



**MINUTES OF FINANCE AND CORPORATE SERVICES COMMITTEE MEETING
HELD IN THE LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY
HUB, 34 CHURCH STREET, SALISBURY ON**

17 MAY 2021

MEMBERS PRESENT

Cr D Proleta (Chairman)
Mayor G Aldridge
Cr L Braun
Cr C Buchanan
Cr A Duncan (*via Teams VC*)
Cr K Grenfell
Cr P Jensen (Deputy Chairman)
Cr S Ouk (*via Teams VC*)
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
General Manager Community & Org. Development, Ms G Page
Manager Governance, Mr M Petrovski
Risk and Governance Program Manager, Ms J Crook
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.33 pm.

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

APOLOGIES

Apologies were received from Cr M Blackmore, Cr B Brug, Cr N Henningsen, Cr D Hood and Cr S Reardon.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr P Jensen
Seconded Cr K Grenfell

The Minutes of the Finance and Corporate Services Committee Meeting held on 19 April 2021, be taken as read and confirmed.

CARRIED

Moved Cr G Reynolds
Seconded Cr J Woodman

The Minutes of the Confidential Finance and Corporate Services Committee Meeting held on 19 April 2021, be taken as read and confirmed.

CARRIED

REPORTS

Administration

2.0.1 Future Reports for the Finance and Corporate Services Committee

Moved Mayor G Aldridge
Seconded Cr J Woodman

1. The information is received.

CARRIED

For Decision

2.1.1 Draft Fees and Charges 2021/22

Moved Cr C Buchanan
Seconded Cr K Grenfell

1. 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 and 50% in the event of the dog passing away within three months of the payment due date.
2. The General Manager Community Development be delegated authority to vary Library fees for the purpose of introducing new programs and / or allowing for increases in supply costs.

3. The General Manager Community Development be delegated authority to vary Salisbury Home and Community Services room hire fees for not for profit organisations where they are working in partnership with Council or have a demonstrated limited capacity to pay.
4. The General Manager Community Development 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, and to vary “Twelve25” fees for the purpose of introducing new programs and/or allowing for increase in supply costs.
5. The General Manager Community Development 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.
6. The General Manager Community Development be delegated authority to assess events and functions to be held at the Bridgestone Athletics Centre to determine whether the booking is low or high risk and vary hire fees on this basis and vary the bond for hiring the Bridgestone Athletics Centre 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 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.
8. The General Manager Community Development be delegated authority to vary fees by up to \$300 (+ or -) 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.
9. The General Manager City Infrastructure 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 Governance be delegated authority to waive fees for a single copy of any publicly available document.
11. The General Manager City 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.

12. The General Manager Business Excellence be delegated the 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

Cr P Jensen left the meeting at 6.42 pm.

Further Motion:

2.1.1 Draft Fees and Charges 2021/22

Cr P Jensen returned to the meeting at 6.44 pm.

Moved Cr C Buchanan

Seconded Cr G Reynolds

1. The Fees and Charges as set out in Attachment 1 of this report (Item No. 2.1.1, Budget and Finance Committee, 17 May 2021) 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 2021/22 Fees and Charges Booklet accordingly, subject to:
 - Special hire for Bridgestone a 50% discount be applied for City of Salisbury schools for the 2021/22 year,
 - the fees & charges are amended to reflect the subsidy of \$50/bin (from \$115 to \$65) for a resident, upon request, to increase in "red lid" bin size from 140L to 240L,
 - A further information report in relation to Twelve25 be provided to Council at its next meeting.

CARRIED

2.1.2 Council Finance Report - April 2021

Moved Cr L Braun
Seconded Cr K Grenfell

1. The information is received.

CARRIED

2.1.3 Green Adelaide Board Regional Landscape Levy (Separate Rate)

Moved Cr G Reynolds
Seconded Cr K Grenfell

1. The information is received and the resolution for the Regional Landscape separate rate be prepared for the June 2021 meeting of Council.

CARRIED

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

Moved Cr J Woodman
Seconded Cr K Grenfell

1. The separate rate proposal to raise \$121,462 (excluding GST) as requested by the Salisbury Business Association be supported and that this be subject to formal declaration at the June 2021 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

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

2.1.5 Third Quarter Budget Review 2020/21

Moved Cr C Buchanan
 Seconded Cr P Jensen

1. The budget variances identified in this review and contained in the Budget Variation Summary as contained in this report (Item 2.1.5 Finance and Corporate Services Committee, 17/05/2021) be endorsed and net capital and operating variations of \$9,146,650 be credited to the Sundry Project Fund. This will bring the balance to \$9,146,650.

2. Funds be allocated for the following **non-discretionary** net bids:

OPERATING

Community Grants Program	\$10,000
Kings Road and Waterloo Corner Road concept designs and cost estimates	\$75,000

CAPITAL

Confidential Item Resolution 0931/2021, April 2021	\$200,000
CITB Levy under-funded 2019/20	\$80,000
Confidential Item Resolution 0867/2021, February 2021	\$300,000

TOTAL **\$665,000**

(NB: If parts 1 & 2 of this resolution are moved as recommended, this will bring the balance of the Sundry Projects Fund to a balance of \$8,481,650.)

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

OPERATING

IT Leasing Expenses	\$89,500
Building Rules Certification Levies	\$20,000
NAWMA Waste Management	\$315,000
Tree Pruning	\$120,000
Civil Services – Pipe Collapse and Effluent Disposal	\$60,900
COVID-19 Cleaning Services	\$115,000

CAPITAL

Playspace / Playground Program	\$100,000
Replacement of IT Devices	\$182,300
Tree Palette	\$10,000
SRP Redevelopment Project Planning	\$300,000

TOTAL **\$1,312,700**

(NB: If parts 1, 2 and 3 of this resolution are moved as recommended, this will bring the balance of the Sundry Projects Fund to \$7,168,950.)

4. Council approve the following budget timing adjustments which will result in a decrease in loan borrowings in the 2020/21 financial year and an increase in loan borrowings in the 2021/22 financial year:

**BUDGET TIMING ADJUSTMENTS -
CAPITAL**

Fleet Program 2020/21	\$450,000
LED Public Lighting Program	\$3,200,000
Animal Pound, Pooraka	\$550,000
Salisbury City Centre Revitalisation	\$2,700,000
Confidential Item Resolution 0867/2021, February 2021	\$300,000
TOTAL	\$7,200,000

(NB: If parts 1, 2, 3 & 4 of this resolution are moved as recommended this will bring the balance of the Sundry Projects Fund to a positive balance of \$14,368,950.)

5. Council approve the following transfers:
- Transfer \$21.5k capital expenditure from Inclusive Playspaces Program to capital expenditure Play Space / Playground Program, as Playspace Program now incorporates inclusive design rather than requiring a separate budget, as per January 2021 Council Resolution 0824/2021.
 - Transfer \$45.1k operating expenditure from Recreation Plan Bridgestone - Wages & Salaries \$22.5k; Wages & Salaries Agency \$10k; Materials and Supplies \$1k; Internal Transfers Wages & Salaries Oncosts \$5.8k; and Wages & Salaries Annual Leave \$5.8k to operating expenditure Recreation Plan Bridgestone – Consulting Services \$3k; Contractual Services \$9k; Electricity \$6.3k; Water rates \$1k; Kiosk/Canteen Supplies \$20k; and Internal On-Cost Recovery \$5.8k.
 - Transfer Bridgestone Reserve budget for the installation of precinct directional signage \$50k, window treatment \$10k, and furniture \$20k within the 2020/21 PR25956 Bridgestone Reserve Public WiFi to fund these works, as per Council Resolution 0912/2021, April 2021.
 - Transfer \$37k operating expenditure to capital expenditure within the Bridgestone Athletics Centre Program to capitalise purchases of a Defibrillator \$4k, Point of Sale System \$7.6k and Gator \$25.4k.
 - Transfer \$40k of \$66.4k operating expenditure savings from Len Beadell Library electricity expense to Office 365 implementation costs to correct a 2020-21 carry forward omission, with the remaining balance of \$26.4k expenditure savings declared as Item 9 of Appendix 1.

- f. Transfer \$162.7k from operating expenditure to capital expenditure within the Northern Connector project to align with the capital delivery of bridge connections and underpass, as per April 2021 Council Resolution 0919/2021.
 - g. Transfer \$120k capital expenditure from the Reserve Upgrade Program to capital expenditure Irrigation Program, as per April 2021 Council Resolution 0919/2021.
 - h. Transfer \$10k operating expenditure from PR26165 Coaches Boxes to capital to recognise maintenance works deemed capital in nature as per Council Resolution 0919/2021, April 2021.
 - i. Transfer \$15.8k operating expenditure from PR26166 Rubber Softfall Renewal to capital to recognise maintenance works deemed capital in nature as per Council Resolution 0919/2021, April 2021.
 - j. Transfer \$20k from Business Excellence Admin Consultancy Funds and \$26k from Customer Centre Software Agreements, totalling \$46k and transfer to Community Development Admin Consultancy fees to support the delivery of the Exceptional Community Experience initiative.
 - k. Transfer \$40k from City Development Admin Legal fees to Strategic Property Development Admin Consultancy Fees to increase the land feasibility budget.
 - l. Transfer \$15k from City Development Admin Legal fees to Executive Management Consultancy Fees to fund the By-laws review.
 - m. Transfer \$25k from Infrastructure Delivery Contractual Services to Community Development Admin Consultancy to fund Universal Design Guidelines.
 - n. Transfer \$16k from City Development Admin Contractual Services and \$14k from City Development Admin Consultancy funds, totalling \$30k and transfer to Community Development Admin Consultancy Funds to fund the Little Para Golf Course Site Study noting Council Resolution 0908/2021, April 2021.
 - o. Transfer \$10k from Infrastructure Delivery Contractual Services, and \$35k from City Infrastructure Admin Contractual Services, totalling \$45k and transfer to City Infrastructure Admin Consultancy to realign budgets to actual expenditure.
6. Loan Borrowings be varied to reflect the bids and transfers endorsed by Council detailed in parts 1 to 5 of this resolution.

(NB: If parts 1 to 6 of this resolution are moved as recommended, loan borrowings in 2020/21 will decrease by \$14,368,950 to an indicative reduction in borrowings of \$8,480,774).

CARRIED

2.1.6 NAWMA Draft 2021/2022 Budget

Moved Cr L Braun
 Seconded Mayor G Aldridge

1. Information received from NAWMA on the draft 2021/22 Budget is noted.
2. Council endorse the draft NAWMA 2021/22 budget.

CARRIED

2.1.7 Bridgestone Athletics Centre - Operational Budget FY2021/22

*Mayor G Aldridge left the meeting at 7.23 pm.
 Mayor G Aldridge returned to the meeting at 7.26 pm.*

Moved Cr P Jensen
 Seconded Cr C Buchanan

1. The report is noted.
2. Bid OPN000745 Bridgestone Athletics Centre Operational Budget as noted in section 1.14 of this report with the amendment to income as resolved in Item 2.1.1 (Finance & Corporate Committee, 17 May 2021) be incorporated into the draft 2021/22 budget for consideration at the June 2021 Finance and Corporate Services Meeting.

CARRIED

2.1.8 2021-22 New Initiative Bid Update - Sustainability

Moved Cr C Buchanan
 Seconded Cr P Jensen

1. That New Initiative Bid OPN000691 - Sustainability Coordination and Partnerships be updated to incorporate a further provision of \$50,000 for 2021/22 and in-principle support for years 2 and 3 subject to a further report within the first 12 months being presented to Council about the collaboration project with other Councils and consideration of other funding opportunities.
2. That the updated New Initiative Bid be presented for consideration by Council in its deliberations on the 2021-22 Budget.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 7.36 pm.

CHAIRMAN.....

DATE.....