



**MINUTES OF BUDGET AND FINANCE COMMITTEE MEETING HELD IN LITTLE  
PARA CONFERENCE ROOMS, 34 CHURCH STREET, SALISBURY ON**

**18 MAY 2020**

**MEMBERS PRESENT**

Cr B Brug (Chairman)  
Cr M Blackmore  
Cr L Braun (Deputy Chairman)  
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 G Reynolds  
Cr J Woodman

**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 6.48 pm.

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

**APOLOGIES**

Apologies were received from Mayor Aldridge and Cr Reardon.

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## LEAVE OF ABSENCE

Nil

## PRESENTATION OF MINUTES

Moved Cr J Woodman  
Seconded Cr S Ouk

The Minutes of the Budget and Finance Committee Meeting held on 20 April 2020, be taken and read as confirmed.

CARRIED

## PRESENTATION

### **PRES1 Belgravia Leisure**

Catherine Foreman and Carly Farrer from Belgravia Leisure were in attendance to present their organisation's 2020-21 Business Plan, City of Salisbury Sites.

The Chairman thanked them for their presentation.

## REPORTS

### *Administration*

### **6.0.1 Future Reports for the Budget and Finance Committee**

Moved Cr N Henningsen  
Seconded Cr J Woodman

1. The information be received.

CARRIED

## 6.0.2 Proposed Sports and Community Clubs COVID-19 Recovery Support Package

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

*Cr G Reynolds declared a perceived conflict of interest on the basis of being a committee member of the 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 a perceived conflict of interest on the basis of being a board member of a football club. Cr Hood managed the conflict by remaining in the meeting and voting in the best interest of the community.*

Moved Cr C Buchanan

Seconded Cr A Duncan

1. That the Sports & Community Clubs COVID-19 Recovery Support Package is established, effective from 1 June 2020 through to 31 December 2020 unless extended by Council
2. The Sports Recreation and Grants Committee is delegated authority to allocate the funds available and in line with the guidelines and criteria listed at 5.4, 5.5 and 5.6 subject to removing “audited” from the 6<sup>th</sup> dot point in 5.5.1 in the report with the first report to the Sports Recreation and Grants Committee tabled in July 2020.
3. The following available funds from the 2019/20 financial period be repurposed to the Sports & Community Clubs COVID-19 Recovery Support Package:
  - a. Community Grants - \$4,991
  - b. Youth Sponsorship - \$18,750
  - c. Community Events (Round 5) - \$20,000
  - d. Events (Salisbury Plays) - \$32,500
4. The 2020/21 budget of \$30,000 for the Community Events (Round 6) be repurposed to the Sports & Community Clubs COVID-19 Recovery Support Package
5. Approve the repurposing of the 2020/21 Business Networking Program funds of \$25,000 to the Sports & Community Clubs COVID-19 Recovery Support Package.
6. The scaling of eligible funding allocations be:
 

a. \$0 to \$5000	- \$500
b. \$5001 to \$15000	- \$1000
c. \$15001 to \$25000	- \$2000
d. \$25001 to \$40000	- \$3000
e. >\$40,000	- \$5000
7. That 50% of budgeted funding for the approved 2020/21 budget for the Youth Sponsorship and Community Grants be repurposed to the Sports & Community Clubs COVID-19 Recovery Support Package.

**CARRIED**  
UNANIMOUSLY

**6.0.3 Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 11 May 2020**

Moved Cr K Grenfell  
Seconded Cr J Woodman

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

**CARRIED**

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

Moved Cr K Grenfell  
Seconded Cr J Woodman

1. The information be received.

**CARRIED**

**6.0.3-IBDSC2 Update on the proposed Dry Creek Project**

Moved Cr K Grenfell  
Seconded Cr J Woodman

1. That the information be received.
2. A Dry Creek project business case be presented to Council, following successful completion of the Dry Creek Stormwater Management Plan (SMP) and a community/stakeholder engagement process.

**CARRIED**

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### 6.0.3-IBDSC3 City of Salisbury Calendar of Events & Exhibitions review

Moved Cr K Grenfell

Seconded Cr J Woodman

1. That the report be noted.
2. That the balance of funding of \$32,500 from not holding the Carisbrooke Park and Ingle Farm Salisbury Plays events, be transferred to the Sports and Community Clubs COVID-19 Recovery Support Package.

***Further Motion:***

1. That the events program for the 2020/21 financial year be scheduled to commence from January 2021 to June 2021, apart from the Asbestos Victims Memorial Services scheduled for the last Friday in November, and Vietnam Veterans Day Ceremony held in August 21, however both events will need to be modified in line with State and Federal Government health guidelines.
2. That a three (calendar) year events and exhibitions program be developed that incorporates the following:
  - A \$70,000 annual exhibition budget be staged for three years with staff to submit recommendations for an annual program, noting that exhibitions such as Watershed Art Prize and SALA should be considered in an adapted format if appropriate, and potentially conducted on alternate years with events such as the Salisbury Writers' Festival.
  - Events that have historically attracted substantial attendance numbers be reviewed with a view to possible modification and/or combining with other like events.
  - The Bridgestone opening event and associated activities be confirmed in line with construction finalisation and the progress of COVID-19, and funding for this event should be the subject of a non-discretionary bid subject to the timing of project delivery.
  - The staging of Salisbury Plays events resume when it is safe and appropriate to do so.
  - Further consideration be made to aligning City of Salisbury's Harmony Week activities held in March with the Salisbury Business Association's Food and Cultural Festival (earmarked for October 2020).
  - The Salisbury Secret Garden be reviewed and presented for a further three years with activities being revised to become a one-day event using South Australian and local performers only.

- Consider the combination of the Australia Day and Citizen of the Year Ceremony with the Salisbury Legends Awards.
- 3. A three year program be developed following the review of the events identified in Attachment 4 of the report to this item on the agenda, and taking into account the contents of paragraph 2 of this Motion, be the subject of an Informal Strategy session, and then the subject of a subsequent report to Council by July 2020.
- 4. A report be prepared that provides advice on a City of Salisbury Christmas Carol grant, and appropriate criteria for expending the \$30,000 grant, to commence in the 2021/22 financial year.
- 5. With regard to the potential of a community market being established in future, a report be prepared for further consideration and inclusion in the budget process for the next financial year.

**CARRIED**

#### **6.0.3-IBDSC4 Community Requests - Response Dashboard**

Moved Cr K Grenfell  
Seconded Cr J Woodman

1. The information be received.

**CARRIED**

#### *Finance*

##### **6.1.1 Loan Borrowings 2019/20 and 2020/21**

Moved Cr J Woodman  
Seconded Cr G Reynolds

1. The information be received.
2. That Council approve the establishment of a 10 Year Cash Advance Debenture of \$21.4 million, to enable the delivery of the 2020/21.

**CARRIED**  
UNANIMOUSLY

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## 6.1.2 Draft Fees and Charges 2020/21

Moved Cr C Buchanan  
Seconded Cr B Brug

1. That Council note that no increase to fees and charges (unless required by legislation) for the 2020/21 year was adopted at the Special Council Meeting held on 1 April 2020 (Resolution 0491/2020).
2. The Fees and Charges as set out in Attachment 1 of this report (Item No.6.1.2, Budget and Finance Committee, 18 May 2020) be endorsed. Where fees and charges are set by regulation, gazettal notice or other government agency those fees will be applied by Council, with staff authorised to update the 2020/21 Fees and Charges Booklet accordingly.
3. The Manager Community Health & Wellbeing be delegated authority to vary Positive Ageing Services room hire fees for not for profit organisations where they are working in partnership with Council or have demonstrated limited capacity to pay.
4. The Manager Community Capacity and Learning be delegated authority to vary fees for regular bookings at Twelve25 by existing permanent user groups in accordance with the Memorandum of Understanding with Council.
5. The Manager Community Capacity and Learning be delegated authority to vary Library fees or Twelve25 fees for the purpose of introducing new programs and / or allowing for increases in supply costs.
6. The Manager Community Capacity and Learning be delegated authority to assess events and functions to be held at the Para Hills Community Hub to determine whether the booking is low or high risk and vary hire fees on this basis and vary the bond for hiring the Para Hills Community Hub depending on type of activity, the rate of subsidy and additional services as requested by the hirer.
7. The General Manager Community Development be delegated authority to vary fees by up to \$600 for Salisbury Memorial Park for customers who demonstrate financial hardship but do not qualify for the Centrelink Funeral Assistance Program, and to recover additional costs associated with providing a non-standard product or service.
8. The Manager Governance be delegated authority to waive fees for a single copy of any publicly available document as set out in the Access to Information section of the Fees and Charges document.
9. The Manager Property and Buildings be delegated authority to vary casual hire of park facilities fees and bonds for Council activities, Community events, for not for profit organisations providing benefit to the community, and for the purpose of recovering additional costs associated with event bookings.

10. The Manager Economic Development be delegated authority to vary Room Hire fees to make it as attractive as possible for third party providers to deliver from the Polaris facility.
11. The Manager Environmental Health and Safety and Team Leader General Inspectorate be delegated the authority to refund 76% of the dog registration fee paid in the event of the registered dog passing away within 4 weeks of the payment due date.
12. That the General Manager Business Excellence is delegated authority to exercise discretion as to applying the proposed Room Booking Policy at the Salisbury Community Hub in relation to:
  - The Prioritisation Parameters during application of the new framework to ensure it remains an effective model to activate the Hub and Civic Place/Inparrinthe Kurnangka.
  - The application of the three categories (Community, Private and Business/Government) as to how they apply to requests for bookings received.
13. The Chief Executive Officer be delegated authority to negotiate fees consistent with those endorsed in the Fees and Charges Booklet to facilitate access to services/facilities in circumstances not specified within the Fees and Charges Booklet (for example, extended booking of a Council facility) and to waive or vary the requirement for payment of a fee, charge or bond where Council is providing 'in kind' support to an event or activity or there is a community benefit to be achieved.
14. For ease of administration staff are authorised to round fees to the nearest 5 cents, where applicable.

**CARRIED**  
UNANIMOUSLY

### **6.1.3 Council Finance Report - April 2020**

Moved Cr N Henningsen  
Seconded Cr J Woodman

1. The information be received.

**CARRIED**



**6.4.1 Belgravia Leisure - Business Plans**

Moved Cr K Grenfell  
Seconded Cr D Hood

1. The 2020/21 Fees and Charges as set out in Attachments 5 & 6 to this report (Works and Services, 18/05/2020) be endorsed for:
  - Recreation Centres (Gardens Recreation Centre / Ingle Farm Recreation Centre); and
  - Salisbury Recreation Precinct.
2. The 2020/21 Business Plans as set out in Attachments 1, 2 & 4 to this report (Works and Services, 18/05/2020) be endorsed for:
  - Gardens Recreation Centre,
  - Ingle Farm Recreation Centre; and
  - Salisbury Recreation Precinct.
3. That staff conduct a review of core operations and maintenance and bring back a report to Council in June 2020 regarding the status of business operations at the Little Para Golf Course.

**CARRIED**

*Budget Review*

**6.5.1 Third Quarter Budget Review 2019/20**

Moved Cr C Buchanan  
Seconded Cr J Woodman

1. The budget variances identified in this review and contained in the Budget Variation Summary as contained in this report (Item 6.5.1 Budget and Finance Committee, 18/05/2020) be endorsed and net capital and operating variations of \$3,838,675 be credited to the Sundry Project Fund. This will bring the balance to **\$3,838,675**.
2. Funds be allocated for the following **non-discretionary** net bids:

**OPERATING**

Northern Adelaide Industry Development	\$111,654
Essential Care Packages COVID-19	\$15,000
Confidential Item	\$50,000
Community Donations – Bushfire Relief	\$31,000
Domestic Hardwaste Service	\$223,100
Water Monitoring Sites – Vandalism	\$40,000
additional costs	

**CAPITAL**

Historical Methodist Cemetery additional works	\$11,000
Confidential Item	\$490,000
Pump Maintenance / Renewal	\$105,000
Bicycle Network Improvement Program – Gawler Greenway	\$50,000
<b>TOTAL</b>	<b>\$1,126,754</b>

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

**OPERATING**

Welcoming Cities Network	\$8,000
Youth Sponsorship Funding	\$10,000

**CAPITAL**

Bolivar Road Failure, Paralowie	\$276,000
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<b>TOTAL</b>	<b>\$294,000</b>
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4. Council approve the following transfers:

1. Transfer \$500,000 operating expenditure from Kerb and Gutter Replacement to capital expenditure within the Road Reseal Program, as per April Council Resolution 0504/2020.
2. Transfer \$150,000 capital expenditure from Kerb Ramp Construction/Upgrade Program to Road Reseal Program, as per April Council Resolution 0504/2020).
3. Transfer \$10,000 capital expenditure to operating expenditure for the Building Upgrade Program and transfer \$95,000 capital expenditure from Building Upgrade Program to the Building Renewal Program to align the type of works undertaken, as per April Council Resolution 0504/2020.
4. Transfer \$240,000 operating expenditure to capital expenditure within the Building Renewal Program to align with the type of works currently undertaken, as per April Council Resolution 0504/2020.
5. Transfer \$5,200 from Continuous Improvement expenditure to the Customer Centre to purchase Gatekeeper software to enhance security and speed for staff to access the customer pods in the public spaces of the Community Hub.
6. Transfer \$38,000 pump maintenance operating expenditure to capital expenditure as a result of the replacement of failed pumps across Council.
7. Transfer \$10,000 from Library Community Learning printing expenditure to Library Administration advertising/promotion expenditure for promotional photography.

5. Council approve the following Business Transformational Funds transfers:

Gas Costs <sup>[1]</sup>	7,000
Electricity Costs <sup>[1]</sup>	120,000
Insurance Costs	66,000
Cleaning Costs <sup>[1]</sup>	144,000
Lift Maintenance <sup>[2]</sup>	2,600
Fire Service Inspections <sup>[2]</sup>	7,900
Security - Coordinator Position (one month)	10,000
Security Maintenance and Contracts <sup>[2]</sup>	96,000
Gutter & Solar Panel Cleaning	4,680
Indoor Plant Maintenance <sup>[1]</sup>	32,000
Office 365 Transition	40,000
Staff Uniforms	17,500
Local Area Network Managed Service	55,000
<b>Total Transfers from Business Transformational Fund</b>	<b>602,680</b>
<b>Total Business Transformation Fund Budget</b>	<b>1,000,000</b>
<b>Balance remaining subject to review</b>	<b>397,320</b>
<b>Notes:</b>	
[1] These allocations are net of existing budget provisions	
[2] Some costs are pro-rata from Practical Completion Date 12/11/2019 and will be higher in future years	
[3] Further costs for items under warranty will come on board from November 2021	

6. Council approve the following budget timing adjustments, which results in a decrease in loan borrowings and an increase in investments in the 2019/20 financial year and an increase in loan borrowings and a decrease in investments in the 2020/21 financial year:

Bridgestone Reserve Athletics Facility	\$950,000
St Kilda Master Plan – Channel Renewal and Boat Ramp	\$2,200,000
Salisbury Oval Master Plan – Major Flood Mitigation	\$2,540,000
Major Traffic Program – George St/Belfree Drv/Ryans Rd	\$1,789,000
<b>TOTAL</b>	<b>\$7,479,000</b>

7. Loan Borrowings be varied to reflect the bids and transfers endorsed by Council detailed in parts 1 to 6 of this resolution.
8. Budget Bid PBN000420 Building Upgrade Program for 2020/21 be increased by \$2,417k noting the declaration of these funds at the Third Quarter Budget Review as detailed in Appendix A, and that this 2020/21 budget adjustment be non-discretionary.

**CARRIED**

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*Rating Matters*

**6.6.1 Green Adelaide Board Regional Landscape Levy (Separate Rate)**

Moved Cr G Reynolds  
Seconded Cr J Woodman

1. The information be received and the resolution for the Regional Landscape separate rate be prepared for the June 2020 meeting of Council.

**CARRIED**

**6.6.2 Salisbury Business Association Separate Rate**

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

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

Moved Cr G Reynolds  
Seconded Cr J Woodman

1. The separate rate proposal to raise \$118,348 (excluding GST) as requested by the Salisbury Business Association be supported and that this be subject to formal declaration at the June 2020 Council meeting.
2. The Salisbury Business Association be supported to keep its member database up to date through the provision of assessment record details of those subject to the separate rate at the time of generating the first quarter rates notice at no charge to the Association, and periodically throughout the year as may be requested by the Association.

**CARRIED**  
UNANIMOUSLY

**OTHER BUSINESS**

Nil

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## CONFIDENTIAL ITEMS

### 6.9.1 Cyber Security Improvement Program

Moved Cr K Grenfell

Seconded Cr J Woodman

1. *Pursuant to Section 90(2) and (3)(e) 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.*
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
  - The information in this report 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.

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

**CARRIED**

The meeting moved into confidence at 7.48 pm.

The meeting moved out of confidence at 7.50 pm.

## 6.9.2 Update on Action on Rates Assessment Outstanding under Section 184 of the Local Government Act 1999

Moved Cr K Grenfell

Seconded Cr J Woodman

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
  - This report contains financial and personal information in relation to personal circumstances, it is adequate that this information remains confidential with a review to possibly remain confidential after 5 years

*On that basis the public's interest is best served by not disclosing the **Update on Action on Rates Assessment Outstanding under Section 184 of the Local Government Act 1999** 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**

The meeting moved into confidence at 7.51 pm.

The meeting moved out of confidence at 7.57 pm.

**6.9.3 Minutes of the Confidential Innovation and Business Development Sub Committee meeting held on Monday 11 May 2020**

Moved Cr K Grenfell  
Seconded Cr S Ouk

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

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

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

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

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

*- Non disclosure of this item at this time will protect commercially sensitive information the disclosure of which may prejudice the commercial position of Council and/or confer a commercial advantage on a person with whom the Council is conducting or proposing to conduct business. If the recommendations of this report are approved Council will enter into negotiations with a preferred provider.*

*On that basis the public's interest is best served by not disclosing the **Minutes of the Confidential Innovation and Business Development Sub Committee meeting held on Monday 11 May 2020** 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**

The meeting moved into confidence at 7.58 pm.

The meeting moved out of confidence and closed at 7.58 pm.

CHAIRMAN.....

DATE.....