



AGENDA

COUNCIL

meeting to be held on Monday 23 August 2021 at 6:30 pm

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

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 today.

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.

Apologies:

Leave of Absence:

ITEM 1: PUBLIC QUESTION TIME

ITEM 2: DEPUTATIONS / PRESENTATIONS

There are no Deputations or Presentations

ITEM 3: PETITIONS

No Petitions have been received.

ITEM 4: CONFIRMATION OF MINUTES

26 July 2021 Council Minutes

p.9

26 July 2021 Confidential Council Minutes

ITEM 5: COMMITTEE REPORTS

5.1 Policy and Planning Committee: 16 August 2021

Cr C Buchanan (Chair)

p.41

1.0.1 Future Reports for the Policy and Planning Committee

1.1.1 Recommendations of the Youth Council Sub Committee meeting held on Tuesday 10 August 2021

1.1.2 Recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Monday 9 August 2021

1.1.3 Privately Funded Planning and Design Code Amendment Policy

1.1.4 Council Sponsorship Policy

P&P-OB1 Display of Portrait

5.2 Finance and Corporate Services Committee: 16 August 2021

Cr D Proleta (Chair)

p.47

2.0.1 Future Reports for the Finance and Corporate Services Committee

2.1.1 Treasury Report for the Year Ended 30 June 2021

5.3 Governance and Compliance Committee: 16 August 2021

Cr J Woodman (Chair)

p.49

3.0.1 Future Reports for the Governance and Compliance Committee

3.1.1 Building Fire Safety Committee Appointment

3.1.2 Updated Delegations for Planning, Development and Infrastructure Act

3.1.3 Response to Motion Without Notice: Elected Member Attendance at Council Meetings

3.1.4 Review of the Audit Committee Terms of Reference

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- 5.4 Urban Services Committee: 16 August 2021** **p.53**
Cr L Braun (Chair)
- 4.0.1 Future Reports for the Urban Services Committee
 - 4.0.1 Future Reports for the Urban Services Committee
 - 4.0.2 Recommendations of the Tree Management Appeals
Sub Committee meeting held on Monday 9 August 2021
TMASC2 Tree Removal Requests - Monthly Update
TMASC-OB1 Tree Replacement Report Request
 - 4.0.3 Recommendations of the Asset Management Sub Committee
meeting held on Monday 9 August 2021
 - AMSC1 Future Reports for the Asset Management Sub
Committee
 - AMSC2 Road Surface Treatments
 - AMSC3 2021/22 Street Tree Renewal Program,
Streetscape Renewal Program, Verge
Development Program and Verge Maintenance
Trial
 - AMSC-OB1 Options and Cost Implications of Amendments
to the Play Space Policy
 - 4.2.1 Little Para River and Pitman Park Maintenance Programs
****Further Information Report** **p.61**
 - 4.2.1FI: Little Para River and Pitman Park
Maintenance Programs**
 - 4.2.2 Fairbanks Reserve Upgrade - Update
 - 4.2.3 Potential Speed Reduction along Martins Road
 - 4.2.4 Springbank Waters and Wetlands, Burton - Shared Use
Path
 - 4.2.5 Kings Road and Waterloo Corner Road Upgrade -
Grant Funding Options
 - 4.2.6 Capital Works Report - July 2021
- 5.5 Community Wellbeing and Sport Committee: 17 August 2021** **p.63**
Cr A Duncan (Chair)
- 5.0.1 Future Reports for the Community Wellbeing and
Sport Committee
 - 5.1.1 Community Grants Program Applications for August 2021
 - 5.1.2 08/2021: Hispanic Womens Association of South Australia Inc. -
Community Grants Program Application
 - 5.1.6 Community Grants Program - Guidelines and Eligibility
Criteria
 - 5.1.7 Community Event Sponsorship Christmas Carol
Grant Application
****Further Information Report:** **p.69**
 - 5.1.7FI Community Event Sponsorship Christmas
Carol Grant Application**
 - 5.1.8 Baltimore Reserve, Parafield Gardens - Informal Recreation
 - 5.2.1 Youth Sponsorship Applications - July 2021
 - 5.2.2 Closure of the South Australian Home and Community
Care (SA HACC) program

Committee Decisions made under Delegated Authority – For Council Information

- 5.1.3 10/2021: The Rotary Club of Salisbury SA Inc. – Community Grants Program Application
- 5.1.4 23/2021: Jafaria Islamic Society – Community Grants Program Application
- 5.1.5 22/2021: Salisbury Branch Meals on Wheels – Community Grants Program Application
- 5.1.9 Minor Capital Works Grant Application – Valley View Tennis Club Inc.
- 5.1.10 Minor Capital works Grant Program Application – Mawson Lakes Golf Club Inc.

5.6 Innovation and Business Development Committee: 17 August 2021
Cr K Grenfell (Chair) *p.119*

- 6.0.1 Future Reports for the Innovation and Business Development Committee
- 6.2.1 Community Requests – Response Dashboard
- 6.2.2 Exceptional Community Experience Project Update

5.7 Audit Committee of Council: Cr G Reynolds (Chair)
No Audit Committee meeting was held in August 2021.

5.8 Council Assessment Panel
Council to note the minutes of the Council Assessment Panel meeting held on 27 July 2021.

5.9 CEO Review Committee: Mayor G Aldridge (Chair)
No CEO Review Committee meeting was held in August 2021.

ITEM 6: GENERAL BUSINESS REPORTS

- 6.1 Feedback Sought – Commencement of the Behavioural Standards Framework and the Casual Vacancy Elections Countback Method *p.123*

ITEM 7: MOTIONS ON NOTICE *p.133*

- 7.1 Pedestrian Crossing – Martins Road, Parafield Gardens
- 7.2 Solidarity with People of Afghanistan
- 7.3 Protocol for Communication and Coordination of Council Managed or Council Partnered Events and Activities

ITEM 8: MAYOR'S DIARY *p.137*

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

ITEM 10: QUESTIONS WITHOUT NOTICE

ITEM 11: QUESTIONS ON NOTICE

There are no Questions on Notice.

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ITEM 13: CONFIDENTIAL ITEMS

p.139

13.1 Request for Extension of Confidential Orders

CLOSE



John Harry
CHIEF EXECUTIVE OFFICER

ITEM 1: PUBLIC QUESTION TIME

ITEM 2: DEPUTATIONS / PRESENTATIONS

There are no Deputations or Presentations

ITEM 3: PETITIONS

No Petitions were received.

ITEM 4: CONFIRMATION OF MINUTES

- 26 July 2021 Council Minutes
- 26 July 2021 Confidential Council Minutes



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

26 JULY 2021

MEMBERS PRESENT

Mayor G Aldridge
Cr M Blackmore (*from 6.46pm via Teams VC*)
Cr L Braun (*via Teams VC*)
Cr B Brug
Cr C Buchanan (Deputy Mayor)
Cr A Duncan
Cr K Grenfell
Cr N Henningsen (*via Teams VC*)
Cr D Hood
Cr P Jensen
Cr S Ouk (*via Teams VC*)
Cr D Proleta
Cr S Reardon
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 (*via Teams VC*)
General Manager Community Development, Ms A Pokoney Cramey (*via Teams VC*)
Manager Governance, Mr R Deco
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 Mayor read the Kaurna Acknowledgement.

The Chief Executive Officer read the Opening Prayer.

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

ITEM 1: PUBLIC QUESTION TIME

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

ITEM 2: DEPUTATIONS / PRESENTATIONS

No Deputations were received.

ITEM 3: PETITIONS

No Petitions were received.

ITEM 4: PRESENTATION OF MINUTES

Moved Cr D Proleta

Seconded Cr J Woodman

The Minutes of the Council Meeting held on 28 June 2021, be taken as read and confirmed.

**CARRIED
1033/2021**

Moved Cr K Grenfell

Seconded Cr S Reardon

The Minutes of the Confidential Council Meeting held on 28 June 2021, be taken as read and confirmed.

**CARRIED
1034/2021**

ITEM 5: COMMITTEE REPORTS

5.1 Policy and Planning Committee - Recommendations for Council Ratification

Moved Cr C Buchanan
Seconded Cr S Reardon

That Council adopt the recommendations of the Policy and Planning Committee meeting on 19 July 2021, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 26 July 2021), and listed below:

1.0.1 Future Reports for the Policy and Planning Committee

1. The information be received.

1.1.1 Places of Worship Submission

1. That the draft submission to the State Government and LGA be noted.
2. That the Mayor, Chair of Policy and Planning Committee, and Senior Staff meet with GAROC members to discuss the issues highlighted in the draft submission and a decision on making a submission, and the content of a submission, be determined by Council following that meeting.

**CARRIED
1035/2021**

5.2 Finance and Corporate Services Committee - Recommendations for Council Ratification

Moved Cr K Grenfell
Seconded Cr J Woodman

That Council adopt the recommendations of the Finance and Corporate Services Committee meeting on 19 July 2021, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 26 July 2021), and listed below:

2.0.1 Future Reports for the Finance and Corporate Services Committee

1. Council receives the information.

2.1.1 Council Finance Report – June 2021

1. Council receives and notes the information.

2.1.2 Certification of the 2021 Annual Financial Statements

1. The information be received.
2. Council authorises the Mayor and Chief Executive Officer to sign the Council Certificate certifying the Annual Financial Statements for the financial year ended 30 June 2021, following the Audit Committee's review of these Statements on 12 October 2021.

**CARRIED
1036/2021**

5.3 Governance and Compliance Committee - Recommendations for Council Ratification

Moved Cr G Reynolds
Seconded Cr D Proleta

That Council adopt the recommendations of the Governance and Compliance Committee meeting on 19 July 2021, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 26 July 2021), and listed below with the exception of item:

3.0.2 Review of Procurement Policy

which was withdrawn to be considered separately.

3.0.3 Review of Disposal of Assets other than Land Policy

1. Council receives and notes the information.
2. Council adopts the Disposal of Assets other than Land Policy as set out in Attachment 1 to this report (Governance and Compliance 19/07/2021, Item No. 3.0.3). subject to the following amendment:
 - Clause 5.2 – Amend “*All avenues to mitigate landfill are to be explored*” to “*All avenues to mitigate landfill are to be explored including disposal of assets to Not for Profit sporting and community groups located within the City of Salisbury after the above avenues are exhausted.*”

3.1.1 Review of the Representation of the City of Salisbury by Elected Members Policy

Council adopts:

1. The Representation of the City of Salisbury by Elected Members Policy as set out in Attachment 1 to this report (Resources and Governance 3.1.1, 19/07/2021).

3.1.2 Dog and Cat Management Plan 2022-2026

1. Council receives and notes the information.
2. Council endorses the draft Dog and Cat Management Plan 2022 -2026 as presented in Attachment 3 to this report (Governance and Compliance Committee 19 July 2021, Item No. 3.1.2) to come into effect from 1 September 2021 and approved for a period of five years subject to the following amendments:
 - Corrections to headings on Page 19 of the Plan
 - Correction to Table 3 Header, to read Dog Management Customer Request Trends
 - Amendments to paragraphs 1 and 2 on Page 21 of the Plan to read

Existing Services

The responsibility for the management of dogs and cats within the City of Salisbury rests within the City Development Department. Council has Authorised Persons who are authorised to carry out specific functions and powers under the Dog and Cat Management Act 1995.

Council's dog management services are funded by a combination of general rate revenue, and fees generated under the provisions of the Act including dog registrations, and fees from penalties and fines for breaches of the Dog and Cat Management Act 1995. Twenty-four percent (24%) of these fees are payable to the Dog and Cat Management Fund as required under the Act and administered by the Dog and Cat Management Board. The remaining funds allocated to animal management and initiatives within the City of Salisbury including:

- Amendments to dot points on Page 21 to include cats in the following;
 - Reuniting lost dogs and cats with their owners
- And adding the following dot points:
- Investigating cat nuisances
 - Providing cat traps for community cat trapping

3.1.3 Local Government Association Annual General Meeting: 29/10/2021 – Proposed Items of Business

1. The information be received, noting that a submission regarding the Places of Worship will not be made at this time.

3.2.1 Annual Report on Internal Reviews of Council decisions in the year ending 30 June 2021 under Section 270 of the Local Government Act 1999

1. Council receives and notes the information.

**CARRIED
1037/2021**

The meeting then proceeded to consider item 3.0.2 which was withdrawn to be considered separately.

3.0.2 Review of Procurement Policy

Moved Cr C Buchanan
Seconded Cr B Brug

1. Council notes and receives the information.
2. Administration bring back a further report with further explanation regarding two additional dot points.

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- Additional dot point on page 5 of the Policy – *“Supporting the circular economy through working collaboratively with NAWMA and other relevant organisations to identify opportunities for the use of recycled materials.”*
 - Amend the dot point on Page 5 of the Policy *“Supporting the economic development of the Northern Region”* to *“Supporting the economic development of the City of Salisbury and the broader Northern Adelaide region”*.
3. Further advice and consideration of further amendments with the aim to increase local procurement practices to increase local content and job creation in the City of Salisbury.

**CARRIED
1038/2021**

Cr M Blackmore entered the meeting via Teams VC at 6.46 pm.

Confidential

Refer to CONFIDENTIAL ITEMS section of Council Minutes

**3.4.1 Appointment of Independent Members on the Council
Assessment Panel**

5.4 Urban Services Committee - Recommendations for Council Ratification

Moved Cr S Ouk

Seconded Cr J Woodman

That Council adopt the recommendations of the Urban Services Committee meeting on 19 July, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 26 July 2021), and listed below with the exception of items:

4.0.2 Future Reports for the Urban Services Committee

4.1.1 Burton Community Hub – Prudential Report

4.1.2 Capital Works Update – Coomurra Reserve

4.1.3 CCTV Policy and Assessment Framework

4.1.5 Capital Works Report – June 2021

4.2.2 Kings Road and Waterloo Corner Road Traffic Management Initiatives and Upgrades

US-OB2 Tree Planting – St Kilda Adventure Playground

which were withdrawn to be considered separately.

4.0.3 Recommendations of the Tree Management Appeals Sub Committee meeting held on Monday 12 July 2021

1. The information contained in the Tree Management Appeals Sub Committee minutes of the meeting held on 12 July 2021 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

TMASC1 Future Reports for the Tree Management Appeals Sub Committee

1. The information is received.

TMASC2 Tree Removal Requests – Monthly Update

1. The information is received.

TMASC3 Review of Tree Removal Request – Various Locations

1. The report is received and noted.
2. Council endorses the following:
 - a. Removal of 2 *Angophora costata* in front of 13 and 15 Arrow Crescent, Paralowie
 - b. Retention of 1 significant *Angophora costata* in front of 13 Arrow Crescent, Paralowie
 - c. Removal of 1 *Eucalyptus sideroxylon* in front of 15 Caloundra Drive, Paralowie and the 3 *Eucalypts* species adjacent.
 - d. Removal of 1 *Eucalyptus sideroxylon* in front of 7 Brando Court, Paralowie and 1 *Eucalypts* species adjacent.

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- e. Retention of 1 significant Eucalyptus sideroxylon opposite 7 Brando Court, Paralowie
 - f. Retention of 1 significant Eucalyptus sideroxylon in front of 33 Boyara Crescent, Paralowie with removal of the tree being reviewed and considered as part of the 22/23 streetscape renewal program.
3. That in line with the procedure the residents are notified of the outcome of the appeals, removal works programmed and new trees are planted.

4.1.4 Venlo Court Reserve – Proposed Revocation of Community Land Classification and disposal

1. Portion of Allotment 56 in Deposited Plan 11139 and described in Certificate of Title Volume 5538 Folio 701 as delineated in the attached plan (attachment 1 item 4.1.4 Urban Service Committee) measuring approximately 3,295 square metres, be declared surplus to Council's requirements and Council propose to revoke the classification as community land.
2. The Section 194 report contained in attachment 2 to this report (Urban Services Committee 19/07/2021, Item No. 4.1.4) be adopted for the purposes of Section 194 of the *Local Government Act 1999*, and the Manager Property and Buildings be authorised to implement the public consultation process, comprising of a public notice in the News Review and Leader Messenger Papers and letters with the attached report be posted to property owners likely to be impacted within the immediate vicinity.
3. A further report be presented to Council for consideration of any objections received. In the event that no objections are received the Manager Property and Buildings be authorised to prepare and submit the necessary documentation to the Minister for approval.
4. Upon Council's endorsement of the above recommendation and compliance with all legislative requirements necessary to facilitate the revocation of classification of community land, Council dispose of the subject land for a financial consideration as determined by an independent licenced Valuer, with all costs associated being the full responsibility of Thomas More College as the applicant.

4.2.1 Salisbury City Centre – Church and John Street Upgrade

1. The information is received and noted.
2. Council proceeds to consult with key stakeholders and inform the community of the final design & undertake the construction procurement process, proposed to commence in November this year, and completed by October 2022.

US-OB1 Roadworks – Advice to Residents

1. Council liaise with DIT to express the concerns of residents affected by roadworks along the intersection of Main North Road and McIntyre Road in conjunction with other DIT works in the vicinity.
2. Council request that more extensive information of planned DIT works are provided to residents to inform them ahead of commencement of works.

4.4.1 Penner Avenue, Burton - Proposed Land Disposal and Revocation of Community Land Classification

1. Portion of Allotment 23 in Deposited Plan 68667 and described in Certificate of Title Volume 6080 Folio 161 as delineated in the attached plan attachment 1 and measuring approximately 3,007 square metres, be declared surplus to Council's requirements and Council propose to revoke the classification as community land.
2. Council cover the costs associated with the revocation process and also Conveyancing in exchange for the land owner paying a purchase price of \$200,000.00 (GST Exclusive) The purchaser will upon purchase be responsible for the following;
 - The existing swale, GPT and associated pipework located at the bottom of the land will come under their care and control including ongoing maintenance
 - The ongoing maintenance of the sound wall located on the eastern edge of the subject land will come under their care and control including any ongoing maintenance
 - Development of, and ongoing management of stormwater, will be subject to the meeting of the development conditions around water quality discharging into the adjacent wetlands and be monitored by Council to ensure compliance
3. The attached report be adopted for the purposes of Section 194 of the Act, and the Manager Property and Buildings be authorised to implement the public consultation process, comprising of a public notice in the News Review and Leader Messenger Papers and letters with the attached report be posted to property owners likely to be impacted within the immediate vicinity.
4. A further report be presented to Council for consideration of any objections received. In the event that no objections are received the Manager Property and Buildings be authorised to prepare and submit the necessary documentation to the Minister for approval

**CARRIED
1039/2021**

The meeting then proceeded to consider items 4.0.2, 4.1.1, 4.1.2, 4.1.3, 4.1.5, 4.2.2 and US-OB2 which were withdrawn to be considered separately.

4.0.2 Future Reports for the Urban Services Committee

Moved Cr K Grenfell

Seconded Cr J Woodman

1. The information is received.

**CARRIED
1040/2021**

4.1.1 Burton Community Hub - Prudential Report

Moved Cr C Buchanan

Seconded Cr D Proleta

1. That a non-discretionary Budget Bid of \$150k capital expenditure be included within the 2021/22 First Quarter Budget Review, to align the expenditure budget to the approved the \$500k Commonwealth grant that has been successfully awarded to enable the delivery of The Shed and Community Garden at the Burton Community Hub.
2. The *Prudential Report – Burton Community Hub (July 2021)* prepared by an independent consultant in accordance with the requirements of section 48 of the *Local Government Act 1999* and attached to this report (Urban Services Committee 19/07/2021, Item No. 4.1.1) be endorsed.
3. Note that the revised project cost estimate of \$5.96M can be accommodated within the proposed revised budget available of \$5.968M (net value being \$5.47M). This estimate includes an allowance of \$240k contingency for construction.
4. Staff be authorised to proceed to tender, enter into negotiations and undertake further value management if required.
5. Following tender negotiations and any necessary value management, should the tender prices exceed the revised available budget and / or sufficient contingency cannot be achieved, a further report be presented to Council.

**CARRIED
1041/2021**

4.1.2 Capital Works Update - Coomurra Reserve

Moved Cr A Duncan

Seconded Cr K Grenfell

1. The report is received and noted.
2. Council endorses Option A minus the toilet facility for the Coomurra Play Space to proceed to community consultation.
3. That a further report be presented back to Committee with the outcomes of the consultation and any changes to the concept plan as a result of the feedback with further refined costings for the delivery of the playspace.
4. Council notes that any additional costs required outside the existing budget will be sought through savings within the Infrastructure Program, grant funding, future budget bids or rescheduling of East Ward play space renewals.

With leave of the meeting and consent of the seconder, Cr A Duncan VARIED the MOTION as follows:

1. The report is received and noted.
2. Council endorses Option A minus the toilet facility for the Coomurra Play Space to proceed to community consultation.
3. That a further report be presented back to Committee with the outcomes of the consultation and any changes to the concept plan as a result of the feedback with further refined costings for the delivery of the playspace.
4. After the community consultation additional costs required outside the existing budget will be sought through savings within the Infrastructure Program, grant funding, future budget bids or rescheduling of East Ward play space renewals.

**CARRIED
1042/2021**

4.1.3 CCTV Policy and Assessment Framework

Moved Cr C Buchanan

Seconded Cr D Hood

1. The report be received.
2. That the Urban Services Committee set up a working party consisting of the Mayor, Deputy Mayor, Chair of the Urban Services Committee and the Deputy Chair of the Urban Services Committee to review Council's previous April Council meeting decision and bring back a report to the September Urban Services Committee on Council's CCTV network and a separate CCTV policy and procedures for Community Safety and CCTV Program.

**CARRIED
1043/2021**

4.1.5 Capital Works Report - June 2021

Moved Cr C Buchanan
Seconded Cr D Proleta

1. Include Salisbury Oval Carpark within the 2021/22 Public Lighting Carpark Program where sufficient funding is available to renew lighting.
2. Endorse the program inclusions of Craig Court, Paralowie and Victoria Drive, Parafield Gardens, within 2021/22 PR14498 Council Funded New Footpath Program, and PR21412 Kerb Ramp Construction / Upgrade Programs.
3. Defer further irrigation renewal works at St Kilda Adventure Park Surrounds.

**CARRIED
1044/2021**

Further Motion:

4.1.5 Capital Works Report - June 2021

Cr D Hood declared an actual conflict on the basis of being a Board member of the Salisbury North Football Club. Cr D Hood left the meeting at 7:06 pm.

Moved Cr C Buchanan
Seconded Cr D Proleta

1. Bring forward Salisbury North Oval from 2023/24 into 2021/22 as part of PR17040 Irrigation Program and should there be an impact to the budget a further report will be provided.

**CARRIED
1045/2021**

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

4.2.2 Kings Road and Waterloo Corner Road Traffic Management Initiatives and Upgrades

Moved Cr C Buchanan
Seconded Cr D Hood

1. That the report be received.
2. That Council writes to DIT advising them of this design report and seeking that its contents be considered as part of their North West Road Network Planning analysis currently underway, and that the City of Salisbury becomes a part of the project team investigating various aspects of the Northern Adelaide Road network.

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3. That Council endorses the full duplication (Option 2) as its preferred option for Kings Road and gives further consideration to full duplication of Waterloo Corner Road following the outcome of the North West Road Network planning strategy.
 4. A further report be prepared for the August 2021 Urban Services Committee identifying Special Purpose grant funding that Council could apply for to help fund these road upgrades, and the creation of an economic future infrastructure fund that Council and the State Government contribute to.
 5. That Council's CEO writes to Infrastructure Australia and Infrastructure SA seeking funding support for these road upgrades.

**CARRIED
1046/2021**

US-OB2 Tree Planting – St Kilda Adventure Playground

Moved Cr L Braun

Seconded Cr C Buchanan

1. That staff advise of costs and timeframe to plant 10 Morton Bay fig trees at the St Kilda Adventure Playground.
2. That staff consult with Peri Coleman in regards to ideal planting conditions and locations for the trees.

**CARRIED
1047/2021**

5.5 Community Wellbeing and Sport Committee - Recommendations for Council Ratification

Moved Cr D Hood

Seconded Cr B Brug

That Council adopt the recommendations of the Community Wellbeing and Sport Committee meeting on 20 July 2021, contained in the report to Council (Item No. 5.5 on the agenda for the Council meeting held on 26 July 2021), and listed below with the exception of items:

5.1.8 Salisbury Lions Club Convention Civic Reception

5.2.2 Response to Motion Without Notice: Council Support of Volunteer Organisations

which were withdrawn to be considered separately.

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

1. The information is received.

5.1.1 Community Grants Program Applications for July 2021

1. The information is received and noted.

5.1.2 06/2021: Maiwand Soccer Club Inc. - Community Grants Program Application

1. The information be received and noted that the 06/2021: Maiwand Soccer Club Inc Application is deemed ineligible for Community Grants Program funding in accordance with the section 11.2 of the Guidelines and Eligibility Criteria.

5.1.9 Salisbury Recreation Precinct Redevelopment

1. That this report is received.
2. That Council notes a range of influencing factors on the Salisbury Recreation Precinct's scope with a more detailed report to be provided to Council in September 2021.
3. That the community engagement approach, as set out in Attachments 2 and 3 to this report (Community Wellbeing and Sport Committee, 20/07/2021, Item No. 5.1.9) is endorsed.

5.2.1 Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship

1. That this report be received.

5.2.3 White Ribbon - Whole-of-Community Response

1. That the information is received.

5.2.4 Youth Sponsorship Applications - June 2021

1. The information be received

**CARRIED
1048/2021**

The meeting then proceeded to consider items 5.1.8 and 5.2.2 which were withdrawn to be considered separately.

****Further Information Item 5.1.8FI**

5.1.8 Salisbury Lions Club Convention Civic Reception

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

Cr B Brug declared an actual conflict of interest on the basis of being an office bearer of the Lions Club of Salisbury and also assisting with the convention. Cr B Brug left the meeting at 7:24 pm.

Cr P Jensen left the meeting at 7:34 pm.

Cr P Jensen returned to the meeting at 7:37 pm.

Moved Cr C Buchanan

Seconded Cr J Woodman

1. That the report be noted.
2. That Council support the request from The Salisbury Lions Club to host a reception as the opening event for the annual Lions 201C1 District Convention for South Australia on 15 October 2021. The Salisbury Community Hub will be the venue for their Friday night opening event for approximately 100+ members from all over South Australia, which is an opportunity to showcase our bookable spaces to an audience external to our region.
3. That a non-discretionary 1st Quarter 2021/22 Budget Review Bid be authorised for up to \$7,000 to contribute to the opening event.

With leave of the meeting and consent of the seconder, Cr C Buchanan VARIED the MOTION as follows:

1. That the report be noted.
2. That Council support the request from The Salisbury Lions Club to host a reception as the opening event for the annual Lions 201C1 District Convention for South Australia on 15 October 2021. The Salisbury Community Hub will be the venue for their Friday night opening event for approximately 100+ members from all over South Australia, which is an opportunity to showcase our bookable spaces to an audience external to our region.
3. That a non-discretionary 1st Quarter 2021/22 Budget Review Bid be authorised for up to \$7,000 to contribute to the opening event.
4. The Elected Members of the City of Salisbury be invited to the event.

**CARRIED
1049/2021**

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

Cr B Brug returned to the meeting at 7:46 pm.

5.2.2 Response to Motion Without Notice: Council Support of Volunteer Organisations

Cr A Duncan left the meeting at 7:48 pm.

Moved Cr S Reardon

Seconded Cr P Jensen

1. The information is received.
2. Use of Council's existing digital infrastructure to display Volunteer Involving Organisations (VOIs) cause related collateral.
3. Staff to develop guidelines and an application form for VOIs to lodge a request to Council to raise awareness of their significant event.

**CARRIED
1050/2021**

**5.6 Innovation and Business Development Committee -
Recommendations for Council Ratification**

Moved Cr K Grenfell
Seconded Cr D Hood

That Council adopt the recommendations of the Innovation and Business Development Committee meeting on 20 July 2021, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 26 July 2021), and listed below with the exception of item:

SPDSC3 Walkleys Road Corridor Project - Community Engagement

which was withdrawn to be considered separately.

6.0.1 Future Reports for the Innovation and Business Development Committee

1. The information is received.

6.0.2 Recommendations of the Strategic Property Development Sub Committee meeting held on Tuesday 13 July 2021

1. The information contained in the Strategic Property Development Sub Committee Minutes of the meeting held on 13 July 2021 be received and noted and that the following recommendations contained therein be adopted by Council:

SPDSC1 Future Reports for the Strategic Property Development Sub Committee

1. The information is received.

SPDSC2 Affordable Housing Implementation Plan - Status Update July 2021

1. The report is received.
2. Council endorses the Affordable Housing Implementation Plan Action Plan Table (July 2021), as provided in Attachment 1 (Item No. SPDSC2, Strategic Property Development Sub-Committee, 13/07/2021).

6.2.1 Community Requests – Response Dashboard

1. Council receives and notes the information.

**CARRIED
1051/2021**

The meeting then proceeded to consider item SPDSC3 which was withdrawn to be considered separately.

Cr A Duncan returned to the meeting at 7:51 pm.

SPDSC3 Walkleys Road Corridor Project - Community Engagement

Cr S Ouk left the meeting at 7:57 pm.

Moved Cr N Henningsen

Seconded Cr J Woodman

1. The Engagement Report for the Walkleys Road Corridor Stage 2 as provided in Attachment 1 to this report (Strategic Property Development Sub Committee 13/07/2021, Item No. SPDSC3) be noted.
2. The Walkleys Road Draft Final Concept Plan as provided in Attachment 2 to this report (Strategic Property Development Sub Committee 13/07/2021, Item No. SPDSC3) be noted.
3. Staff be authorised to initiate Stage Two of the ‘close the loop’ community engagement activities in accordance with the Walkleys Road Corridor Community Engagement Strategy and to make necessary adjustments to the Draft Final Concept Plan to ensure the information presented to the community is in a user-friendly and informative format, reflective of the Council decisions made for the Walkleys Road Corridor project.
4. That Council note and endorse the following actions arising from the Community engagement outcomes:
 - a. Traffic investigations to identify priority actions to improve traffic, local area traffic management and road safety along local roads in the vicinity of the Walkleys Road Corridor project to address concerns identified through community engagement activities.
 - b. Further community engagement to develop a new playground at the corner of Baloo Street and Sullivan Road, Ingle Farm.

**CARRIED
1052/2021**

Confidential

Refer to CONFIDENTIAL ITEMS section of Council Minutes

6.4.1 Recommendations of the Confidential Strategic Property Development Sub Committee meeting held on Tuesday 13 July 2021

5.7 Audit Committee - Recommendations for Council Ratification

Moved Cr G Reynolds
Seconded Cr D Hood

That Council adopt the recommendations of the Audit Committee meeting on 13 July 2021, contained in the report to Council (Item No. 5.7 on the agenda for the Council meeting held on 26 July 2021), and listed below:

7.0.1 Actions List

1. The information is noted.

7.0.2 Future Reports for the Audit Committee

1. The information is received.

7.1.1 Bentley's Interim Report on Audit Findings

1. The information be received.

7.1.2 Internal Audit Report on Events Incident Management Framework Audit

1. That the final audit report for the Event Incident Management Framework audit with management comments as set out in Attachment 1 to this report (Audit Committee, 13/07/2021, Item No.7.1.2) is noted and that the responses of the Administration to the Event Incident Management Framework Audit Report contained therein are endorsed.

7.1.3 Audit Committee Annual Work Plan 2021/2022

1. That the Audit Committee Annual Work Plan for 2021/2022 as set out in section 2.6 of this report (Audit Committee, 13/07/2021, Item No. 7.1.3) is adopted.

7.1.4 Annual Report 2020/2021 - Internal Controls Framework and Audit Committee sections

1. That the proposed inclusions in the annual report relating to the operations and membership of the Audit Committee for the 2020/2021 financial year as set out in Attachment 1 to this report (Item 7.1.4 Audit Committee, 13/07/2021) be approved, incorporating following amendments, in addition to editorial changes:
 - correct Neil Ediriweera's title from Director to Partner.
 - correct the commencement year of Paula Davies from 2020 to 2021

7.1.5 Risk Management and Internal Controls Activities

1. The information is received.
2. The Update on Risk Management and Internal Controls Activities for 2020/2021, as set out in Attachment 1 to this report (Audit Committee, 13/07/2021, Item No. 7.1.5) is endorsed.

7.1.6 3-Year Internal Audit Plan 2021/22-2023/24

1. That the updates made to the 3 year Internal Audit Plan 2021/22 to 2023/2024 as set out in Attachment 2 to this report (Audit Committee, 13/07/2021, Item No.7.1.6) and the accompanying high level indicative scope for pending audits as set out in Attachment 3 of this report (Audit Committee, 13/07/2021, Item No. 7.1.6), are endorsed.

7.1.7 Outstanding Actions Arising From Internal Audits

1. That the Audit Committee endorses the update in this report and the full Internal Audit Log Actions Register in Attachment 1 to this report (Audit Committee, 13/07/2021, Item No.7.1.7) for Council approval.

7.1.8 Asset Policy Review

1. That the information be received.
2. That the Audit Committee recommends the Asset Depreciation Policy, as set out in Attachment 1 to this report (Audit Committee 13/07/2021 Item No. 7.1.8), to Council for adoption.

**CARRIED
1053/2021**

5.8 Council Assessment Panel

Minutes of the Council Assessment Panel Meeting held on 29 June 2021 were noted by Council.

5.9 CEO Review Committee - Recommendations for Council Ratification

Moved Cr D Proleta

Seconded Cr J Woodman

That Council adopt the recommendations of the CEO Review Committee meeting on 12 July 2021, contained in the report to Council (Item No. 5.9 on the agenda for the Council meeting held on 26 July 2021), and listed below:

9.0.1 Future Reports for the CEO Review Committee

1. The information be received.

9.1.2 CEO Personal Evaluation System FY2020/2021

1. It be acknowledged that the CEO has, to the satisfaction of CEO Review Committee:
 - delivered the requirements of his position;
 - successfully achieved 2020/21 Key Performance Indicators;
 - for the tenth year achieved consistently positive results (this year noting that the CEO continues to perform “extremely well” against the performance responsibilities, criteria and behaviours assessed), in relation to the Performance Appraisal Survey; and as a result
 - achieved Rating 5 as a result of the assessment of CEO Performance according to the Personal Evaluation Rating System.
2. The CEO Position Description as set out in Attachment 1 to this Report, remains unchanged.
3. Pursuant to Section 91(7) of the Local Government Act 1999, it is recommended that the discussion, the CEO Performance Appraisal Survey and the Performance Appraisal Report as referenced in this item (CEO Review 12/07/2021, Item No 9.1.2) will remain confidential and not available for public inspection until the conclusion of the Chief Executive Officer’s employment.
4. Pursuant to Section 91(9)(c) of the Local Government Act 1999, the power to revoke the order under Section 91(7)(a)&(b) prior to any review or as a result of any review is delegated to the Chief Executive Officer.

**CARRIED
1054/2021**

ITEM 6: GENERAL BUSINESS ITEMS

There were no General Business items.

ITEM 7: MOTIONS ON NOTICE

7.1 Motion on Notice: Salisbury North Oval

Cr Hood declared an actual conflict of interest on the basis of being a board member of the Salisbury North Football Club. Cr D Hood left the meeting at 8:00 pm.

Cr S Ouk returned to the meeting at 8:00 pm.

Moved Cr G Reynolds

Seconded Cr L Braun

That the administration, with input from North Ward Councillors, prepare a project brief for a Precinct Plan for Council consideration in October 2021 regarding the Salisbury North Oval site, with the objective of preparing a concept plan with indicative high level cost estimates for possible options for development, and a prioritisation of the necessary works. The brief to also include recommendations for resourcing preparation of the Precinct Plan.

With leave of the meeting and consent of the seconder, Cr G Reynolds
VARIED the MOTION as follows:

1. Council give in principle support to developing a Salisbury North precinct plan.
2. That further consideration of the precinct plan be presented to the relevant standing committees at a date to be determined prior to the 22/23 budget process.

**CARRIED
1055/2021**

Cr D Hood returned to the meeting at 08:19 pm.

7.2 Motion on Notice: Live Streaming for Public Council Meetings

Cr A Duncan left the meeting at 8:19 pm and did not return.

Moved Cr N Henningsen

That Council:

1. In the interest of enhancing openness and transparency of Council decision making, the administration commence preparations, as soon as possible, to implement online audio/video live-streaming of all public Council meetings and links to these live stream recordings to be put on the Council website.

The **MOTION LAPSED** for want of a **SECONDER**

LAPSED

7.3 Motion on Notice: Council Video Capability Improvement

Cr B Brug left the meeting at 8:25 pm.

Cr B Brug returned to the meeting at 8:27 pm.

Moved Cr N Henningsen

Seconded Cr S Reardon

That Council:

1. Administration seek improvement of video capability in the Chamber as soon as possible, for the purpose of online meeting participation with the intent to make (as a minimum) the speaker clearly visible via the video camera.

LOST

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

Crs M Blackmore, L Braun, N Henningsen and S Ouk

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

Crs B Brug, C Buchanan, K Grenfell, D Hood, P Jensen, D Proleta, S Reardon, G Reynolds and J Woodman

*The Mayor declared the **MOTION** was **LOST***

BREAK

In accordance with the Code of Practice for Meeting Procedures, the presiding member provided a break to all present. The meeting was suspended at 8.53 pm.

The meeting reconvened at 9.09 pm.

ITEM 8: MAYOR'S DIARY

8.1 Mayor's Diary

Moved Cr K Grenfell

Seconded Cr D Proleta

1. That this information be noted.

CARRIED
1056/2021

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

Cr S Ouk:

18 July Cambodian community event
16 July Cambodian fare dinner with the Mayor.

Cr K Grenfell:

1 July Meeting with resident
8 July Meeting with resident
13 July Audit Committee Training
21 July Delivery of care packages to vulnerable residents during SA Covid Lockdown

Cr Henningsen:

2 July Resident Visit, Valley View
15 July Councillor Coffee
15 July Northridge Scouts Working Bee
26 July Meeting with CEO and Manager Governance (online meeting)

ITEM 10: QUESTIONS WITHOUT NOTICE

10.1 Question Without Notice: Yellow Lines on Yirra Crescent

Cr N Henningsen asked the following question:

When will the yellow lines on Yirra Crescent be completed?

General Manager City Infrastructure provided the following answer:

This work is currently up for consultation but work should be completed by the end of September 2021.

10.2 Community Engagement Process – Redhill Road

Cr N Henningsen asked the following question:

Can the community engagement process for Redhill Road be extended?

General Manager City Infrastructure provided the following answer:

The community engagement process can be extended to the end of August.

ITEM 11: QUESTIONS ON NOTICE

There were no Questions on Notice.

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

12.1 Improvement of Video Capability in the Council Chamber

Moved Cr S Reardon

Seconded Cr D Hood

1. That staff bring back a report on options and costs by no later than December on improving video capability in Chambers for the purpose of online meeting participation with the intent to make the speaker clearly visible via the video camera.

**CARRIED
1057/2021**

12.2 Elected Member Attendance at Council Meetings

Cr N Henningsen left the meeting at 9:34 pm.

Cr N Henningsen returned to the meeting at 9:43 pm.

Moved Cr C Buchanan

Seconded Cr K Grenfell

1. That a report be presented to Council with amendments to the Code of Practice for Meeting Procedures requiring members to attend full Council meetings in person unless public health directions by the State Coordinator apply.

**CARRIED
1058/2021**

12.3 Acknowledgement of the General Manager City Development

Cr N Henningsen left the meeting at 9:51 pm.

Cr K Grenfell left the meeting at 9:57 pm.

Moved Cr C Buchanan

Seconded Cr G Reynolds

That the City of Salisbury acknowledges and thanks the General Manager City Development, Terry Sutcliffe for his dedicated years of service to the Council and our community and that City of Salisbury wish Mr Sutcliffe our best wishes for his future endeavours.

**CARRIED
1059/2021
UNANIMOUSLY**

Cr K Grenfell returned to the meeting at 9:59 pm.

Cr N Henningsen returned to the meeting at 9:59 pm.

ITEM 13: CONFIDENTIAL ITEMS

**13.1 Governance and Compliance Committee - Confidential
Recommendation for Council Ratification - Appointment of
Independent Members on the Council Assessment Panel**

Moved Cr J Woodman
Seconded Cr D Hood

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *This report contains personal information in relation to the applicants' personal circumstances.*

*On that basis the public's interest is best served by not disclosing the **Governance and Compliance Committee - Confidential Recommendation for Council Ratification - Appointment of Independent Members on the Council Assessment Panel** 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
1060/2021**

13.2 Innovation and Business Development Committee - Confidential Recommendation for Council Ratification - Strategic Development Projects - Project Status Report

Moved Cr S Reardon

Seconded Cr D Proleta

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 report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.*

*On that basis the public's interest is best served by not disclosing the **Innovation and Business Development Committee - Confidential Recommendation for Council Ratification - Strategic Development Projects - Project Status Report** 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
1061/2021**

13.3 Innovation and Business Development Committee - Confidential Recommendation for Council Ratification - Walkleys Road Corridor - Community Engagement (Stage 2) Outcome and Feasibility Analysis

Moved Cr D Hood

Seconded Cr J Woodman

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*
 - *The report includes commercially sensitive project costing and feasibility information.*

*On that basis the public's interest is best served by not disclosing the **Innovation and Business Development Committee - Confidential Recommendation for Council Ratification - Walkleys Road Corridor - Community Engagement (Stage 2) Outcome and Feasibility Analysis** 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
1062/2021**

**13.4 Innovation and Business Development Committee - Confidential
Recommendation for Council Ratification - Salisbury Oval
Development Site Update**

Mayor G Aldridge declared a material conflict of interest on the basis of her company performing work for one of the expression of interest respondents. Mayor G Aldridge left the meeting at 10:06 pm. Deputy Mayor C Buchanan assumed the chair at 10.06 pm.

Cr J Woodman declared a perceived conflict of interest on the basis of having a family member who works for one of the expression of interest respondents. Cr Woodman managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr P Jensen

Seconded Cr S Reardon

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*
 - *The terms of the sale of the land and final form of the proposed development are still under negotiation with the preferred EOI respondent.*

*On that basis the public's interest is best served by not disclosing the **Innovation and Business Development Committee - Confidential Recommendation for Council Ratification - Salisbury Oval Development Site Update** 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
1063/2021**

Mayor G Aldridge returned to the meeting at 10.07pm and resumed the Chair.

13.5 Contract Action

Moved Cr S Reardon
Seconded Cr K Grenfell

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)(h) and (i) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to legal advice; and*
 - *information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*

*On that basis the public's interest is best served by not disclosing the **Contract Action** 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
1064/2021

13.6 Request for Extension of Confidential Orders

Moved Cr P Jensen
Seconded Cr K Grenfell

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) and (d)(i) and (d)(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; and
 - commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.
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 will protect information of a sensitive commercial nature

On that basis the public's interest is best served by not disclosing the **Request for Extension of Confidential Orders** 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
1065/2021

The meeting moved into confidence at 10.00 pm.
The meeting moved out of confidence and closed at 10.08 pm.

CHAIR.....

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 16 August 2021 to hear one (1) presentation and 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, including one (1) Other Business items 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 Policy and Planning Committee meeting on 16 August 2021, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 23 August 2021), and listed below:

1.0.2 Future Reports for the Policy and Planning Committee

That Council:

1. Receives and notes the information

1.1.1 Recommendations of the Youth Council Sub Committee meeting held on Tuesday 10 August 2021

The information contained in the Youth Council Sub Committee of the meeting held on 10 August 2021 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

1.1.1-YC1 Future Reports for the Youth Council Sub Committee

1. The information is received.

1.1.1-YC2 Youth Programs and Events Update July 2021

1. The information is received and noted.

1.1.1-YC3 Youth Council Project Teams Update

1. The information is received and noted.

1.1.1-YC4 South Australian Youth Parliament Sponsorship

1. The information presented in the report, verbal presentations and reports (attached) tabled by Youth Parliament participants at the meeting are received and noted.

YC-OB1 Recycle Bin – Salisbury Community Hub and Twelve25 Youth Centre

1. That staff bring back a report with information regarding the installation of a recycle bin in the Salisbury Community Hub and the Twelve25 Youth Centre for “keep cups” and disposable masks.
2. That Youth Council endorse a spokesperson to give a deputation to Council.

1.1.2 Recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Monday 9 August 2021

The information contained in the Intercultural Strategy and Partnerships Sub Committee of the meeting held on 9 August 2021 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

1.1.2-ISPSC2 Australian Indices Regarding Intercultural Matters

That Council

1. Receives and notes the information

1.1.2-ISPSC3 20 Year Anniversary Acknowledgement of Mobara Japan Sister City Agreement 2022

That Council:

1. Receives and notes the information.
2. Endorses the postponement of the 2022 Mobara delegation visit to Salisbury, and instead request that staff work with Mobara International Friendship Association Secretariat, Mobara City Hall to identify opportunities to celebrate the 20 Year anniversary in 2022 remotely.
3. Notes that a further report will be prepared for Council endorsement in relation to the Bi-Annual Delegation Visit Schedule and the proposed 20 Year anniversary celebration details.

1.1.3 Privately Funded Planning and Design Code Amendment Policy

That Council:

1. Adopts the Privately Funded Planning and Design Code Amendment Policy as contained in Attachment 1 to this report (Policy and Planning Committee 16/08/2021, Item No. 1.1.3).

1.1.4 Council Sponsorship Policy

That Council:

1. Adopts the Sponsorship Policy as set out in Attachment 1 to this report (Policy and Planning Committee 16/08/2021, Item No. 1.1.4).

P&P-OB1 Display of Portrait

That, on request of an incorporated body or group using a City of Salisbury community facility, a formal portrait of the reigning monarch can be made available and displayed in City of Salisbury community facilities in a location deemed suitable by the appropriate General Manager in consultation with the requesting community group and/or Ward Councillors.

OR

That Council adopt the recommendations of the Policy and Planning Committee meeting on 16 August 2021, contained in the report to Council (Item No. 5.1 on the agenda for the Council meeting held on 23 August 2021), 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. 1.0.2</u> Future Reports for the Policy and Committee	EXECUTIVE SUMMARY: This item details reports to be presented to the Policy and Planning Committee of Council as a result of a previous Council resolution. If reports have been deferred to a subsequent meeting, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the information.
<u>Item No. 1.1.1</u> Recommendations of the Youth Council Sub Committee meeting held on Tuesday 10 August 2021	EXECUTIVE SUMMARY: The minutes and recommendations of the Youth Council Sub Committee meeting held on Tuesday 10 August 2021 are presented for Policy and Planning Committee's consideration. COMMITTEE RECOMMENDATION: The information contained in the Youth Council Sub Committee of the meeting held on 10 August 2021 be received and noted with respect to the following recommendations contained therein to be adopted by Council: 1.1.1-YC1 Future Reports for the Youth Council Sub Committee 1. The information is received. 1.1.1-YC2 Youth Programs and Events Update July 2021 1. The information is received and noted.

	<p>1.1.1-YC3 Youth Council Project Teams Update</p> <p>1. The information is received and noted.</p> <p>1.1.1-YC4 South Australian Youth Parliament Sponsorship</p> <p>1. The information presented in the report, verbal presentations and reports (attached) tabled by Youth Parliament participants at the meeting are received and noted.</p> <p>YC-OB1 Recycle Bin – Salisbury Community Hub and Twelve25 Youth Centre</p> <p>1. That staff bring back a report with information regarding the installation of a recycle bin in the Salisbury Community Hub and the Twelve25 Youth Centre for “keep cups” and disposable masks.</p> <p>2. That Youth Council endorse a spokesperson to give a deputation to Council.</p>
<p><u>Item No. 1.1.2</u></p> <p>Recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Monday 9 August 2021.</p>	<p>EXECUTIVE SUMMARY:</p> <p>The minutes and recommendations of the Intercultural Strategy and Partnerships Sub Committee meeting held on Monday 9 August 2021 are presented for Policy and Planning Committee's consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <p>The information contained in the Intercultural Strategy and Partnerships Sub Committee of the meeting held on 9 August 2021 be received and noted with respect to the following recommendations contained therein to be adopted by Council:</p> <p>1.1.2-ISPSC2 Australian Indices Regarding Intercultural Matters</p> <p><u>That Council</u></p> <p>1. Receives and notes the information</p> <p>1.1.2-ISPSC3 20 Year Anniversary Acknowledgement of Mobara Japan Sister City Agreement 2022</p> <p><u>That Council:</u></p> <p>1. Receives and notes the information.</p> <p>2. Endorses the postponement of the 2022 Mobara delegation visit to Salisbury, and instead request that staff work with Mobara International Friendship Association Secretariat, Mobara City Hall to identify opportunities to celebrate the 20 Year anniversary in 2022 remotely.</p> <p>3. Notes that a further report will be prepared for Council endorsement in relation to the Bi-Annual Delegation Visit Schedule and the proposed 20 Year anniversary celebration details.</p>

<p><u>Item No. 1.1.3</u> Privately Funded Planning and Design Code Amendment Policy</p>	<p>EXECUTIVE SUMMARY:</p> <p>Council adopted its Privately Funded Development Plan Amendment (DPA) Policy in 2012. The policy introduced a formal mechanism for Council to consider requests by a third party seeking to fund the preparation of a DPA. This has been used for several DPAs.</p> <p>A review of the Policy is now due and incorporates consideration of the changes to the process as a result of the Planning, Development and Infrastructure (PDI) Act which has broadened the range of entities that can request initiation of a new Planning and Design Code Amendment (previously a DPA). However, there may still be scenarios where it is considered appropriate by Council to initiate a Code Amendment on behalf of persons with an interest in the land. An updated Policy is attached for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <p><u>That Council:</u></p> <ol style="list-style-type: none"> 1. Adopts the Privately Funded Planning and Design Code Amendment Policy as contained in Attachment 1 to this report (Policy and Planning Committee 16/08/2021, Item No. 1.1.3).
<p><u>Item No. 1.1.4</u> Council Sponsorship Policy</p>	<p>EXECUTIVE SUMMARY:</p> <p>This report provides for consideration a draft Sponsorship Policy for consideration by Council.</p> <p>COMMITTEE RECOMMENDATION:</p> <p><u>That Council:</u></p> <ol style="list-style-type: none"> 1. Adopts the Sponsorship Policy as set out in Attachment 1 to this report (Policy and Planning Committee 16/08/2021, Item No. 1.1.4).
<p><u>Item No. P&P-OB1</u> Display of Portrait</p>	<p>COMMITTEE RECOMMENDATION:</p> <p>That, on request of an incorporated body or group using a City of Salisbury community facility, a formal portrait of the reigning monarch can be made available and displayed in City of Salisbury community facilities in a location deemed suitable by the appropriate General Manager in consultation with the requesting community group and/or Ward Councillors.</p>

CO-ORDINATION

Officer:

MG

Date:

17/08/2021

5.2 Finance and Corporate Services Committee: Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Finance and Corporate Services Committee met on 16 August 2021 to consider two (2) items on its Agenda. The Finance and Corporate Services Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Two (2) recommendations of the Committee 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 Finance and Corporate Services Committee meeting on 16 August 2021, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 23 August 2021), and listed below:

2.0.1 Future Reports for the Finance and Corporate Services Committee

That Council:

1. Receives and notes the information.

2.1.1 Treasury Report for the Year Ended 30 June 2021

That Council:

1. Receives and notes the information.

OR

That Council adopt the recommendations of the Finance and Corporate Services Committee meeting on 16 August 2021, contained in the report to Council (Item No. 5.2 on the agenda for the Council meeting held on 23 August 2021), 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 Finance and Corporate Services Committee	EXECUTIVE SUMMARY: This item details reports to be presented to the Finance and Corporate Services Committee of Council as a result of a previous Council resolution. If reports have been deferred to a subsequent meeting, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the information.
<u>Item No. 2.1.1</u> Treasury Report for the Year Ended 30 June 2021	EXECUTIVE SUMMARY: This report, in accordance with the Local Government Act 1999 and Council's Treasury Management Policy, provides Council with a summary of the investment performance and loan facilities for the 2021 Financial Year. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the information

CO-ORDINATION

Officer: MG
Date: 18/08/2021

5.3 Governance and Compliance Committee: Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Governance and Compliance Committee met on 16 August 2021 to consider five (5) items on its Agenda. The Governance and Compliance 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 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 Governance and Compliance Committee meeting on 16 August 2021, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 23 August 2021), and listed below:

3.0.1 Future Reports for the Governance and Compliance Committee

That Council:

1. Receives and notes the information.

3.1.1 Building Fire Safety Committee Appointment

That Council:

1. Adopts the amended City of Salisbury Building Fire Safety Committee Terms of Reference contained in Attachment 1 to this report (Governance and Compliance 16/08/2021, Item No. 3.1.1).
2. Appoints Mr Paul Peters (City of Salisbury staff member) as a member of the City of Salisbury Building Fire Safety Committee for a period to 19 March 2024, being a person who holds the prescribed qualifications in building surveying, to replace Mr Jackson Ryan.

3.1.2 Updated Delegations for Planning, Development and Infrastructure Act

That Council:

1. Revokes its previous delegations to the Chief Executive Officer of those powers and functions contained in Instrument of Delegation A under the *Planning Development and Infrastructure Act 2016*, adopted by Council on 14 December 2020, in accordance with Section 44(4)(c) of the *Local Government Act 1999*.

-
2. Delegates to the person occupying or acting in the office of Chief Executive Officer of the Council the powers and functions under the *Planning, Development and Infrastructure Act 2016* and statutory instruments made thereunder contained in the proposed Instrument of Delegation A contained in Attachment 1 to this report (Governance and Compliance Committee, 16/08/2021, Item No. 3.1.2) subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation in exercise of the power contained in Section 44 of the *Local Government Act 1999*.
 3. Notes that such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the *Local Government Act 1999* as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

3.1.3 Response to Motion Without Notice: Elected Member Attendance at Council Meetings

That Council:

1. Notes the information

3.1.4 Review of the Audit Committee Terms of Reference

That Council:

1. Adopts the amended Audit Committee Terms of Reference as contained in Attachment 1 to this report (Governance and Compliance Committee 16/08/2021, Item No. 3.1.4).

OR

That Council adopt the recommendations of the Governance and Compliance Committee meeting on 16 August 2021, contained in the report to Council (Item No. 5.3 on the agenda for the Council meeting held on 23 August 2021), 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. 3.0.1</u> Future Reports for the Governance and Compliance Committee	EXECUTIVE SUMMARY: This item details reports to be presented to the Governance and Compliance Committee of Council as a result of a previous Council resolution. If reports have been deferred to a subsequent meeting, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the information.
<u>Item No. 3.1.1</u> Building Fire Safety Committee Appointment	EXECUTIVE SUMMARY: This report seeks a Council decision on the appointment of a member to the Building Fire Safety Committee as a result of a vacancy on the Committee, and to approve minor updates to the Terms of Reference considering advice from the Local Government Association. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Adopts the amended City of Salisbury Building Fire Safety Committee Terms of Reference contained in Attachment 1 to this report (Governance and Compliance 16/08/2021, Item No. 3.1.1). 2. Appoints Mr Paul Peters (City of Salisbury staff member) as a member of the City of Salisbury Building Fire Safety Committee for a period to 19 March 2024, being a person who holds the prescribed qualifications in building surveying, to replace Mr Jackson Ryan.
<u>Item No. 3.1.2</u> Updated Delegations for Planning, Development and Infrastructure Act 2016	EXECUTIVE SUMMARY: The Local Government Association has recommended updates for delegations under the <i>Planning, Development and Infrastructure Act 2016</i> following amendments to regulations and statutory instruments under this legislation. This report provides information with respect to, and seeks Council endorsement of, the updated delegations. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Revokes its previous delegations to the Chief Executive Officer of those powers and functions contained in Instrument of Delegation A under the <i>Planning Development and Infrastructure Act 2016</i> , adopted by Council on 14 December 2020, in accordance with Section 44(4)(c) of the <i>Local Government Act 1999</i> .

	<p>2. Delegates to the person occupying or acting in the office of Chief Executive Officer of the Council the powers and functions under the <i>Planning, Development and Infrastructure Act 2016</i> and statutory instruments made thereunder contained in the proposed Instrument of Delegation A contained in Attachment 1 to this report (Governance and Compliance Committee, 16/08/2021, Item No. 3.1.2) subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation in exercise of the power contained in Section 44 of the <i>Local Government Act 1999</i>.</p> <p>3. Notes that such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the <i>Local Government Act 1999</i> as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.</p>
<p><u>Item No. 3.1.3</u> Response to Motion Without Notice: Elected Member Attendance at Meetings</p>	<p>EXECUTIVE SUMMARY: This report provides information with respect to Elected Member attendance at Council Meetings.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Notes the information.</p>
<p><u>Item No. 3.1.4</u> Review of the Audit Committee Terms of Reference</p>	<p>EXECUTIVE SUMMARY: This report presents the amended Terms of Reference for the Audit Committee for Council adoption.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Adopts the amended Audit Committee Terms of Reference as contained in Attachment 1 to this report (Governance and Compliance Committee 16/08/2021, Item No. 3.1.4).</p>

CO-ORDINATION

Officer: MG
Date: 17/08/2021

5.4 Urban Services Committee: Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Urban Services Committee met on 16 August 2021 to consider nine (9) items on its Agenda. The Urban Services Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Nine (9) recommendations of the Committee 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 Urban Services Committee meeting on 16 August 2021, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 23 August 2021), and listed below:

4.0.1 Future Reports for the Urban Services Committee

That Council:

1. Receives and notes the report.

4.0.2 Recommendations of the Tree Management Appeals Sub Committee meeting held on Monday 9 August 2021

1. The information contained in the Tree Management Appeals Sub Committee Minutes of the meeting held on 09 August 2021 be received and noted and that the following recommendations contained therein be adopted by Council:

TMASC2 Tree Removal Requests - Monthly Update

That Council:

1. Receives and notes the information.

TMASC-OB1 Tree Replacement Report Request

That Council:

1. Approves that staff bring back a further report to TMAS or relevant committee introducing criteria that for every tree approved for removal Council identify a way of planting 10 appropriate trees in appropriate area, considering criteria and cost.

4.0.3 Recommendations of the Asset Management Sub Committee meeting held on Monday 9 August 2021

1. The information contained in the Asset Management Sub Committee Minutes of the meeting held on 09 August 2021 be received and noted and that the following recommendations contained therein be adopted by Council:

AMSC1 Future Reports for the Asset Management Sub Committee

That Council:

1. Receives and notes the information.

AMSC2 Road Surface Treatments

That Council:

1. Receives the information.
2. Approves Staff to provide a further report in 6 months reviewing Cape Seal and Microsurface treated streets.

AMSC3 2021/22 Street Tree Renewal Program, Streetscape Renewal Program, Verge Development Program and Verge Maintenance Trial

That Council:

1. Receives the information.
2. Approves that staff present a draft Resident Verge Incentive Scheme policy to the Asset Management Subcommittee in October 2021.

AMSC-OB1 Options and Cost Implications of Amendments to the Play Space Policy

That Council:

1. Approves that the Administration present a report to the Asset Management Sub Committee on options and cost implications for potential amendments to the Play Space Policy to include provisions of play space equipment to cater for 18 month to 4 year old children.

4.2.1 Little Para River and Pitman Park Maintenance Programs

That Council:

1. Receives the information.
2. Approves that Staff bring back a further information report outlining the Budget resources allocated to part (a) and (b) of the original motion passed on 24 May Council meeting.
3. Approves that Staff bring back a further report, no later than October 2021, to increase the frequency and improve the methodology to audit the Little Para trail and removal of dumped rubbish; and that staff provide a proposed schedule to be endorsed by Council to ensure detailed inspections of hot spots along the entire length of the Little Para and other waterways within the City of Salisbury in line with proposal in para 3.1.1.

4.2.2 Fairbanks Reserve Upgrade - Update

That Council:

1. Endorses the concept plan presented in attachment A
2. Endorses the identified consultation process including an on-site public meeting with Ward Councillors and relevant staff and that a further report be presented to Council with the outcome of the consultation and any changes to the design that arise from the feedback received.
3. Approves a budget review to create a new project for the Fairbanks Upgrade Project and transfers the currently allocated funding for Fairbanks Reserve within the Outdoor Sealed Sporting Court Surfaces Program (PR25881), Additional Playspaces (PR25864) and Reserve Fencing Program (PR25890) into the new project.
4. Notes that the project will be staged over two financial years, with stage 1 to be delivered within 2021/22 using the currently approved budget.
5. Authorises staff to prepare a non-discretionary budget bid for consideration in the 2022/23 budget for stage 2 of the Fairbanks Reserve upgrade.
6. Notes that the Rage cage and Inclusive toilet will be ordered now, before consultation and final design have been completed to ensure the grant deadline of December 2021 for completion of works, can be met.

4.2.3 Potential Speed Reduction along Martins Road

That Council:

1. Approves the development of a Traffic Impact Statement, with respect to an increase in speed from 50 km/h to 60 km/h for Martins Road between Kings and Port Wakefield Roads, with a view to receiving approval from DIT, that will inform a 2022/23 Budget Bid as part of the future Major Traffic Program.
2. Instruct staff to provide an update report for the Urban Services Committee by December 2021.

4.2.4 Springbank Waters and Wetlands, Burton - Shared Use Path

That Council:

1. Receives and notes the report.
2. Notes that as part of the Bituminous Footpaths and Shared-Use Paths- Reseal / Upgrade Program for 2021/22, \$150,000 has been allocated to complete the sealing of the Springbank Waters shared use path around the wetlands.
3. Approves that staff bring back a report with a proposed policy on shared pathway lighting for consideration by Policy and Planning Committee by no later than December 2021.

4.2.5 Kings Road and Waterloo Corner Road Upgrade - Grant Funding Options

That Council:

1. Receives the information.
2. Notes that a further report will be submitted to Council following the meeting between Council staff and the Department of Infrastructure and Transport, related to a suite of transport planning studies related to northern and western suburbs of Adelaide.

4.2.6 Capital Works Report - July 2021

That Council:

1. Receives and notes the information.

OR

That Council adopt the recommendations of the Urban Services Committee meeting on 16 August 2021, contained in the report to Council (Item No. 5.4 on the agenda for the Council meeting held on 23 August 2021), 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. 4.0.1</u> Future Reports for the Urban Services Committee	EXECUTIVE SUMMARY: This item details reports to be presented to the Urban Services Committee of Council as a result of a previous Council resolution. If reports have been deferred to a subsequent meeting, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the report.
<u>Item No. 4.0.2</u> Recommendations of the Tree Management Appeals Sub Committee meeting held on Monday 9 August 2021	EXECUTIVE SUMMARY: The minutes and recommendations of the Tree Management Appeals Sub Committee meeting held on Monday 9 August 2021 are presented for Urban Services Committee's consideration: COMMITTEE RECOMMENDATION: 1. The information contained in the Tree Management Appeals Sub Committee Minutes of the meeting held on 09 August 2021 be received and noted and that the following recommendations contained therein be adopted by Council: TMASC2 Tree Removal Requests - Monthly Update That Council: 1. Receives and notes the information. TMASC-OB1 Tree Replacement Report Request That Council: 1. Approves that staff bring back a further report to TMAS or relevant committee introducing criteria that

	for every tree approved for removal Council identify a way of planting 10 appropriate trees in appropriate area, considering criteria and cost.
<u>Item No. 4.0.3</u> Recommendations of the Asset Management Sub Committee meeting held on Monday 9 August 2021	<p>EXECUTIVE SUMMARY:</p> <p>The minutes and recommendations of the Asset Management Sub Committee meeting held on Monday 9 August 2021 are presented for Urban Services Committee's consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> The information contained in the Asset Management Sub Committee Minutes of the meeting held on 09 August 2021 be received and noted and that the following recommendations contained therein be adopted by Council: <ul style="list-style-type: none"> AMSC1 Future Reports for the Asset Management Sub Committee <u>That Council:</u> <ol style="list-style-type: none"> Receives and notes the information. AMSC2 Road Surface Treatments <u>That Council:</u> <ol style="list-style-type: none"> Receives the information. Approves Staff to provide a further report in 6 months reviewing Cape Seal and Microsurface treated streets. AMSC3 2021/22 Street Tree Renewal Program, Streetscape Renewal Program, Verge Development Program and Verge Maintenance Trial <u>That Council:</u> <ol style="list-style-type: none"> Receives the information. Approves that staff present a draft Resident Verge Incentive Scheme policy to the Asset Management Subcommittee in October 2021. AMSC-OB1 Options and Cost Implications of Amendments to the Play Space Policy <u>That Council:</u> <ol style="list-style-type: none"> Approves that the Administration present a report to the Asset Management Sub Committee on options and cost implications for potential amendments to the Play Space Policy to include provisions of play space equipment to cater for 18 month to 4 year old children.

<p><u>Item No. 4.2.1</u> Little Para River and Pitman Park Maintenance Programs</p>	<p>EXECUTIVE SUMMARY: This report provides information on the current maintenance service levels for the Little Para River and Pitman Park and provides information for improving maintenance service levels within current budget allocations.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u></p> <ol style="list-style-type: none"> 1. Receives the information. 2. Approves that Staff bring back a further information report outlining the Budget resources allocated to part (a) and (b) of the original motion passed on 24 May Council meeting. 3. Approves that Staff bring back a further report, no later than October 2021, to increase the frequency and improve the methodology to audit the Little Para trail and removal of dumped rubbish; and that staff provide a proposed schedule to be endorsed by Council to ensure detailed inspections of hot spots along the entire length of the Little Para and other waterways within the City of Salisbury in line with proposal in para 3.1.1.
<p><u>Item No. 4.2.2</u> Fairbanks Reserve Upgrade - Update</p>	<p>EXECUTIVE SUMMARY: To provide an update on the Fairbanks Reserve Upgrade Project.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u></p> <ol style="list-style-type: none"> 1. Endorses the concept plan presented in attachment A 2. Endorses the identified consultation process including an on-site public meeting with Ward Councillors and relevant staff and that a further report be presented to Council with the outcome of the consultation and any changes to the design that arise from the feedback received. 3. Approves a budget review to create a new project for the Fairbanks Upgrade Project and transfers the currently allocated funding for Fairbanks Reserve within the Outdoor Sealed Sporting Court Surfaces Program (PR25881), Additional Playspaces (PR25864) and Reserve Fencing Program (PR25890) into the new project. 4. Notes that the project will be staged over two financial years, with stage 1 to be delivered within 2021/22 using the currently approved budget. 5. Authorises staff to prepare a non-discretionary budget bid for consideration in the 2022/23 budget for stage 2 of the Fairbanks Reserve upgrade. 6. Notes that the Rage cage and Inclusive toilet will be ordered now, before consultation and final design have been completed to ensure the grant deadline of December 2021 for completion of works, can be met.

<p><u>Item No. 4.2.3</u> Potential Speed Reduction along Martins Road</p>	<p>EXECUTIVE SUMMARY: This report gives an overview of Martins Road and discusses the opportunity to increase speed limits in the lower section between Kings and Port Wakefield Roads.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u></p> <ol style="list-style-type: none"> 1. Approves the development of a Traffic Impact Statement, with respect to an increase in speed from 50 km/h to 60 km/h for Martins Road between Kings and Port Wakefield Roads, with a view to receiving approval from DIT, that will inform a 2022/23 Budget Bid as part of the future Major Traffic Program. 2. Approves that staff provide an update report for the Urban Services Committee by December 2021.
<p><u>Item No. 4.2.4</u> Springbank Waters and Wetlands, Burton - Shared Use Path</p>	<p>EXECUTIVE SUMMARY: Provide further information relating to the shared use path around Springbank Waters, Burton following the recent Council resolution.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u></p> <ol style="list-style-type: none"> 1. Receives and notes the report. 2. Notes that as part of the Bituminous Footpaths and Shared-Use Paths- Reseal / Upgrade Program for 2021/22, \$150,000 has been allocated to complete the sealing of the Springbank Waters shared use path around the wetlands. 3. Approves that staff bring back a report with a proposed policy on shared pathway lighting for consideration by Policy and Planning Committee by no later than December 2021.
<p><u>Item No. 4.2.5</u> Kings Road and Waterloo Corner Road Upgrade - Grant Funding Options</p>	<p>EXECUTIVE SUMMARY: To provide Council with an update on investigations into special program grant funding options for the upgrade of Kings Road and Waterloo Corner Road.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u></p> <ol style="list-style-type: none"> 1. Receives the information. 2. Notes that a further report will be submitted to Council following the meeting between Council staff and the Department of Infrastructure and Transport, related to a suite of transport planning studies related to northern and western suburbs of Adelaide and the creation of a future economic infrastructure fund that Council will contribute to.

<p><u>Item No. 4.2.6</u> Capital Works Report - July 2021</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: <u>That Council:</u> 1. Receives and notes the information.</p>
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CO-ORDINATION

Officer: MG
Date: 17/08/2021

****Further Information Report**

4.2.1FI: Little Para River and Pitman Park Maintenance Programs

AUTHORS	Mark Purdie, Manager Field Services, City Infrastructure Craig Johansen, Team Leader Natural Assets, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained
SUMMARY	This report outlines the budget resources associated with the current cleaning programs for dumped rubbish in the Little Para River and the maintenance of Pitman Park.

RECOMMENDATION

That Council:

1. Receives the further information report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 At its meeting held on Monday, 16 August 2021 the Urban Services Committee considered a report on the Little Para River and Pitman Park Maintenance Programs and requested that:

“staff bring back a further information report outlining the Budget resources allocated to part (a) and (b) of the original motion passed on 24 May Council meeting.”

- 1.2 The original motion from the meeting held on 24 May 2021 was as follows:

“That a report be provided to the Urban Services Committee meeting in August 2021 with information and advice about the budgeted resources for:

- a) the regular cleaning program for the Little Para River,*
- b) the current levels of service for reserve maintenance for Pitman Park,*
- c) the need to increase the number of rubbish bins at Pitman Park”*

Resolution Number 0966/2021

2. REPORT

Cleaning of Dumped Rubbish in Little Para River

- 2.1 Operational budgets are generally set at an activity level (such as Dumped Rubbish Collection, Reserves Maintenance) rather than site level (such as Pitman Park, or Little Para River).
- 2.2 Works are recorded against asset types and sites, which provides further detailed cost breakdown of works undertaken.
- 2.3 There are currently two field teams, each comprising two staff and a crane truck, dedicated to removing dumped rubbish throughout the City.

-
- 2.4 In addition, a variety of other work teams (e.g. reserve maintenance crews and rapid response team) also collect and dispose of loose litter on reserves adjacent the Little Para.
 - 2.5 The costs associated with removing dumped rubbish from the City in 2020/21 totaled \$655k. A further \$155k was costed to remove and dispose of loose litter across the City in 2020/21.
 - 2.6 During the past two financial years (2019/20 & 2020/21), a total of 9 customer enquiries were received regarding dumped rubbish in the Little Para River.
 - 2.7 During the same period, 33 jobs were carried out to remove dumped rubbish from the Little Para at total cost of \$10k. The majority of the jobs related to dumped shopping trolleys. *(Note – 135 jobs were recorded for dumped rubbish along the reserves of the Little Para, 33 of which were recorded as being ‘in the watercourse’ which could be understated based on description used by field staff to record the work).* The low level of requests would indicate that the existing maintenance regimes, combining reactive, regular programmed and annual are meeting community expectations for the sites.
 - 2.8 Council staff have also worked together with a number of community volunteer groups along the Little Para for arranged ‘clean up days’. The cost of these events is mostly disposal of the waste collected and is not included in the above figures.

Maintenance of Pitman Park

- 2.9 The current maintenance costs associated with cleaning and maintaining Pitman Park (excluding irrigation and water) are approximately \$35k per annum.

3. CONCLUSION / PROPOSAL

- 3.1 At its meeting held on Monday, 16 August 2021 the Urban Services Committee considered a report on the Little Para River and Pitman Park Maintenance Programs.
- 3.2 Committee members requested further information on the budgeted resources for *the regular cleaning program for the Little Para River, and for the current levels of service for reserve maintenance for Pitman Park.*
- 3.3 This report provides the requested additional information.

CO-ORDINATION

Officer: GMCI
Date: 19/08/2021

5.5 Community Wellbeing and Sport Committee: Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Community Wellbeing and Sport Committee met on 17 August 2021 to consider thirteen (13) items on its Agenda. The Community Wellbeing and Sport Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Eight (8) recommendations of the Committee requiring ratification of Council, are provided in this report together with information regarding those five (5) 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 Community Wellbeing and Sport Committee meeting on 17 August 2021, contained in the report to Council (Item No. 5.5 on the agenda for the Council meeting held on 23 July 2021), and listed below:

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

That Council:

1. Receives and notes the information.

5.1.1 Community Grants Program Applications for August 2021

That Council:

1. Receives and notes the information.

5.1.2 08/2021: Hispanic Womens Association of South Australia Inc. - Community Grants Program Application

That Council:

1. Receives and notes the information that the 08/2021: the Hispanic Womens Association of South Australia Inc is deemed ineligible for Community Grants Program funding in accordance with section 11.2 of the Guidelines and Eligibility Criteria.

5.1.6 Community Grants Program - Guidelines and Eligibility Criteria

That Council:

1. Adopts the changes to para 2.5 of the Community Grants Program Guidelines and Eligibility Criteria document as contained in Attachment 1 to this report (Community Wellbeing and Sport Committee 17/08/2021, Item 5.1.6).

5.1.7 Community Event Sponsorship Christmas Carol Grant Application

This item be deferred for further consideration of a Further Information report at Council's August meeting in context of risk management considerations.

5.1.8 Baltimore Reserve, Parafield Gardens - Informal Recreation

That Council:

1. Receives and notes the community feedback.
2. Does not approve the installation of an informal cricket pitch on Baltimore Reserve.
3. Approves staff to report back on costs of a modification to the existing court to incorporate a space for a 'cricket training net', as part of the 2022/2023 budget process.
4. Approves staff to consider funding the installation of off street car parking within the reserve as part of the 2022/2023 budget process.

5.2.1 Youth Sponsorship Applications - July 2021

That Council:

1. Receives and notes the information.

5.2.2 Closure of the South Australian Home and Community Care (SA HACC) program

That Council:

1. Receives and notes this Closure of the South Australian Home and Community Care (SA HACC) report.

OR

That Council adopt the recommendations of the Community Wellbeing and Sport Committee meeting on 20 July 2021, contained in the report to Council (Item No. 5.5 on the agenda for the Council meeting held on 26 July 2021), 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. 5.0.1</u> Future Reports for the Community Wellbeing and Sport Committee	EXECUTIVE SUMMARY: This item details reports to be presented to the Community Wellbeing and Sport Committee of Council as a result of a previous Council resolution. If reports have been deferred to a subsequent meeting, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the information.
<u>Item No. 5.1.1</u> Community Grants Program Applications for August 2021	EXECUTIVE SUMMARY: This report outlines the Community Grants Program Applications submitted for the August 2021 round. Four applications are submitted for consideration by the Community Wellbeing and Sport Committee in an individual report. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the information.
<u>Item No. 5.1.2</u> 08/2021: Hispanic Womens Association of South Australia Inc. - Community Grants Program Application	EXECUTIVE SUMMARY: The Hispanic Womens Association of South Australia Inc is submitted to the Community Wellbeing and Sport Committee for information. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the information that the 08/2021: the Hispanic Womens Association of South Australia Inc is deemed ineligible for Community Grants Program funding in accordance with section 11.2 of the Guidelines and Eligibility Criteria.
<u>Item No. 5.1.6</u> Community Grants Program - Guidelines and Eligibility Criteria	EXECUTIVE SUMMARY: Review of the Community Grants Program Guidelines and Eligibility Criteria document in reference to defibrillator funding and the Office and Recreation, Sport and Racing's Active Club Program. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Adopts the changes to para 2.5 of the Community Grants Program Guidelines and Eligibility Criteria document as contained in Attachment 1 to this report (Community Wellbeing and Sport Committee 17/08/2021, Item 5.1.6).

<p><u>Item No. 5.1.7</u> Community Event Sponsorship Christmas Carol Grant Application</p>	<p>EXECUTIVE SUMMARY: This report outlines the Community Event Sponsorship Christmas Carols Program (CESCCP) which is conducted in Round One of each Financial Year to the value of \$30,000.</p> <p>COMMITTEE RECOMMENDATION: This item be deferred for further consideration of a Further Information report at Council's August meeting in context of risk management considerations.</p>
<p><u>Item No. 5.1.8</u> Baltimore Reserve, Parafield Gardens - Informal Recreation</p>	<p>EXECUTIVE SUMMARY: This report provides an update on the progression of the Salisbury Recreation Precinct project. Specifically, it outlines influences on the projects scope and seeks Council's approval of a community engagement approach.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u></p> <ol style="list-style-type: none"> 1. Receives and notes the community feedback. 2. Does not approve the installation of an informal cricket pitch on Baltimore Reserve. 3. Approves staff to report back on costs of a modification to the existing court to incorporate a space for a 'cricket training net', as part of the 2022/2023 budget process. 4. Approves staff to consider funding the installation of off street car parking within the reserve as part of the 2022/2023 budget process.
<p><u>Item No. 5.2.1</u> Youth Sponsorship Applications - July 2021</p>	<p>EXECUTIVE SUMMARY: This report outlines the Youth Sponsorship Applications assessed in July 2021.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u></p> <ol style="list-style-type: none"> 1. Receives and notes the information
<p><u>Item No. 5.2.2</u> Closure of the South Australian Home and Community Care (SA HACC) program</p>	<p>EXECUTIVE SUMMARY: This report provides an update on the closure of the South Australian Home and Community Care (SA HACC) program as part of the overall National Disability and Aged Care reforms and the implications that the program closure presents for clients, services, staff and the wider community of the City of Salisbury. It also provides an outline of the new South Australian Government Community Connections Program.</p> <p>COMMITTEE RECOMMENDATION: <u>That Council:</u></p> <ol style="list-style-type: none"> a. Receives and notes this Closure of the South Australian Home and Community Care (SA HACC) report.

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

<p><u>Item No. 5.1.3</u> 10/2021: The Rotary Club of Salisbury SA Inc. - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Rotary Club of Salisbury SA Inc Community Grants Program Application is submitted for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> The Community Wellbeing and Sport Committee approves, in accordance with its delegated powers set out in the adopted Terms of Reference, the allocation of funding for the August 2021 round of Community Grants as follows: <ul style="list-style-type: none"> Grant No. 10/2021: The Rotary Club of Salisbury SA Inc be awarded the amount of \$5,000.00 to assist with the purchase of Picnic table and benches and installation costs to be located in Cobbler Creek, Salisbury Heights, as outlined in the Community Grant Application.
<p><u>Item No. 5.1.4</u> 23/2021: Jafaria Islamic Society - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Jafaria Islamic Society Community Grants Program Application is submitted for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> The Community Wellbeing and Sport Committee approves, in accordance with its delegated powers set out in the adopted Terms of Reference, the allocation of funding for the August 2021 round of Community Grants as follows: <ul style="list-style-type: none"> Grant No. 23/2021: The Jafaria Islamic Society be awarded the amount of \$5,000.00 to assist with Tree Planting, as outlined in the Community Grant Application noting the change of the day of the event to occur in September 2021.
<p><u>Item No. 5.1.5</u> 22/2021: Salisbury Branch Meals on Wheels - Community Grants Program Application</p>	<p>EXECUTIVE SUMMARY: The Salisbury Branch Meals on Wheels Community Grants Program Application is submitted for consideration.</p> <p>COMMITTEE RECOMMENDATION:</p> <ol style="list-style-type: none"> In accordance with delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee assessed and allocated funding for the June 2021 round of Community Grants as follows: <ul style="list-style-type: none"> Grant No. 22/1021: The Salisbury Branch Meals on Wheels be awarded the amount of \$1,500.00 to assist with the purchase of food items and gift bags for the 2021 Christmas hampers as outlined in the Community Grant.

Item No. 5.1.9**Minor Capital Works
Grant Application -
Valley View Tennis
Club Inc****EXECUTIVE SUMMARY:**

An application from Valley View Tennis Club Incorporated for the re-painting of six (6) tennis courts at Ilberry Green, Valley View has been received. An amount of \$50,000.00 is recommended for funding under the 2021/22 MCWGP budget available for grant allocation.

COMMITTEE RECOMMENDATION:

That the Community, Wellbeing and Sport Committee:

1. Approves, in accordance with its delegated power set out in the adopted Terms of Reference, the allocation of funding from the 2021/22 Minor Capital Works Grant Program budget as follows:
 - a. The Valley View Tennis Club Incorporated in the amount of \$50,000.00 for the re-painting of six (6) tennis courts at Ilberry Green, Elizabeth Crescent, Valley View noting that any additional costs are to be funded by the Valley View Tennis Club Incorporated as per the funding agreement.

Item No. 5.1.10**Minor Capital Works
Grant Program
Application - Mawson
Lakes Golf Club Inc****EXECUTIVE SUMMARY:**

An application from the Mawson Lakes Golf Club Incorporated for the supply and installation of an external storage shed extension has been received. An amount of \$25,000 is recommended for funding under the 2021/22 MCWGP budget available for grant allocation.

COMMITTEE RECOMMENDATION:

That the Community, Wellbeing and Sport Committee:

1. Approves, in accordance with its delegated power set out in the adopted Terms of Reference, the allocation of funding from the 2021/22 Minor Capital Works Grant Program budget as follows:
 - a. The Mawson Lakes Golf Club Incorporated in the amount of \$25,000 for the supply and installation of an external storage shed extension, noting that any additional costs are to be funded by the Mawson Lakes Golf Club Incorporated or external grant programs, as per the funding agreement.

CO-ORDINATION

Officer:

MG

Date:

18/08/2021

****Further Information Report**

5.1.7FI: Community Event Sponsorship Christmas Carol Grant Application

ITEM	5.1.7FI
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Community Event Sponsorship Christmas Carol Grant Application
AUTHORS	Michelle Dagger, Team Leader Events, Place Activation and Curation, Business Excellence Julie Kushnir, Manager Community Experience & Relationships, Business Excellence
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community

SUMMARY This report provides Council with further information to consider before determining if the 2021 Community Event Sponsorship Christmas Carol Grant is allocated.

RECOMMENDATION

That Council:

1. Considers the information provided and determines that Council,
 - a. Not allocate any funding for the 2021 Community Event Sponsorship Christmas Carol Grant and return the funds (\$30,000) at the next quarter budget review, or
 - b. Not allocate any funding for the 2021 Community Event Sponsorship Christmas Carol Grant
 - i. return the funds (\$30,000) at the next quarter budget review, and
 - ii. review the allocation of funding for the 2022/23 financial year for either Council hosting the event itself or hosting the event jointly with a community group, and
 - iii. a report is brought back to Council to further consider these options including the financial impact that those options present.

ATTACHMENTS

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

1. Item 5.1.7 Report and Attachments - Community Wellbeing and Sport Committee

1. BACKGROUND

- 1.1 The Application for funding under the Community Events Sponsorship Program for Grant No.1/2021: Salisbury Lions, for \$30,000.00 was considered by the Community Wellbeing and Sport Committee at its meeting on 17 August 2021 where it was resolved:

That this item be deferred for further consideration of a Further Information Report at Council's August 2021 meeting in context of risk management considerations

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
- 2.1.1 Team Leader Events, Place Activation and Curation
- 2.2 External
- 2.2.1 Mr. Alex Coates, President - Salisbury Lions Club

3. REPORT

- 3.1 Current COVID Restrictions and regular changes to the restrictions are proving difficult for those who are planning events of any kind.
- 3.2 Carisbrooke Park was identified as the location selected for the Salisbury Lions Club Carol event, which could accommodate up to 5,000 people in the space, socially distanced. Current SA Health requirements are that attendees at events must check in (QR code or manual), remain socially distanced with the recommendation to wear masks (although not mandatory). Suitable fencing for the entire area is also required as part of any successfully approved COVID Management Plan, to denote clear entry and exit points and appropriate pathways for pedestrian traffic.
- 3.3 As a result of the committee decision, administration contacted the club to seek further information from the club as to how they are planning to manage the funding and risk of the event not able to proceed due to health directions that may impact the event in its entirety or in a reduced capacity.
- 3.4 It has been ascertained that whilst the Club has lodged its appropriate COVID Management Plan with SA Health (there has been no response. So at this point in time, the event has not been granted the appropriate approvals by SA Health.
- 3.5 It has also been confirmed that to date, no financial outlay has been made in preparation for holding the event, ie deposits have not been required for tentative bookings for various items related to staging and/or performers and other ancillary bookings or outgoings.
- 3.6 It cannot be ascertained whether the vast range of suppliers that are to be potentially engaged for the event have cancellation policies that would incur cancellation fees in the event of a short term cancellation.
- 3.7 It would be reasonable to assume that any short term cancellation, which may be required as a reaction to any lock down or severe change in restrictions in South Australia, would incur a degree of cancellation fee(s) to be paid.

-
- 3.8 For this reason, the Salisbury Lions Club is unable to fully manage the risk of cancellation to the degree that would ensure against any financial exposure or loss.
 - 3.9 Also to note is that any approved COVID Management Plan may be suspended, varied or revoked by SA Health, adding another layer of uncertainty.
 - 3.10 The Grant has a number of reportable items which must be included in the Acquittal Report, as identified in the original attachments. In the event of a cancellation, the Carols event would be unable to be fully acquitted in the manner required and any unspent funds required to be returned to Council.
 - 3.11 It is anticipated that a degree of financial outlay could not be avoided in the event of a cancellation, with these funds being unable to be retrieved.
 - 3.12 As a result, should Council proceed to allocate the funding to the club there will be some financial risk to Council in that funding would have been expended and no event may be able to be held.

4. OPTIONS

4.1 Options available to Council include:

- 4.1.1 Allocate the full grant or part grant to the club to allow them to proceed with the planning of the 2021 Christmas Carols.
- 4.1.2 Not allocate any funding and return the funds at the next quarter budget review
- 4.1.3 Not allocate any funding for this year and commit to providing the funding to the Lions Club of Salisbury to hold the event in 2022 subject to any conditions that Council may want to apply.
- 4.1.4 Not allocate any funding this financial year and review the allocation of funding for the 2022/23 financial year for either Council hosting the event itself in its entirety or hosting the event jointly with a community group.

4.2 In terms of risk exposure:

- 4.2.1 The allocation of part/whole funding (4.1.1) comes with some financial risk depending on how much funding is committed and the timing of any decision that impacts the holding of the event.
- 4.2.2 The lowest financial risk to Council and to some extent to the Salisbury Lions would be option 4.1.2, where no funding is allocated.
- 4.2.3 Deferring the event and associated grant to the 2022/23 financial year will defer any risk at this time with a further review of risk needing to be taken prior to allocating funds in 2022.
- 4.2.4 The last option (4.1.4) still provides some risk to Council but with the model of Council hosting the event in its entirety, it has full control on how and when funds are expended. It is likely that additional funding will also be required but these are unknown at this stage. The option to jointly run an event in 2022 to some extent shares the risk but brings with it other factors in terms of governance and responsibilities for the running of the event

5. CONCLUSION / PROPOSAL

- 5.1 The Application for funding under the Community Events Sponsorship Program for Grant No.1/2021: Salisbury Lions, for \$30,000.00 was deferred by the Community Wellbeing and Sport Committee at its meeting on 17 August 2021 for further consideration at Council's August meeting in context of risk management considerations.
- 5.2 Based on the options noted at 4.1 of this report and taking into account minimising financial risk for this year's event, it is recommended that Council consider the following two options:
 - 5.2.1 Not allocate any funding and return the funds at the next quarter budget review (lowest financial risk), or
 - 5.2.2 Not allocate any funding this financial year and review the allocation of funding for the 2022/23 financial year for either Council hosting the event itself in its entirety, or hosting the event jointly with a community group.
- 5.3 Should the option noted above at 4.2.6 be preferred a further report will need to be presented back to Council through the Community & Wellbeing Committee to consider the pros and cons to a Council hosted event versus a jointly hosted event.

CO-ORDINATION

Officer: GMBE MCER
Date:

ITEM 5.1.7

ITEM 5.1.7**COMMUNITY WELLBEING AND SPORT COMMITTEE****DATE** 17 August 2021**HEADING** Community Event Sponsorship Christmas Carol Grant Application**AUTHOR** Michelle Dagger, Team Leader Events, Place Activation and Curation, Business Excellence**CITY PLAN LINKS** 3.2 Salisbury is a place of choice for businesses to start, invest and grow
3.4 Our urban growth is well planned and our centres are active
4.2 We deliver quality outcomes that meet the needs of our community**SUMMARY** This report outlines the Community Event Sponsorship Christmas Carols Program (CESCCP) which is conducted in Round One of each Financial Year to the value of \$30,000.**RECOMMENDATION**

1. That, in accordance with the delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee, the following application is approved through Round One (1) of the Community Events Sponsorship Program Financial Year 2021-2022 as follows:
 - a. Grant No. 1/2021: Salisbury Lions, application for \$30,000.00 for the Salisbury Lions Christmas Carols.

ATTACHMENTS

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

1. Salisbury Lions Submission
2. Certificate of Incorporation
3. Financial Statement
4. Minutes of Meeting
5. WHS Risk Assessment
6. Marketing Plan
7. Budget
8. Site Plan
9. Supporting letter 1
10. Supporting letter 2

ITEM 5.1.7

1. BACKGROUND

- 1.1 One (1) application has been received for the Community Event Christmas Carol Grant Round One (1) for consideration. The Christmas Carol event must be staged this calendar year ie in 2021 and within the 2021/2022 financial year.
- 1.2 Round One (1) closed on Thursday 22nd July therefore, this will be the only application to consider.
- 1.3 Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate activity, provide interesting places for people to engage, and provide learning and healthy lifestyle opportunities. The City Plan 2035 contains the following commitment that we will:
 - Provide experiences that make our places lively and interesting;
 - Celebrate our community's diversity.

2. GRANTS PURPOSE

- 2.1 The purpose of the Community Event Sponsorship Christmas Carol Program (CESCCP) is to deliver outcomes in alignment with the Salisbury City Plan 2035. The program will assist in achieving the vision of "*A progressive, sustainable and connected community*".
- 2.2 The CESCCP aims to complement the City of Salisbury's existing events calendar, whilst increasing the capacity of community organisations to deliver a Christmas Carol event thereby increasing participation and attendances.

3. ASSESSMENT CRITERIA

- 3.1 Council approved the assessment criteria at its July 2020 meeting.
- 3.2 To secure funding, the organisation conducting the event will need to demonstrate:
 - Maturity around risk and organisation management
 - Significant community impact
 - Attraction to the broader community (not limited to membership of an organisation)
 - The event will be hosted in the City of Salisbury
 - Positive promotion of the City of Salisbury
- 3.3 All eligible applications will be assessed against the following criteria:
 - *Completion of the application in full;*
 - *Demonstrated need for the event;*
 - *Stakeholder endorsement and support for the event;*
 - *Consideration of, and fit with, existing events calendar and events;*
 - *Demonstrated multiple community, organisation or association benefit;*
 - *Extent to which the project addresses strategic objectives and community needs;*

ITEM 5.1.7

- *Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;*
- *Adequate, comprehensive and value for money of event budget;*
- *Extent to which the event meets the purpose of the CESP;*
- *Alignment with the priorities of the CESP;*
- *Risk management considerations/ assessment;*
- *Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury);*
- *Demonstrated ability for the event to attract over 5,000 patrons;*
- *Regional or statewide significance of the event;*
- *Extent to which the event addresses City of Salisbury strategic objectives;*
- *Long term sustainability of the event in the City of Salisbury;*
- *Demonstrated ability for the event organisers to deliver an event of significant scale and size;*
- *Profile of the event and ability to raise the profile of the City of Salisbury;*
- *Number of other events that have been funded for the financial year (noting only one event will be sponsored for an amount between \$10,000 and \$30,000 each financial year for the sole purpose of hosting a Christmas Carols event).*

3.4 Due diligence is also undertaken in relation to the financial and governance credibility of the applicant organisation in line with the Community Grants Program.

4. REPORT

4.1 The application that is presented in Round One (1) of the Community Event Sponsorship Christmas Carol Program for consideration for up to \$30,000 is:

4.1.1 Applicant: **Salisbury Lions Club.**
Event: **Salisbury Lions Christmas Carols**
Amount Requested: **\$30,000.00**

In their submission The Lions Club state “We will be running a similar program at the City of Salisbury Lions Christmas Carols and will again be looking to engage with local businesses and the local community. We plan to engage with local businesses, local schools and local artists to ensure the event is inclusive and meets the needs of the local community. The carols concert will also feature local artists, the army band, multicultural artists and kid’s entertainment with the night concluding with fireworks. It will be the biggest event in Salisbury this year and will give the whole Salisbury community a chance to celebrate following another difficult year”.

The Lions Club have also communicated that they will provide further information to Council regarding the fireworks implementation and a safety/risk assessment along with any necessary approvals around this activity if successful in obtaining this grant.

ITEM 5.1.7

5. CONCLUSION / PROPOSAL

- 5.1 One (1) application was received for the first (1st) round of the Community Events Sponsorship Christmas Carols Program. This application is deemed eligible for funding.
- 5.2 The application received was:
 - 5.2.1 Applicant: **Salisbury Lions Club.**
 - Event: **Salisbury Lions Christmas Carols**
 - Amount Requested: **\$30,000.00**
- 5.3 This is the only application to be considered for Round One (1) which has now closed.
- 5.4 Only one submission for the Christmas Carol grant was received, and based on the assessment of the application it is recommended that the applicant receives the full amount of \$30,000. There will be no remaining unspent funds as the grant is being fully expended.
- 5.5 The organisation listed in Section 4 of this report, has demonstrated their ability to meet the eligibility and assessment criteria of the Community Event Sponsorship Christmas Carol Program and is recommended for funding.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

Community Event Sponsorship Form - Christmas Carols



Submission date: 22 July 2021, 4:18PM
Receipt number: 1
Related form version: 2

Application Form

Name of the organisation:	Lions Club of Salisbury Inc
ABN:	27921446793
Facility Name/Address:	N/A
Postal Address:	PO Box 240, SALISBURY SOUTH BC, SA, 5106
Suburb:	SALISBURY SOUTH
Person Responsible for the Sponsorship:	Mr
Name	Alex Coates
Title/Office:	President
Phone	0408698337
Email	SalisburyLionsSA@gmail.com
Target Age?	1 - 110 years

What percentage (%) of your target population reside in City of Salisbury? 90%

5.1.7 Salisbury Lions Submission

What events has your organisation held before?	Blanket Salisbury with Love – 2021 – 100+ people Mawson Lakes Tidy Up – 2021 – 30 people Blanket Salisbury with Love – 2020 – 50 people Mawson Lakes Tidy Up – 2020 – 50+ people Mawson Lakes Christmas Carols – 2019 – 7,000 people Mawson Lakes Christmas Carols – 2018 – 5,000 people Various other Tidy Up events - 2017-2019 - 30-50 people Business Breakfast and Business Wine and Networking Events – 2017-2019 – 50 – 100+ people
Sponsorship category (please select one only):	up to \$30,000
Have you sought, or intend to seek funds from another source for this project?	No
Sources/s:	The team has spoken with businesses about sponsorship but many are unable to assist due to Covid and lockdowns at this stage. The event will only be delivered this year with the City of Salisbury grant.
Amount/s:	0
Name of Event:	City of Salisbury Lions Christmas Carols
Date of Event:	Saturday 11th December 2021
Location of Event:	Carisbrooke Park, Main North Road, Salisbury
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	2018 and 2019

5.1.7 Salisbury Lions Submission

Brief description of your proposed Christmas Carol Event:

We have previously run two highly successful Mawson Lakes Community Carols events. The events have been major annual event that brings the Mawson Lakes Community together to celebrate the joy of community, reflect on the year past and look forward to a bright year ahead. The event attracted a crowd of 7,000 people in 2019 from across Mawson Lakes and the greater Salisbury area. The event received positive feedback and we are looking to bring this energy and success to the proposed City of Salisbury Lions Christmas Carols.

We will be running a similar program at the City of Salisbury Lions Christmas Carols and will again be looking to engage with local businesses and the local community. We plan to engage with local businesses, local schools and local artists to ensure the event is inclusive and meets the needs of the local community. The carols concert will also feature local artists, the army band, multicultural artists and kids entertainment with the night concluding with fireworks. It will be the biggest event in Salisbury this year and will give the whole Salisbury community a chance to celebrate following another difficult year.

5.1.7 Salisbury Lions Submission

Why is the event needed?

The event is needed to build community capacity and provide a key seasonal event for the local Salisbury community and residents from surrounding areas. The event will further bring joy and excitement to the local community following the two years of Covid-19. As a community organisation, the Lions Club of Salisbury is striving to build community resilience and real engagement between community members through our projects and events. We believe this event will provide community members with a chance to interact with each other, feel proud to be a City of Salisbury resident and enjoy a free community event. The event will also provide a positive boost to the mental health of local residents.

A significant percent of the households in Salisbury are families with children which we believe will be a major target group for the event. The event will deliver exposure for local businesses, opportunities for local artists to perform and enhance their skills and provide a positive multicultural and diverse event to provide joy to the local community. The event will provide economic investment in the City of Salisbury with mostly local vendors and will build community confidence and a sense of place. The event will also provide a fantastic opportunity for the local lions' club to share the work of lions and enhance their event management skills.

5.1.7 Salisbury Lions Submission

How will your event increase participation opportunities for community and economic development?

The event will increase participation opportunities for the local community as it provides many opportunities for community involvement in this totally volunteer run event. Local residents will have opportunities to participate in the event as performers, food vendors, volunteers and in the event management team. The performers will gain new skills, the vendors will benefit from increased economic activity and the event management team will enhance their skills. The City of Salisbury Lions Christmas Carols will contribute to the City of Salisbury achieving parts of three of the four pillars of the City Plan.

The event will contribute to Salisbury being a prosperous city by providing opportunities for skill development and business growth that will contribute to a more skilled community and potentially more jobs. The event will demonstrate that Salisbury is a liveable city with council supporting events to build community capacity and resilience and work towards a more connected and happier community. The event will also show that Salisbury is a city with a positive attitude that understands the needs and expectations of the local community.

Where possible all vendors and contractors will be from the local area and definitely from South Australia. This event will give all the food vendors a boost after a very difficult two years due to the pandemic. The event will not be near any other takeaway food services so will not take away from brick-and-mortar food businesses. The Salisbury Lions endeavours where possible to support local brick-and-mortar businesses through its other events.

5.1.7 Salisbury Lions Submission

How will you promote and advertise the Event?

- A letterbox drop of homes and businesses across Salisbury and potential for further advertising within the City of Salisbury with assistance from sponsorship.
- Extensive Facebook and social media promotion
- Posters in local businesses
- Media releases to Community and Commercial radio in Salisbury and beyond, Northern Living Magazine and the Advertiser
- Advertising through council social media and publications, and media partnerships (in-kind)
- Advertising through Lions publications (in-kind)
- Advertising at local hotels, caravan and residential parks

Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?

Salisbury SES
Golden Grove Lions

5.1.7 Salisbury Lions Submission

Community Group / Business

Salisbury SES – Volunteers engaged to assist with firework safety area and other tasks. SES will receive a donation; the organisation will receive exposure and it will give members chance to use current skills or learn new skills

Golden Grove Lions – Volunteers will likely run donut stand at event, will gain money to be spent near Salisbury and will gain exposure.

Other Volunteer Organisations – May be engaged to assist as covid marshals, chance to obtain a donation and exposure for their members.

Local Vendors – Ability to re-establish business after covid

How they will benefit

Salisbury SES – Volunteers engaged to assist with firework safety area and other tasks. SES will receive a donation; the organisation will receive exposure and it will give members chance to use current skills or learn new skills Golden Grove Lions – Volunteers will likely run donut stand at event, will gain money to be spent near Salisbury and will gain exposure. Other Volunteer Organisations – May be engaged to assist as covid marshals, chance to obtain a donation and exposure for their members. Local Vendors – Ability to re-establish business after covid

Attach letters of support where applicable

[Carols Support Letter BB.jpg](#)
[Carols Support Letter.pdf](#)

5.1.7 Salisbury Lions Submission

****Christmas Carol Events seeking \$30,000**** What is the regional or state-wide significance of this event?:

The City of Salisbury Lions Christmas Carols will be regionally significant as they will likely again draw residents from across the Northern suburbs and Adelaide Plains. The carols will be promoted locally in the Adelaide Plains, Barossa, Playford, Port Adelaide Enfield, Salisbury and Tea Tree Gully council areas and across a wide area of Metropolitan and country SA through Lions. We believe the event will assist council with its tourism strategy. The event will showcase the City of Salisbury as a destination to visit for the day to enjoy the local shops and nearby attractions or as a base to explore the local area. The 2018 and 2019 Mawson Lakes Carols events attracted residents from across Northern Adelaide although the majority were from the City of Salisbury. The event will be advertised to hotel residents within the City of Salisbury. The carols will have participants from a diverse range of cultural backgrounds and so will draw families from Afghanistan, India, Vietnam and many more cultures to the event. In previous years there has been crowd of up to 7,000 people and we are confident that this will occur in 2021 and future years. The event will portray a very positive image of Salisbury and will likely be one of the major events in the City of Salisbury.

5.1.7 Salisbury Lions Submission

Christmas Carol Events seeking \$30,000 What is the long term vision and sustainability of the event in the City of Salisbury:

The Mawson Lakes Carols has been successfully run for 18 years. We expect that the City of Salisbury Lions Christmas Carols event continue this success and receive support from sponsors, local residents and local businesses. The community expressed a desire following the first two Lions organised Mawson Lakes Carols and especially with the Covid cancellation last year to have a Lions Carols return. We have been receiving requests from the community for months for the date and more information about the carols. We have already locked in most of our excellent food vendors from previous years. And are currently contacted our artists including an artist that has headlined the Darwin Carols and has toured nationally. We will once again be engaging a majority of local businesses for the event and local St John and State Emergency Service volunteers. The carols has a long term future. Our confidence is enhanced by the fact that many of the Salisbury and surrounding communities identify as Christian and are likely to attend, although Christmas is a Christian holiday, it has been celebrated by multiple faiths and those without a religious background for many years so we expect an interfaith crowd. The event will be very inclusive with acts from different religions, cultural backgrounds and beliefs. The event will have a significant reach into multicultural communities and groups. We additionally have a significant online following already with more than 1,200 Facebook followers and we hope to grow this event into the future.

Please upload your budget spreadsheet from the template provided.

[event_budget_template_2021_-_cesp_-_round_3.xlsx](#)

5.1.7 Salisbury Lions Submission

Please upload any additional documents that you want to include.

[Salisbury Christmas Carols Marketing Plan 2021.docx](#)
[Salisbury Christmas Carols Cleaning Schedule 2021.docx](#)
[Salisbury Carols 2021 - Event Management WHS Risk Assessment Form.docx](#)
[Event and Emergency Plan - Salisbury Christmas Carols.docx](#)
[Certificate of Incorporation.pdf](#)
[Draft Salisbury Carols Site Plan 2021.png](#)
[Lions Meeting Minutes.pdf](#)
[Financial Statement 2020-21.pdf](#)

Position:	President
9. APPLICATION DECLARATION	Name of signatory: Alex J Coates
	
	Link to signature

We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Lions Club of Salisbury
Name:	Alex J Coates
Date:	22/07/2021
	Community Event Sponsorship Program - Christmas Carol Event

SOUTH AUSTRALIA
Associations Incorporation Act 1985
Section 20(1)

Incorporation Number: **A4442**

Certificate of Incorporation

This is to certify that

**LIONS CLUB OF SALISBURY
INCORPORATED**

is, on and from the twenty-ninth day of July 1974
incorporated under the Associations Incorporation Act 1985.

Given under the seal of the Corporate Affairs Commission at Adelaide on this
twenty-sixth day of March 2020



Commissioner of Corporate Affairs



Government of South Australia
Attorney-General's Department

Lions Club of Salisbury
Annual Financial Statement – July 2020 to June 2021

Income

Christmas Cakes Sales	\$758.30
Mints Sales	\$314.30
City of Salisbury Covid Grant	\$1,000
Donations	\$488.30
People's Choice Lottery	\$64.00
Interest	\$25.71
TOTAL INCOME	\$2,650.61

5.1.7 Financial Statement

Expenditure

Cakes	\$2,978.13
Covid-19 Expenses	\$350.35
Donations	\$3,643.28
Equipment	\$120.00
Fees	\$918.29
Flowers and Wreaths	\$191.90
Insurance and Registration	\$366.20
Miscellaneous	\$215.55
PO Box	\$136.00
Postage	\$28.70
Printing and Design	\$608.43
Recruitment Nights	\$290.07
TOTAL EXPENDITURE	\$9,846.90
TOTAL RESULT	(\$7,195.99)

Signed



Alex J Coates – President – Lions Club of Salisbury

5.1.7 Financial Statement



Lions Club of Salisbury Inc

Lions Club of Salisbury Inc

PO Box 240, Salisbury South, SA, 5106
SalisburyLionsSA@gmail.com
ABN: 27 921 446 793

Lions Club of Salisbury – Meeting Minutes

Venue: Meeting room, Mawson Lakes Hotel, Mawson Lakes

Meeting: Saturday the 3rd of July

8:45am

Meeting Opens 8:47am

President - Alex

Present :

Alex, Erin, Mel, Chris, Victoria, Beau, Lovai, Arwa, Simon, Liz, Damien and
Lauren by phone

Apologies: Karina, Lauren, Julie, Claus and Emmerson

Motion:

- 1) Salisbury Lions Club agree to hold a Carols event this year, subject to grant funding.
- 2) The club authorises an application to the Community Event Sponsorship Program – Christmas Carols grant round.
- 3) Authorised project contact for grant application be Alex Coates.

Moved by Melissa Jones

Seconded by Lauren Brug

Unanimous

Signed

A black and white photograph of a handwritten signature in dark ink on a light background.

Alex J Coates - President – Lions Club of Salisbury

Event Management WHS Risk Assessment Report

Event name: City of Salisbury Lions Christmas Carols **Site Manager:** Alex Coates **Event date:** 11/12/2021

Event Management Team Members: Beau Brug, Lauren Brewer, Alex Coates and others

Security: Titanium Security **First Aid Officer:** St John Ambulance

Venue & Location: Carisbrooke Park, Main North Road, Salisbury **Date of risk assessment:** 22/07/2021

Person(s) Who Conducted this Risk Assessment (names): Alex Coates

When staging an event the organiser of the event has two areas of responsibility where they have a legislated duty of care for health and safety in relation to the event, they are:

- Organisation staff, volunteers and persons providing services for the event.
- Persons (members of the public) attending the event.

While the two are somewhat interrelated this risk assessment primarily deals with persons directly under the control of the event organiser to plan, setup, supervise and pack-up an event. For the sake of this risk assessment they are considered as an Organisation staff member or volunteer.

Contract/service providers, stall holders and the general public are covered by other Organisation procedures that an organiser of an event should also be following.

This Risk Assessment must be conducted as part of the initial planning of an event and prior to any event activity commencing. Procedures and Hazard Management describes the Organisations WHS risk process and must be followed when undertaking this risk assessment.

This risk assessment is based on an assessment that determines all the hazards associated with an event. The hazards identified are represented by tick boxes in this document allowing the user to quickly select those relevant to the event. This document also provides for free text entry should a hazard not be included as tick box selection.

All hazards that could put staff/volunteers at risk of injury must be identified and adequate measures must be put in place to control the hazards. The hierarchy of Controls must be follow to determine the control that will best minimise the risk to staff/volunteers health and safety.

5.1.7 WHS Risk Assessment

Event Risk Assessment Report

Page 2 of 21

The level of risk to staff/volunteers must be rated before and after controls have been put in place. The following table shall be followed:

Likelihood	Consequence				
	Negligible injury – First aid treatment	Minor injury – Injury requiring medical treatment	Moderate injury – Injury requiring extensive medical treatment	Major injury – Injury resulting in permanent incapacitation	Catastrophic injury – Injuries resulting in single or multiple deaths
	Negligible or no quality damage/impact	Minor quality damage/impact	Significant quality damage/impact	Major quality damage/impact	Extensive quality damage & loss
Almost Certain	11 Medium	10 High	20 High	30 Extreme	35 Extreme
Likely	7 Medium	12 Medium	17 High	25 High	34 Extreme
Possible	4 Low	8 Medium	13 Medium	18 High	22 High
Unlikely	2 Low	5 Low	9 Medium	14 Medium	19 High
Very Unlikely	1 Low	3 Low	6 Low	10 Medium	15 High

RISK RATING AND CODE		
E	Extreme – STOP	Extreme level of risk. Work is not to commence until further controls are implemented and the risk rating is reduced.
H	High – ACT	High level of risk with potentially a catastrophic outcome, work is not to commence until ALL controls are implemented.
M	Medium – ACT	Timely implemented control(s)/action(s) required to minimise the risk of injury, illness or equipment damage.
L	Low – Monitor	Work as normal monitoring the situation for any change in risk rating.

CONSEQUENCES	
SEVERITY	DESCRIPTION
Negligible	Negligible injury (first aid treatment). Negligible or no property damage/quality impact.
Minor	Minor injury (injury requiring medical treatment). Minor property damage/quality impact.
Moderate	Moderate injury (injury requiring extensive medical treatment). Significant property damage/quality impact.
Major	Major injury (injury resulting in permanent incapacitation). Major property/quality impact.
Catastrophic	Catastrophic injury (injuries resulting in single or multiple deaths). Extensive property damage or loss.

Page 3 of 21

Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
1. Infectious Disease (If "NO" no further action is required)	<input type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Cleaning that includes any of the following:- • Amenities • Human blood and excrement • Rubbish and waste collection • Site surroundings	<input checked="" type="checkbox"/> 10	Staff/volunteers will be provided with appropriate instruction of the infection sources they may encounter and the expectation on how work/tasks is to be carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Person responsible for implementing the controls for this hazard:-			Setup/Prep <input type="checkbox"/>			Appropriate instruction and training that demonstrates of practices to prevent infection from the workplace will be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Name: St John/Event Team			Event <input checked="" type="checkbox"/>	Please specify and rate other event activities not covered above, below:-		Staff/volunteers exposed to infectious disease will be inducted, provided with details of likely exposure and the expectation on how they will work to prevent infection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Notes/Comments:			Pack up <input type="checkbox"/>			The following PPE will be supplied (if applicable):- • Mask <input type="checkbox"/> • Gloves <input checked="" type="checkbox"/> • Clothing <input type="checkbox"/> • Other <input checked="" type="checkbox"/> (Please detail below)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
						Details: Extra rubbish bags and tongs will be provided.		<input type="checkbox"/>	
						The following tools/equipment will be provided. Details:		<input type="checkbox"/>	
						Provision for vaccination of staff and volunteers to prevent them contracting an infection.	<input type="checkbox"/>	<input type="checkbox"/>	

5.1.7 WHS Risk Assessment

Event Risk Assessment Report

Page 4 of 21

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
2. Manual Tasks <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Setting up/moving, any of the following: - <input type="checkbox"/> <ul style="list-style-type: none"> equipment <input type="checkbox"/> furniture <input checked="" type="checkbox"/> materials <input type="checkbox"/> displays <input type="checkbox"/> trestles <input type="checkbox"/> food & drinks <input type="checkbox"/> stages/stage equipment <input checked="" type="checkbox"/> lighting equipment <input type="checkbox"/> loading/unloading vehicles & trolleys <input type="checkbox"/> Assisting Contractors setting up <input type="checkbox"/> Assisting Stall holders setting up <input type="checkbox"/> Please specify and rate other event activities not covered above, below: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	8 8 14	Staff/volunteers exposed to manual handling tasks will receive instruction detailing the manual tasks they will encounter and the expectation on how they are to be carried out. Staff and volunteers that have not received manual handling training in the past or it is not considered by the Event Manager to be current will be provided appropriate instruction and demonstration in accepted manual handling practices. Any staff member/volunteer assisting external contractors/stall holders will be provided with appropriate instruction by the contractor/stall holder prior to assistance being provided. Where a contractor/stall holder is not able to or the Event Manager considers that the contractor does not have the skill to induct staff/volunteers assistance will be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Person responsible for implementing the controls for this hazard: - Name: <u>Contractors/Event Team</u>			Setup/Prep <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Notes/Comments:			Event <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
			Pack up <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	5

5.1.7 WHS Risk Assessment

Event Risk Assessment Report

Page 5 of 21

Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
3. Workplace Design / Layout (if "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input checked="" type="checkbox"/>	Office role involving: - <input checked="" type="checkbox"/>	13	Space to work in, workstation ergonomic layout and design and storage requirements will be determined prior to the event and will be "fit for purpose".	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Person responsible for implementing the controls for this hazard: -			Setup/Prep <input type="checkbox"/>	<ul style="list-style-type: none"> Development of the Event Plan Facility bookings Materials/Resource ordering Appointment bookings Contractor hiring Staff organisation Entertainment bookings 		Staff/volunteers who work in any of the activities within an event the booth/stall will receive instruction in safe work practices relevant to the work area(s) they will be working in.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Name: <u>Event Team</u>			Event <input checked="" type="checkbox"/>			An inspection and review of computer workstations ergonomics will be carried out by the Event Manager/delegate to determine if any require a full assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Notes/Comments:			Pack up <input type="checkbox"/>	Working in a Council booth /stall staffed by volunteers and/or staff: - <input type="checkbox"/> <ul style="list-style-type: none"> food stall refreshment stall information booth Please specify and rate other event activities not covered above, below: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		Ergonomic assessments will be carried out for staff/volunteers where one has not been done in the past or the Event Manager/delegate considers one should be undertaken for a workstation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

5.1.7 WHS Risk Assessment

Event Risk Assessment Report

Page 6 of 21

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
4. Burns (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input checked="" type="checkbox"/>	Use of Kitchen/Tea Station facilities <input checked="" type="checkbox"/>	4	Staff/volunteers will be instructed in the use of the Kitchen/Tea Station facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Person responsible for implementing the controls for this hazard: - Name: <u>Event Team/Contractors</u>			Setup/Prep <input type="checkbox"/>	Stalls manned by School Volunteers that includes: - • Preparing and cooking and serving hot foods • Cooking chips in deep fryer • Cooking a barbeque	4	Staff/volunteers who work on a booth/stall will receive instruction in the safe systems of work to be employed to prevent burns. Barriers or shields will be employed to prevent accidental contact with hot objects such as Barbeques and cooking appliances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Notes/Comments:			Event <input type="checkbox"/>	• Preparing hot food in a kitchen area		Firework safety area will be put in place by firework contractors prior, during and pre the fireworks show to limit any incidents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2
			Pack up <input type="checkbox"/>	• Preparing and serving hot beverages • Cooking with boiling water (hotdogs etc.) Please specify and rate other event activities not covered above, below: - Fireworks	9	The following PPE/safety equipment will be provided for use by staff/volunteers: - Tongs Apron Safety equipment supplied by fireworks contractor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Page 7 of 21

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Page 8 of 21

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
6. Dust / Fumes (If "NO" no further action is required)	<input type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Fumes (any activity) <ul style="list-style-type: none"> Use of solvents or cleaning fluids Use petrol/diesel power generators 	<input checked="" type="checkbox"/> 4	Power generators will be located in an open area and at a distance from people where the fumes can disperse and not affect them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Person responsible for implementing the controls for this hazard: - Name: Vendor Manager			Setup/Prep <input type="checkbox"/>	Aerosol painting Fuelling (petrol/diesel) powered devices	<input type="checkbox"/> <input type="checkbox"/>	Aerosol paint will be used in an open area and at a distance from people where the fumes can disperse and not affect them.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Notes/Comments:			Event <input checked="" type="checkbox"/>	Dust (any activity) <ul style="list-style-type: none"> Disturbed From the surrounding environment Materials being used, worked with <p>Please specify and rate other event activities not covered above, below: -</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input checked="" type="checkbox"/> 4	Ventilation equipment will be used where fumes will be in an enclosed area. Fuels will be decanted in an open area away from ignition sources. Fuels will be stored in an open area away from ignition sources. Areas where dust will be raised by vehicle traffic will be controlled by wetting it down. Where practicable, areas where dust will be raised by pedestrian traffic will be controlled with matting or similar dust control method.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			Pack up <input type="checkbox"/>			The following PPE/safety equipment will be provided for use by staff/volunteers: -	<input type="checkbox"/>	<input type="checkbox"/>	4

Page 9 of 21

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
7. Electric Shock (If "NO" no further action is required)	<input type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	All Activities that use equipment power by the mains electrical supply or portable 240 volt power source. <input checked="" type="checkbox"/>	5	240 volt power cables will tested and tagged and the test period will be current throughout the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Person responsible for implementing the controls for this hazard:- Name: Vendor Manager/Contractors			Setup/Prep <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Drilling with power tool Floor polishing Vacuum Cleaning 		Residual current devices will be used in conjunction with any mains power electrical device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Notes/Comments:			Event <input checked="" type="checkbox"/>	Connecting mains powered devices such as:- <ul style="list-style-type: none"> Refrigeration units Chip cooker Cooking fans Portable lighting 	19	Residual current devices will be within the current period. Safety inspections of all electrical equipment to be issued by staff and volunteers for preparation/setup and during the event will be visually inspected prior to use by a suitably qualified person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
			Pack up <input type="checkbox"/>	Please specify and rate other event activities not covered above, below:- _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		All contractors, stall holders and other persons using equipment powered by mains electricity or a portable 240 volt generator will comply with electrical safety requirements. Electrical equipment that is discovered unsafe will not be used for/at the event until it is repaired, tested for compliance and found to meet electrical safety requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4

5.1.7 WHS Risk Assessment

Event Risk Assessment Report

Page 10 of 21

Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
8. Fire/Explosion/Bomb Threat (Emergency Situation) <i>(if "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/> Setup/Prep <input type="checkbox"/> Event <input checked="" type="checkbox"/> Pack up <input type="checkbox"/>	An emergency event is possible in almost any activity during the Planning Setup/Preparation for the event, during the event and pack up phases. It is essential that the emergency plan put in place is able to deal with any foreseen emergency event.	19	A documented emergency plan will be in place and is based on the following: - <ul style="list-style-type: none"> venue location number of people at the event (from council and attending) type of venue types of emergency situations Staff/volunteers who work on an event will be provided with instruction on the plan so they understand what to do should there be an emergency situation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Person responsible for implementing the controls for this hazard: - Name: <u>Event Team</u>				Please specify and rate other event activities not covered above, below: - Fireworks	9	Should an emergency situation arise staff/volunteers have been assigned responsibilities that if safe to do so, they will undertake to ensure the safety of those present in an emergency. An emergency trial will be conducted prior to the event commencing to ensure that the emergency plan is effective. A person responsible for coordination of the actions and emergency services and police should an emergency situation arise has been nominated and named in the emergency plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Notes/Comments:						Staff/volunteers are working in a building which has an emergency plan in place. Staff/volunteers are working in a building will, if it hasn't been done in the past or the Event Manager deems it necessary will receive an induction that will include instruction in the emergency plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
							<input checked="" type="checkbox"/>	<input type="checkbox"/>	

5.1.7 WHS Risk Assessment

Event Risk Assessment Report

Page 11 of 21

						Emergency First Aid facilities and trained first aid personnel will be available during the event.			
						The fireworks displayed will be managed by a licensed pyro-technical company (Fireworks Professionals PTY LTD)	x		8

Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
9. House Keeping <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Where volunteers work in a:- <ul style="list-style-type: none"> Booth Food stall 	<input type="checkbox"/>	Staff/volunteers who work in a booth/stall will be instructed in safe work practices relevant to housekeeping.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Person responsible for implementing the controls for this hazard:- Name: <u>Vendor Manager/ Event Team</u>			Setup/Prep <input type="checkbox"/>	Where volunteers provide:- <ul style="list-style-type: none"> Assistance to stall holder Contractors 	<input type="checkbox"/>	Stall/booth design and storage requirements will be determined prior to the event and will promote good housekeeping from the staff/volunteers working in them.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Notes/Comments:			Event <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Stall holders are provided with information via the "Stall Holder" agreement stating that the stall area must be maintained in well-ordered and tidy condition.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			Pack up <input type="checkbox"/>	Where staff/volunteers move around the event venue as part of the work they perform.	<input checked="" type="checkbox"/>	Where contractors are providing services for the event, they will be contracted in line with organisational safety requirements, including housekeeping requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
				Please specify and rate other event activities not covered above, below:- _____ _____ _____ _____ _____		Patrols will ensure that litter and rubbish discarded by attendees will be collected and placed where it will not cause a threat to safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4

Page 12 of 21

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Page 13 of 21

Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
11. Insects / Vermin (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Any activity during the event that occurs outdoors where staff/volunteers could be exposed to insects/vermin.	4	Prior to any event activity the risk to staff/volunteers from insects and vermin will be assessed and noted along with the control measures in the comments section on this page.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Person responsible for implementing the controls for this hazard: - Name: <u>Event Team</u>			Setup/Prep <input type="checkbox"/>	Any activity during the event that occurs indoors where staff/volunteers could be exposed to insects/vermin.	4	Prior to any event activity the staff members responsible for insect/vermin control will be contracted to remove or eradicate vermin from the venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Notes/Comments:			Event <input checked="" type="checkbox"/>	Please specify and rate other event activities not covered above, below: - 		Staff/volunteers will be provided with and required to wear clothing and footwear appropriate to the level of risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			Pack up <input type="checkbox"/>			Staff/volunteers will be required to wear clothing and footwear appropriate to the level of risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
						Insect repellent will be provide for use by staff/volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

5.1.7 WHS Risk Assessment

Event Risk Assessment Report

Page 14 of 21

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
12. Moving Vehicles / Plant (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Working/moving in and around the venue areas <input checked="" type="checkbox"/>	14	A person will be assigned the task of controlling traffic movements in and around the activities taking place at the event site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Person responsible for implementing the controls for this hazard: *			Setup/Prep <input checked="" type="checkbox"/>	Working/moving on in and around storage areas at the venue or offsite <input checked="" type="checkbox"/>	14		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Name: _____			Event <input checked="" type="checkbox"/>	Visiting/attending a provider's premises <input checked="" type="checkbox"/>	14	Separation of traffic and vehicular movements from pedestrian walking areas using barriers and signage. No traffic movement on oval between 5pm and 9.45pm (excluding Police, MFS, CFS, SAAS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Notes/Comments:				Please specify and rate other event activities not covered above, below: -		Provision of hi-visibility clothing to all staff/volunteers working in areas where there will be moving plant/vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
			Pack up <input checked="" type="checkbox"/>			The event manager or delegate will ensure that any visit to a provider's premises includes a site safety induction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

Page 15 of 21

Hazard Present			YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
13. Noise (if "NO" no further action is required)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Noise generated by plant and equipment in the vicinity of where staff and volunteers are located/working. <input checked="" type="checkbox"/>	9	Assess noise levels and implement controls in line with the hierarchy of controls, such as:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Person responsible for implementing the controls for this hazard :-					Setup/Prep <input type="checkbox"/>	Noise generated by plant and equipment being used by staff/volunteers to perform activities assigned to them. <input type="checkbox"/>		<ul style="list-style-type: none"> Reduction of the source of the noise to reduce the impact on persons in the area. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Name: Vendor Manager/Event Team					Event <input checked="" type="checkbox"/>	Noise generated by stall holders, amusements, bands, ancillary devices, etc. as part of the event activities. <input checked="" type="checkbox"/>	8	<ul style="list-style-type: none"> Reduce exposure to high level noise, e.g. band performance, by rotating staff/volunteers to areas of lesser noise level. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Notes/Comments:					Pack up <input type="checkbox"/>	Noise generated from outside of the event that will impact on staff/volunteers. <input type="checkbox"/>		<ul style="list-style-type: none"> Provision of personal protective equipment to staff/volunteers affected. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
								<ul style="list-style-type: none"> Review the plant/equipment to be used for suitability and in line with the hierarchy of controls: Provide staff/volunteers with equipment that has the lowest noise output. Provide instruction and training to staff/volunteers using the equipment 	<input type="checkbox"/>	<input type="checkbox"/>	
								<p>Please specify and rate other event activities not covered above, below :-</p> <p>Fireworks</p> <p>_____</p> <p>_____</p> <p>_____</p>			
								<p>Fireworks will be managed by a professional pyro-technical company (Fireworks Professionals Pty Ltd)</p> <p>The following PPE/safety equipment will be provided for use by staff/volunteers :-</p> <p>_____</p> <p>_____</p> <p>_____</p>			

Page 16 of 21

Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-10
14. Pedestrians (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	During setup: <input checked="" type="checkbox"/> Where people other than staff/volunteers could be in the area and there safety threatened by vehicle movements and setup activities.	2	A person will be assigned the task of controlling traffic and pedestrian movements in and around the activities taking place at the event site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Person responsible for implementing the controls for this hazard:-			Setup/Prep <input checked="" type="checkbox"/>			Separation of traffic and vehicular movements from pedestrian walking areas using barriers and signage. No traffic movement on dual between 5pm and 9:45pm (excluding Police, MFS, CFS, SAAS)	<input type="checkbox"/>	<input type="checkbox"/>	
Name: Vendor Manager/Event Team			Event <input checked="" type="checkbox"/>	During the event: <input checked="" type="checkbox"/> Where people other than staff/volunteers could be in the area and there safety threatened by vehicle movements and activities happening at the event.	1				
Notes/Comments:			Pack up <input checked="" type="checkbox"/>	During pack up: <input checked="" type="checkbox"/> Where people other than staff/volunteers could be in the area and there safety threatened by vehicle movements and pack up activities.	13				
				Please specify and rate other event activities not covered above, below:-					

Page 17 of 21

Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
15. Sharps <i>(if "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Working on any of the following: - <input type="checkbox"/> <ul style="list-style-type: none"> Cleaning Amenities <input checked="" type="checkbox"/> Emptying Rubbish Bins <input checked="" type="checkbox"/> Preparing the event site/venue <input checked="" type="checkbox"/> 	14	Staff/volunteers will be provided with appropriate information relating to sharps they may encounter and the expectation on how work/tasks are to be carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Person responsible for implementing the controls for this hazard: - Name: <u>Event Team/ St John</u>			Setup/Prep <input checked="" type="checkbox"/>			Staff/volunteers provided with appropriate instruction and training that demonstrate practices to minimise the risk of needle stick injury in the workplace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Notes/Comments:			Event <input checked="" type="checkbox"/>	Please specify and rate other event activities not covered above, below: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		The following PPE and equipment will be supplied (X applicable):- <ul style="list-style-type: none"> Sharps kit <input type="checkbox"/> Gloves <input checked="" type="checkbox"/> Can grabber <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> (Please detail below) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
			Pack up <input checked="" type="checkbox"/>			Please specify any additional PPE or equipment that will be provided to staff/volunteers. Tongs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5

Page 18 of 21

Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Fin Rat 1-1
16. Slip / Trip / Fall (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	During any activity in any phase of the event, that involves: <input checked="" type="checkbox"/>	8	Regular inspections of work areas by the Event Manager or delegate to determine the slip trip fall hazards that could exist or be created by the type of work being undertaken or what is happening in the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Person responsible for implementing the controls for this hazard: - Name: <u>Event Team</u>			Setup/Prep <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Moving around the event site Working on a stall or booth 		Instruction at the time of induction by the Event Manager or delegate on what slip trip fall hazards could be expected and the expectation on staff/volunteers to minimise the risk of slips trips and falls, through the strategies put in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Notes/Comments:			Event <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Being in around or working on set-up activities 		Use of non-slip flooring/matting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			Pack up <input checked="" type="checkbox"/>	Please specify and rate other event activities not covered above, below:- _____ _____ _____ _____ _____		Staff/volunteers assigned to check and clean-up where a build-up of materials waste occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
						Areas of slip/trip / fall risk will be cordoned off to prevent inadvertent or unauthorised access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
						Staff/volunteers will be informed of all no go areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
						Walk-ways that provide a specific path for people moving around the event area will be included.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2

Page 19 of 21

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Page 20 of 21

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25	
18. Harassment Personal Threat Verbal / Physical Abuse <i>(if "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	During any phase of an event which involves: - <input checked="" type="checkbox"/> 5 <ul style="list-style-type: none"> Undertaking site inspections/visits Dealing with Contractors Dealing with stall holders 	5	A strategy for staff/volunteers to deal with instances of harassment, personal threat, and verbal/physical will be developed and implemented for all phases of the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	
Person responsible for implementing the controls for this hazard: - Name: <u>Event Team</u>		Setup/Prep <input type="checkbox"/>	<ul style="list-style-type: none"> Working with and around the public, members of the community and with families Working with staff and volunteers 			5	Where staff/volunteers haven't received instruction and training previously, instruction and training in the harassment, personal threat and verbal/physical abuse strategy will be provided prior to working on the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Notes/Comments:		Event <input checked="" type="checkbox"/>					Staff /volunteers will be provided with appropriate information that will include a refresher briefing on the actions taken if faced with harassment, personal threat or verbal/physical abuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
		Pack up <input type="checkbox"/>					Security has been contracted for the event, to provide assistance with crowd control and management of incidents such as harassment, personal threat or verbal/physical abuse. Event Manager is qualified Mental Health First Aider	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
				Please specify and rate other event activities not covered above, below: - 						

5.1.7 WHS Risk Assessment

Event Risk Assessment Report

Page 21 of 21

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For advice on hosting your event in the City of Salisbury please contact the Community Planning and Vitality Team on 8406 8222.

5.1.7 Marketing Plan

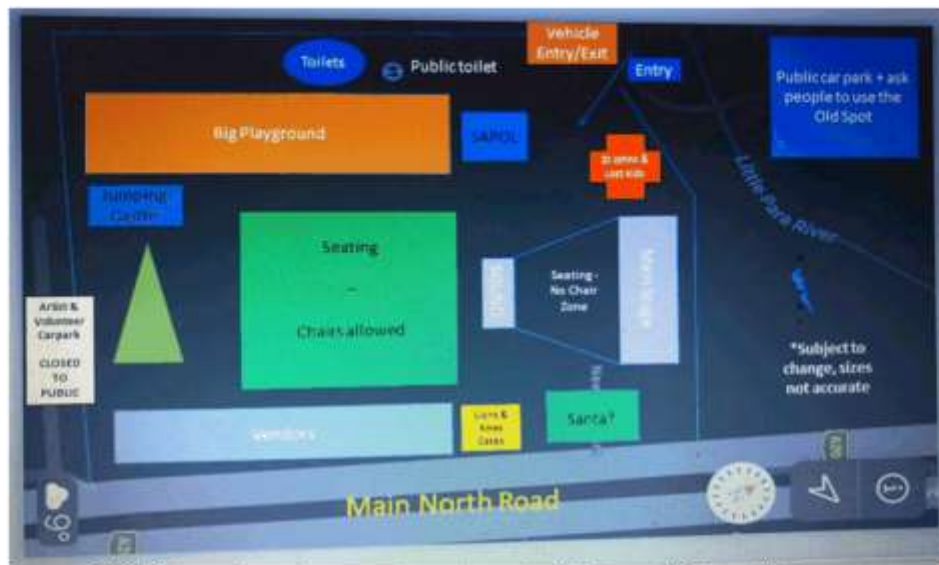
Salisbury Christmas Carols Marketing and Communication Plan 2021

Advertising Method	Plan	Timing	Reach
Facebook and Instagram	Regular posts on Salisbury Carols Facebook page, Lions Facebook pages and Salisbury groups plus sponsored posts	Award of grant till after event	Adelaide Plains, Playford, Port Adelaide Enfield, Salisbury, Tea Tree Gully
Event Flyers	15,000 flyers distributed in parts of all suburbs in Salisbury	2 weeks prior to event	Salisbury
Event posters	50 event posters – Businesses and hotels	4 weeks prior to event	Salisbury and Mawson Lakes
Media Release	SA TV stations, Adelaide Advertiser, LifeFM, PBAFM, Northern Living Magazine	2 weeks prior to event	State-wide
In-kind media	Salisbury Aware, Council social media	Lead-up to event	Salisbury



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
<i>e.g. Marquee / Furniture Hire</i>	\$ -	<i>e.g. Rotary/Atlas Hire</i>
<i>Sound and Lighting</i>	\$ 6,600.00	<i>2019 Actual cost</i>
<i>Fireworks</i>	\$ 4,500.00	<i>Fireworks Professionals</i>
<i>Stage Cover</i>	\$ 3,673.00	<i>Atlas Event and Party Hire</i>
<i>Stage</i>	\$ 3,300.00	<i>Global Stage and Dance</i>
<i>Security</i>	\$ 1,835.38	<i>Titanium Security</i>
<i>Toilets</i>	\$1,804	<i>Bianco Hiring Services Pty Ltd</i>
<i>Equipment Hire - Contingency</i>	\$1,000	<i>Kennards Hire</i>
<i>Covid Supplies</i>	\$1,000	<i>Estimated cost</i>
<i>Artist and Volunteer Catering</i>	\$600	<i>Approx \$10 per head</i>
<i>Northern Living Magazine Ad</i>	\$614	<i>As per website</i>
<i>Jumping Castle</i>	\$610	<i>Jump Easy Inflatables</i>
<i>Facebook Advertising</i>	\$500	<i>Based on previous years</i>
<i>Flyer Delivery</i>	\$500	<i>Based on previous years</i>
<i>Kids Entertainment</i>	\$500	<i>Based on previous years</i>
<i>First Aid</i>	\$230	<i>St John Ambulance</i>
<i>Firework Safety Area</i>	\$200	<i>Salisbury SES Donation</i>
<i>Fencing and Contingency</i>	\$5,734	<i>Contingency</i>
<i>Flyer and Poster Printing</i>	\$ -	<i>Local MPs</i>
a. Total event cost	\$ 33,200.71	
b. Your contribution	\$2,000	
c. Other funds used	\$1,200	
TOTAL SPONSORSHIP REQUESTED	\$ 30,000.71	





Playford Electorate Office
Unit 1, 3 Wilkinson Road
PARA HILLS SA 5096
Phone (08) 8263 3777
Email playford@parliament.sa.gov.au

Dear whom it may concern,

RE: Mawson Lakes Community Christmas Carols Grant Funding

I write in support of the Lions Club of Salisbury's funding application with the City of Salisbury's Community Grants Program.

The Christmas Carols event in 2019 proved to be one of the most successful events in Mawson Lakes, attracting an audience of over 5,000 local residents of diverse cultures within the City of Salisbury.

The funds from the grants program will be used for to assist the Lions Club to deliver the Mawson Lakes Christmas Carols for 2021.

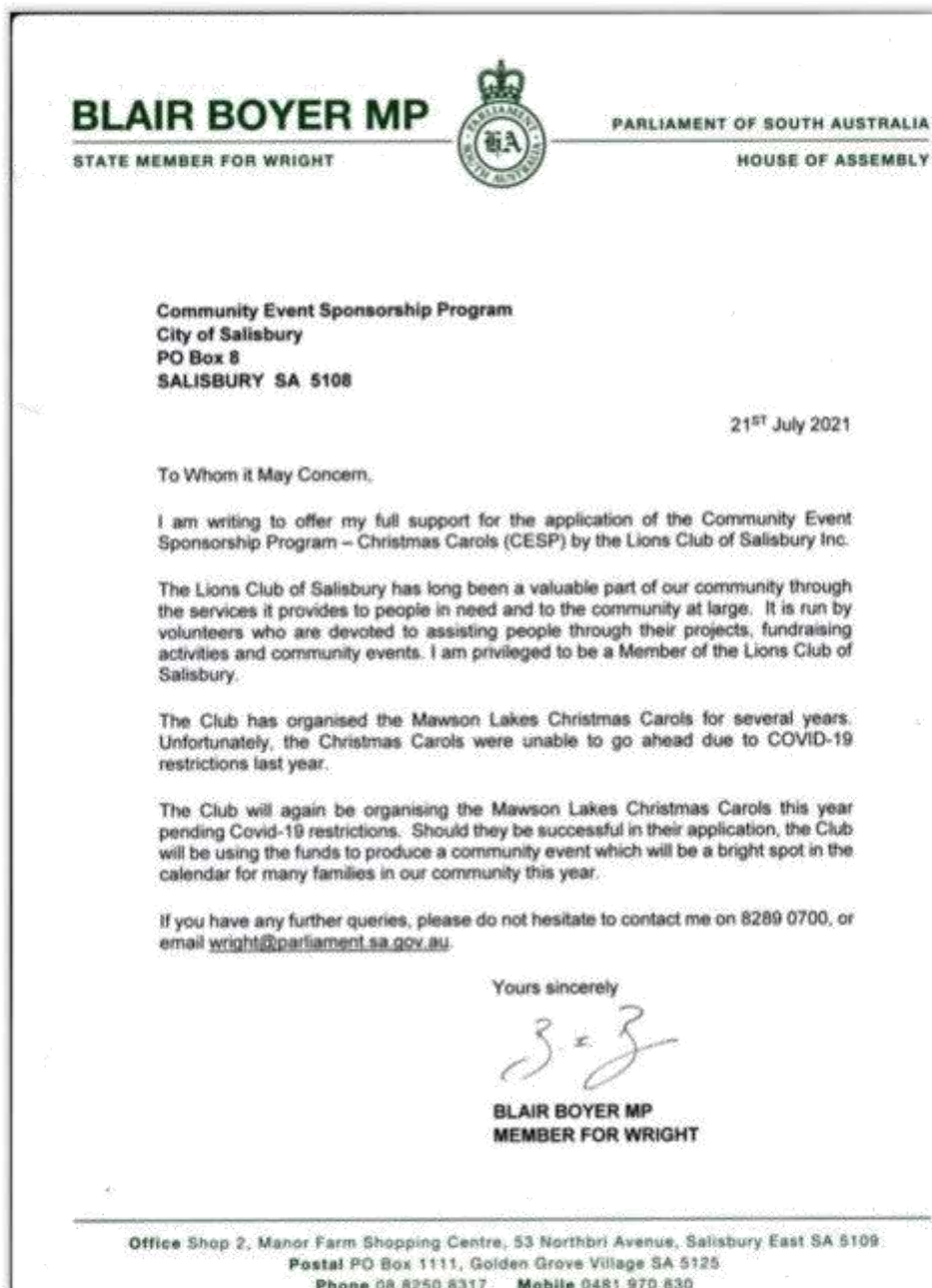
I understand that this event is of significant time and investment, and with that the Lions Club require some financial assistance to maintain this event. With the assistance of grant funding this event can continue to be an integral component of the local culture and community.

I believe that this event is very worthy of funding support and I thank you in advance for your consideration.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'M. Brown'.

Michael Brown MP
Member for Playford



5.6 Innovation and Business Development: Recommendations for Council Ratification

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

APPROVING OFFICER Chief Executive Officer

EXECUTIVE SUMMARY

The Innovation and Business Development Committee met on 17 August 2021 to consider three (3) items on its Agenda. The Innovation and Business Development Committee agenda and reports were distributed to all Elected Members and made available to the public prior to the Committee meeting.

Three (3) recommendations of the Committee 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 Innovation and Business Development Committee meeting on 17 August 2021, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 23 August 2021), and listed below:

6.0.1 Future Reports for the Innovation and Business Development Committee

That Council:

1. Receives and notes the report.

6.2.1 Community Requests – Response Dashboard

That Council:

1. Receives and notes the information.

6.2.2 Exceptional Community Experience Project Update

That Council:

1. Receives the information.
2. Notes that a further report with final findings will be presented to the Business and Innovation Development Committee by October 2021.

OR

That Council adopt the recommendations of the Innovation and Business Development Committee meeting on 17 August 2021, contained in the report to Council (Item No. 5.6 on the agenda for the Council meeting held on 23 August 2021), 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. 6.0.1</u> Future Reports for the Innovation and Business Development Committee	EXECUTIVE SUMMARY: This item details reports to be presented to the Innovation and Business Development Committee of Council as a result of a previous Council resolution. If reports have been deferred to a subsequent meeting, this will be indicated, along with a reason for the deferral. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the report.
<u>Item No. 6.2.1</u> Community Requests – Response Dashboard	EXECUTIVE SUMMARY: As per Council resolution a monthly report on the Community Requests - Response Dashboard is provided for information. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives and notes the information
<u>Item No. 6.2.2</u> Exceptional Community Experience Project Update	EXECUTIVE SUMMARY: As per the recommendation of the Innovation and Business Development Committee on 18 May 2021 contained in the report to Council (Item No 13.3 on the agenda for the Council meeting held on 24 May 2021) a further report be brought back to Innovation and Business Development Committee in August. This report provides an update of the work undertaken as part of the Interim phase of the Exceptional Community Experience Project. COMMITTEE RECOMMENDATION: <u>That Council:</u> 1. Receives the information. 2. Notes that a further report with final findings will be presented to the Business and Innovation Development Committee by October 2021.

CO-ORDINATION

Officer: MG
Date: 18/08/2021

5.7 Audit Committee: Recommendations for Council Ratification

No Audit Committee meeting was held in August 2021.

5.8 Council Assessment Panel

Council to note the minutes of the Council Assessment Panel meeting held on 27 July 2021.

5.9 CEO Review Committee – Recommendations for Council Ratification

No CEO Review Committee meeting was held in August 2021.

ITEM 6: GENERAL BUSINESS REPORTS

6.1 Feedback Sought - Commencement of the Behavioural Standards Framework and the Casual Vacancy Elections Countback Method

AUTHOR Joy Rowett, Governance Coordinator, CEO and Governance

CITY PLAN LINKS 4.2 We deliver quality outcomes that meet the needs of our community

SUMMARY This report provides information regarding timeframes for the Commencement of the Behavioural Standards Framework and the Casual Vacancy Elections Countback Method and seeks Council's feedback as requested by the Local Government Association.

RECOMMENDATIONThat Council:

1. Approves feedback to the Local Government Association that:
 - a. The preferred Commencement of the Behaviour Management Framework is *June/July 2022* OR *November 2022*;
 - b. The preferred Casual Vacancy Elections Countback Method is the *Next Highest* OR *Preferred Candidate* Method.
(to be determined by Council)

ATTACHMENTS

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

1. Explanatory Paper - Feedback Sought - Commencement of Behaviour Management Framework
2. Explanatory Paper - Feedback Sought - Casual Vacancy Elections Countback Method

1. BACKGROUND

- 1.1 The Local Government Association is seeking feedback on the following:
 - 1.1.1 Commencement of Behaviour Management Framework
 - 1.1.2 Casual Vacancy Elections Countback Method

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 LGA News items dated 5 August 2021 were emailed to Elected Members seeking comments.
- 2.2 External
 - 2.2.1 Nil

3. REPORT

3.1 Commencement of the Behavioural Management Framework

- 3.1.1 Feedback is sought on the preferred timing for commencement of the new Member Behavioural Framework
- 3.1.2 The local government sector has been asked for feedback on the optimal commencement dates for the new behaviour management framework for council members which is set out in new sections 75E, 75F and Chapter 13, Part A1—Member Behaviour of the *Local Government Act 1999* (inserted by sections 38 and 126 of the *Statutes Amendment (Local Government Review) Act 2021*).
- 3.1.3 There are two options proposed:
 - To put in place all elements of the Framework as quickly as possible. If so, the Framework could commence in June or July 2022.
 - The second option is for the Framework to commence after the November 2022 local government periodic elections
- 3.1.4 The LGA Secretariat has prepared a paper setting out the steps and the likely timeframe required to achieve implementation of both options which is attached as Attachment 1 to this report.
- 3.1.5 The LGA intends to make a submission on commencement dates for the Framework, based upon the views of member councils

3.2 Casual Vacancy Elections Countback Method

- 3.2.1 Feedback is sought on the preferred method for determining the winning candidate when a casual vacancy occurs within 12 months of a periodic election.
- 3.2.2 The Office of Local Government (OLG) is planning to draft regulations that will inform the application of the new *Local Government (Elections) Act 1999* section 6A (Filling vacancy in certain circumstances).
- 3.2.3 In particular, the regulations will prescribe the countback method that will be used in circumstances where a casual vacancy arises within 12 months of a periodic election.
- 3.2.4 There are two methods being considered:
 - ‘Next Highest’ method – the Electoral Commission will examine who had the next highest number of votes, at the moment when the winning candidate was elected;
 - ‘Preferred candidate’ method – The original ballots are re-examined with those votes that previously went to the departing member being distributed according to the preferences indicated by the voters.
- 3.2.5 An explanatory paper has been prepared and is attached as Attachment 2 to this report.
- 3.2.6 The OLG has sought feedback from the LGA as to the preference of the sector.

-
- 3.3 Councils are requested to provide feedback on both the Commencement of the Behavioural Management Framework and the Casual Vacancy Elections Countback Method by 21 September 2021 to inform the development of an LGA submission to the OLG on behalf of the sector.
- 3.4 The LGA acknowledges that the timeframe for responses is not optimal, but is working to ensure sector views are considered as part of the development of regulations within Cabinet timelines. The LGA Board will meet on 23 September 2021 and will finalise the sector's position then.
- 3.5 Given the timeframe for responses to be provided, this matter is being presented direct to Council for consideration rather than through the normal Committee/Council process.

4. CONCLUSION / PROPOSAL

- 4.1 This report seeks Council's feedback to the LGA with respect to the Commencement of the Behavioural Standards Framework and the Casual Vacancy Elections Countback Method.

CO-ORDINATION

Officer:	CEO	MG
Date:	16/08/2021	12/08/2021

Commencement of Member Behaviour Framework

The local government sector has been asked for feedback on the optimal commencement dates for the new behaviour management framework for council members (in this paper, referred to as 'the Framework') which is set out in new sections 75E, 75F and Chapter 13, Part A1—Member Behaviour of the *Local Government Act 1999* (inserted by s 38 and 126 of the *Statutes Amendment (Local Government Review) Act 2021*).

The first option is to put in place all elements of the Framework as quickly as possible. If so, the Framework could commence in June or July 2022. The second option is for the Framework to commence after the November 2022 local government periodic elections.

This paper set out the steps and the likely timeframe required to achieve implementation of both options.

Background

The *Statutes Amendment (Local Government Review) Act 2021* will make significant changes to the way council member behaviour issues are addressed. The current code of conduct for elected members will be repealed and replaced by 'Behavioural Standards' published by the Minister for Local Government. The date for commencement of this section is yet to be determined. The LGA will make submissions on the commencement date based on feedback from member councils.

Before the new sections commence, councils must make a range of decisions including the development and adoption of behavioural management and support policies to meet the requirements of the new sections (these are referred to in the table below). Public consultation is required before a council can adopt them.

The LGA is preparing a range of training sessions (for both council members and employees) and model documents, to support councils' transition to the new legislative scheme.

Required Steps

Required step	Primary Responsibility	Commence quickly timeline	Commence Post-election timeline
LGA consults sector on template council 'Behavioural Support Policy' ¹ and template council 'Behavioural Management Policy' ² .	Sector	September 2021	September 2021
Minister publishes Behavioural Standards ³ .	Minister	October 2021	October 2021
Minister appoints Behavioural Standards Panel ⁴ , who can start determining their policies and procedures but who cannot yet hear matters.	Minister Behavioural Standards Panel	November 2021	July 2022

¹ s 75F *Local Government Act 1999* (s 38 *Statutes Amendment (Local Government Review) Act 2021*)

² s 262B *Local Government Act 1999* (s 126 *Statutes Amendment (Local Government Review) Act 2021*)

³ s 75E *Local Government Act 1999* (s 38 *Statutes Amendment (Local Government Review) Act 2021*)

⁴ Chapter 13, Part A1, Division 2—Behavioural Standards Panel, *Local Government Act 1999* (s 126 *Statutes Amendment (Local Government Review) Act 2021*)

Required step	Primary Responsibility	Commence quickly timeline	Commence Post-election timeline
LGA provides template policies and training programs.	LGA	From November 2021	From November 2021
Councils meet to deliberate on their 'Behavioural Support Policy' and 'Behavioural Management Policy'.	Council	Final months of 2021 (draft policy approved for consultation by end January 2022)	Post-election: December 2022-March 2023 (must be completed before May 2023).
Councils consult public on proposed 'Behavioural Support Policy' and 'Behavioural Management Policy'.	Council	February 2022	February-March 2023
Taking into account consultation with local communities, councils adopt 'Behavioural Support Policy' and 'Behavioural Management Policy'.	Council	March-April 2022	April 2023
Sections of the Act relating to the Framework commence.	Minister/LGA	July 2022	May 2023
Behavioural Standards Panel available to hear matters.	Behavioural Standards Panel	July 2022	May 2023

Arguments for and against commencing quickly

Arguments for commencing quickly

- Council member behaviour is an ongoing problem, resulting in sector-wide reputational damage.
- Some councils have critical issues that cannot be effectively solved under the existing laws. These issues present continuing risks of harm to council members and employees.
- This risk of harm exposes the sector to financial costs including legal fees and compensation payments made by the local government workers compensation and indemnity schemes.
- The new scheme increases the likelihood that members will conduct themselves in accordance with community expectations.
- Behavioural Standards Panel members can be appointed and commence development of operating procedures to enable prompt consideration of matters once the provisions commence.

Arguments against commencing quickly:

- Councils have a substantial body of work that must be undertaken before the sections can commence.
- There are a very large number of tasks required to implement the changes to the Local Government Act arising from passage of the *Statutes Amendment (Local Government Review) Act 2021*. The Framework is only one of several substantial projects.
- 2022 will already be a busy year of council governance (and other relevant) officers. Expected federal, state, and local government elections will all increase workloads.

- If the Framework commences quickly, the current council will need to develop the policies required by the legislation and related procedures for implementation. This process will need to be conducted again after the new council is elected.
- The Behavioural Standards Panel will not be available to hear matters, make determinations and impose penalties until mid 2023.

Summary

Both timeframes are available, however with the 'commence quickly' timeline, council will need to compress the required body of work into a shorter period. Some council deliberations will need to be repeated once a new council is elected.

On the other hand, council member behaviour is a serious systemic issue for the sector. These issues are difficult to resolve under the current laws. Behavioural issues and the inability to resolve breakdowns in Member relationships provide a major distraction from ordinary business, at many councils.

The LGA intends to make a submission on commencement dates for the Framework, based upon the views of member councils. Councils are requested to provide views by **21 September 2021**. Submissions and question should be addressed to Andrew Lamb, Local Government Reform Partner on 8224 2081 and andrew.lamb@lga.sa.gov.au

Local Government Casual Vacancy Elections -Countback systems

The local government sector has been asked for feedback on two different 'countback' systems that could be used in the case of a casual vacancy occurring within 12 months of a council periodic election. The two options are described below, and councils are asked to provide feedback on their preferred alternative.

Background

New section 6(2)(c) of the *Local Government (Elections) Act 1999* (inserted by s 151 of the *Statutes Amendment (Local Government Review) Act 2021*) provides that a casual vacancy election will not need to be held, in most cases, if the elected member vacates the position in the first 12 months after a periodic election.

Instead, the replacement council member will be determined in accordance with the Regulations (yet to be drafted). This paper discusses two alternative countback methods being considered as the basis of the intended Regulations.

The 'Next Highest' method has been proposed by the State Government. It is simple and easy to determine. The LGA Secretariat's advice is inclined towards the 'Preferred candidate' preferential system in use for local government casual vacancy elections in Tasmania and Victoria.

'Next Highest' method

In the 'Next Highest' method, the Electoral Commission will examine who had the next highest number of votes, at the moment when the winning candidate was elected.

Benefits

- Simple and easy to determine the winning candidate without the need to recount ballots.
- Voting papers need to be stored until the results in the periodic election are declared by the Returning Officer (plus an additional 72 hours to allow for potential challenges), but not for a longer period or to be accessed for any recount.

Negatives:

- Could lead to the election of Members who were not supported by a majority of voters.

'Preferred candidate' method

The 'Preferred Candidate' method is an extension of the preferential system of voting upon which SA local government elections are based. This system is premised on the desire to elect a candidate who is preferred by the majority of voters, even though that candidate did not necessarily receive a majority of first preference votes.

Using this method, when an elected member resigns or passes away in the first 12 months after a periodic election, the ballots are re-examined. Those votes that previously went to the departing member, are re-distributed according to the preferences indicated by the voters.

This method avoids circumstances where one candidate receives a high number of first preference votes but is not supported by a majority of voters. This system is used in Tasmania¹ and Victoria².

Benefits:

- The successful candidate determined using this method will be preferred by the majority of voters.
- The votes of those people who originally voted for the departing member will still be counted in determining the replacement candidate.

Negatives:

- Voting papers would need to be stored for a longer period of time to be available for any recount and this may have a cost (albeit a much smaller cost than the cost of running a supplementary election)
- Recounting votes via this method is more complicated. ECSA will need to ensure they have access to staff with the requisite skills in the event of any recount.

Example

In the periodic election three candidates ran for one position. Candidate A and C have similar views and gave their preferences to each other. The votes were as follows: Candidate A 45%, Candidate B 30% and Candidate C 25%.

No candidate had more than 50% of the vote, so no one was elected after primary votes were counted. Candidate C had the lowest number of votes and so was eliminated and their preferences were distributed. Most of their second preferences flow to Candidate A. Candidate A now had more than 50% of the votes and was declared elected. At that point, Candidate B had the next highest number of votes.

Six months later, Candidate A resigns from council for health reasons. A countback of the votes cast at the periodic election is required. The table below describes the application of each countback method.

<i>'Next Highest' Method</i>	<i>'Preferred Candidate' Method</i>
<p>Elected Member (Candidate A resigns).</p> <p>The candidate with the next highest vote tally was Candidate B, who received 30% of the primary vote.</p> <p>Candidate B is declared elected, even though a majority of voters (70%) put candidate B last.</p>	<p>Elected Member (Candidate A resigns).</p> <p>The ballots are recounted. Any votes that previously went to Candidate A are distributed according to the voter's preferences.</p> <p>Almost all of Candidate A's preferences go to Candidate C.</p> <p>At this point, Candidate C has their original 25% of first preferences plus preferences from most of the 45% of votes distributed from Candidate A.</p> <p>As almost 70% of voters <i>preferred</i> Candidate C (in the absence of Candidate A), Candidate C is elected.</p>

¹ Section 107 of the Tasmanian Local Government Act 1993

² Section 225 of the Local Government Act (Vic) 2020

Summary

The views of the LGA are informed by the 2021 Rockhampton Mayoral election involving Chris "Pineapples" Hooper. Mr Hooper's circumstances were similar to Candidate B, above³. He received the second highest number of first preference votes for Mayor. When the Mayor resigned, Mr Hooper would have become Mayor of Rockhampton, had the Queensland Government not rushed through emergency legislation to require a by-election following the resignation of a candidate, rather than allowing the 'runner up' to be declared elected. This legislation was supported by both sides of Parliament and LGA Queensland.

Those sections of the legislation and regulations, relating to local government election are expected to commence in November 2021, one year before the next periodic elections.

Feedback sought

The LGA intends to make a submission to the Office of Local Government regarding the proposed Regulations based upon the views of member councils. To assist in the preparation of that submission Councils are requested to provide views by **21 September 2021** regarding the preferred countback option to be used in the event of a casual vacancy occurring within 12 months of a periodic election.

Submissions and questions should be addressed to Andrew Lamb, Local Government Reform Partner on 8224 208 and andrew.lamb@lga.sa.gov.au

³ Note that in South Australia, a countback system will not be used for Mayoral by-elections.

ITEM 7: MOTIONS ON NOTICE

7.1 Motion on Notice: Pedestrian Crossing - Martins Road, Parafield Gardens

Cr Chad Buchanan has submitted the following Motion on Notice:

That Council:

1. Notes the increased number of students attending the schools on Shepherdson Road, Parafield Gardens.
2. Notes the safety concerns experienced by students and other pedestrians crossing Martins Road, Parafield Gardens.
3. Approves the Administration investigate options for the installation of a pedestrian crossing in close proximity to the Shopping Centre on Martins Road at Parafield Gardens, and prepare a report for the Urban Services Committee no later than December 2021 for consideration as part of the 2022/23 budget process.

ADMINISTRATION COMMENT:

Pedestrian movements at this location have already been highlighted in the School Transport Framework master planning for the area and should this motion be adopted, staff will undertake the required consultation and design works required to report back to Council by December 2021 for consideration as part of the 2022/23 budget process. However, it should be noted that this work will need to be prioritised over other school transport framework related projects as there are currently insufficient funds.

CO-ORDINATION

Officer:	GMCI	MG
Date:	18/08/2021	18/08/2021

7.2

Motion on Notice: Solidarity with People of Afghanistan

Cr Chad Buchanan has submitted the following Motion on Notice:

That Council:

1. Stands in solidarity with the people of Afghanistan during this difficult time and acknowledges the sacrifices many Afghanis made over the last 20 years working with Australian and NATO partners to help free Afghanistan from the Taliban.
2. Supports and commits to work with the local Hazara and Afghan community in the City of Salisbury and provides support where appropriate.
3. Calls on the Australian Government to implement the following actions immediately:
 - a. return to Australia all Afghan residents, including their family, who have worked with or assisted Australian Defence or consular personnel in Afghanistan;
 - b. immediately announce humanitarian refugee visas for ethnic minorities, such as the Hazara community, and civilians at risk who have worked and assisted the West;
 - c. immediately provide Australian protection visas for the thousands of Afghan's living in Australia;
 - d. prioritise and increase the number of Australian family reunion visas for Australians who have family members in Afghanistan.

ADMINISTRATION COMMENT:

The administration supports the motion as it is important for the City of Salisbury to show our support to members of the Afghanistan community.

The Council has an important role to play in supporting our Afghan community. The City of Salisbury is committed to being a welcoming and liveable City that supports the wellbeing and inclusivity of all of our residents, who are from a diverse range of backgrounds.

The City of Salisbury is proudly a Refugee Welcome Zone, an Intercultural City and a Welcoming City.

CO-ORDINATION

Officer:	GMCD	MCH&W	MG
Date:	19/08/2021	18/08/2021	19/08/2021

7.3 Motion on Notice: Protocol for Communication and Coordination of Council Managed, or Council Partnered Events and Activities

Cr Chad Buchanan has submitted the following Motion on Notice:

That Council:

1. Requests the CEO to consider investigating a protocol and direction for the coordination and promotion of all Council managed or supported events or activities across the organisation, including Libraries and Community Centres, Twelve25, and other Council departments, through a central point of contact Eg via Executive and Governance Team and coordinated by Events and Marketing team;
2. Notes that outcomes of part 1 could be promoted to Elected Members via the weekly Elected Members Report and that Elected Members are provided sufficient notice and opportunity to participate or attend all civic functions of Council.

ADMINISTRATION COMMENT:

Subject to the support by Council of the Motion on Notice, the administration will proceed to investigate.

CO-ORDINATION

Officer:	GMBE	MG
Date:	18/08/2021	19/08/2021

ITEM 8: MAYOR'S DIARY

Recommendation

1. That this information be noted.

Date	Time	Function
21/07/2021	11:45 AM	Resident re surface
26/07/2021	04:00 PM	Meet and Greet Mayor Aldridge/Amy
26/07/2021	04:30 PM	Pre Council Meeting Briefing
26/07/2021	06:30 PM	Council Meeting
27/07/2021	11:00 AM	SISA meeting
27/07/2021	01:00 PM	Pre LGA Board Meeting Agenda Q&A
29/07/2021	01:00 PM	LGA Board of Directors meeting
29/07/2021	12 Noon	Lunch prior to LGA Board of Directors meeting
30/07/2021	02:00 PM	Karl Brettig Retirement & Recognition Afternoon Tea
1/08/2021	09:30 AM	Native Forest Little Para Catchment Planting Event - Sunday, 1 August 2021 - Attendance by The Hon. Vickie Chapman MP
2/08/2021	03:30 PM	Office Time - Schedule upcoming week/Signing/Speeches and Resident Enquiries
2/08/2021	04:00 PM	Meeting with Staff
2/08/2021	06:30 PM	Informal Strategy
3/08/2021	10:30 AM	Mayor's Radio Show: New free community bus trial
3/08/2021	12:30 PM	Chat about SALA
3/08/2021	12 Noon	Media Issues - Regular Catch-up
4/08/2021	09:45 AM	SPEECH - Welcome Participants at the first Salisbury SKILL workshop
4/08/2021	10:30 AM	Regular Catchup to Discuss Current/Upcoming Planning/Building Issues
4/08/2021	11:00 AM	Meeting with Resident
4/08/2021	01:00 PM	Regular meeting Mayor/CEO/EA
4/08/2021	12 Noon	Meeting with PA
6/08/2021	11:00 AM	Opening of Training and Skills Centre
6/08/2021	12:30 PM	Meeting with resident
8/08/2021	11:00 AM	SALA Exhibition Launch - Salisbury Art Society
8/08/2021	01:00 PM	Art exhibition
9/08/2021	11:00 AM	Meeting with Brad Chilcott - White Ribbon
9/08/2021	11:30 AM	Pre-Meeting Briefing
9/08/2021	01:00 PM	Meeting with Life Adelaide
9/08/2021	02:00 PM	Mayor Briefing
9/08/2021	04:00 PM	Office Time - Schedule upcoming week/Signing/Speeches and Resident Enquiries
9/08/2021	04:30 PM	Consultation Report - Review
9/08/2021	06:30 PM	Asset Management Sub Committee
9/08/2021	06:35 PM	Tree Management Appeals Sub Committee
9/08/2021	06:40 PM	Intercultural Strategy and Partnerships Sub Committee
9/08/2021	12 Noon	Interview - ABC TV
10/08/2021	11:00 AM	Meeting with Resident
10/08/2021	01:00 PM	Meeting with Resident
10/08/2021	01:30 PM	Meeting with Staff
10/08/2021	12 Noon	Media Issues - Regular Catch-up

11/08/2021	01:00 PM	Regular meeting Mayor/CEO/EA
11/08/2021	02:00 PM	Salisbury Business in the Spotlight' recording
11/08/2021	03:00 PM	Special LGA Board of Directors Meeting
11/08/2021	06:30 PM	Mawson Lakes Neighbourhood Watch
11/08/2021	12 Noon	Meeting with Backpacks4Kids
12/08/2021	10:30 AM	Meeting with residents
12/08/2021	06:30 PM	HOLD - Mawson Lakes Neighbourhood Watch Meeting
13/08/2021	09:30 AM	Meeting with Resident
13/08/2021	10:00 AM	Briefing for Mayor - 13-19 Hurtle Parade Mawson Lakes
13/08/2021	10:30 AM	Meeting with GM CD
14/08/2021	09:30 AM	Coffee with the Councillors
16/08/2021	10:00 AM	Meeting Request - Salisbury Bowling Club/ Hon Zoe Bettison
16/08/2021	11:00 AM	Meeting Request John Harry/ Mayor/ Zoe Bettison
16/08/2021	01:00 PM	SPEECH - SALA Exhibition
16/08/2021	01:45 PM	Video - Vietnamese Boat People Monument
16/08/2021	02:30 PM	LGA Session 3
16/08/2021	04:00 PM	St Kilda Engagement Meeting
16/08/2021	06:30 PM	Committee Meetings
16/08/2021	12 Noon	Vietnam Veteran's Day Run-Through
17/08/2021	10:20 AM	Mayor's Radio Show: Cycle Salisbury Social Rides 8th birthday, Mindset for Life, other seniors related content
17/08/2021	01:00 PM	Mayor's Video Message (Recording)
17/08/2021	01:30 PM	Meeting with Manager Governance
17/08/2021	02:00 PM	Media Issues - Regular Catch-up
17/08/2021	02:30 PM	Meeting with Resident
17/08/2021	06:30 PM	Committee Meetings
17/08/2021	12 Noon	Meeting with resident
18/08/2021	11:00 AM	Vietnam Veterans Day Service
18/08/2021	07:00 PM	Salisbury and District Historical Society Meeting - Paul Harvey - "Life of John Harvey"

ITEM 9: ELECTED MEMBER REPRESENTATION ACTIVITIES

ITEM 10: QUESTIONS WITHOUT NOTICE

ITEM 11: QUESTIONS ON NOTICE

There are no Questions on Notice.

ITEM 12: OTHER BUSINESS / MOTIONS WITHOUT NOTICE

ITEM 13: CONFIDENTIAL ITEMS

13.1 Request for Extension of Confidential Orders

Recommendation

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. *Pursuant to Section 90(2) and (3)(a) and (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 would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and*
 - *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 will protect information of a sensitive commercial nature and information relating to the personal affairs of individuals*

*On that basis the public's interest is best served by not disclosing the **Request for Extension of Confidential Orders** 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.*