protection Act 1993
6. Electricity Act 1996
7. Heritage Places Act 1993
8. Road Traffic Act 1961
9. Native Vegetation Act 1991
10. Aboriginal Heritage Act 1988
11. Water Industry Act 2012

G - REFERENCES

1. Tree Management 'Risk Management Guidelines for Local Government', Local Government Mutual Liability Scheme, 2013.

H - ASSOCIATED PROCEDURES

1. Landscape Design Policy
2. City Landscape Plan
3. Street Tree Asset Management Plan
4. Tree Management Procedures
5. Tree Removal Procedure

Document Control

Document ID	Tree Management Policy
Prepared by	Craig Johansen
Release	1.00
Document Status	Endorsed
Date Printed	08/08/2018



Tree Removal Procedure

Procedure Type:	Procedure		
Approved By:	Council	Decision No:	2453/2018
Approval Date:	26 April 2018	Last Reapproval Date:	
Review Date:	April 2020	Internal Reference No.:	
Department:	City Infrastructure	Division:	Parks and Open Space Assets Team
Function:	14 - Infrastructure	Responsible Officer:	Team Leader Parks and Open Space Assets

A - PREAMBLE

1. Trees form an integral part of the landscape and public domain within the City of Salisbury providing a wide range of social, cultural, functional and environmental benefits for the City and wider community.
2. Trees within urban environments may also present a level of risk and can be an emotive issue for communities, with conflict commonly occurring when trees contribute to public and private infrastructure damage. Trees may also be perceived as creating nuisance in urban environments.
3. Tree management in the urban environment seeks to achieve a balance of minimising risks and nuisances, whilst maximising benefits to ensure the best community outcome.
4. The removal of trees under certain circumstances is a relevant tree management tool in mitigating risks and ensuring an appropriate balance between the benefits and nuisances of trees in the urban environment.

B – SCOPE

1. This Procedure relates to the removal of trees under the care, control and management of the City of Salisbury and has been developed in accordance with the adopted Tree Management Policy.
2. This Procedure details the assessment criteria and process for considering and dealing with tree removal requests.

C - PROCEDURE PURPOSE/OBJECTIVES

1. Outline the principles and defines the criteria that are considered in determining the removal of trees under the care, control and management of the City of Salisbury.
2. Provide a clear process and a consistent, robust decision making framework for assessing and processing tree removals.
3. Strike an appropriate balance between the benefits of trees, the risk they may present, and the potential nuisance they can create.
4. This procedure focuses on reactive responses to tree removal requests. Council's Street Tree Assets Management Plan and associated Streetscape Renewal Program are designed for programmed removal and replacement of street trees and specific tree removal criteria may apply to this program.
5. To ensure trees are removed in accordance with legislative requirements.

D - DEFINITIONS

1. **Tree** – long lived woody perennial plant greater than (or usually greater than) 4 metres in height at maturity with one or relatively few main erect stems or trunks.
2. **Regulated/Significant Tree** - As Defined in the Development Act 1993.
3. **Arborist** – a person with formalised training to a minimum AQF Level 3 in Arboriculture.

E - PROCEDURE STATEMENT

1. Tree Removal Process

- 1.1. All requests to remove a living, Council controlled tree must be in writing describing the reasons why the tree is requested to be removed.
- 1.2. All written tree removal requests are to be assessed by Parks and Open Space Assets Team to determine the health, structure and location of the tree.
- 1.3. Parks and Open Space Assets Team may approve or support (in the case of Regulated/Significant Trees) the removal of a tree if:
 - 1.3.1. The tree is determined to be in poor health and/or structure and remedial actions are unlikely to improve the trees health or structure, or
 - 1.3.2. The tree clearly meets the Tree Removal Criteria as listed in Section E3,or
 - 1.3.3. The tree needs to be removed urgently to protect public safety i.e. underground utility failures in close proximity to a tree

- 1.4. The Parks and Open Space Assets Team may refuse the removal of a tree where the tree clearly does not meet any of the Tree Removal Criteria as listed in Section E3 and other remedial actions are likely to abate the nuisance being caused by the tree.
- 1.5. The Parks and Open Space Assets Team will consider each tree removal request individually on its merits and will determine the most appropriate action required.
- 1.6. The Parks and Open Space Assets Team may approve or deem it feasible (in the case of Regulated/Significant Trees) the removal of a tree if one or more of the Tree Removal Criteria as listed in Section E3 can be satisfied.
- 1.7. Each application assessed and processed by the Parks and Open Space Assets Team will be categorised as either: approved for removal; feasible to remove (Regulated/Significant Trees); removal refused; or decision deferred to enable further information to be gathered to complete the assessment.
- 1.8. A written response will be sent to the applicant detailing the decision by the Parks and Open Space Assets Team and as appropriate; any cost to be paid, list of removal criteria and the option for a review of the decision.
- 1.9. The outcomes of each Parks and Open Space Assets Team assessment will be circulated to Elected Members.
- 1.10. Where a tree removal request has been refused by the Parks and Open Space Assets Team no further removal requests will be considered by the Parks and Open Space Assets Team within a 12 month period unless there has been a significant change in circumstances. Action from here will be the review by the Manager Infrastructure Management.

Supporting Information

- 1.11. Where an applicant believes that a tree or its roots are the direct cause of damage to private infrastructure, the applicant may be required to provide some form of evidence to enable the tree removal request to be assessed. This may involve the claimant exposing roots to enable inspection, or providing independent engineering assessment.

Regulated/Significant Trees

- 1.12. The Development Act 1993 (as amended) defines parameters under which trees may qualify as Regulated or Significant Trees under this legislation.
- 1.13. The Development Act 1993 (as amended) defines certain activity, such as tree removal, that affects a Regulated or Significant Tree as development, and such activity requires Development Approval.
- 1.14. Where a Regulated or Significant Tree removal request is received, a qualified Planner will provide advice to the Parks and Open Space Assets Team. The tree removal request will be assessed under the Tree Removal Criteria as listed in Section E3. If one or more of

these criteria are met and the Parks and Open Space Assets Team assesses the removal request as a feasible management action, a further preliminary assessment will be made against the criteria for Regulated/Significant Trees in accordance with the City of Salisbury Development Plan and the Development Act 1993.

- 1.15. Should the preliminary Planning Assessment conclude that Development Approval is likely; the Parks and Open Space Assets Team may support the removal and arrange for a Development Application to be lodged. The Development Application will then be assessed against the provisions of the City of Salisbury Development Plan.
 - 1.16. Where the preliminary Planning Assessment concludes that Development Approval is not likely, the Parks and Open Space Assets Team may refuse the tree removal request.
- 2. Tree Removal Decision Review Process**
- 2.1. Where a request for a tree to be removed has not been supported by the Parks and Open Space Assets Team and the applicant is particularly aggrieved by the decision, the applicant may request a review of that decision.
 - 2.2. All requests for a Tree Removal Review must be in writing, within 2 months of the Parks and Open Space Assets Team decision, detailing why they believe the decision was incorrect.
 - 2.3. A Tree Removal Review will be undertaken by the Manager Infrastructure Management and/or the General Manager City Infrastructure. The Review shall include:
 - Examination of the original Parks and Open Space Assets Team decision and the application of Tree Removal Criteria
 - Assessment to determine that all reasonable actions have been considered to reduce the impact the tree is having on any neighbouring properties or persons
 - Determination if further information or investigations are required to enable assessment
 - 2.4. As part of a Tree Removal Review, removal of a tree may be considered outside of the Tree Removal Criteria where there are unique circumstances. These will be assessed on a case by case basis and may require the resident to pay a set fee (as per Section E4) for the removal of the tree.
 - 2.5. A written response will be sent to the applicant detailing the decision of the Tree Removal Review and where appropriate; any cost to be paid.
 - 2.6. All Tree Removal Review decisions will be circulated to Elected Members.
 - 2.7. Where a Tree Removal Review has refused the removal of a tree no further removal requests will be considered by the Parks and Open Space Assets Team within a 12 month period unless there has been a significant change in circumstances.
 - 2.8. An application for review of Council decision may be made in accordance with Section 270 of the *Local Government Act 1999* should an applicant/ resident remain dissatisfied with the

decision arising from the review by the Manager Infrastructure management and/ or the General Manager City Infrastructure as outlined in clause 2.3

Regulated/Significant Trees

2.9. Where an applicant is particularly aggrieved with the decision not to remove a Regulated or Significant tree, the applicant may request a review of that decision. As part of the Review a qualified Planner will undertake a more detailed assessment of the tree and it is concluded the removal request meets the tree removal criteria (E3) and there is a reasonable probability that Development approval would be granted, a Development Application will be lodged for removal of the tree. The application will then formally be assessed against the provisions of the City of Salisbury Development Plan.

3. Tree Removal Criteria

Removal of a tree could be warranted if one or more of the following criteria are met:

- 3.1 The tree is in an unsuitable location and is unreasonably obstructing approved infrastructure or traffic sight lines.
- 3.2 The tree is inconsistent with the landscape style or character of the local area and/or does not contribute substantially to the landscape or streetscape.
- 3.3 The spacing of trees planted on a standard width verge is inconsistent with the “Street Tree Planting Guide” for that species of tree.
- 3.4 The tree is diseased and/or has a short life expectancy or is dead and has no significant landscape or habitat value.
- 3.5 The tree is structurally poor and/or poses an unacceptable risk to public or private safety and/or has a history of major limb failure.
- 3.6 The trees roots are shown to be causing or threatening to cause damage exceeding two thousand dollars to adjacent infrastructure.
- 3.7 The trees roots have resulted in damage to Council’s kerb or footpath that has required replacement or substantial repair works on more than one occasion within a 5 year period
- 3.8 The tree is in the location of a first single driveway of a property (sub-division excluded).
- 3.9 The tree is in the location of an approved Council development.
- 3.10 The tree has been assessed for removal as part of the “Streetscape or Landscape Redevelopment/Renewal Programme”.
- 3.11 The tree, according to a medical specialist or GP, has been determined to be the cause of a detrimental effect on the health of a nearby resident. Such advice must be in writing.
- 3.12 Genuine Hardship
 - a. The person/resident is receiving assistance through the National Disability Insurance Scheme (NDIS) or a community care service and;
 - b. The person/resident does not have the functional ability to relieve the nuisance caused by the tree or;
 - c. The person/resident is aged or frail and has moderate, severe or profound disabilities which prevent them from relieving the nuisance caused by the tree; or
 - d. The person/resident is a carer of a person that meets the above criteria.

Note – leaf, bark, seeds, fruit or minor branch drop are considered part of the natural environment and are not criteria for tree removal.

4. Cost Recovery for Tree Removals – including Development Purposes

- 4.1 Requests to have a tree removed to enable some development by a property owner or developer, such as the construction of a second driveway, are common. Where it is possible and practical, staff may request that some modification to the proposed works, such as re-alignment of the driveway or development, be made in order to retain a tree. Where tree removal is necessary for development or where there are special circumstances and the removal request does not conform to the tree removal criteria, tree removal may be approved on payment of a set fee.
- 4.2 The set fee payable will be calculated in accordance with the following:
- Physical cost of the tree and stump removal at Council contract rates.
 - Councils set cost to plant and establish a new tree.
 - Administration cost to cover administrative, inspection and accounting costs inherent in any tree removal.

And in the case of Regulated or Significant Trees additional costs related to;

- Cost to lodge a Development Application with the appropriate planning authority.
 - Cost for an independent Arborist report (if required).
- 4.3 Where it is not possible, or in the opinion of Parks and Open Space Assets Team not appropriate, to replant a tree at the same site, the fee will assist in planting a tree elsewhere within the city.

5. Petitions

- 5.1 Where the residents of a street petition Council to have the entire street of trees replaced, (outside of the existing ‘Streetscape Renewal Programme’) Council may consider the petition if;
- The petition is in writing in the correct petition format and
 - All residents of the street have signed the petition and
 - All residents of the street will meet all costs for the administration, removal, planting and establishment of new trees.
 - Replanting must be in accordance with the City Landscape Plan, Street Tree Assets Management Plan and Streetscape Renewal Program.
- 5.2 If these requirements are not met, individuals may request the removal of trees which will be assessed on an individual basis in accordance with the Tree Removal Criteria and standard tree removal process.

6. Unauthorised Removal Or Damage To Council Trees

- 6.1 Where a Council tree is removed or vandalised without Council authorisation, Council will seek to recover costs from the person(s) responsible. Cost to be recovered of a vandalised or illegally removed tree will include; cost of tree removal, including stump removal,

replanting, establishment and administration costs and the amenity value of the tree using the Burnley system for attributing a monetary value to an amenity tree.

- 6.2 Where a Council tree is maliciously interfered with or poisoned etc. leading to the disfigurement and/or death, the tree will be retained and managed appropriately until the person(s) responsible are prosecuted, the fee has been paid or a replacement tree is established. Where a person admits to interfering with a Council tree, Council will seek to recover costs from the person(s) responsible. Cost to be recovered will include; cost of tree removal, including stump removal, replanting, establishment and administration costs and the amenity value of the tree using the Burnley system for attributing a monetary value to an amenity tree.

F - LEGISLATION

1. Local Government Act 1999
2. Development Act 1993
3. Commonwealth Environmental Protection and Biodiversity Conservation Act 1999
4. Natural Resource Management Act 2004
5. Environment Protection Act 1993
6. Electricity Act 1996
7. Heritage Places Act 1997
8. Road Traffic Act 1961
9. Native Vegetation Act 1991
10. Aboriginal Heritage Act 1988
11. Water Industry Act 2012

G - ASSOCIATED PROCEDURES

1. Tree Management Policy
2. Landscape Design Policy
3. City Landscape Plan
4. Street Tree Assets Management Plan
5. Tree Management Procedures



Terms of Reference

Tree Management Appeals Sub-Committee

Amended December 2008

**Amended Terms of Reference Adopted by Council
December 2008**

November 2006

Adopted by Council November 2006

Amended April 2007

Amended Terms of Reference Adopted by Council April 2007

Background/Preamble

Maintenance of the landscape and particular trees is an area that attracts the highest level of customer enquiry and request in Council. The Tree Management Appeals Sub-Committee has been formed to ensure tree management issues are dealt with consistently across the city.

Aims/Purpose/Scope

The Tree Management Appeals Sub-Committee:

- Has delegated authority to make decisions in relation to tree management appeals instigated by a resident or property owner, except where the appeal involves a tree classified as a "Significant Tree" in accordance with the Development Act 1993, in which case the Tree Management Appeals Sub-Committee will make recommendations prior to the lodgement, if appropriate, of a Development Application to the Development Control Unit.
- Will provide an avenue of appeal by property owners and / or residents against Council staff decisions in relation to tree management and in particular tree removal.
- Will ensure consistent application of tree management decisions by Council.
- Will operate in accordance with the "Tree Maintenance Policy".

Status of the Committee

The Tree Management Appeals Sub-Committee is formed under section 41 of the Local Government Act to perform delegated functions as decided by Council on 22nd August 2005. (Minute No. 1721).

Meeting Procedures

All meetings of the Tree Management Appeals Sub-Committee will be held in accordance with the Local Government Act 1999, the City of Salisbury Code of Practice for Meeting Procedures and the City of Salisbury Code of Practice for Access to Meetings and Documents.

Meeting Frequency

The Tree Management Appeals Sub-Committee meets as required to assess tree management appeals.

Location of Meeting

The meetings are held in the Committee Rooms of Council at 12 James Street, Salisbury.

Membership

The Tree Management Appeals Sub-Committee consists of the Chairmen and Deputy Chairmen from both the Works and Services Standing Committee and the Resources and Governance Standing Committee and Cr C R C Buchanan.

The Director City Projects, the Director Asset Services, and other relevant staff attend the sub-committee only in an advisory capacity.

Quorum

A quorum shall be 50% of the membership of the committee.

Meeting Attendance

All members will attend the meeting unless an apology is received prior to the meeting.

Voting Rights

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. Each member must vote on a question arising for a decision unless a conflict of interest is declared where the member is excused from the vote. The chair has a deliberative vote, but does not, in the event of an equality of votes have a casting vote.

An appeal will only be upheld where there is a majority vote to do so by the Tree Management Appeals Sub-Committee. Where the vote is tied the appeal is dismissed and the original decision of Council staff will stand.

Any staff attending the meeting, do so only in an advisory capacity and do not have voting rights.

Chairperson

Chairperson and Deputy Chairperson will be appointed and re-appointed on an annual basis.

Term of Committee

The Tree Management Appeals Sub-Committee will be an ongoing sub-committee of Council.

Review Process

A review of the Sub-Committee will be undertaken annually.

Reporting Requirements

This sub-committee reports directly to Council.

5.3 Resources and Governance Committee: Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Resources and Governance Committee met on 20 April 2020 to consider five (5) 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.

Five (5) recommendations of the Committee requiring ratification of Council are provided in this report. 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 Resources and Governance Committee meeting on 20 April 2020, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 27 April 2020), and listed below:

3.0.1 Future Reports for the Resources and Governance Committee

1. The information be received.

3.0.2 Charges for Use of Council Land for Business Purposes Policy

1. The information be received and noted
2. The Charges for Use of Council Land for Business Purposes Policy as set out in Attachment 1 to the report (Item no. 3.0.2 Resources and Governance Committee, 20/4/2020), be deferred to the May meeting of the Resources and Governance Committee.

3.6.1 Review of the Code of Conduct for Council Members - Dealing with Complaints Procedure and the Media Policy

1. The *Code of Conduct for Council Members – Dealing with Complaints Procedure* as contained in Attachment 1 to this report (Item No. 3.6.1, Resources and Governance Committee, 20 April 2020), be endorsed.
2. The *Media Policy* as contained in Attachment 3 to this report (Item No. 3.6.1, Resources and Governance Committee, 20 April 2020), be noted and deferred for a period of three months.

3.6.2 Review of the Compliments, Comments, Complaints Handling Procedure

1. The information be received.
2. The Compliments Comments, Complaints Handling Procedure, as set out in Attachments 1 and 2 containing references to the track changes (Item No.3.6.2, Resources and Governance Committee 20/4/2020), be endorsed.

3.6.3 Community Consultation Policy Review

1. The information be received.
2. The Community Consultation Policy as set out in Attachment 1 to this report (Item No.3.6.3, Resources and Governance Committee, 20/04/2020), be endorsed.

OR

That Council adopt the recommendations of the Resources and Governance Committee meeting on 20 April 2020, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 27 April 2020), 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
<p><u>Item No. 3.0.1</u> Future Reports for the Resources and Governance Committee</p>	<p>EXECUTIVE 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.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The information be received.
<p><u>Item No. 3.0.2</u> Charges for Use of Council Land for Business Purposes Policy</p>	<p>EXECUTIVE SUMMARY: This report presents the Charges for Use of Council Land for Business Purposes Policy to Council for endorsement.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The information be received and noted 2. The Charges for Use of Council Land for Business Purposes Policy as set out in Attachment 1 to the report (Item no. 3.0.2 Resources and Governance Committee, 20/4/2020), be deferred to the May meeting of the Resources and Governance Committee.
<p><u>Item No. 3.6.1</u> Review of the Code of Conduct for Council Members - Dealing with Complaints Procedure and the Media Policy</p>	<p>EXECUTIVE SUMMARY: This report presents to Council a new draft Code of Conduct for Council Members – Dealing with Complaints Procedure and Media Policy, for review and adoption.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The <i>Code of Conduct for Council Members – Dealing with Complaints Procedure</i> as contained in Attachment 1 to this report (Item No. 3.6.1, Resources and Governance Committee, 20 April 2020), be endorsed. 2. The <i>Media Policy</i> as contained in Attachment 3 to this report (Item No. 3.6.1, Resources and Governance Committee, 20 April 2020), be noted and deferred for a period of three months.
<p><u>Item No. 3.6.2</u> Review of the Compliments, Comments, Complaints Handling Procedure</p>	<p>EXECUTIVE SUMMARY: This report presents the Compliments, Comments and Complaints Handling Procedure to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner. Alterations are minor, with reference to the Public Interest Disclosure Act 2018 being included.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The information be received. 2. The Compliments Comments, Complaints Handling Procedure, as set out in Attachments 1 and 2 containing references to the track changes (Item No.3.6.2, Resources and Governance Committee 20/4/2020), be endorsed.

Item No. 3.6.3

**Community
Consultation Policy
Review**

EXECUTIVE SUMMARY:

This report presents the Public Consultation Policy to Council for consideration and endorsement. The Policy has been reviewed by the Policy Owner. Consideration has been given to Section 50(7) of the Local Government Act, in addition to other minor alterations which are of minor significance that would attract little (or no) community interest.

COMMITTEE RECOMMENDATION:

1. The information be received.
2. The Community Consultation Policy as set out in Attachment 1 to this report (Item No.3.6.3, Resources and Governance Committee, 20/04/2020), be endorsed.

5.4 Audit Committee of Council

HEADING	Audit Committee - Recommendations for Council Ratification
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
APPROVING OFFICER	Chief Executive Officer

EXECUTIVE SUMMARY

The Audit Committee met on 15 April 2020 to consider Six (6) 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.

Six (6) recommendations of the Committee requiring ratification of Council, are provided in this report. The corresponding Executive Summary of each report to the Committee is also provided as a prompt. One (1) recommendation, presented to the Committee in confidence, forms part of Council's Confidential Agenda.

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 Audit Committee meeting on 15 April 2020, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 27 April 2020), and listed below:

4.0.1 Future Reports for the Audit Committee

The information is received.

4.0.2 Actions List

The information is noted.

4.2.1 Food Safety Audit Report

That the final audit report for the Food Safety audit as set out in Attachment 2 to this report (Item 4.2.1, Audit Committee, 15/04/2020) is noted and that the responses of the Administration to the Food Safety Audit contained therein is endorsed.

4.2.2 Draft 2020/21 Annual Plan and Budget

1. The information be received
2. Council notes that the Audit Committee have reviewed the Council's Annual Plan and Long Term Financial Plan in accordance with S126(4)(ab) Local Government Act 1999 and has provided part 3 for consideration.

3. Recognising the response that Council are wanting to take in relation to COVID-19 and the impact that will have on key financial indicators, Council endorses consideration of the following measures are taken:

- Revision of the Financial Sustainability targets
- Rate increases of more than CPI+0.6% from 2021/22 onwards
- Ongoing Service/ Cost Reductions/ Income Gains incorporated into 2020/21

and that these measures are incorporated into the Draft Annual Plan and Long Term Financial Plan for consultation, in a combination that results in financial sustainability targets being met over the 10 year period of the long term financial plan.

4.2.3 Risk Management and Internal Controls Activities

1. The information is received.
2. The Update on Risk Management and Internal Controls Activities, as set out in Attachment 1 to this report (Item 4.2.3, Audit Committee, 15/04/2020) is endorsed.
3. Council notes the update on outstanding actions from completed Internal Audits, as set out in Attachment 2 to this report (Item 4.2.3, Audit Committee, 15/04/2020).

4.2.4 Update on Internal Audit Plan

That the updates made to the 2018 - 2022 Internal Audit Plan as set out in Attachment 1 to this report (Item 4.2.4, Audit Committee, 15/04/2020) are endorsed.

OR

That Council adopt the recommendations of the Audit Committee meeting on 15 April 2020, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 27 April 2020), 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
<p><u>Item No. 4.0.1</u> Future Reports for the Audit Committee</p>	<p>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.</p> <p>COMMITTEE RECOMMENDATION: 1. The information is received.</p>
<p><u>Item No. 4.0.2</u> Actions List</p>	<p>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.</p> <p>COMMITTEE RECOMMENDATION: 1. The information is noted.</p>
<p><u>Item No. 4.2.1</u> Food Safety Audit Report</p>	<p>EXECUTIVE SUMMARY: An audit on food safety was conducted to provide assurance on the strategic risk “Lack of management of public and environmental health risks”. BDO conducted the audit on behalf of the Governance Division.</p> <p>One (1) medium and three (3) low risk findings were identified by the audit. One improvement opportunity was identified. The medium risk finding related to email correspondence not being stored in Dataworks. The low risk findings related to complainants not being advised of customer request outcomes, food safety audit engagement letters not being signed by the business and food safety inspection checklists not being signed by the business. The improvement opportunity related to service procedures for environmental health improvements.</p> <p>COMMITTEE RECOMMENDATION: 1. That the final audit report for the Food Safety audit as set out in Attachment 2 to this report (Item 4.2.1, Audit Committee, 15/04/2020) is noted and that the responses of the Administration to the Food Safety Audit contained therein is endorsed.</p>
<p><u>Item No. 4.2.2</u> Draft 2020/21 Annual Plan and Budget</p>	<p>EXECUTIVE SUMMARY: The draft Annual Plan and Long Term Financial Plan is presented to the Audit Committee for consideration prior to presentation to Council for endorsement in the April round of meetings for Public Consultation.</p>

	<p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. The information be received 2. Council notes that the Audit Committee have reviewed the Council's Annual Plan and Long Term Financial Plan in accordance with S126(4)(ab) Local Government Act 1999 and has provided part 3 for consideration. 3. Recognising the response that Council are wanting to take in relation to COVID-19 and the impact that will have on key financial indicators, Council endorses consideration of the following measures are taken: <ul style="list-style-type: none"> · Revision of the Financial Sustainability targets · Rate increases of more than CPI+0.6% from 2021/22 onwards · Ongoing Service/ Cost Reductions/ Income Gains/ Potential Income Losses yet to be identified, of at least \$2.4M, are incorporated into 2020/21 <p>and that these measures are incorporated into the Draft Annual Plan and Long Term Financial Plan for consultation, in a combination that results in financial sustainability targets being met over the 10 year period of the long term financial plan.</p>
<p><u>Item No. 4.2.3</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 is received. 2. The Update on Risk Management and Internal Controls Activities, as set out in Attachment 1 to this report (Item 4.2.3, Audit Committee, 15/04/2020) is endorsed. 3. Council notes the update on outstanding actions from completed Internal Audits, as set out in Attachment 2 to this report (Item 4.2.3, Audit Committee, 15/04/2020).
<p><u>Item No. 4.2.4</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 April 2020.</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 (Item 4.2.4, Audit Committee, 15/04/2020) are endorsed.

CO-ORDINATION

Officer:

MG

Date:

5.5 Council Assessment Panel

No Council Assessment Panel meeting was held in March 2020.

5.6 Budget and Finance Committee: Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Budget and Finance Committee met on 20 April 2020 to consider twelve (12) 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.

A special Council meeting was held following the Budget and Finance Committee meeting on 20 April 2020 at which the recommendations of two items on the Budget and Finance Committee agenda were brought forward for Council ratification, as follows:

6.0.3 Salisbury Water – COVID-19 Financial Support

6.6.1 COVID-19 Rates Financial Hardship and measures for Sundry Debtors

The remaining ten (10) recommendations of the Committee still requiring ratification of Council are provided in this report. 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 Budget and Finance Committee meeting on 20 April 2020, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 27 April 2020), and listed below:

6.0.1 Future Reports for the Budget and Finance Committee

1. The information be received.

6.0.2 Managing the response to COVID-19

1. Council endorse the following measures to support the community impacted by COVID-19.
 - a. Waive various business fees & charges, as listed in section 6.7 of this report, for the period of 1 April through to 30 June 2020.
 - b. Waiving of commercial rents for the following period
1 April 2020 through to 30 June 2020
 - Commercial leases excluding telecommunications leases (such as café leases and business premises)
 - Permit for a Business Purpose (such as use of road reserves for signage, storage yards, etc)
 - Minor permits (for uses such as awnings over road reserves of fixed chairs and tables for a café)
 - Joint use agreements

-
2. A further waiving of Community & Sporting Club lease fees and additional measures identified in part 1 (a) & (b) for the period July 2020 to December 2020 be considered at the July Budget & Finance Committee.
 3. Council endorse the following measures to be implemented
 - a. Provision of subsidised business support as noted in Section 6.12 of this report for 6 months
 - b. Deferral of loan payments for six months for the Salisbury Bowling Club.
 4. That staff bring back a further report on a proposed Sports and Community Clubs COVID-19 Recovery Support Package and grant guidelines (to be administered by the Sport Rec & Grants Committee), that incorporates the repurposing of existing Council grants as listed in Section 10.3.1 (Item 6.0.2, Managing The Response to COVID-19, 20 April 2020) and the inclusion of:
 - a. Other Not For Profit Sporting & Community clubs that currently do not have a council lease
 - b. General operating costs of the clubs as eligible support that Council can approve within the grant guidelines of the Sports and Community Club COVID-19 Recovery Support Package.
 5. Council write to all Sports and Community Clubs advising of the State Government \$250 Million Community and Jobs Support Fund and provide assistance with application through the Property Services Division and Polaris Centre.

6.1.1 NAWMA Draft 2020/2021 Budget

1. That the information received from NAWMA on the draft 2020/21 Budget is noted.
2. That Council endorse the draft NAWMA 2020/21 budget.

6.2.1 Financial Sustainability Indicators

1. The Long Term Financial Plan be set with an ongoing rate increase of forecast CPI+0.6% for years two to ten, as detailed in scenario 5 (Item 6.2.1 Budget and Finance Committee 20 April 2020 “Financial Sustainability Indicators”). Noting that that year one rate increase is to be set at the level determined through the consideration of Item 6.2.1 Rating Strategy April 2020.
2. The Operating Ranges for Financial Sustainability Indicators be set as follows
 - a. Operating Surplus Ratio: between 0.5% and 5%
 - b. Net Financial Liabilities Ratio: less than 70%
 - c. Asset Renewal Funding Ratio: between 90% and 110%.

6.4.1 Budget Bids 2020/2021

1. The four year Budget Bid Program as per Attachment 1 to this report (Budget and Finance Committee, 20 April 2020 Item 6.4.1), be endorsed for inclusion in the Draft 2020/2021 Annual Plan and Budget for public consultation, with 2020/2021 net expenditure totalling:

	Capital Expenditure	Operating Expenditure
Infrastructure	\$39,546,000	\$1,665,000
Information Technology	\$0	\$372,000
Plant, Furniture and Equipment	\$1,127,000	\$8,000
Operating	\$0	\$672,000

2. The program in 2020/2021 and 2021/2022 be expanded to deliver on the COVID-19 Infrastructure Recovery Program, with some projects and funding retimed from 2022/2023 and 2023/2024 as per Attachment 2 to this report (Budget and Finance Committee, 20 April 2020 Item 6.4.1), with project specifics provided through future reports.

6.4.2 Budget Status Update

1. Information be received.
2. The following changes to operating Bids be incorporated into the 2020/21 budget:
 - OPN000533 Performance Excellence Program. The costs associated with this Bid have been updated from \$25k to \$30k as resolved at the Council Meeting held on 23 March 2020 (Resolution 0465/2020).
 - OPN000555 Community Grants Program. A \$38k Bid has been included as per the recommendation made at the Council meeting held 23 March 2020 (Resolution 0472/2020) to increase the Community Grants Program for the 2020/21 year.
3. The following Infrastructure Bids be removed for consideration in the 2020/21 budget:
 - PSN000499 Netball Courts Reconstruction and Lighting Upgrade. Council resolved to not progress with consideration in the 2020/21 Budget but be included in the \$100m COVID infrastructure recovery program.
 - PSN000540 New Supply and Irrigation Bluehills Reserve. Council resolved that this be considered for prioritization following the development of the Place Activation Strategy.
4. Option 2 being a 0% rate increase plus growth and including a service and business optimisation dividend of \$2.4M and the additional COVID-19 Infrastructure Recovery Program as presented in paragraph 3.18 below be endorsed as the basis for the 2020/21 draft budget for public consultation purposes.

6.4.3 Rating Strategy 2020/21

1. Information be received.
2. The rate increase based on a 0.0% average increase, including the minimum, be endorsed as the basis for setting rates in 2020/21 and included in the Draft Annual Plan & Budget for public consultation.
3. The COVID-19 general rate capping policy (as set out in section 3.5 of this report, Item No. 6.4.3, Budget and Finance Committee, 20/04/2020) is to apply for 2020/21.

6.4.4 Higher Value Property Review

1. The Higher Property Value Rate Remission for 2020/21 for residential properties be set on the following basis:

Tier	Value Range	Rate Adjustment
1	0- \$472,000	0
2	\$472,001 - \$523,000	10%
3	\$523,001 - \$635,000	15%
4	>\$635,000	35%

With staff authorised to make any manual adjustments required so that the higher value rate remission applied to each assessment is consistent with that applied in the previous year.

6.4.5 Draft 2020/21 Annual Plan and Budget

1. Information be received.
2. Draft 2020/2021 Annual Plan and Budget be endorsed for the purposes of Public Consultation, subject to further editing and formatting improvements without changing the substantive nature of the document, and changes required to reflect decisions of Council made at Budget and Finance Meeting 20 April 2020 and Council 27 April 2020.

6.8.1 Project Budget Delegations

1. A Financial Delegation (the Project Budget Delegation) continue to be provided to the relevant General Manager to increase an approved budget of an individual capital project in the financial year provided that the program (Information Technology, Transportation, Property and Buildings, Drainage and Waterways, Parks and Streetscapes, Plant, Furniture and Equipment, Salisbury Water Business, Strategic Projects and Strategic Property) and sub-classification (new, renewal) will not exceed budget, and that there is no change in project scope as a result.
2. The Project Budget Delegation limit continue to be set at \$15,000 per individual capital project with a budget up to \$150,000 in each financial year, and 10% of the project value for projects with budgets greater than \$150,000 in each financial year.
3. In any quarter when the Project Budget Delegation is exercised a separate standalone report continue to be presented to the Budget and Finance Committee at the end of that quarter with details also to be reported in the Quarterly Budget Review.
4. The Project Budget Delegation be reviewed during the 2021/22 Budget process.

OR

That Council adopt the recommendations of the Budget and Finance Committee meeting on 20 April 2020, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 27 April 2020), 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
<p><u>Item No. 6.0.1</u> Future Reports for the Budget and Finance Committee</p>	<p>EXECUTIVE 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:</p> <ol style="list-style-type: none"> 1. The information be received.
<p><u>Item No. 6.0.2</u> Managing the response to COVID-19</p>	<p>EXECUTIVE SUMMARY: This report responds to the various considerations raised through the relevant resolutions at the 23 March 2020 Ordinary Council meeting and the 1 April 2020 Special Meeting to support the community in dealing with COVID-19.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. Council endorse the following measures to support the community impacted by COVID-19. <ol style="list-style-type: none"> a. Waive various business fees & charges, as listed in section 6.7 of this report, for the period of 1 April through to 30 June 2020. b. Waiving of commercial rents for the following period 1 April 2020 through to 30 June 2020 <ul style="list-style-type: none"> • Commercial leases excluding telecommunications leases (such as café leases and business premises) • Permit for a Business Purpose (such as use of road reserves for signage, storage yards, etc)

	<ul style="list-style-type: none"> • Minor permits (for uses such as awnings over road reserves of fixed chairs and tables for a café) • Joint use agreements <ol style="list-style-type: none"> 2. A further waiving of Community & Sporting Club lease fees and additional measures identified in part 1 (a) & (b) for the period July 2020 to December 2020 be considered at the July Budget & Finance Committee. 3. Council endorse the following measures to be implemented <ol style="list-style-type: none"> a. Provision of subsidised business support as noted in Section 6.12 of this report for 6 months b. Deferral of loan payments for six months for the Salisbury Bowling Club. 4. That staff bring back a further report on a proposed Sports and Community Clubs COVID-19 Recovery Support Package and grant guidelines (to be administered by the Sport Rec & Grants Committee), that incorporates the repurposing of existing Council grants as listed in Section 10.3.1 (Item 6.0.2, Managing The Response to COVID-19, 20 April 2020) and the inclusion of: <ol style="list-style-type: none"> a. Other Not For Profit Sporting & Community clubs that currently do not have a council lease b. General operating costs of the clubs as eligible support that Council can approve within the grant guidelines of the Sports and Community Club COVID-19 Recovery Support Package. 5. Council write to all Sports and Community Clubs advising of the State Government \$250 Million Community and Jobs Support Fund and provide assistance with application through the Property Services Division and Polaris Centre.
<p><u>Item No. 6.1.1</u> NAWMA Draft 2020/2021 Budget</p>	<p>EXECUTIVE SUMMARY: This report presents the draft NAWMA 2020/21 budget for Council’s consideration and endorsement.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. That the information received from NAWMA on the draft 2020/21 Budget is noted. 2. That Council endorse the draft NAWMA 2020/21 budget.

Item No. 6.2.1

Financial Sustainability Indicators

EXECUTIVE SUMMARY:

Council is legislatively required to adopt its Long Term Financial Plan annually, and as part of this process it is appropriate to review target ranges for the legislated Financial Sustainability Indicators, being the operating surplus ratio, net financial liabilities ratio and asset sustainability ratio. This report seeks Council’s endorsement of the respective target ranges.

COMMITTEE RECOMMENDATION:

1. The Long Term Financial Plan be set with an ongoing rate increase of forecast CPI+0.6% for years two to ten, as detailed in scenario 5 (Item 6.2.1 Budget and Finance Committee 20 April 2020 “Financial Sustainability Indicators”). Noting that that year one rate increase is to be set at the level determined through the consideration of Item 6.2.1 Rating Strategy April 2020.
2. The Operating Ranges for Financial Sustainability Indicators be set as follows
 - a. Operating Surplus Ratio: between 0.5% and 5%
 - b. Net Financial Liabilities Ratio: less than 70%
 - c. Asset Renewal Funding Ratio: between 90% and 110%..

Item No. 6.4.1

Budget Bids 2020/2021

EXECUTIVE SUMMARY:

This report is to seek Council’s consideration and endorsement of the Budget Bids to include in the draft 2020/21 Annual Plan for community consultation.

COMMITTEE RECOMMENDATION:

1. The four year Budget Bid Program as per Attachment 1 to this report (Budget and Finance Committee, 20 April 2020 Item 6.4.1), be endorsed for inclusion in the Draft 2020/2021 Annual Plan and Budget for public consultation, with 2020/2021 net expenditure totalling:

	Capital Expenditure	Operating Expenditure
Infrastructure	\$39,546,000	\$1,665,000
Information Technology	\$0	\$372,000
Plant, Furniture and Equipment	\$1,127,000	\$8,000
Operating	\$0	\$672,000

2. The program in 2020/2021 and 2021/2022 be expanded to deliver on the COVID-19 Infrastructure Recovery Program, with some projects and funding retimed from 2022/2023 and 2023/2024 as per Attachment 2 to this report (Budget and Finance Committee, 20 April 2020 Item 6.4.1), with project specifics provided through future reports.

<p><u>Item No. 6.4.2</u> Budget Status Update</p>	<p>EXECUTIVE SUMMARY: This report provides an update on the changes to the financial status of the budget following the Informal Budget Workshops held on Wednesday 26 February 2020 and Tuesday 3 March 2020.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. Information be received. 2. The following changes to operating Bids be incorporated into the 2020/21 budget: <ul style="list-style-type: none"> • OPN000533 Performance Excellence Program. The costs associated with this Bid have been updated from \$25k to \$30k as resolved at the Council Meeting held on 23 March 2020 (Resolution 0465/2020). • OPN000555 Community Grants Program. A \$38k Bid has been included as per the recommendation made at the Council meeting held 23 March 2020 (Resolution 0472/2020) to increase the Community Grants Program for the 2020/21 year. 3. The following Infrastructure Bids be removed for consideration in the 2020/21 budget: <ul style="list-style-type: none"> • PSN000499 Netball Courts Reconstruction and Lighting Upgrade. Council resolved to not progress with consideration in the 2020/21 Budget but be included in the \$100m COVID infrastructure recovery program. • PSN000540 New Supply and Irrigation Bluehills Reserve. Council resolved that this be considered for prioritization following the development of the Place Activation Strategy. 4. Option 2 being a 0% rate increase plus growth and including a service and business optimisation dividend of \$2.4M and the additional COVID-19 Infrastructure Recovery Program as presented in paragraph 3.18 below be endorsed as the basis for the 2020/21 draft budget for public consultation purposes.
<p><u>Item No. 6.4.3</u> Rating Strategy 2020/21</p>	<p>EXECUTIVE SUMMARY: This item provides Council with information on property valuation changes and proposed rate changes to assist Council in the setting of rates for the 2020/2021 budget year.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. Information be received. 2. The rate increase based on a 0.0% average increase, including the minimum, be endorsed as the basis for setting rates in 2020/21 and included in the Draft Annual Plan & Budget for public consultation. 3. The COVID-19 general rate capping policy (as set out in section 3.5 of this report, Item No. 6.4.3, Budget and Finance Committee, 20/04/2020) is to apply for 2020/21.

<p><u>Item No. 6.4.4</u> Higher Value Property Review</p>	<p>EXECUTIVE SUMMARY: This report provides details of the Higher Property Rate Remission that has been in place for a number of years, and reviews the parameters for the remission for the 2020/21 Budget year.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> The Higher Property Value Rate Remission for 2020/21 for residential properties be set on the following basis: <table data-bbox="635 495 1283 712"> <thead> <tr> <th>Tier Adjustment</th> <th>Value Range</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0- \$472,000</td> <td>0</td> </tr> <tr> <td>2</td> <td>\$472,001 - \$523,000</td> <td>10%</td> </tr> <tr> <td>3</td> <td>\$523,001 - \$635,000</td> <td>15%</td> </tr> <tr> <td>4</td> <td>>\$635,000</td> <td>35%</td> </tr> </tbody> </table> <p>With staff authorised to make any manual adjustments required so that the higher value rate remission applied to each assessment is consistent with that applied in the previous year.</p> 	Tier Adjustment	Value Range	Rate	1	0- \$472,000	0	2	\$472,001 - \$523,000	10%	3	\$523,001 - \$635,000	15%	4	>\$635,000	35%
Tier Adjustment	Value Range	Rate														
1	0- \$472,000	0														
2	\$472,001 - \$523,000	10%														
3	\$523,001 - \$635,000	15%														
4	>\$635,000	35%														
<p><u>Item No. 6.4.5</u> Draft 2020/21 Annual Plan and Budget</p>	<p>EXECUTIVE SUMMARY: This report is for the adoption of the draft 2020/2021 Annual Plan and Budget for public consultation as required by Section 123 of the Local Government Act 1999.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> Information be received. Draft 2020/2021 Annual Plan and Budget be endorsed for the purposes of Public Consultation, subject to further editing and formatting improvements without changing the substantive nature of the document, and changes required to reflect decisions of Council made at Budget and Finance Meeting 20 April 2020 and Council 27 April 2020. 															
<p><u>Item No. 6.8.1</u> Project Budget Delegations</p>	<p>EXECUTIVE SUMMARY: This report considers and seeks endorsement of the continuation of the Financial Delegation provided to General Managers to increase approved budgets of individual capital projects in the financial year, provided that that the program and sub-classification would not exceed budget, and no change scope to projects would result.</p> <p>The delegation limit is currently set at \$15,000 per individual capital project with a budget up to \$150,000 in each financial year, and 10% of the project value for projects with budgets greater than \$150,000 in each financial year.</p> <p>Reporting of when this delegation is exercised is via a separate standalone report to be presented to the Budget and Finance Committee at the end of the quarter and also reported in the Quarterly Budget Review.</p>															

COMMITTEE RECOMMENDATION:

1. A Financial Delegation (the Project Budget Delegation) continue to be provided to the relevant General Manager to increase an approved budget of an individual capital project in the financial year provided that the program (Information Technology, Transportation, Property and Buildings, Drainage and Waterways, Parks and Streetscapes, Plant, Furniture and Equipment, Salisbury Water Business, Strategic Projects and Strategic Property) and sub-classification (new, renewal) will not exceed budget, and that there is no change in project scope as a result.
2. The Project Budget Delegation limit continue to be set at \$15,000 per individual capital project with a budget up to \$150,000 in each financial year, and 10% of the project value for projects with budgets greater than \$150,000 in each financial year.
3. In any quarter when the Project Budget Delegation is exercised a separate standalone report continue to be presented to the Budget and Finance Committee at the end of that quarter with details also to be reported in the Quarterly Budget Review.
4. The Project Budget Delegation be reviewed during the 2021/22 Budget process.

CO-ORDINATION

Officer:

MG

Date:

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

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Sport, Recreation and Grants Committee met on 14 April 2020 to consider nine (9) 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.

Six (6) recommendations of the Committee, including two (2) other business items, 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 14 April 2020, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 27 April 2020), and listed below:

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

The information be received.

7.2.1 Community Grants Program Applications for April 2020 and Administration of Applications in Response to COVID-19 Outbreak

1. The information be received and noted.
2. That Council:
 - a. Endorse the suspension of the Community Grants Program effective 15 June 2020, to support the measures established by the City of Salisbury to promote safety and reduce the potential for the spread of COVID-19, recognising the uncertainty of the timeframe that social distancing rules will remain in force.
 - b. Endorse recommencement and review of the Community Grants Program when the social distancing rules are officially lifted by the Australian Federal/State Government.
 - c. Note the remaining balance of the Community Grants Program funding budget for 2019/2020 will be considered for repurposing at the end of June 2020.

7.2.9 15/2020: Northern Districts Athletics Club Inc. –Community Grants Program Application

The information be received and noted that the 15/2020: Northern Districts Athletics Club Inc. Application is deemed ineligible for Community Grants Program funding in accordance with sections 8.2 and 10.7.1 of the Guidelines and Eligibility Criteria.

7.2.10 Youth Sponsorship Applications and Administration of Applications in Response to COBID-19 Outbreak

1. The information be received and noted.
2. Council endorse the suspension of the Youth Sponsorship Program effective 23 March 2020, to support the measures established by the City of Salisbury to promote safety and reduce the potential for the spread of COVID-19, recognising the uncertainty of the timeframe that social distancing rules will remain in force.
3. Recommencement of the Youth Sponsorship Program to be reviewed when the social distancing rules are officially lifted by the Australian Federal/State Government.
4. The remaining balance of the Youth Sponsorship Program funding budget for 2019/2020 be considered for repurposing in the report to be presented to the April 2020 Budget & Finance Committee.

OR

That Council adopt the recommendations of the Sport Recreation and Grants Committee meeting on 14 April 2020, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 27 April 2020), 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
<p><u>Item No. 7.0.1</u> Future Reports for the Sport, Recreation and Grants Committee</p>	<p>EXECUTIVE SUMMARY: This item details reports to be presented to the Sport, Recreation and Grants 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. 7.2.1</u> Community Grants Program Applications for April 2020 and Administration of Applications in Response to COVID-19 Outbreak</p>	<p>EXECUTIVE SUMMARY: This report outlines the Community Grants Program Applications received for the April 2020 round. Each application is submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. All remaining applications received to date are submitted for consideration. This report also outlines recommendations for the administration of applications as a result of the COVID-19 outbreak.</p> <p>COMMITTEE RECOMMENDATION: 1. The information be received and noted. 2. That Council: a. Endorse the suspension of the Community Grants Program effective 15 June 2020, to support the measures established by the City of Salisbury to promote safety and reduce the potential for the spread of COVID-19, recognising the uncertainty of the timeframe that social distancing rules will remain in force. b. Endorse recommencement and review of the Community Grants Program when the social distancing rules are officially lifted by the Australian Federal/State Government. c. Note the remaining balance of the Community Grants Program funding budget for 2019/2020 will be considered for repurposing at the end of June 2020</p>
<p><u>Item No. 7.2.9</u> 15/2020: Northern Districts Athletics Club Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Northern Districts Athletics Club Inc. Community Grants Program Application is submitted to the Sport, Recreation and Grants Committee for information.</p> <p>COMMITTEE RECOMMENDATION: 1. The information be received and noted that the 15/2020: Northern Districts Athletics Club Inc. Application is deemed ineligible for Community Grants Program funding in accordance with sections 8.2 and 10.7.1 of the Guidelines and Eligibility Criteria.</p>

Item No. 7.2.10

Youth Sponsorship Applications and Administration of Applications in Response to COVID-19 Outbreak

EXECUTIVE SUMMARY:

This report also outlines recommendations for the administration of Youth Sponsorship applications as a result of the COVID-19 outbreak.

COMMITTEE RECOMMENDATION:

1. The information be received and noted.
2. Council endorse the suspension of the Youth Sponsorship Program effective 23 March 2020, to support the measures established by the City of Salisbury to promote safety and reduce the potential for the spread of COVID-19, recognising the uncertainty of the timeframe that social distancing rules will remain in force.
3. Recommencement of the Youth Sponsorship Program to be reviewed when the social distancing rules are officially lifted by the Australian Federal/State Government.
4. The remaining balance of the Youth Sponsorship Program funding budget for 2019/2020 be considered for repurposing in the report to be presented to the April 2020 Budget & Finance Committee.

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

Item No. 7.2.1

Community Grants Program Applications for April 2020 and Administration of Applications in Response to COVID-19 Outbreak

EXECUTIVE SUMMARY:

This report outlines the Community Grants Program Applications received for the April 2020 round. Each application is submitted for consideration by the Sport, Recreation and Grants Committee in an individual report. All remaining applications received to date are submitted for consideration. This report also outlines recommendations for the administration of applications as a result of the COVID-19 outbreak.

COMMITTEE DECISION:

In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee:

- a. The Sport, Recreation and Grants Committee endorse the early disbursement of Community Grants Program funds due to COVID-19, as outlined in section 2.7 of this report.
- b. The Sport, Recreation and Grants Committee endorse that the acquittal for Druk International Shito-Ryu Karate Do Association – Australia Inc. be extended by six (6) months and otherwise acquitted as per the Guidelines and Eligibility Criteria, as outlined in section 2.8 and 2.9 of this report.

<p><u>Item No. 7.2.2</u> 35/2019: Sampaguita Dance Group Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Sampaguita Dance Group Inc. Application is submitted to the Sport, Recreation and Grants for consideration.</p> <p>COMMITTEE DECISION:</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 did not allocate funding for the April 2020 round of Community Grants for Grant No. 35/2019: Sampaguita Dance Group Inc.
<p><u>Item No. 7.2.3</u> 05/2020: About SA [Christ TV Inc.] - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The About SA [Christ TV Inc.] Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE DECISION:</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 did not allocate funding for the April 2020 round of Community Grants for Grant No. 05/2020: About SA.
<p><u>Item No. 7.2.4</u> 10/2020: Rowe Park United Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Rowe Park United Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE DECISION:</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 did not allocate funding for the April 2020 round of Community Grants for Grant No. 10/2020: Rowe Park United Inc.
<p><u>Item No. 7.2.5</u> 11/2020: Mawson Lakes Cricket Club Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Mawson Lakes Cricket Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE DECISION:</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 did not allocate funding for the April 2020 round of Community Grants for Grant No. 11/2020: Mawson Lakes Cricket Club Inc.

<p><u>Item No. 7.2.6</u> 12/2020: Ingle Farm Junior Soccer Club Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Ingle Farm Junior Soccer Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE DECISION:</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 April 2020 round of Community Grants as follows: <ol style="list-style-type: none"> a. Grant No. 12/2020: Ingle Farm Junior Soccer Club Inc. be awarded the amount of \$5,000.00 to assist with the purchase of sublimation player short side panels for the Elizabeth and Districts Junior Competition as outlined in the Community Grant Application and additional information.
<p><u>Item No. 7.2.7</u> 13/2020: United Way South Australia Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The United Way South Australia Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE DECISION:</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 did not allocate funding for the April 2020 round of Community Grants for Grant No. 13/2020: United Way South Australia Inc.
<p><u>Item No. 7.2.8</u> 14/2020: Salisbury Villa Sports and Social Club Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Salisbury Villa Sports and Social Club Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.</p> <p>COMMITTEE DECISION:</p> <ol style="list-style-type: none"> 1. In accordance with delegated powers set out in the Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated \$5,000 in funding for the April 2020 round of Community Grants subject to the information requested in paragraph 2.1 in the report being provided within three weeks of the decision.

Item No. 7.2.11

**Minor Capital Works
Grant Program - Para
Hills Bowling Club Inc.**

EXECUTIVE SUMMARY:

The Para Hills Bowling Club has requested additional funding through the Minor Capital Works Grant Program for their approved free-standing shade structure project. An amount of \$26,580 is recommended for funding under the 2019/20 Minor Capital Works Grant Program budget.

COMMITTEE DECISION:

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. Para Hills Bowling Club: an additional amount of \$26,580 (equalling a total of \$42,932 including 20% contingency) 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.

5.8 CEO Review Committee – Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

SUMMARY

The CEO Review Committee met on 15 April 2020 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 15 April 2020, contained in the report to Council (Item No. 5.8 on the agenda for the Council meeting held on 27 April 2020), and listed below:

8.1.1 Future Reports for the CEO Review Committee

1. The information be received

8.1.2 CEO Key Performance Indicator Status Update

1. Information be received.
2. Progress towards achievement of the 2019/2020 Key Performance Indicators be noted and endorsed, with the inclusion of the following:
 - (a) Burton Community Centre community consultation plan is redesigned to accommodate the revised requirements for public consultation as a result of COVID-19, and work continue on the delivery of the project
3. The following indicators to be included in CEO Key Performance Indicators for FY2020/2021
 - (a) Revised financial sustainability indicators, factoring in the impact of Council decisions in response to COVID-19
 - (b) COVID-19 Recovery Plan – progressive implementation over the next two years.
 - (c) Expression of Interest process for Salisbury Oval (subject to Council resolution in April 2020)
 - (d) Review of Property, Buildings and land developments as per Item IBDSC-OB1 at Innovation & Business Development Sub Committee (10 March 2020) – completion September 2020.

OR

That Council adopt the recommendations of the CEO Review Committee meeting on 15 April 2020, contained in the report to Council (Item No. 5.8 on the agenda for the Council meeting held on 27 April 2020), 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 Key Performance Indicator Status Update	SUMMARY: This report provides a status update on progress towards achievement of endorsed Key Performance Indicators for the Chief Executive Officer for the 2019/2020 performance review period. COMMITTEE RECOMMENDATIONS: 1. Information be received. 2. Progress towards achievement of the 2019/2020 Key Performance Indicators be noted and endorsed, with the inclusion of the following: (a) Burton Community Centre community consultation plan is redesigned to accommodate the revised requirements for public consultation as a result of COVID-19, and work continue on the delivery of the project 3. The following indicators to be included in CEO Key Performance Indicators for FY2020/2021 (a) Revised financial sustainability indicators, factoring in the impact of Council decisions in response to COVID-19

	<ul style="list-style-type: none">(b) COVID-19 Recovery Plan – progressive implementation over the next two years.(c) Expression of Interest process for Salisbury Oval (subject to Council resolution in April 2020)(d) Review of Property, Buildings and land developments as per Item IBDS-OB1 at Innovation & Business Development Sub Committee (10 March 2020) – completion September 2020.
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ITEM 6: GENERAL BUSINESS REPORTS

There are no General Business reports.

ITEM 7: MOTIONS ON NOTICE

7.1 Motion on Notice: Fee for Large Waste Bins

Cr Peter Jensen has submitted the following Motion on Notice:

That:

1. Council notes that rubbish collection is a core service that residents rightly expect to be included in their Council rates.
2. Council notes that the current 140 Litre red waste bin is inadequate for some families.
3. Council note that the cost of upgrading from a 140L bin to a 240 Litre red waste bin is \$115, which is unaffordable for many residents.
4. The administration bring back a report of the costs associated to cap the upgrade of a 140 Litre bin to a 240 Litre bin to a once off cost of \$50 or free of charge.

ADMINISTRATION COMMENT:

The report will be prepared if the Motion is adopted by Council.

ITEM 8: MAYOR'S DIARY

RECOMMENDATION

1. That this information be noted.

Date	Time	Function
18/03/2020	06:30 PM	Audit Committee Meeting
19/03/2020	09:30 AM	ABC Radio Interview
19/03/2020	10:00 AM	Meeting with staff regarding land transport infrastructure
19/03/2020	01:00 PM	1pm LGA Board of Directors meeting
21/03/2020	09:00 AM	Breakfast with resident
23/03/2020	11:00 AM	Meeting with CEO
23/03/2020	04:00 PM	OFFICE TIME - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
23/03/2020	04:30 PM	Pre Council Meeting Briefing
23/03/2020	06:30 PM	Council Meeting
27/03/2020	01:00 PM	Mayors COVID-19 Briefing
30/03/2020	04:00 PM	OFFICE TIME - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
31/03/2020	11:00 AM	COVID-19 Briefing with Senator Simon Birmingham and Senator Anne Ruston - 11am Monday 30 March via ZOOM
1/04/2020	05:00 PM	Special Council Meeting - 6.00pm (5.00-6.00 for tech assistance)
1/04/2020	06:00 PM	Special Council Meeting
2/04/2020	02:00 PM	LGA Board Covid-19 Briefing via ZOOM
3/04/2020	03:00 PM	COVID-19 Tele-Conference
8/04/2020	12:45 PM	Radio Interview - 5AA
8/04/2020	04:10 PM	Radio Interview - ABC
8/04/2020	07:00 PM	LGA and Premier Marshall * Note will be rescheduled if parliament runs late - ZOOM
8/04/2020	12 Noon	Radio Interview
9/04/2020	02:00 PM	Member Workshop - COVID-19 Council Rates and Budget Setting
15/04/2020	06:00 PM	CEO Review Committee
20/04/2020	04:00 PM	Meeting with SBA and CoS
20/04/2020	04:00 PM	OFFICE TIME - Schedule upcoming week/ Signing/Speeches and Resident Enquiries
20/04/2020	06:30 PM	Standing Committee Meetings
21/04/2020	10:15 AM	MAYOR'S RADIO SHOW: SALISBURY LIBRARY SERVICE
21/04/2020	12 Noon	Media Issues - Regular Catch-up
22/04/2020	11:00AM	Regular catch up with CEO/EA
22/04/2020	12 Noon	Test Zoom Meeting

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

ITEM 10: QUESTIONS WITHOUT NOTICE

ITEM 11: QUESTIONS ON NOTICE

11.1 Question on Notice: Letter to Para Hills Brass Band

At the 23 March 2020 Council Meeting, Cr Reardon asked a question in relation to staff advising the date the letter was sent to the Para Hills Brass Band for their 50th anniversary in February.

The question was taken on notice.

General Manager Business Excellence, Mr Charles Mansueto has provided the following response:

The letter had not been sent as following discussion with the club it was identified that the 50th Anniversary is not being celebrated until 2022 to align with the club's incorporation date.

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ITEM 13: CONFIDENTIAL ITEMS

13.1 Works and Services Committee - Confidential Recommendations for Council Ratification

Recommendation

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

13.2 Audit Committee - Confidential recommendations for Council Ratification

Recommendation

1. 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)(e) 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 matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person; 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
 - Non disclosure of this item at this time will protect information contained within the report which provides an assessment of the vulnerability of the City of Salisbury to a cyber-attack. This information would be of significant benefit to a third party attempting to access City of Salisbury business systems and solutions and the data held within them.
2. 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.

CLOSE