



## **AGENDA**

**FOR COUNCIL MEETING TO BE HELD ON**

**25 OCTOBER 2021 AT 6.30 PM**

**IN THE COUNCIL CHAMBER, 34 CHURCH STREET, SALISBURY**

### **MEMBERS**

Mayor G Aldridge  
Cr M Blackmore  
Cr L Braun  
Cr B Brug  
Cr C Buchanan (Deputy Mayor)  
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

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
General Manager City Infrastructure, Mr J Devine  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager City Development, Ms M English  
Manager Governance, Mr R Deco  
Team Leader Corporate Governance, Mr B Kahland  
Governance Support Officer, Ms K Boyd



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4.4.1 Future Urban Water Directions

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## **KAURNA ACKNOWLEDGEMENT**

*The City of Salisbury acknowledges that we are meeting on the traditional Country of the Kurna 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 Kurna 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**

## **PUBLIC QUESTION TIME**

## **DEPUTATIONS / PRESENTATIONS**

Presentation of Donations to SES and CFS

## **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Council Meeting held on 27 September 2021.

## **PETITIONS**

No Petitions have been received.



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## COMMITTEE REPORTS

### 1 Policy and Planning Committee Meeting: 18 October 2021

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#### *Chairman - Cr C Buchanan*

That Council adopts the recommendations of the Policy and Planning Committee meeting on 18 October 2021, listed below, with the exception of item(s): ### and ### which was/were withdrawn to be considered separately.

#### *Administration*

##### **1.0.1 Future Reports for the Policy and Planning Committee**

It is recommended to Council that:

##### That Council:

1. Notes the report.

##### **1.0.2 Recommendations of the Youth Council Sub Committee meeting held on Tuesday 12 October 2021**

It is recommended to Council that:

##### That Council:

1. Receives and notes the information contained in the Youth Council Sub Committee Minutes of the meeting held on 12 October 2021 and approves the following recommendations contained therein:

##### **1.0.2-YC1 Future Reports for the Youth Council Sub Committee**

It is recommended to Council that:

##### That Council:

1. Notes the report.

##### **1.0.2-YC2 Youth Programs and Events Update September 2021**

It is recommended to Council that:

##### That Council:

1. Notes the information.

##### **1.0.2-YC3 Additional Youth Parliament Report**

It is recommended to Council that:

##### That Council:

1. Notes the information.

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### **1.0.2-YC4 Youth Council Project Teams Update**

It is recommended to Council that:

That Council:

1. Notes the information.

#### **YC-MWON1 Salisbury Youth Council LGBTIQ+ Project Team Event**

That Council:

1. Approves the support of a Salisbury Youth Council LGBTIQ+ Project Team invited social event to coincide with the Feast Festival (Adelaide Queer Arts & Cultural Festival) in November 2021, that would include consultation with the LGBTIQ+ youth community to contribute to the development of the revised Youth Action Plan.

#### **YC- MWON2 City of Salisbury policies and strategic plans relating to gender sexuality and diversity**

That Council:

1. Approves the provision of a verbal update to Salisbury Youth Council on current City of Salisbury policies and strategic plans that relate to gender sexuality and diversity with the community.

#### **YC- MWON3 City of Salisbury ALLY Network**

That Council:

1. Approves that staff investigate the establishment and implementation of an ALLY Network in collaboration with Youth Council. \*An "Ally" is someone who helps and supports someone else. An Ally Network is a group of empathetic people who are allies of people who are gender, sex and sexuality diverse people\*

### ***For Decision***

#### **1.1.1 Cities Power Partnership Program**

It is recommended to Council that:

That Council:

1. Notes the report.
2. Defers becoming a partner of the Cities Power Partnership program and that appropriate partnerships be considered following the completion and adoption of the Sustainability Strategy.

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***For Information***

**1.2.1 Annual Report of the Council Assessment Panel for 2020/21**

It is recommended to Council that:

1. That the Annual Report of the Council Assessment Panel for 2020/21 be noted.

**1.2.2 Tourism - Ongoing Visitation & Activation Report**

It is recommended to Council that:

That Council:

1. Notes the proposed 6 Month Action Plan which includes the development of themed itineraries across the following areas:
  - a. History and heritage experiences
  - b. Culture, Art and Creative experiences
  - c. Food experiences
  - d. Nature experiences
  - e. Fitness, health and wellbeing experiences
2. Notes that the initial 6 month approach establishes the foundation of the City of Salisbury's future Visitation & Activation activities.
3. Notes that a further report will be brought back to Council to consider future initiatives identified in The City of Salisbury Visitor Experience 2021 report

**1.2.3 Correspondence for Greater Adelaide Regional Organisation of Councils  
Motion to Review New Planning System**

It is recommended to Council that:

That Council:

1. Receives the information.





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## **2 Finance and Corporate Services Committee Meeting**

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### ***Chairman - Cr D Proleta***

That Council adopts the recommendations of the Finance and Corporate Services Committee meeting on 18 October 2021, listed below, with the exception of item(s): ### and ### which was/were withdrawn to be considered separately.

### ***Administration***

#### **2.0.1 Future Reports for the Finance and Corporate Services Committee**

It is recommended to Council that:

That Council:

1. Notes the report.

### ***For Decision***

#### **2.1.1 Budget Timetable 2022/23**

It is recommended to Council that:

That Council:

1. Approves the timetable for the preparation and presentation of the 2022/23 budget, subject to adoption of the meeting schedule by Council at the November 2021 Council meeting.

#### **2.1.2 Operating Surplus Initiative Closeout Report**

It is recommended to Council that:

That Council:

1. Notes the report.

#### **2.1.3 Discretionary Rate Rebate Application for GP Kurian Nominees Pty Ltd**

It is recommended to Council that:

That Council:

1. In relation to GP Kurian Nominees Pty Ltd consideration has been given to providing a 75% rebate or any level of rebate and:
  - (a) That no rate rebate should be granted in respect of Assessment Numbers 71276, 71277, 71278 and 71279 for the premises located at Units 1-4 / 30-32 Main Street, Mawson Lakes SA 5095; and
  - (b) That the rate rebate application lodged by GP Kurian Nominees Pty Ltd dated 16 August 2021 is dismissed.

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#### **2.1.4 End of Year Financial Statement and Analysis**

It is recommended to Council that:

That Council:

1. Receives the information.
2. The Annual Financial Statements for the year ended 30 June 2021 be adopted.

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### **3 Governance and Compliance Committee Meeting**

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#### ***Chairman - Cr J Woodman***

That Council adopts the recommendations of the Governance and Compliance Services Committee meeting on 18 October 2021, listed below, with the exception of item(s): ### and ### which was/were withdrawn to be considered separately.

#### ***Administration***

##### **3.0.1 Future Reports for the Governance and Compliance Committee**

It is recommended to Council that:

###### That Council:

1. Notes the report.

##### **3.0.2 Review of Unsolicited Proposals Procedure**

It is recommended to Council that:

###### That Council:

1. Adopts the Unsolicited Proposals Procedure as set out in Attachment 1 to this report (Governance and Compliance 16/08/2021, Item No. 3.0.2).

##### **3.0.3 Procurement Policy - update October 2021**

It is recommended to Council that:

###### That Council:

1. Adopts the Procurement Policy as set out in Attachment 1 to this report (Governance and Compliance 18/10/2021, Item No. 3.0.3).

#### ***For Decision***

##### **3.1.1 Voting Advice to Council Delegate for the Local Government Association Annual General Meeting - 29 October 2021**

It is recommended to Council that:

###### That Council:

1. Approves the draft Voting Guidance as attached to this report (Governance and Compliance 18/10/2021, Item No. 3.1.1) for its voting delegate (Cr Chad Buchanan or Mayor Gillian Aldridge as proxy) to vote on the recommendations of the Local Government Association Annual General Meeting.

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### **3.1.2 Draft Annual Report 2020/2021**

It is recommended to Council that:

That Council:

1. Approves the Draft 2020/21 Annual Report as contained in attachment 1 to this report (Audit Committee 12/10/2021, Item No. 3.1.2), subject to any changes requested and noting that minor edits are still to be made to finalise the 2020/21 Annual Report.

### **G&C-MON1 Motion on Notice: CAP Acting Presiding Member**

It is recommended to Council that:

That Council:

1. Adopts the following process for the appointment of an Acting Presiding Member for the Council Assessment Panel (CAP) pursuant to section 83(1)(b)(vi) of the *Planning, Development and Infrastructure Act 2016*, with such process to be incorporated in the CAP Terms of Reference as a new clause 2.14:
  - That the CAP appoint an Acting Presiding Member for the remainder of the CAP term.

*If both the Presiding Member and Acting Presiding Member are absent from a CAP meeting (or part thereof), a CAP Member will be appointed from those CAP Members present by means of resolution, and will preside over the meeting.*

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## **4 Urban Services Committee Meeting**

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### ***Chairman - Cr L Braun***

That Council adopts the recommendations of the Urban Services Committee meeting on 18 October 2021, listed below, with the exception of item(s): ### and ### which was/were withdrawn to be considered separately.

### ***Administration***

#### **4.0.1 Recommendations of the Asset Management Sub Committee meeting held on Monday 11 October 2021**

It is recommended to Council that:

##### **That Council:**

1. Receives and notes the information contained in the Asset Management Sub Committee Minutes of the meeting held on 11 October 2021 be received and noted and that the following recommendations contained therein be adopted by Council:

##### **4.0.1-AMSC1 Future Reports for the Asset Management Sub Committee**

It is recommended to Council that:

##### **That Council:**

1. Notes the report.

##### **4.0.1-AMSC2 Street Tree Renewal Program 2020/21 & 2021/22**

It is recommended to Council that:

##### **That Council:**

1. Approves the outcomes of the 2020/21 Street Tree Program consultation, including the retention/removal of trees, the recommended species selection and that the program proceeds to implementation.
2. Approves further consultation with Ward Councillors on trees to be retained or removed in specific streets if required.
3. Approves the species selection for the 2021/22 Street Tree Program (Appendix D) and that the program proceeds to consultation, including with the Ward Councillors with a further report to be presented by April 2022 on the outcomes of the consultation.

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#### **4.0.1-AMSC3 Options and Cost Implications for Potential Amendments to the Play Space Policy**

It is recommended to Council that:

That Council:

1. Item be deferred for extraordinary meeting to be held in November 2021.
2. Staff report back on appropriate wording and costings to amend existing policy for the inclusion of infant/toddler (Under 3) play element.

#### **AMSC-MON1 Motion on Notice: Playspaces Survey**

It is recommended to Council that:

That Council:

1. Requests that within six months, Administration engage with the community, on selected play spaces to gather feedback on the recently installed play spaces completed through the 2020/21 Playground Program.
2. After consultation with the Ward Councillors and the Mayor, the community engagement process can occur on the selected play spaces.
3. Approves that a further report be presented to Council on the selected engagement via the Asset Management Sub Committee within nine months, detailing the outcomes of the engagement, including any recommendations on how the feedback can be incorporated in future play spaces.

#### **AMSC-OB1 Motion Without Notice – Street Tree Policy**

It is recommended to Council that:

That Council:

1. As part of the forthcoming report on street tree selection the administration give consideration to removing eucalypts that have the capacity to become regulated and/or significant from residential streetscape renewal program in residential streets that have narrow verge.

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#### **4.0.2 Recommendations of the Tree Management Appeals Sub Committee meeting held on Monday 11 October 2021**

It is recommended to Council that:

That Council:

Receives and notes the information contained in the Tree Management Appeals Sub Committee Minutes of the meeting held on 11 October 2021 be received and noted and that the following recommendations contained therein be adopted by Council:

##### **4.0.2-TMASC2 Tree Removal Requests - Monthly Update**

It is recommended to Council that:

That Council:

1. Notes the report.

##### **4.0.2-TMASC3 Review of Tree Removal Request - Various Locations**

It is recommended to Council that:

That Council:

1. Approves the lodgement of development applications seeking removal of:
  - a. The two regulated Eucalyptus leucoxylon trees in front of 6 Sandy Crescent, Parafield Gardens, noting that should the application be approved four replacement trees will be planted in the verge in front of 4 and 6 Sandy Crescent, Parafield Gardens.

##### **TMASC-OB1 Motion Without Notice: Proposed Cost Reduction for Pensioners – Tree Removal**

It is recommended to Council that:

That Council:

1. That a report come back to this sub committee regarding proposed reduction in costs of tree removal for pensioners.

#### **4.0.3 Future Reports for the Urban Services Committee**

It is recommended to Council that:

That Council:

1. Notes the report.

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***For Decision***

**4.1.1 Mawson Lakes School Bridge**

It is recommended to Council that:

That Council:

1. Notes that the State Opposition have committed \$110k to co-fund the Mawson Lakes Primary School bridge and the Education Department \$300k
2. Approves the construction of a 2.4m wide bridge adjacent Mawson Lakes Primary School, consistent with Council Resolution 0001/2021 dated March 2021, at an estimated total cost of \$820k, once certainty is achieved for the funding.
3. Contingent on funding avenues being exhausted, a non-discretionary bid be prepared to secure excess funding at the subsequent quarterly budget review.

**4.1.2 Capital Works Program Monthly Report - September 2021 Update**

It is recommended to Council that:

That Council:

1. Approves the inclusion of declared savings of \$160k in the 2021/22 First Quarter Budget Review from PR21456 Reserve Upgrade Program as St Albans Drive Reserve, Salisbury Heights and Bolivia Crescent Reserve, Paralowie, are being deferred for a future year's delivery to enable alignment with playspace renewals.
2. Approves the program deferral of Amsterdam Crescent, Salisbury Downs and the inclusion of Diment Road, Burton, within the 2021/22 Road Reseal Program with no impact to the budget.
3. Approves the program deferral of Camelot Drive Reserve, Paralowie and the inclusion of Twell Green, Para Hills within the 2021/22 Outdoor Sealed Sports Court Surfaces Program with no impact to the budget.
4. Approves the inclusion of declared savings of \$73k in the 2021/22 First Quarter Budget Review associated with Camelot Drive Reserve, Paralowie from PR21456 Reserve Upgrade Program, with these works deferred to 2022/23 to align with the new playspace for the reserve.
5. Approves the unallocated funding in the 2023/24 Additional Playspaces Program totalling \$211,600, be brought forward into 2022/23 budget and allocated to the Camelot Reserve Playspace as a non-discretionary 2022/23 new initiative bid.

**4.1.3 Proposed Road Closure Portion of Port Wakefield Road, Globe Derby Park**

It is recommended to Council that:

That Council:

1. Approves staff to implement the required provisions of the *Roads (Opening & Closing) Act 1991* to commence a closure of a portion of Port Wakefield Road, Globe Derby Park as marked 'A' and shaded red on the plan contained in Attachment 1 to this report (Item 4.1.3 Urban Services Committee)
2. Approves staff to undertake public consultation in accordance with Council's Public Consultation Policy and in line with the requirements of the Roads (Opening and Closing) Act 1991.



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3. Approves that Pursuant to Section 193 (4) of the Local Government Act 1999, the portion of Port Wakefield Road marked “A” and shaded red on the attached plan (Attachment 1, Item 4.1.3) be excluded from classification as Community Land and be exchanged to the South Australian Harness Racing Association (SAHRC) subject to an encumbrance ensuring that the land is not to be used for residential purposes for a similar sized portion of land marked “B” and shaded blue on the Plan contained in Attachment 1 to this report (Urban Services Committee, Item No.4.1.3 ) which is to be dedicated as road. As the portions of land to be exchanged are of similar size no consideration should be payable however Future Urban as the applicant is responsible for all costs.
  4. Notes that a further report will be presented to Council after the statutory notice period has elapsed for consideration of any objections received and determination whether to proceed with a Road Process Order under Section 15 of the *Roads (Opening & Closing) Act 1991*.

#### **4.1.4 Little Para River and Pitman Park Maintenance Programs - Update**

It is recommended to Council that:

That Council:

1. Adopts the Waterway Dumped Rubbish Inspection and Service Schedule as presented in Table 1 (paragraph 2.3) of this report (Urban Services Committee, 18/10/2021, Item No. 4.1.4), with the following inclusion – the section of Little Para on Kings Road Bridge, 150m either side of Kings Road Bridge.

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***For Information***

**4.2.1 FOGO and Kitchen Caddy Rollout Update**

It is recommended to Council that:

That Council:

1. Notes the update on the free FOGO bins initiative and kitchen caddy project and the positive uptake by the community.

***Confidential***

***Refer to CONFIDENTIAL ITEMS section of Council Agenda***

**4.4.1 Future Urban Water Directions**

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## **5 Community Wellbeing and Sport Committee Meeting**

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### ***Chairman - Cr A Duncan***

That Council adopts the recommendations of the Community Wellbeing and Sport Committee meeting on 19 October 2021, listed below, with the exception of item(s): ### and ### which was/were withdrawn to be considered separately.

### ***Administration***

#### **5.0.1 Future Reports for the Community Wellbeing and Sport Committee**

It is recommended to Council that:

##### That Council:

1. Notes the report.

### ***For Decision***

#### **5.1.1 Review of the Community Recreational Facilities Signage Policy**

It is recommended to Council that:

##### That Council:

1. Notes the report.
2. Adopts the Community Recreation Facilities Signage Policy as set out in Attachment 1 to this report (Governance and Compliance 19/10/2021, Item No. 5.1.1).

#### **5.1.2 Review of the Community Recreational Facilities Sponsorship Policy**

It is recommended to Council that:

##### That Council:

1. This item be deferred for further discussion at a workshop with the Chairman and Deputy Chairman of this Committee and relevant staff.

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### 5.1.3 State Emergency Services Community Sandbag Pod Proposal

It is recommended to Council that:

That Council:

1. Approves the purchase and installation of four community sandbag pods at the following Council sites:
  - a. Salisbury East Neighbourhood Centre, Salisbury East
  - b. Bridgestone Reserve, Salisbury South
  - c. Kaurna Park Wetlands, Burton
  - d. St Kilda Community Hall, St Kilda
  - e. Paralowie Soccer Club, Yalumba Drive
2. Approves the purchase of five pods, sandbags and installation of the pods at a cost of approximately \$6,000.

### 5.1.4 Community Grants Program Applications for October 2021

It is recommended to Council that:

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves funding for the October 2021 round of Community Grants as follows:
  - 1.1 Grant No. 29/2021: Globe Derby Pony Club Inc. be awarded the amount of **\$5,000** to assist with buying **dressage arena, jumping wings and poles equipment** for ongoing use as outlined in their Community Grant Application (Attachment 3).
  - 1.2 Grant No. 30/2021: Adelaide Tamil Association Inc. be awarded **\$5,000** to assist in purchasing **fireworks, decorations, traffic management, videography and a jumping castle** for their Deepavali Festival as outlined in their Community Grant Application (Attachment 4).
  - 1.3 Grant No. 31/2021: Group North Historical Wargames Society Inc. be awarded **\$2,000** to assist in purchasing a **defibrillator** for their clubroom as outlined in their Community Grant Application (Attachment 5).

### 5.1.5 Bridgestone Athletics Centre Update - Licence Agreements

It is recommended to Council that:

That Council:

1. Authorises the Chief Executive or delegate to enter into a new Licence Agreement with the Northern Districts Athletics Club and Salisbury Little Athletics Centre reflecting the move from their current facility at Rundle Reserve and Creaser Park to Bridgestone Athletics Centre, commencing 1 November 2021 and expiring on 30 September 2023.
2. Authorises the Chief Executive or delegate to enter into a new Licence Agreement with the Ingle Farm Little Athletics Centre to enable their use of Bridgestone Athletics Centre commencing 1 November 2021 and concluding 30 September 2023.

- 
3. Authorises the Manager Property and Buildings to accept a surrender of the existing leases held by the Northern Districts Athletics Club at Rundle Park and the Salisbury Little Athletics Centre at Creaser Park effective 1st January 2022. A further report will be presented to Council by the Manager Property and Buildings to determine the future use of these facilities once the Athletics Clubs have vacated.
  4. Approves a waiver of fees at Rundle Reserve and Creaser Park for the period of 1st November to 31st December 2021 to allow Northern Districts Athletics Club and Salisbury Little Athletics Centre to relocate all equipment and vacate the premises, with a budget variation to reflect this loss of income.
  5. Note that Ingle Farm Little Athletics Centre will maintain their head lease at Golding Oval with provision for a new sub-lease arrangement to provide Northern Districts Athletics Club and Salisbury Little Athletics Centre access to Golding Oval, at no additional charge, in the event Bridgestone Athletics Centre is not available for use due to maintenance/repair, capital works or event.
  6. Notes that the recommended Licence expiry dates align with the City of Salisbury's expiry dates for all club lease agreements.

#### **5.1.6 Age Friendly Strategy 2022-2027**

It is recommended to Council that:

That Council:

1. Adopts the Age Friendly Strategy 2022-2027 as contained in Attachment 1 to this report (Community and Wellbeing Committees 19/10/2021, Item No. 5.1.6).
2. Notes that staff will report annually at the end of each financial year for the duration of the strategy.

#### **CWS-OB1 Overuse of Soccer Pitches at Underdown Park**

Moved Cr D Hood

Seconded Cr A Duncan

1. That Council note increased participation of players for Salisbury Inter Soccer Club and the issue with overuse of soccer pitches at Underdown Park.
2. Council note that a number of sporting clubs within the City of Salisbury are experiencing overuse of their pitches and request staff to provide a report in the first instance on the business case and issues for the provision of synthetic soccer pitches at Underdown Park with a further report to follow later for further consideration.
3. That staff and ward councillors meet with representatives from Salisbury Inter Soccer Club to discuss requirements, including fencing of the reserve to meet Federation standards and a report be presented to the Urban Services Committee on the need and costing of fencing around Underdown Park.
4. Both reports to be presented to Council no later than February 2022.



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## **6 Innovation and Business Development Committee Meeting**

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### ***Chairman - Cr K Grenfell***

That Council adopts the recommendations of the Innovation and Business Development Committee meeting on 19 October 2021, listed below, with the exception of item(s): ### and ### which was/were withdrawn to be considered separately.

### ***Administration***

#### **6.0.1 Future Reports for the Innovation and Business Development Committee**

It is recommended to Council that:

That Council:

1. Notes the report.

### ***For Information***

#### **6.2.1 Community Requests - Response Dashboard**

It is recommended to Council that:

That Council:

1. Notes the report.





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## **7 Audit Committee Meeting**

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### ***Chairman - Cr G Reynolds***

That Council adopts the recommendations of the Audit Committee meeting on 12 October 2021, listed below, with the exception of item(s): ### and ### which was/were withdrawn to be considered separately.

### ***Administration***

#### **7.0.2 Actions List**

It is recommended to Council that:

That Council:

1. Notes the report.

### ***For Decision***

#### **7.1.1 Report to the Audit Committee for the year ended 30 June 2021, prepared by Bentleys**

It is recommended to Council that:

That Council:

1. Approves Bentleys' Final Report on Audit Findings 30 June 2021, appearing as Attachment 4 to this report (Audit Committee 12 October 2021, Item 7.1.1)
2. Notes the Management Representation Letter requested by the Bentleys, appearing as Attachment 5 to this report (Audit Committee 12 October 2021, Item 7.1.1), is signed by management.

#### **7.1.2 End of Financial Year Statement and Analysis**

It is recommended to Council that:

That Council:

1. Receives the information.
2. Approves, in accordance with Section 126(4)(a) of the Local Government Act 1999, that the Audit Committee's advice that it has reviewed the annual financial statements of the Council for the year ended 30 June 2021 and is satisfied they present fairly the state of affairs of Council, noting that a going concern question was considered by the Audit Committee and deemed no concern due to availability of funds as per note 11 to the Financial Statements.
3. Approves, in accordance with Regulation 22 of the Local Government (Financial Management) Regulations 2011 clauses (3) (a) and (4), that the Chief Executive Officer and the Chair of the City of Salisbury Audit Committee sign the statement to certify the independence of the Council Auditor, Bentleys.
4. Approves that the draft analysis of the Annual Financial Statements, as presented in Attachment 1 to this report (Audit Committee 13 October 2021, Item 7.1.2), be included in the End of Year Financial Statements Report to Council.

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**AC-MWON1 In-Camera Session**

It is recommended to Council that:

That Council:

That in-camera sessions with external auditor and internal auditor are to be held without management.

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**8 Council Assessment Panel Meeting**

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Minutes from the Council Assessment Panel meeting held 28 September 2021 to be noted by Council.

**GENERAL BUSINESS REPORTS**

<b>GB1</b>	<b>CEO Briefing/Workshop Session Procedure</b>
<b>AUTHOR</b>	Joy Rowett, Team Leader Council Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This report provides information with respect to the new provisions regarding Information and Briefing Sessions under the new section 90A of the <i>Local Government Act 1999</i> and seeks Council adoption of the new CEO Briefing/Workshop Session Procedure.

**RECOMMENDATION**That Council:

1. Adopts the CEO Briefing/Workshop Session Procedure as contained in Attachment 1 to this report (Council 25/10/2021, Item No. GB1).
2. Revokes the Informal Gathering Policy as contained in Attachment 2 to this report (Council 25/10/2021, Item No. GB1).

**ATTACHMENTS**

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

1. CEO Briefing/Workshop Session Procedure
2. Informal Gatherings Policy

**1. BACKGROUND**

- 1.1 Section 90(8) of the *Local Government Act 1999* (the Act) previously set out requirements relating to ‘informal gatherings and discussions’ applicable to City of Salisbury’s Informal Strategy meetings and workshops. Those requirements were thought to be overly prescriptive, confusing and impacting the ability of Elected Members to discuss matters between themselves without fear of being in breach of the legislative requirements. Therefore legislative reform was initiated on these gatherings.
- 1.2 The *Statutes Amendment (Local Government Review) Act 2021* (the Review Act) deletes section 90(8) to (8e) inclusive and inserts a new section 90A—Information or briefing sessions. The lengthy regulations relating to ‘designated informal gatherings’ are removed, along with the requirement for councils to have a policy that complies with those regulations.
- 1.3 Regulation 8AB of the *Local Government (General) Regulations 2013* (the General Regulations) is amended to revoke the previous requirements and will insert requirements for information to be published after an information or briefing session has been held for the purposes of the new section 90A(7)(b).

## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

#### **2.1.1 CEO and Manager Governance**

### **2.2 External**

#### **2.2.1 Local Government Association**

## **3. REPORT**

- 3.1 The commencement in late September 2021 of some provisions of the *Statutes Amendment (Local Government Review) Act 2021* impacted on the provisions concerning Informal Gatherings under the *Local Government Act 1999* (the Act).
- 3.2 Open and transparent Council meetings and Council Committee meetings underpin representative democracy and ensure public confidence in Council's decision-making processes.
- 3.3 Information and briefing sessions (the sessions) provide a valuable opportunity to enhance Council's decision-making processes by providing opportunities for Elected Members to become better informed on issues and seek further clarification prior to making decisions at formally constituted Council meetings.
- 3.4 The new section 90A of the Act provides that Council or the Chief Executive Officer (CEO) may arrange for the holding of an information or briefing session subject to certain qualifications:
  - 3.4.1 The sessions must not deal with a matter in a way that obtains, or effectively obtains, a decision on a matter outside of a formally constituted council or Council Committee meeting (s 90A(2)).
  - 3.4.2 If the matter to be discussed at an information or briefing session will, or is intended to be, on the agenda for a formal Council or Committee meeting, the information or briefing session must be open to the public (noting there are grounds that may allow the Council or CEO to determine to close the information or briefing session to the public – refer below) (s 90A(3)).
  - 3.4.3 As soon as practicable after the holding of an information or briefing session information relating to:
    - The place, date and time of the session;
    - The matter discussed at the session; and
    - Whether or not the session was open to the publicmust be published on a website determined by the CEO (r 8AB, the General Regulations).
  - 3.4.4 If an order is made to close an information or briefing session to the public, a record must be made of:
    - The grounds on which the order was made;
    - The basis on which the information falls within the ambit of each ground on which the order was made; and

- If relevant, the reasons that receipt, consideration or discussion of the information in public would be contrary to the public interest (s 90A(5)).
- 3.4.5 If the Council has adopted procedures that allow Elected Members or Committee members to participate in the information or briefing session via telephone or other electronic means, the meeting will still be regarded as open to the public, provided the members of the public in attendance can hear the discussion between all members present (s 90(7a)). The Council indeed previously adopted such procedures for online participation.
- 3.4.6 The deletion of section 90(8a) from the Act removes the obligation on Council to have a policy on the holding of informal gatherings or discussions (also referred to as “Informal Strategy meetings and workshops” at City of Salisbury), which was applicable under the previous legislative regime. Whilst the obligation has now been deleted, there may be some confusion regarding the application of an adopted Informal Gathering Policy if it is not formally revoked. For the avoidance of doubt regarding its continued application, Council is requested to revoke the current Informal Gathering Policy as contained in Attachment 2 to this report (Council 25/10/2021, Item No. GB1).

#### **4. CONCLUSION / PROPOSAL**

- 4.1 The *Statutes Amendment (Local Government Review) Act 2021* (the Review Act) deletes section 90(8) to (8e) inclusive and inserts a new section 90A—Information or briefing sessions. The lengthy regulations relating to ‘designated informal gatherings’ are removed, along with the requirement for councils to have a policy that complies with those regulations.
- 4.2 Council is requested to revoke the existing Informal Gathering Policy and adopt the new CEO Briefing/Workshop Session Procedure.





City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

## CEO Briefing/Workshop Session Procedure

Adopted by: Council  
Responsible Division: CEO and Governance  
First Issued/Adopted:  
Last Reviewed:  
Next Review Date:

### 1. Introduction/Purpose

- 1.1 Information and briefing sessions provide a valuable opportunity to enhance Council decision-making processes by providing opportunities for Elected Members to become better informed on issues and seek further clarification prior to making decisions at formally constituted Council meetings.
- 1.2 Open and Transparent Council meetings and Council Committee meetings underpin representative democracy and ensure public confidence in Council's decision-making processes.
- 1.3 Section 90A of the *Local Government Act 1999* (the Act) provides that the Council or Chief Executive Officer may arrange for the holding of an information or briefing session.

## 2. Scope

- 2.1 This Procedure is applicable to all Elected Members, Employees, Contractors and Volunteers of the City of Salisbury.
- 2.2 Section 90A of the Act applies to sessions held or arranged by the Council or the CEO:
  - a. To which more than one (1) member of the Council or Council Committee is invited; and
  - b. The purpose of which is to provide information or a briefing to attendees.

Examples include a CEO information session or workshop on a matter relating to an upcoming Council matter, but also any gathering that the CEO might arrange between the Mayor and Committee Chairs, as an agenda preparation or an agenda discussion, will be a CEO Briefing session within section 90A of the Act.

- 2.3 Section 90A does not apply to formal meetings of Council or Council Committees held under Chapter 6 of the Act, nor does it apply to (for example):
  - a. A meeting scheduled between a Mayor and a Elected Member to discuss a constituent concern;
  - b. A training session for all Elected Members on meeting procedures;
  - c. A 'walk through' of the Council agenda attended by the Mayor, CEO and Manager Governance prior to the Council meeting;
  - d. A selection panel discussion to short list candidates for the position of independent member on the Audit and Risk Committee; and
  - e. Two Ward Councillors meeting for coffee to discuss ward related issues.

## 3. Legislative Requirements and Corporate Policy Context

*Local Government Act 1999 – Section 90A*

## 4. Interpretation/Definitions

The Act: *Local Government Act 1999*.

## 5. Procedure Statements

- 5.1 Matters must not be dealt with at an information session in such a way as to obtain, or effectively obtain, a decision on the matter outside a formal Council or Committee meeting.



- 5.2 Under the Act, there is an obligation to conduct information or briefing sessions in a place open to the public when a matter that is, or is intended to be, on the agenda for a formal meeting of the Council is to be discussed. (Section 90A(3)).
- 5.3 To constitute an information or briefing session under the Act, more than one (1) member of the Council or Council Committee must be invited to attend or be involved in the session.
- 5.4 The session must be convened for the purposes of providing information or a briefing to attendees.
- 5.5 An information or briefing session may be closed to the public to allow attendees to receive, discuss or consider any information or matter listed in section 90(3) of the Act. This decision can either be made by the Council at a Council meeting held prior to the information or briefing session or by the CEO before or at the session.
- 5.7 The relevant considerations for each of the relevant subsection in section 90(3) (Appendix 1) will be considered when determining to close the information or briefing session to the public and making an order to that effect.
- 5.8 When an order is made to close an information or briefing session to the public, as soon as practicable after the making of an order a record should be made of:
  - a. The grounds on which the order was made; and
  - b. The basis on which the information falls within the ambit of each ground of section 90(3) on which the order was made; and
  - c. If relevant, the reason that receipt, consideration or discussion of the information publicly would be contrary to the public interest.
- 5.9 Information or briefing sessions will be taken to be conducted in a place open to the public even if one or more Elected Members participate in the session by remote participation.
- 5.10 As a means of facilitating greater transparency and attendance at information and briefing sessions by members of the public, Information regarding the matters to be discussed or presented will be published before the session unless captured by the confidential provisions of the Act.
- 5.11 If a person has been lawfully excluded from an information or briefing session, it is an offence for them to remain (s 90(5)). This prohibition does not apply to Elected Members, Independent Council Committee Members or people specifically permitted to remain (s 90(6)).

**6. Related Policies and Procedures**

**6.1** *City of Salisbury Code of Practice for Meeting Procedures*

**7. Steps of the Procedure**

7.1 In the interests of good governance, a notice of CEO Briefing/Workshop Sessions will be included in the Notice of Meetings.

7.2 If the meeting is to be close pursuant to Section 90(3) of the Act, the Council or CEO will:

1. before deciding, consider the relevant considerations set out in section 90(3);
2. Make an order (either by resolution, or if it is the CEO, in writing) pursuant to section 90A(4);
3. Either contemporaneously with making the order or as soon as reasonably practicable after making the order, make a record of:
  - a. the grounds on which the order was made; and
  - b. the basis on which the information or matter to which the order relates falls within the ambit of each ground on which the order was made; and
  - c. if relevant, the reasons that receipt, consideration or discussion of the information or matter publicly at the information or briefing session would be contrary to the public interest.

7.3 As soon as practicable after the holding of an information or briefing session information relating to;

- a. The place, date and time of the session;
- b. The matter discussed at the session; and
- c. Whether or not the session was open to the public

must be published on a website determined by the CEO (r 8AB, the General Regulations).

**8. Record Keeping**

8.1 Section 90A(5) requires that when an order is made to close an information or briefing session to the public a record of that order must be made.

- 8.2 Orders made by a council to close an information or briefing session will be made by resolution at a council meeting and the record of that order will be captured within the minutes of the relevant Council meeting.
- 8.3 In relation to orders made by the CEO, the order closing the session to the public will be recorded in writing and maintained in accordance with Council's record keeping system.
- 8.4 There is no obligation for councils to make documents provided to Elected Members at information or briefing sessions available to the public. In addition, documents presented to information or briefing sessions that are closed to the public because they comprise information or a matter listed in section 90(3) are confidential at law.

#### 8. Approval and Change History

Version	Approval Date	Approval By	Change
1		Council	N/A

#### 9. Availability

- 9.1 The Procedure is available to be downloaded, free of charge, from Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)
- 9.2 The Procedure will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub  
34 Church Street, Salisbury SA 5108  
Telephone: 84068222  
Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

#### 10. Review

This Procedure will be reviewed:

- Within 12 months of a Council election and thereafter as necessary; or
- Earlier in the event of changes to legislation or related Policies and Procedures; or
- If deemed necessary by Council.

#### Further Information

For further information on this Procedure, please contact:

Responsible Officer: Manager Governance  
Address: 34 Church Street, Salisbury SA 5108  
Telephone: 8406 8222  
Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

**APPENDIX 1****MATTERS FOR WHICH COUNCIL, OR A COMMITTEE, CAN ORDER THAT THE PUBLIC BE EXCLUDED**

Council, or a committee may order that the public be excluded in the following circumstances:

- a. information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);
- b. information the disclosure of which-
  - (i) 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
  - (ii) would, on balance, be contrary to the public interest;
- c. information the disclosure of which would reveal a trade secret;
- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which-
  - (i) 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
  - (ii) would, on balance, be contrary to the public interest.
- e. matters affecting the security of the council, members or employees of the council, or council property, or the safety of any person;
- f. information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;
- g. matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;
- h. legal advice;
- i. 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;
- j. information the disclosure of which-

- (i) would divulge information provided on a confidential basis by or to a Minister of the crown, or another public authority or official (not being an employee of the council, or a person engaged by the council); and
  - (ii) would, on balance, be contrary to the public interest;
- k. tenders for supply of goods, the provision of services or the carrying out of works;
- m. information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under that Act;
- n. information relevant to the review of a determination of a council under the Freedom of Information Act 1991;
- o. information relating to a proposed award recipient before the presentation of the award

The Act provides for a definition of “personal affairs” being a person’s financial affairs, criminal records, marital or other personal relationships, personal qualities, attributes or health status, or that person’s employment records, employment performance or suitability for a particular position, or other personnel matters relating to the person.

*(Local Government Act 1999 – Section 90)*



## Informal Gatherings Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	1444/2016, 0075/2019
Approval Date:	28 November 2016	Last Reapproval Date:	28 January 2019
Review Date:	January 2020	Internal Reference No.:	
Department:	CEO and Governance	Division:	Governance
Function:	9 - Governance	Responsible Officer:	Manager, Governance

### A - PREAMBLE

1. Open and transparent Council meetings underpin representative democracy and ensure public confidence in Council's decision-making processes. Informal gatherings, where appropriate, provide opportunities for Elected Members to become better informed on issues and seek further clarification, prior to engaging in the formal decision making process which contributes to enhanced decision-making.

### B - SCOPE

1. Section 90(8a) of the *Local Government Act 1999* requires that a designated informal gatherings or discussion may only be held if the council has adopted a policy on the holding of designated informal gatherings or discussions and that the designated informal gathering or discussion complies with the policy. Section 90(8b) further provides that any policy adopted must comply with requirements prescribed by the Regulations.
2. With effect from 24 November 2016, the Minister prescribed certain matters for the purposes of a Council's Informal Gathering Policy (Regulation 8AB—Informal gatherings and discussions).
3. This Policy applies to designated informal gatherings or discussions arranged by the Council, either by the Chief Executive Officer or the Elected Members as defined under Regulation 8AB *Local Government (General) Regulations 2013*.
4. Both the Chief Executive Officer and the Council are responsible for ensuring designated informal gatherings or discussions are conducted in accordance with the *Local Government Act 1999*.

### C – POLICY PURPOSE/OBJECTIVES

1. This Policy provides for the conduct of designated informal gatherings or discussions without prejudicing the requirements for openness and transparency as required by the *Local Government Act 1999*.
2. Section 90(8) of the *Local Government Act 1999* allows designated informal gatherings or discussions to be held provided that the discussion does not lead to a decision, or effectively obtain a decision, on a matter that would ordinarily be dealt with at a Council meeting.

3. This Policy reflects the intention of the legislation for designated informal gatherings or discussions to be used for briefing, planning and information sharing sessions and is aimed at avoiding any perception that informal gatherings will be used to build consensus for Council agenda items.

#### **D - DEFINITIONS**

1. ***Elected Members*** mean the Mayor and Councillors of the City of Salisbury.
2. ***Designated informal Gatherings or discussions*** mean an event organised and conducted by or on behalf of the council or chief executive officer to which members of the council or council committee (as the case may be) have been invited and that involves discussion of a matter that is, or is intended to be, part of the agenda for a formal meeting of the council or council committee.
3. ***Training and Development Activity*** mean any activity with the objective of increasing Elected Members' knowledge, skills and competencies in relation to the performance of their roles and responsibilities as Elected Members at the City of Salisbury.

#### **E - POLICY STATEMENT**

##### **General Business of the Council**

1. Informal Gatherings or discussions will be used solely for the purpose of information sharing and not for the purpose of debating issues, building consensus positions or otherwise discharging Council's deliberative and decision-making functions, which must only be undertaken at formal Council/Committee meetings.
2. Informal Gatherings or discussions may be used to discuss issues that involve strategy or policy or other matters of Council administration and to brief Elected Members on issues relating to their decision-making function.

##### **Timing of, and Access to, Informal Gatherings or discussions of Council**

3. Informal gatherings or discussions involving Elected Members or Elected Members and Council staff are, by their nature, a non-compulsory meeting of the Council, however, all Elected Members are encouraged to attend these sessions, particularly those designed to provide history, context or additional information to assist Elected Members to carry out their functions.
4. Informal gatherings or discussions are chaired by the Chief Executive Officer or another senior Council officer, and it is the Chief Executive Officer's responsibility to ensure that the purpose, intent and outcomes of the meeting fall within the permitted parameters of legislative provisions.
5. Informal gatherings or discussions scheduled regularly to coincide with Council's meeting cycle, and ad-hoc informal gatherings or discussions, convened to consider matters that will form part of Council's meeting agenda will be advertised on the City of Salisbury Website.
6. At the time an informal gathering or discussion is scheduled the Chief Executive Officer will consider the content planned for discussion and make a determination as to whether the informal gathering or discussion will be open to the public.
7. A decision to close an informal gathering or discussion will consider the nature of information to be discussed including:
  - a. whether the content to be discussed falls within the confidentiality provisions of s.90(3) of the *Local Government Act 1999*



- b. whether the information to be presented constitutes a Training and Development Activity;
- c. a request from an external party involved in the presentation of information that the Informal Gathering not be open to the public.

Where the Chief Executive Officer determines the need for private consideration of information to be discussed at the informal gathering or discussion outweighs the need to provide access to members of the public the informal gathering or discussion will be closed. The reason for this decision will be briefly stated on the City of Salisbury Website.

#### **Agendas and Minute Taking**

- 8. Consistent with the status of an informal gathering or discussion no formal minutes will be taken at these activities. A list of the matters to be discussed at an informal gathering or discussion may be published on Council's website in conjunction with details of the time and place of the informal gathering or discussion (in accordance with Clause 5 above).

#### **F - LEGISLATION**

- 1. *Local Government Act 1999*
- 2. *Local Government (General Regulations 2013*

#### **G - REFERENCES**

- 1. Nil

#### **H - ASSOCIATED PROCEDURES**

- 1. Code of Practice for Meeting Procedures
- 2. Code of Practice for Access to Meetings and Associated Document

#### **Document Control**

<b>Document ID</b>	<b>Informal Gatherings Policy</b>
<b>Prepared by</b>	<b>Joy Rowett</b>
<b>Release</b>	<b>3.00</b>
<b>Document Status</b>	<b>Endorsed</b>
<b>Date Printed</b>	



<b>GB2</b>	<b>Bridgestone Athletics Clubs - Joint Community Grant Application</b>
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
<b>SUMMARY</b>	This report seeks Council approval for the combined Community Grant application received from the Northern Districts Athletics Club, Salisbury Little Athletics Club and Ingle Farm Little Athletics Club.

## **RECOMMENDATION**

### That Council:

1. Approves the joint grant funding for the Northern Districts Athletics Club, Salisbury Little Athletics Club and Ingle Farm Little Athletics Club as follows:
  - 1.1 Grant No 32/2021: Northern Districts Athletics Club, Salisbury Little Athletics Club and Ingle Farm Little Athletics Club be awarded the amount of \$15,000 to assist with purchasing timing gates for shared use at the Bridgestone Athletics Centre.
2. Approves Council staff to work with Northern Districts Athletics Club, Salisbury Little Athletics Club and Ingle Farm Little Athletics Club to identify funding opportunities for the remaining \$1,410 required to purchase the timing gates.

## **ATTACHMENTS**

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

1. Community Grants Program - Guidelines & Eligibility Criteria
2. Grant No: 32/2021: NDAC, SLAC & IFLAC - Community Grant Application October 2021
3. Emails from NDAC, SLAC, IFLAC regarding combined grant funding application
4. Timing Solutions - Quote for Timing Gates

### **1. BACKGROUND**

- 1.1 The Northern Districts Athletics Club (NDAC), Salisbury Little Athletics Centre (SLAC) and Ingle Farm Little Athletics Centre (IFLAC) are the only three athletics clubs in the City of Salisbury.
- 1.2 NDAC, SLAC and IFLAC moved into the Bridgestone Athletics Centre in September 2021 to support the commencement of their 2021/22 athletics season.

- 1.3 To allow the three clubs to purchase this equipment and provide maximum community benefit for the 2021/22 athletics season this report is presented to Council for approval, as it missed the deadline for the October 2021 Community Wellbeing and Sport Committee.
2. **CONSULTATION / COMMUNICATION**
  - 2.1 Internal
    - 2.1.1 Community Development
  - 2.2 External
    - 2.2.1 Northern Districts Athletics Club
    - 2.2.2 Salisbury Little Athletics Club
    - 2.2.3 Ingle Farm Little Athletics Club
3. **REPORT**
  - 3.1 The NDAC, SLAC & IFLAC have all requested timing gates at the Bridgestone Athletics Centre.
  - 3.2 Timing gates are used by athletics clubs to gain an accurate and reliable measure of speed of athletes.
  - 3.3 The cost of the timing gates is substantially more than the \$5,000 Community Grant all three clubs are individually eligible for. Due to this, the NDAC, SLAC & IFLAC have agreed to put in a combined grant application for the amount of \$16,410 to purchase timing gates which will benefit and be utilised equally between the three clubs.
  - 3.4 All three clubs are deemed to be eligible organisations under the Community Grants Program – Guidelines and Eligibility Criteria.
  - 3.5 If this grant application is successful, all three clubs will not be eligible for another community grant for twelve months.
  - 3.6 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$74,976 remaining to date.
  - 3.7 At its October 2021 meeting, the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference, approved three grant applications for a total of \$12,000.
  - 3.8 If approved, the money committed to this additional grant application for the October 2021 round is \$15,000 (making the total money committed for the October 2021 round \$27,000).
  - 3.9 The remaining balance of the grant funding if this grant application is approved is \$59,976.
4. **CONCLUSION / PROPOSAL**
  - 4.1 That Council approves the combined grant funding application from NDAC, SLAC & IFLAC for \$15,000 to assist with purchasing timing gates for shared use at the Bridgestone Athletics Centre.
  - 4.2 That Council staff work with NDAC, SLAC & IFLAC to identify funding opportunities for the remaining \$1,410 required to purchase the timing gates.

*Effective 23 August 2021*



# **Community Grants Program**

## **Guidelines and Eligibility Criteria**



*live it up*

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## City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

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

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

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

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

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

### 1. Introduction

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

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## 2. Submitting an Application

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



### 3. Community Grants Program Aim and Objectives

#### *Aim*

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

#### *Objectives*

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

### 4. Funding Rounds Opening and Closing Dates

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

### 5. Community Grants Program Categories

*Community Grants Program funding is available under the following categories:*

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

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## 6. Types of Community Grants and Amount of Funding

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

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

## 7. Eligible Areas

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

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## 8. Eligibility to Apply

### *Eligible Organisations*

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

*\* Legal entity details are checked with the Australian Business Register (ABR) website. If the organisation or group's legal entity is not clearly listed on the ABR website the Community Grants Program will request a copy of the legal entity's Certificate of Incorporation or Registration.*

### *Non-Eligible Organisations*

- 8.2. Funding will not be considered for the following:
- An organisation trading as a Sole Trader or Individual including applications placed by organisations on behalf of individuals;
  - An organisation that is a non-incorporated body and is not auspiced by a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission;
  - Organisations that are seeking commercial gain from the project (either directly or indirectly);
  - Organisations that have any outstanding acquittals and associated documents for any previous Community Grants Program funding;
  - Money already spent or funding of existing debts or shortfalls;
  - Salaries (initial or on-going);

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- Recurrent administration or ongoing costs;
  - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
  - Upgrading facilities which belong to Local, State or Commonwealth Governments;
  - Educational programs in schools and other formal educational institutions;
  - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
  - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
  - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
  - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.
- 8.4. An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. The following conditions apply for Defibrillator funding:
- Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia are encouraged to apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
- It is recommended that organisations register the availability of their AEDs to increase public awareness and availability of AEDs in emergency situations. SA Ambulance and St John Ambulance Australia manage separate voluntary registration platforms that organisations can utilize to register their AEDs availability for public use.
- The SA Ambulance register is only used by 000 emergency operators during suspected SCA episode to direct callers to the nearest public use AED location. The registration website can be accessed via <http://www.saambulance.com.au/NewsPublications/AEDRegister.aspx> The St John AED registration website can be accessed via <https://data.aed.stjohn.org.au/registration.aspx> and will be made available to the public via a website map or phone app.

*Applicants are encouraged to contact the Community Grants Program to discuss the process for defibrillator funding prior to submitting an application.*

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## 9. Eligible Items

Funding will be considered for the following:

### 9.1. *Equipment*

- 9.1.1. Funding may be considered for equipment purchases that are integral to a project or event providing the application demonstrates how the equipment will support delivery of the program or event. All items must be justified and be relevant to the project/event.

### 9.2. *Administration and Organisational Costs*

- 9.2.1. An organisation or group's start-up administration costs, including:

- capital equipment (e.g. computers, office furniture, machinery, tools, sport equipment etc.);
- consumables;

All items must be justified and be relevant to starting up the organisation or group.

### 9.3. *Replacement Items*

- 9.3.1. Consideration will be given to replacing items previously funded through the Community Grants Program after a reasonable period of time has elapsed and where sufficient justification for replacement is provided.

### 9.4. *Public Events and Tournaments*

- 9.4.1. Funding may be considered for eligible items related to the costs associated with exhibitions, fairs, festivals, entertainment, sport and leisure events. Eligible items include costumes and accessories, sport uniforms and equipment, hall hire, bus hire, marquee & furniture hire, trophies, medals, musical instruments, public address equipment.
- 9.4.2. Applicants must organise public liability insurance and provide evidence of insurance with the grant application.

### 9.5. *New Establishment Grant*

- 9.5.1. Applications to establish a new organisation or group must address the sustainability of the service or program and must include evidence that the program and the organisation will have sufficient resources or foundation to maintain the program once the Community Grants Program funds have been expended.

### 9.6. *Defibrillator*

- 9.6.1. Funding may be considered to assist with the purchase of a defibrillator. All other eligibility criteria applies, with the exception that eligible organisations may apply for Defibrillator Funding if they have received Community Grants Program funding for a project or event within twelve (12) months, providing the funding has been acquitted in full.

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## 10. Ineligible Items

Funding will not be considered for the following:

### 10.1. *Projects or items not deemed consistent with the Community Grants Program Aim and Objectives*

- 10.1.1. Funding for projects that support activities that are not consistent with the City of Salisbury's Aim and Objectives will not be considered.

### 10.2. *Existing Projects*

- 10.2.1. Projects or events that have already commenced with the exception of those considered to be a significant new direction or enhancement of an existing project.

### 10.3. *Expenses*

- Accommodation costs;
- Personal transportation costs such as fuel expenses and maintenance;
- Vehicle acquisition.

### 10.4. *Administration and Organisational Costs*

- 10.4.1. An organisation's **ongoing business**, administration or **day-to-day** running costs, including:
- capital equipment (e.g. computers, office furniture, machinery, tools etc.);
  - vehicles (used for business or administration purposes);
  - fundraising activities (for commercial, competition and/or event door prizes);
  - consumables (e.g. paper, toner, stationery, equipment etc.);
  - maintenance and repairs;
  - service charges (including additional warranties, service agreements and maintenance).

**However, some administrative costs may be considered if directly and exclusively associated with the establishment of the project.**

### 10.5. *Wages and Salaries*

- 10.5.1. Wages, salary payments or consideration of any type (e.g. payment to presenters/trainers/instructors including gifts for services/guest speakers etc.).

### 10.6. *Memberships and Fees*

- 10.6.1. Memberships and fees (e.g. physical fitness centre memberships, club memberships, entrance fees).

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10.7. *Existing Debts and Shortfalls*

- 10.7.1. Reimbursement of expenses incurred by the organisation prior to grant funds being approved.

10.8. *Other Exclusions*

- 10.8.1. Equipment and services that are not supported by a program of activities and services.
- 10.8.2. Public Liability Insurance.

10.9. *Prior Funding Received for Defibrillators*

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator.

## 11. Application Process

- 11.1. An acknowledgement letter will be posted within ten (10) working days of receiving the application. Community Grants Program Staff may contact you via post or email to seek further information. Community Grants Program Staff will contact both signatories to verify the application (application will not proceed until verification has occurred).
- 11.2. Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding.
- 11.3. Any changes in circumstances with regard to the Application must be made in writing; such as: resignation of the person responsible for the Grant, contact person details, change of address, change of ABN or any other variation to that listed on the Application. Receipt of the variation will be acknowledged in writing and the organisation or group may be asked for further information or to resubmit their Application.

*Assessment of Applications*

- 11.4. All applications are submitted to and assessed by the Community Wellbeing and Sport Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Community Wellbeing and Sport Committee in its entirety as an attachment to the Committee Report. This means that all information contained within the application forms part of a public document and as such can be inspected by anyone. Reports presented to the Community Wellbeing and Sport Committee is also accessible via the City of Salisbury website.

- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Community Wellbeing and Sport Committee for information. A copy of the application and any other relevant document(s) is presented to the Community Wellbeing and Sport Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.
- 11.7. Applications are assessed on merit and a comparative assessment made of all applications to establish priority for funding. Funding should not be anticipated or believed to be automatic.
- 11.8. Final decisions on all applications are at the discretion of Community Wellbeing and Sport Committee.
- 11.9. Applications in excess of available grant funds may result in some applications not being approved, being approved for a reduced amount or being deferred to a subsequent funding round even though they meet the eligibility requirements.

## 12. Funding Criteria

The following criteria are examined when assessing applications:

### 12.1. *Aim and Objectives*

- 12.1.1. The project must meet the Aim and Objectives of the Community Grants Program.

### 12.2. *Target Group*

- 12.2.1. The primary target group for projects and events must be the City of Salisbury community.

### 12.3. *Project Outcomes*

- 12.3.1. The project must provide one or more of the following outcomes for the City of Salisbury community:
  - promote and enhance healthy lifestyles, particularly nutrition, physical activity and mental wellbeing;
  - encourage involvement in community activities;
  - reduce social isolation;
  - encourage supportive and safe communities;
  - address gaps in local services;
  - Social Connectedness; and
  - Mental Wellness.

### 12.4. *Contribution*

- 12.4.1. Organisations and groups are expected to contribute towards the project. This can be financial or in-kind (such as the provision of volunteer labour costs).

### 12.5. *Value for Money*

- 12.5.1. Grant funds requested must be proportional to the benefits provided and the number of members/residents targeted by the project.

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### 13. Community Grant Application

- 13.1. Applicants must address the following points in their application for Community Grants Program funding:

#### *Target Group*

- 13.2. Applications must identify the target group in the City of Salisbury that is the subject of the project. Where possible it is advantageous to provide evidence that the target group:
- is the focus of the project or event;
  - has been consulted about and is involved in the project or event;
  - is committed to actively participating in the project or event in significant numbers; and
  - has expressed support for the project or event.
- 13.3. The application must outline details of the relationship of the applicant to the target group.

#### *Project or Event Plan*

- 13.4. Provide a Project/Event Plan which details the activities and services that will be facilitated. The Project/Event Plan should include:
- details of the proposed program of activities and services including frequency and duration (this refers to the activities that will be supported by the project, or the items or services to be purchased with grant funds);
  - timeframes and how the project will be implemented, facilitated, and monitored;
  - details of the benefits/outcomes that the target group will derive from the project; and
  - details of how the project will meet any of the Community Grants Program Aim and Objectives.

#### *Budget Plan*

- 13.5. Provide a Budget Plan with details of the items/services to be purchased or works to be undertaken for the project. The Budget Plan must be reasonably costed and include:
- total cost of the project or event;
  - the amount of grant funds requested;
  - funds committed to the project by the applicant (this contribution can be financial or in-kind);
  - funds committed to the project from other sources, such as donations, funding from other stakeholders, funding from other grant sources; and
  - one quotation for each item requested.
- 13.6. Note that quotations must include GST and be sufficiently formal to clearly identify the proposed supplier and the items requested.

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### *Evaluation Plan*

- 13.7. Provide an Evaluation Plan appropriate to the complexity of the project and the level of funding requested. This must include details of:
- measures that will be taken to gather information to evaluate the project;
  - criteria that will be used to measure the success of the project; and
  - how information gathered for evaluation will be used to enhance/direct the project.
- 13.8. The Evaluation Plan is essential to the application and will form the basis of the Project Evaluation that must be provided as part of the grant acquittal at the conclusion of the project.

### *Other Requirements*

- 13.9. In addressing the above points, applications must provide a level of detail that is in proportion to the amount of funds requested and the complexity of the project. Organisations applying for funding must demonstrate, where applicable:
- a capacity to provide infrastructure, administrative and operating costs;
  - an ability to support the project beyond the grant period; and
  - the availability of volunteer support for the ongoing viability of the project.

## **14. Referees**

- 14.1. Referees listed on the application may be contacted regarding their support and should be informed of their inclusion prior to the application being submitted. Members of the Management Committee cannot be a referee. Written evidence is not required of the referees support.

## **15. Financial Information**

- 15.1. The organisation or group must hold a current bank account in South Australia in its name. The account name (the organisation or group, not the type of account – i.e. savings, cheque), financial institution name (the name of the bank or credit union) and the location (city/suburb of where the account is held) is the only information required. BSB and account numbers are not required to be submitted on the application.

## **16. Application Outcome**

- 16.1. All applicants will receive written notification via post regarding the outcome of their application.

### *Unsuccessful Applicants*

- 16.2. If applicants are unsuccessful they are encouraged to phone or request an appointment with the Community Grants Program staff to receive feedback about the decision and where applicable aspects of the application that may be improved should the applicant wish to resubmit.

## 17. Expenditure of Community Grants Program Funds

### *Successful Applicants - Contractual Obligations*

- 17.1. Successful applicants will receive a notification letter and Acceptance of Community Grant – Form 1 which is a legally binding agreement detailing the terms and conditions of funding. The Acceptance letter contains obligations which include agreed project or event outcomes and timeframes, acquittal, reporting and evaluation requirements. Agreements will be in place for a six (6) month period.
- 17.2. Organisations or groups that are awarded a community grant must only use their community grant to implement their project or event as outlined in their application form and spent in accordance with the conditions of the agreement.
- 17.3. Any proposed change to the project or expenditure of grant funds must be requested in writing to the Community Grants Program.
- 17.4. Organisations or groups must spend their Community Grant within six (6) months of receipt of Community Grant funding or they may be asked to return all or part of the funding. Unspent Community Grant funds must be returned to the City of Salisbury at the end of the project/event period. An unspent amount less than \$10.00 is not required to be returned.
- 17.5. Checks are undertaken to ensure that all information provided can be substantiated and that the Community Grant funding was spent on eligible items. All tax invoices and/or receipts submitted with the acquittal documentation must contain the business name, date of transaction, contact details and ABN number listed (where applicable) of the supplier. All items must be clearly identifiable and listed separately.
- 17.6. Where valid tax invoices or receipts cannot be produced the organisation or group will be requested to complete a statutory declaration, declaring that the Community Grant funding was used to purchase eligible items. Failure to provide valid tax invoices or receipts may result in the organisation or group's ineligibility for any future Community Grants regardless of completion of a statutory declaration. Failure to complete a statutory declaration will result in the organisation or group being requested to return the applicable Community Grant funding.

## 18. Goods and Services Tax (GST)

- 18.1. If the organisation or group is registered for GST and the application for Community Grant funding is successful, a tax invoice must be provided with the Acceptance of Community Grant Form before payment can be made. Furthermore, the Grant will be subject to GST and the organisation or group will be liable to remit the GST component to the Australian Taxation Office.
- 18.2. The Tax Invoice must clearly state the words **TAX INVOICE, Business Name, ABN and the approved Grant funding amount including GST.**

### *ABN Declaration*

- 18.3. If the organisation or group does not have an ABN, an ABN Declaration must be completed as part of the application process.
- 18.4. Furthermore, if the organisation or group does not have an ABN, the City of Salisbury may be obliged to withhold tax from Grant payments at the highest marginal tax rate (currently 48.5%) unless a "Statement by a Supplier" is completed to justify the City of Salisbury not withholding from the payment. This document is contained within the Community Grants Program Application Form "Declaration Where No Australian Business Number is Required".
- 18.5. For more details, contact the Australian Tax Office on **132 866**.

## 19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.
- 19.2. Requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Community Wellbeing and Sport Committee and the relevant General Manager.

## 20. Accountability and Reporting Requirements

- 20.1. The reporting and acquittal requirements are specified in the Acceptance of Community Grant Letter. This legally binding agreement must be signed and returned within seven (7) days of receipt of the Acceptance Letter.
- 20.2. All organisations and groups approved for Community Grants Program funding will be required to:
- Measure the impact of the project or event and report the results in a Project/Event Evaluation;
  - Acknowledge the City of Salisbury as the funding body where applicable;
  - Provide valid tax invoices/receipts (*the organisation or group should maintain financial records in accordance with the generally accepted accounting principles and comply with the relevant laws in force in South Australia*);
- 20.3. These documents are due within six (6) months of receiving the grant funding and is detailed in the Acceptance of Community Grant Offer letter.
- 20.4. The Community Grants Program requires organisations and groups to comply with reporting requirements for past completed projects and events to be eligible to receive future community grants funding for another project or event. Failure to comply will result in the organisation or group being ineligible for future community grant funding.

### *Recognition of Community Grants Program Funding*

- 20.5. Organisations must acknowledge the City of Salisbury's financial contribution to the project or activity where appropriate, e.g. through recognition of the grant in publicity and/or marketing material (use of the City of Salisbury Corporate Logo is prohibited without consent from the City of Salisbury Marketing Department).

## 21. Repayment of Community Grant

- 21.1. The City of Salisbury may take action to recover the Community Grant paid to the organisation or group if:
- The organisation or group does not use the Community Grant as set out in the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria and/or the Acceptance of Community Grant Agreement;
  - If applicable, the organisation or group does not have Deductible Gift Recipient (DGR) status at the time of acquittal;
  - The organisation or group does not provide documentation as required under these guidelines by the times specified.

### **ATTACHMENT A – Community Grants Program Documents**

- 1. Documents relating to the Community Grants Program**
  - 1.1. Application form for the City of Salisbury Community Grants Program;
  - 1.2. A Guide to completing the City of Salisbury Community Grant Application;
  - 1.3. The Acceptance of Community Grant Offer – Form 1 letter
- 2. Documents relating to the Acquittal of successful Community Grant funding**
  - 2.1. Acquittal – Form 2
  - 2.2. Tax Invoice/Receipt
  - 2.3. Project Evaluation Report (refer to Attachment D).

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**ATTACHMENT B – Likely Funded Project and Event Examples**

*Project/Event examples likely to be funded through the Community Grants Program*

<b>Project/Event</b>	<b>Grant funds can assist to:</b>
Community Christmas Carols	Purchase of candles, booklets, stage hire, children's entertainment (i.e. face painting, jumping castle); fireworks, catering, advertising).
New Group	Purchases to establish the group such as computer equipment, launch catering, costs associated with inaugural Annual General Meeting, forums and workshops – i.e. seal, venue hire, stationery, promotional materials, letterhead, envelopes and stamps.
Volunteer Lawn Mowing Service	Purchase of mowing equipment and garden tools appropriate to the project.
Fitness classes	Purchase equipment appropriate to the project ( <i>a fitness trainer is not eligible as this is deemed a salary</i> ).
Dance Club Competition	Purchase uniforms, material, costumes and related accessories.
Craft Groups	Purchase equipment and supplies appropriate to the project ( <i>i.e. purchase of wool and knitting needles to knit knee rugs for the needy</i> ).
Men's Shed	Purchase equipment and furniture for woodworking, metalworking and social activities.
Sporting Club	Purchase training equipment and uniforms; bus hire to transport team to an event.
History Group	Purchase computer and scanning equipment for scanning of books.

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### **ATTACHMENT C – Unlikely Funded Project and Event Examples**

*Examples of projects/events and items **unlikely** to be funded through the Community Grants Program*

Project/Event	Items
<ul style="list-style-type: none"> <li>Projects or events held outside the City of Salisbury region.</li> </ul>	<ul style="list-style-type: none"> <li>Gifts for any purpose (i.e. judges, MC's, presenters).</li> </ul>
<ul style="list-style-type: none"> <li>Capital equipment that is stored at a residential address (e.g. computers, office furniture, machinery, tools etc.).</li> </ul>	<ul style="list-style-type: none"> <li>Capital equipment (e.g. computers, office furniture, machinery, tools etc.) unless for the establishment of a new group.</li> </ul>
<ul style="list-style-type: none"> <li>Project that requests the purchase of a vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>Website Development.</li> </ul>

*Examples of items **ineligible** for funding through the Community Grants Program*

<ul style="list-style-type: none"> <li>Salaries, wages or compensation – i.e. payment for competition judges, trainers, presenters, umpires including gifts for service.</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle acquisition.</li> </ul>
<ul style="list-style-type: none"> <li>Payments to volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>Consumables.</li> </ul>
<ul style="list-style-type: none"> <li>Payments for fuel expenses/vehicle maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and repairs.</li> </ul>



#### **ATTACHMENT D - Project Evaluation Requirements**

1. An evaluation of the project must be undertaken at the completion of the grant period as detailed in the Acceptance of Community Grant letter.
2. Where applicable, the Project Evaluation must detail the following:
  - 2.1. Introduction – *outline the project, its purpose and overall achievements.*
  - 2.2. People assisted (target group) – *provide details about the people assisted by the project. This could include families, individuals, age groups, type and level of needs/issues.*
  - 2.3. Number of people assisted by the project (*and outlining the number of residents of the City of Salisbury*).
  - 2.4. Assistance provided – *describe what was provided for the target group in terms of programs, activities, other actions or strategies, such as:*
    - 2.4.1. *Assistance to meet general and basic needs;*
    - 2.4.2. *Group programs, courses, activities and training;*
    - 2.4.3. *Improving resources/facilities/equipment or other initiatives.*
  - 2.5. Outcomes achieved by target group – *describe what the target group achieved through participation in the project, such as:*
    - 2.5.1. *Improvement in knowledge, skills, self-esteem, social contacts/networks, motivation, confidence, community participation, quality of life, empowerment and personal development;*
    - 2.5.2. *Enhanced healthy lifestyles, particularly physical activity and mental well-being;*
    - 2.5.3. *Reduction in social isolation.*
  - 2.6. Other achievements – *describe other achievements of the project, such as:*
    - 2.6.1. *Existing programs expanded or enhanced;*
    - 2.6.2. *Improvement in facilities or services;*
    - 2.6.3. *New programs or services established;*
  - 2.7. Any other comments or information relevant to the project or event, such as *newspaper articles, media releases, internal newsletters, etc.*

## **ATTACHMENT E – Frequently Asked Questions**

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### *About applying for a City of Salisbury Community Grant*

**1. Will late applications be accepted?**

- 1.1. Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Community Wellbeing and Sport Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting). Applications received after the 15<sup>th</sup> of the month will be submitted for the following round, without exception (i.e. an application received on the 16<sup>th</sup> of February will be assessed at the April meeting as it has missed the March deadline).

**2. When will organisations or groups know if their application is successful?**

- 2.1. All applicants will be advised in writing about the outcome of their application within ten (10) days of the relevant Community Wellbeing and Sport Committee meeting.

**3. How do organisations and groups apply for Community Grants?**

Applications can be submitted in the following ways:

- 3.1. A new application form is required every funding round and the current Community Grant Application Form must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:  
[www.salisbury.sa.gov.au/Council/Grants\\_and\\_Awards/Grants/Community\\_Grants](http://www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants).
- 3.2. The form can be saved to a computer, completed electronically and then printed for submission or printed and completed by hand for submission.
- 3.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 3.4. Applicants are encouraged to submit their completed application via email to:  
[city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au).

**4. What if our organisation or group doesn't have access to the internet or email?**

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466  
Posted to: City of Salisbury  
Community Grants Program  
PO Box 8  
SALISBURY SA 5108

Delivered in  
Person to: City of Salisbury  
34 Church Street  
SALISBURY SA 5108

**5. Can I speak to someone about our organisation or group's Community Grant Application if I deliver it in person?**

5.1. While City of Salisbury staff endeavour to make themselves available at short notice this is not always possible and therefore Applicants are encouraged to phone the Community Grants Program to make an appointment should they wish to speak to staff when submitting their Application.

**6. Can our organisation or group get assistance to complete the Community Grant application?**

- 6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

**7. Do documents need to be included with the application?**

7.1. Yes. All relevant documents requested must be provided with your Application. Failure to provide the documents required will result in a delay with processing your application to the Community Wellbeing and Sport Committee; or the Application may be deemed ineligible.

**8. Can organisations and groups submit more than one application per round?**

- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).

**9. Who assesses the Community Grants Program Applications?**

- 9.1. The Applications are assessed initially by the Community Grants Program Team and the General Manager Community Development who make recommendations to the Community Wellbeing and Sport Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Community Wellbeing and Sport Committee have delegation to authorise funding and make the final decision on offering grants.

**10. How are the Community Grants Program Applications assessed?**

- 10.1. Applications are assessed on merit based on the following criteria:
  - The level and type of need, evidence of the need provided and geographic area;
  - The benefit to the target group, specifically residents of the City of Salisbury;
  - Proposals that represent value for money;
  - Relevance to Community Grants Program Aims and Objectives and/or the City of Salisbury Strategic Plan;
  - New organisations or groups that can demonstrate sustainability and do not require ongoing funding to succeed;
  - Proposals that have secured in-kind support to reduce the project or event cost;
  - Proposals that demonstrate a level of community engagement;
  - The extent to which the applicant has the infrastructure, support or resources to successfully carry out the project or event;
  - The extent to which the application estimates, and proposes to measure, the impact of the project or event.

**11. Can organisations and groups apply for another round if they are unsuccessful in a previous round?**

11.1. Yes. Organisations and groups that are unsuccessful in a round can apply for another round providing the eligibility criteria has been met. An organisation or group that has been declined funding for a project or event can submit an application for a separate project or event (i.e. another application cannot be made for the same project or event that was declined). The application can be made at any time (the organisation or group doesn't need to wait twelve (12) months).

**12. Our organisation/group's name on the application is different from our ABN and/or that registered with ASIC, are we eligible to apply?**

12.1. No. The organisation or group applying for the Community Grant must have the same name registered with ASIC and the ASIC registration must be in the same name as the ABN registration. The only exception is where an organisation or group is auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury.

**13. If successful, when will our organisation receive the Community Grant cheque?**

13.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and the second Wednesday of the month in December, commencing at 6.30 pm. The table below outlines the cheque presentation schedule:

Application <b>Received:</b>	Application submitted to the Community Wellbeing and Sport Committee held in:	Successful Applicants - Community Grants Program Cheque Presentation Ceremony to be held in:
16 November to 15 December	January	March
16 December to 15 January	February	March
16 January to 15 February	March	June
16 February to 15 March	April	June
16 March to 15 April	May	June
16 April to 15 May	June	September
16 May to 15 June	July	September
16 June to 15 July	August	September
16 July to 15 August	September	December
16 August to 15 September	October	December
16 September to 15 October	November	December
16 October to 15 November	December	March





# Community Grants Program

## Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> of each month to be assessed by the Community Wellbeing and Sport Committee the following month (providing the eligibility criteria is met).

Please ensure you have read and understood the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria document prior to completing an Application.



*Live it up*



Application Eligibility Checklist		
Is the Funding For:	Yes	No
• Money already spent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Salaries (initial or ongoing)? <i>Payment of facilitator or contractor engaged specifically to deliver program / activity under the grant may be considered</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Recurrent administration costs or Public Liability Insurance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Capital development (e.g. renovations or building changes that will be permanently part of the structure)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Upgrading facilities which belong to Local, State or Commonwealth Governments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Application from Public / Private Schools?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• An organisation trading as a sole trader/individual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have previously received funding and <b>NOT</b> fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months ( <i>with the exception of Defibrillator funding</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*If you have answered **YES** to any of these questions,  
this application **may NOT be eligible** for grant funding.*

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 2 of 13



Applicant Organisation Information	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	NDAC, IFAC and SLAC
Address:	1-33 Frost Rd
Suburb:	Salisbury South Postcode: 5106
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Other <input checked="" type="checkbox"/> Jenni Dansie, Liam Sanders, Craig Thomas
Title (your role with the group/organisation):	Club Presidents
Address:	1-33 Frost Rd
Phone:	Landline: Mobile: NA
Email:	grantjenni@bigpond.com, inglefarmlittleathletics@gmail.com, president@:
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Other: Jenni Dansie, Liam Sanders, Craig Thomas
Title (role with the group/organisation):	Club Presidents
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	Committee
<b>Is your organisation:</b>	
a) Incorporated:	<div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div> <div>(go to question c)</div> <div>(go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<div>Yes <input checked="" type="checkbox"/></div> <div>No <input type="checkbox"/></div> <div>(go to question c)</div> <div>(go to question c)</div>
<b>Parent Organisation</b>	
Name:	Little Athletics South Australia, Athletics South Australia
ASIC Registration Number:	

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
<b>Your organisation must have its own Bank/Credit Union Account or similar</b>		
Full Account Name: <i>NA</i>  <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <i>NA</i>  Branch Location: <i>NA</i>	
6. REFEREE INFORMATION		
<b>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</b>		
Referee's Name:	<i>Sarah McEwen</i>	
Referee's Contact Information:	<i>Bridgestone Athletics Centre Customer Service Officer</i>	

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN  <i>(If Yes - Please Quote ABN:)</i>  ----- <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(enter '0' dollar amounts below)</i>
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 0
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$ 0
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$ 0
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$ 0
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	NA
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
	16,410.00
11x Timing Gates	\$ 8,000
11 Weighted bases	\$ 2,000
USB Hub	\$ 605
Starting device / Flash / Transmitter	\$ 1,091
2x speakers	\$ 1,400
Trolley / Storage case	\$ 1,459
Freight	\$ 364
GST	\$ 1,492
<b>TOTAL (including GST):</b>	<b>\$ 16,410</b>

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 6 of 13



Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Bridgestone Athletic Centre - Competition Equipment</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Ongoing</i>
Total cost of Project/Event	<i>\$ 16,410</i>
Amount of Community Grant Funding Requested	<i>\$ 16,410.00</i>
Is there any other information that you may feel is relevant to your application?	<i>3 clubs (Northern Districts, Ingle Farm and Salisbury) are moving to Bridgestone Athletic Centre to facilitate the growth of Athletics in Salisbury. Timing gates would allow all 3 clubs to facilitate growth by reducing the requirement for multiple volunteers manually timing participants. This will also allow state body to utilise Bridgestone Athletics Centre as a Northern Hub for Athletics.</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Timing Gate Quote</i> 2. <i>Email from all clubs</i>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 7 of 13

Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for.)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
<b>Group/Organisation Information</b>	
Group/Organisation Name	NDAC, IFLAC, SLAC
Group/Organisation Description	Athletics Club
Group/Organisation Registered Address	Number/Street: 1-33 Frost Rd Suburb: Salisbury south                      Postcode: 5106
Is the Club Incorporated?	
Number of Members	400
% of Membership that reside in the City of Salisbury	90 %
<b>Project/Event Details</b>	
Project/Event Name	Bridgestone Athletics Ongoing Competitions
Project/Event Summary	
Date(s) of Project/Event	Ongoing
Location of Project/Event:	Number/Street: 1-33 Frost Rd Suburb: Salisbury South                      Postcode: 5106
How will the Project/Event benefit the residents of the City of Salisbury?	Increased participation in Athletics
How many individuals will benefit from the Project/Event?	400
% of project/event participants that reside in the City of Salisbury	95 %
If it is an Event, is it open to the public?	Yes <input type="checkbox"/> Participants can join a club at any stage
How will the Project/Event be promoted?	Clubs are promoted through the council website, club website and flyers

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 8 of 13

Grant Money Requested		
Amount Requested	\$16,410.00	
<b>Itemised Breakdown of Costs:</b> <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>		
11x Timing Gates	\$ 8,000	
11 Weighted bases	\$ 2,000	
USB Hub	\$ 605	
Starting device / Flash / Transmitter	\$ 1,091	
2x speakers	\$ 1,400	
Trolley / Storage case	\$ 1,459	
Freight	\$ 363	
GST	\$ 1,492	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>TOTAL (including GST):</b>	<b>\$ 16,410</b>	
Quote Attached:	<input checked="checked" type="checkbox"/> Yes	<input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>
<i>A detailed, current quote <u>must</u> be provided with the application.</i>		

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>3 clubs (Northern Districts, Ingle Farm and Salisbury) are moving to Bridgestone Athletic Centre to facilitate the growth of Athletics in Salisbury.</i></p>
<p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"><li>1. <i>Quote attached</i></li><li>2. <i>Email from 3 clubs to support a joint application</i></li><li>3.</li></ol>
Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>Timing gates would allow all 3 clubs to facilitate growth by reducing the requirement for multiple volunteers manually timing participants. This will also allow state body to utilise Bridgestone Athletics Centre as a Northern Hub for Athletics.</i></p>

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 10 of 13



### Support for the Project or Event

*Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:*

*(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.*

*Consultation from all 3 clubs.*

*Northern Districts Athletics Club*

*Ingle Farm Little Athletics Centre*

*Salisbury Little Athletics Centre*

### Attachments

☐ There are no attachments relating to Support for the Project or Event.

☒ The following documents are attached relating to Support for the Project or Event:

1. *Email from Northern Districts Athletics Club*
2. *Email from Ingle Farm Little Athletics Club*
3. *Email from Salisbury Little Athletics Club*

### Project or Event Management

#### Ongoing Projects or Events

*Describe how the proposed project or event will be managed into the future:*

*(outline how you will ensure sustainability and achieve outcomes for the project or activity)*

#### One-off Projects or Events

*Describe how the proposed project or event will be managed:*

*(outline how you will achieve outcomes for the project or activity)*

*Timing gates will be used during competitions including but not limited to Friday nights, Saturdays and Sundays.*

*Timing gates will also be available to schools if required*

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 11 of 13

## Application Declaration

*Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)*

Please read, tick the **S1** and **S2** boxes and sign:

**S1**   **S2**

- ☒ ☒ I acknowledge that I am authorised to make this application on behalf of the Organisation.
- ☒ ☒ I acknowledge that the information provided in this application is true and correct.
- ☒ ☒ I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
- ☒ ☒ I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
- ☒ ☒ I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of NDAC, IFLAC, SLAC (Group/Organisation)

Jenni / President  
(Name/Position)

and

Craig / President  
(Name/Position)

(Signature 1)

(Signature 2)

(Date)

(Date)

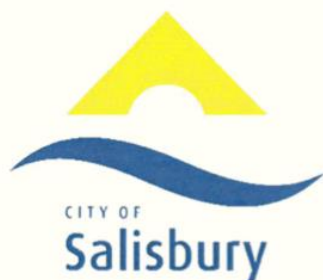
Contact (phone number):

Contact (phone number):

Both signatories will be contacted to verify the application - a contact phone number must be provided for each.  
Your Application will **not** be submitted until contact and verification has occurred, **no exception**.

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 12 of 13



## Declaration Where No Australian Business Number is Required

I hereby certify that I am not required under the New Taxation System to hold an Australian Business Number (ABN), as I am not carrying out an enterprise under the New Tax System definition.

I am providing my services as:

	Yes	No
A private recreational pursuit or hobby	<input type="checkbox"/>	<input type="checkbox"/>
As an <b>individual</b> without a reasonable expectation of profit or gain	<input type="checkbox"/>	<input type="checkbox"/>

As such the Council is not obliged to withhold 48.5% from payments made to me.

I confirm that the above declaration is valid for all payments made by Council to our organisation. Should the situation change and I am required to hold an Australian Business Number, I will notify Council immediately.

\_\_\_\_\_  
(Group/Organisation)

\_\_\_\_\_  
(Name/Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 13 of 13



**Sarah McEwen**

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**From:** Salisbury Little Athletic Centre <smtp@salisburylittleathletics.com.au>  
**Sent:** Wednesday, 13 October 2021 8:54 AM  
**To:** Sarah McEwen  
**Cc:** Ben Hopkins  
**Subject:** Timing gates grant

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Sarah

*As President of Salisbury Little Athletic centre, and on behalf of our committee, I can confirm that we endorse the submission of this grant funding. Minutes of this endorsement will be sent following our next committee meeting to be held Tuesday 2nd November 2021.*

*This grant funding is intended to be used in conjunction with the other clubs Northern Districts Little Athletic centre & Ingle Farm Little Athletic centre for the purpose of purchasing Timing Gates for the Bridgestone Athletics centre. These timing gates will benefit all three clubs, which is the reason we are joining the funding together and it is understood that if successful, this grant funding is required to be used for this purpose only.*

*Regards*

*Craig Thomas  
President, Salisbury Little Athletic Centre*

**Sarah McEwen**

---

**From:** Ingle Farm Little Athletics Centre <inglefarmlittleathletics@gmail.com>  
**Sent:** Friday, 1 October 2021 5:57 PM  
**To:** Sarah McEwen  
**Subject:** Council Grant

Hi Sarah,

I am contacting you in relation to the possibility of grant funding for timing gates, to be used at the Bridgestone Athletics Centre.

As President of the Ingle Farm Little Athletics Centre, and on behalf of our committee, I can confirm that we endorse the submission of this grant funding. Minutes of this endorsement will be sent following our next committee meeting, which is to be held on the 10th of October, 2021.

This grant funding is intended to be used in conjunction with the Northern Districts Athletics Club and the Salisbury Little Athletics Centre, for the purpose of purchasing Timing Gates for the Bridgestone Athletics centre. These timing gates will benefit all three clubs, which is the reason we are joining the funding together, and it is understood that if successful, this grant funding is required to be used for this purpose only."

Please let me know of any steps that may be required of us,  
Kind Regards,  
Liam Sanders,  
President,  
Ingle Farm Little Athletics Centre.

--



ABN: 69 937 435 054



PO Box 661  
Salisbury South SA 5106  
Ph: 0432 501 844  
[www.jets.org.au](http://www.jets.org.au)

4 October 2021

**TO WHOM IT MAY CONCERN**

As President of Northern Districts Athletics Club, and on behalf of our committee, I can confirm that we endorse the submission of this grant funding. Minutes of this endorsement will be sent following our next committee meeting to be held 12 October 2021.

This grant funding is intended to be used in conjunction with the other clubs Ingle Farm & Salisbury Little Athletics Centre for the purpose of purchasing Timing Gates for the Bridgestone Athletics centre. These timing gates will benefit all three clubs, which is the reason we are joining the funding together and it is understood that if successful, this grant funding is required to be used for this purpose only.

With kind regards,  
Jenni Dansie  
President  
Northern Districts Athletics Club





QUOTE

**Date**  
14 Jun 2021

**Expiry**  
14 Jul 2021

**Timing Solutions**  
28 Bull St  
CASTLEMAINE VIC 3450  
AUSTRALIA

**Account Number**

**Quote Number**  
QU-1239

**Northern Districts Athletics Club**  
Attention: Jenni Dansie  
PO Box 661  
SALISBURY SOUTH SA 5106

**Reference**  
10 Lane System

[www.timingsolutions.com.au](http://www.timingsolutions.com.au)  
[info@timingsolutions.com.au](mailto:info@timingsolutions.com.au)

**ABN 78 087 339 624**

Description	Quantity	Unit Price	GST	Amount AUD
TGT, TS Timing Gate including Batteries	11.00	727.27	10%	8,000.00
TBS, 8 kg weighted base for timing gate	11.00	181.82	10%	2,000.00
THB, TS USB Hub	1.00	604.55	10%	604.55
TSD, TS Start Device v3.0	1.00	740.91	10%	740.91
TTM, LED Flasher and TS Start Speaker Transmitter	1.00	350.00	10%	350.00
TSS, TS Start Speaker - Wireless	2.00	700.00	10%	1,400.00
TTY, This trolley is designed to carry and store the wireless gates and their bases.	1.00	1,363.64	10%	1,363.64
TEC, Heavy duty case for the start devices, wifi hubs and cables	1.00	95.45	10%	95.45
Freight, Freight	1.00	363.64	10%	363.64
			Subtotal	14,918.19
			Total GST 10%	1,491.81
			<b>TOTAL AUD</b>	<b>16,410.00</b>

**Terms**

Payment in full to ship.

ABN: 78 087 339 624. Registered Office: 28 Bull St, CASTLEMAINE, VIC, 3450, Australia



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## MAYOR'S DIARY REPORT

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### Recommendation

#### That Council:

1. That this information be noted.

Date	Time	Function
23/09/2021	01:30 PM	Citizenship Ceremony - 1.30pm
23/09/2021	03:00 PM	Citizenship Ceremony - 3.00pm
23/09/2021	04:00 PM	Discussion re Resident Concern - Development Application & Removal of Significant Tree on Road Reserve
23/09/2021	06:30 PM	Citizenship Ceremony - Evening
24/09/2021	09:45 AM	SCAM Awareness Forum and Aged Care Expo Friday 24th September 2021
25/09/2021	06:30 PM	The Samahan Filipino-Australian SA Inc - "10th YEAR Anniversary Foundation Ball"
26/09/2021	10:30 AM	Church Anniversary Celebration at Omega Fire ministries
26/09/2021	12 Noon	2021 Saints Presentation Day
27/09/2021	04:00 PM	OFFICE TIME - Schedule upcoming week / Signing / Speeches and Resident Enquiries
27/09/2021	04:30 PM	Pre-Council Meeting Briefing
27/09/2021	06:30 PM	Council Meeting
29/09/2021	05:15 PM	ABC Radio Call
3/10/2021	12 Noon	Meeting re Community Group
4/10/2021	04:00 PM	OFFICE TIME - Schedule upcoming week / Signing / Speeches and Resident Enquiries
5/10/2021	10:00 AM	Radio Show
5/10/2021	12:30 PM	Further Briefing - Plan for West of Port Wakefield Rd
5/10/2021	01:00 PM	Meeting to Discuss Structure for Pitman Park
5/10/2021	02:00 PM	LGA Session
5/10/2021	04:00 PM	Coffee Catch-up with MP Candidate
5/10/2021	04:30 PM	Meeting with Resident
5/10/2021	05:00 PM	Briefing Prior to Informal Strat
5/10/2021	06:30 PM	Informal Strategy
5/10/2021	12 Noon	Media Issues - Regular Catch-up
6/10/2021	10:00 AM	Briefing for the Burton Community Hub Ground Breaking Ceremony
6/10/2021	10:30 AM	Regular Catch-up to Discuss Current/Upcoming Planning/Building Issues
6/10/2021	12:30 PM	Photo shoot with Brett - Aware Photographer
8/10/2021	11:00 AM	St Kilda Boat Ramp Official Opening
8/10/2021	06:30 PM	Australian Refugee Association - Welcome Dinner
9/10/2021	06:00 PM	Bathukamma Festival
10/10/2021	03:00 PM	Multicultural Soccer Tournament - Mental Health Week 2021
10/10/2021	12 Noon	Khmer (Pchum Ben) celebration
11/10/2021	08:40 AM	Installation of new Principal, Mr Glyn Roberts
11/10/2021	02:00 PM	Burton Community Hub Ground-breaking
11/10/2021	04:00 PM	OFFICE TIME - Schedule upcoming week / Signing / Speeches and Resident Enquiries

11/10/2021	06:30 PM	Asset Management Sub Committee
11/10/2021	06:35 PM	Tree Management Appeals Sub Committee
12/10/2021	09:30 AM	October COTA Conversation with Northern Seniors
12/10/2021	10:30 AM	United Sikhs of South Australia Inc
12/10/2021	11:30 AM	Meeting with Resident
12/10/2021	01:00 PM	Meeting with Resident
12/10/2021	02:00 PM	Meeting with CEO and deputy mayor
12/10/2021	12 Noon	Media Issues - Regular Catch-up
13/10/2021	09:30 AM	Coffee Meeting with Staff (New Media Advisor)
13/10/2021	10:00 AM	Meeting with Resident
13/10/2021	11:00 AM	Meeting with Resident
13/10/2021	11:30 AM	Time with PA - Speech etc
13/10/2021	01:30 PM	Certification of Annual Financial Statements by CEO and Mayor
13/10/2021	02:00 PM	Discussion of Draft Report - Community Alliance - 'Engaging for Reform'
14/10/2021	04:30 PM	Community Consultation - Fairbanks Reserve
15/10/2021	07:00 PM	Lions District Convention
16/10/2021	10:30 AM	ALGWA AGM
16/10/2021	06:30 PM	Pontian's 2021 Awards Night
16/10/2021	09:00 PM	Indian and Cambodian function
17/10/2021	12 Noon	Salisbury Community Fun Day @ St Kilda
18/10/2021	12:15 PM	Meet with Anthony Farrugia (Salisbury Mausoleum)
18/10/2021	01:30 PM	RAAF Freedom of Entry March - Run-through
18/10/2021	02:00 PM	Meeting with Residents
18/10/2021	04:00 PM	Meeting with Resident
18/10/2021	04:30 PM	OFFICE TIME - Schedule upcoming week / Signing / Speeches and Resident Enquiries
18/10/2021	06:30 PM	Committee Meetings
19/10/2021	10:15 AM	Mayor's Radio Show: Rotary Club Halloween Fun Run
19/10/2021	02:00 PM	Regular meeting Mayor/CEO/EA
19/10/2021	03:00 PM	Meeting with PA/EA re Christmas Function
19/10/2021	06:30 PM	Committee Meetings
19/10/2021	12 Noon	Advertiser Photo Shoot with Brad Chilcott
19/10/2021	12 Noon	Media Issues - Regular Catch-up
20/10/2021	10:00 AM	Meeting with the Regional Director of Home Affairs - Tanya Gerlach
20/10/2021	12:30 PM	Centuria, Apex & Samaras Ground-breaking
20/10/2021	02:00 PM	Photo with the Breast screen radiographers

#### **Events attended by Elected Members on behalf of the Mayor**

<b>Date</b>	<b>Member</b>	<b>Function</b>
8/10/2021	Cr P Jensen	Northern Districts Athletics Club Official Season Opening of the 21/22 Summer Season
8/10/2021	Cr S Reardon	Northern Districts Athletics Club Official Season Opening of the 21/22 Summer Season
8/10/2021	Cr B Brug	Mawson Lakes Photography Club
17/10/2021	Cr J Woodman	Re-opening of the Northridge Para Vista Scout Group Hall
20/10/2021	Cr L Braun	Pooraka Farm Community Centre 2021 AGM.

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## **REPORTS FROM COUNCIL REPRESENTATIVES**

### **QUESTIONS ON NOTICE**

No Questions on Notice have been received.

### **QUESTIONS WITHOUT NOTICE**

### **MOTIONS ON NOTICE**

No Motions on Notice have been received.

### **MOTIONS WITHOUT NOTICE**



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## ORDERS TO EXCLUDE THE PUBLIC

### 4.4.1 Future Urban Water Directions

#### Recommendation

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

1. Pursuant to Section 90(2) and (3)(d)(i) and (d)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
  - it relates to commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
  - commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.
2. In weighing up the factors related to disclosure,
  - disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations
  - Non-disclosure of the matter and discussion of this item in confidence would protect Council's commercial position for future strategic directions relating to the Salisbury Water Business Unit.

*On that basis the public's interest is best served by not disclosing the **Future Urban Water Directions** 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.

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## C1 Request for Extension of Confidential Order

### 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 Order** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

**CLOSE**



John Harry  
**CHIEF EXECUTIVE OFFICER**







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

**27 SEPTEMBER 2021**

**MEMBERS PRESENT**

Mayor G Aldridge  
Cr M Blackmore  
Cr L Braun  
Cr B Brug  
Deputy Mayor, 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

**STAFF**

Acting Chief Executive Officer, Mr C Mansueto  
General Manager City Infrastructure, Mr J Devine  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager City Development, Ms M English  
Manager Governance, Mr R Deco  
Team Leader Corporate Governance, Mr B Kahland  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.31 pm.

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## **OPENING PRAYER AND WELCOME**

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

The Mayor read the Kurna Acknowledgement.

The Acting Chief Executive Officer read the Opening Prayer.

## **APOLOGIES**

There were no apologies.

## **LEAVE OF ABSENCE**

Nil

## **PUBLIC QUESTION TIME**

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

## **DEPUTATIONS**

No Deputations were received.

## **PRESENTATION OF MINUTES**

Moved Cr K Grenfell

Seconded Cr M Blackmore

The Minutes of the Council Meeting held on 23 August 2021, be taken as read and confirmed.

**CARRIED  
1095/2021**

## **PETITIONS**

No Petitions were received.

### **1 Policy and Planning Committee Meeting**

#### **Recommendations Passed En Bloc**

Moved Cr C Buchanan

Seconded Cr D Proleta

That Council adopt the recommendations of the Policy and Planning Committee Meeting held on 20 September 2021, listed below.

**CARRIED  
1096/2021**

---

### **1.0.1 Future Reports for the Policy and Planning Committee**

Moved Cr C Buchanan  
Seconded Cr D Proleta

That Council:

1. Receives and notes the information.

**CARRIED  
1096/2021**

### **1.1.1 Sponsorship - Bowls SA South Australian Super League**

Moved Cr C Buchanan  
Seconded Cr D Proleta

That Council:

1. Notes that a sponsorship proposal, as set out in Attachment 1 to this report (Policy and Planning Committee, 20/09/2021, Item No. 1.1.1) has been received from Bowls SA to the City of Salisbury for the continued sponsorship of the SA Super League in 2022.
2. Authorises the CEO or delegate to negotiate into a sponsorship agreement for three-years on the basis of the principles outlined in Paragraph 3.9 of this report (Policy and Planning Committee, 20/09/2021, Item No. 1.1.1) and in line with the City of Salisbury's Sponsorship Policy.
3. Approves the development of a First Quarter Budget Review Bid for the amount of \$15,000, with a copy of the bid to be provided at the November 2021 Finance and Corporate Services Committee.

**CARRIED  
1096/2021**

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### **1.2.1 Signing Green Partnership**

Moved Cr C Buchanan

Seconded Cr D Proleta

That Council:

1. Receives and notes the information.
2. Authorises the Chief Executive Officer to sign the National Park City [charter](#) on behalf of Council.
3. Approves for the Administration to contact Green Adelaide, National Parks City to discuss further what on ground action can be taken to support and partner on this initiative within the City and report back to Council on the detailed conditions and policies that relate directly to Council once these are known.
4. Approves the request from Green Adelaide to contribute \$10k for canopy cover and heat mapping to be undertaken in summer 2021/22 in partnership with other contributing Councils, with the cost to be funded from existing the existing budget.

**CARRIED  
1096/2021**

### ***Confidential Items***

***Refer to CONFIDENTIAL ITEMS section of Council Minutes***

#### **1.4.1 Structure Plan West Port Wakefield Road**

#### **1.4.2 St Kilda Future Development Opportunities**

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## **2 Finance and Corporate Services Committee Meeting**

### **Recommendations Passed En Bloc**

Moved Cr D Proleta

Seconded Cr J Woodman

That Council adopt the recommendations of the Finance and Corporate Services Committee Meeting held on 20 September 2021, listed below.

**CARRIED  
1097/2021**

#### **2.0.1 Future Reports for the Finance and Corporate Services Committee**

Moved Cr D Proleta

Seconded Cr J Woodman

That Council:

1. Receives and notes the information.

**CARRIED  
1097/2021**

#### **2.1.1 2020-2021 Carried Forward Funds and Budget Adjustments**

Moved Cr D Proleta

Seconded Cr J Woodman

That Council:

1. Approves the 2021/22 budget be increased with \$26,088,600 funds carried forward to be applied as detailed in the Schedule of Funds Carried Forward from 2020/2021 to 2021/2022 in Attachment 1 to this report (Item No. 2.1.1, Finance and Corporate Services Committee, 20/9/2021).
2. Approves the 2020/2021 project expenditure budgets be reduced to reflect returned funds of \$13,220,200, reduction in grant income of \$534,000, and transfer to developer reserve of \$221,900 as per the Schedule of Funds Returned to Council 2020/2021 in Attachment 2 to this report (Item No. 2.1.1, Finance and Corporate Services Committee, 20/9/2021).
3. Approves the 2020/2021 project expenditure budgets be increased to reflect additional actual expenditure of \$225,000, as per the Schedule of Budget Adjustments 2020/2021 in Attachment 3 to this report (Item No. 2.1.1, Finance and Corporate Services Committee, 20/9/2021).

- 
4. Approves transfers of \$1,306,000 to balance completed programs and projects, and appropriately align budgets for carry forward purposes, as per the Schedule of Budget Transfers 2020/21 in Attachment 4 to this report (Item No. 2.1.1, Finance and Corporate Services Committee, 20/9/2021).
  5. Approves the 2020/21 project over expenditures be offset within the respective 2021/22 program budget allocations:

Property & Buildings	
PR26231 Salisbury United	\$17,800
Season Relocation Expenses	

6. Approves the 2021/22 Budget be adjusted to remove the second instalment payment of Local Roads and Community Infrastructure grant of \$1,349,100 noting these funds were received in 2020/21 and included in the 2020/21 Third Quarter Budget Review. Details of these adjustments are contained in Attachment 5 to this report Schedule of Grant Funding Adjustments (Item No. 2.1.1, Finance and Corporate Services Committee, 20/9/2021).
7. Approves the 2020/21 Budget be adjusted for successful grant funding of \$137,400, with expenditure budgets carried forward, as detailed in Attachment 5 to this report Schedule of Grant Funding Adjustments (Item No. 2.1.1, Finance and Corporate Services Committee, 20/9/2021).

**CARRIED  
1097/2021**

#### **2.1.2 Loan Borrowings 2020/21 and 2021/22**

Moved Cr D Proleta  
Seconded Cr J Woodman

That Council:

1. Receives the information.
2. Approves the balance of the Property Disposal Reserve of \$1,500,000 be applied to the reduction of borrowing requirements.
3. Approves the establishment of a 10 Year Cash Advance Debenture of \$23.2 million, to enable the delivery of the 2021/22 Budget.

**CARRIED  
1097/2021**

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### **3 Governance and Compliance Committee Meeting**

#### **Recommendations Passed En Bloc**

Moved Cr B Brug

Seconded Cr J Woodman

That Council adopts the recommendations of the Governance and Compliance Committee Meeting held on 20 September 2021, listed below, with the exception of Item(s):

#### **3.1.1 Review of Plaques and Memorials Policy 2021**

#### **3.1.3 Review of Delegations and New Delegations Framework**

which were withdrawn to be considered separately.

**CARRIED  
1098/2021**

#### **3.0.1 Future Reports for the Governance and Compliance Committee**

Moved Cr B Brug

Seconded Cr J Woodman

That Council:

1. Receives and notes the information.

**CARRIED  
1098/2021**

#### **3.1.2 Prescribed Officers**

Moved Cr B Brug

Seconded Cr J Woodman

That Council:

1. Approves the Chief Executive Officer be delegated the authority to determine the officers or officers of a class within Council Administration which will be subject to the operation of Chapter 7, Part 4, Division 2 of the *Local Government Act 1999 (SA)* on Register of Interest.

**CARRIED  
1098/2021**



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### **3.1.4 Amendment to Terms of Reference for Council Committees and Sub Committees**

Moved Cr B Brug  
Seconded Cr J Woodman

That Council:

1. Approves that the Terms of Reference for Council's Committees and Sub Committees be amended to reflect the amended Section 85 of the *Local Government Act 1999* from the date of proclamation.

**CARRIED  
1098/2021**

### **3.1.5 Australia Day Council of South Australia - Election of Board Members**

Moved Cr B Brug  
Seconded Cr J Woodman

That Council:

1. Appoints from the following list of candidates, the nomination of five candidates in order of preference for the Election of the Australia Day Council of South Australia Inc. Board of Management, for selection on the ballot form:
  - 1.1 Mr. Peter Tsokas
  - 1.2 Ms. Fiona Dorman
  - 1.3 Mr. Brad Manuel
  - 1.4 Mr. Maurice Henderson
  - 1.5 Mr. Aashish Wagley
  - 1.6 Dr. Lucy Sutherland
  - 1.7 Ms. Antonietta (Toni) Cocchiaro
  - 1.8 Mr. Stephen Pallaras
  - 1.9 Ms. Sarah Hooper
  - 1.10 Ms. Susanne (Susi) Tegen
  - 1.11 Ms. Gillian Lewis
2. Approves the following candidates in order of preference for the Election of the Australia Day Council of South Australia Inc. Board of Management:
  - 2.1 Ms. Susanne (Susi) Tegen
  - 2.2 Ms. Gillian Lewis
  - 2.3 Dr. Lucy Sutherland
  - 2.4 Ms. Antonietta (Toni) Cocchiaro
  - 2.5 Mr. Stephen Pallaras

**CARRIED  
1098/2021**

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### **3.1.6 Review of Elected Members Records Management Policy**

Moved Cr B Brug  
Seconded Cr J Woodman

That Council:

1. Receives the information.
2. Adopts the amended Elected Members Records Management Policy as set out in Attachment 1 to this report (Governance and Compliance 20/09/2021, Item No. 3.1.6).

**CARRIED  
1098/2021**

### **3.2.1 Summary of Elected Member Training and Development Expenditure and Outstanding Summary Reports**

Moved Cr B Brug  
Seconded Cr J Woodman

That Council:

1. Receives the information.

**CARRIED  
1098/2021**

The meeting then proceeded to consider items 3.1.1 and 3.1.3 which were withdrawn to be considered separately.

### **3.1.1 Review of Plaques and Memorials Policy 2021**

Moved Cr C Buchanan  
Seconded Cr P Jensen

That Council:

1. Adopts the Plaques and Memorials Policy as set out in Attachment 1 to this report (Governance and Compliance Committee 20/09/2021, Item No. 3.1.1) noting the following general amendments:
  - a. Grammatical and formatting alterations with updated Council role titles.
  - b. Clear definition within Appendix A 'Application & Approvals Process' of roles and responsibilities of administration where it pertains to the Community Planning Division and Infrastructure Management Divisions, respectively.

**CARRIED  
1099/2021**

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**Further Motion:**

Moved Cr C Buchanan

Seconded Cr B Brug

1. That Council erects a plaque to acknowledge and commemorate the centenary year 2021 of His Holiness Pramukh Swami Maharaj, to be located in a suitable location in George Street adjacent to the Temple, including associated wayfinding signage at either end of the street including the wording BAPS HINDU MANDIR.

**CARRIED  
1100/2021**

### **3.1.3 Review of Delegations and New Delegations Framework**

Moved Cr J Woodman

Seconded Cr S Reardon

That Council:

1. Revokes its previous delegations to the Chief Executive Officer, effective from 30 September 2021, of those powers and functions under:
  - Burial and Cremation Act 2013
  - Burial and Cremation Regulations 2014
  - Community Titles Act 1996
  - Dog and Cat Management Act 1995
  - Electricity Act 1996
  - Electricity (Principles of Vegetation Clearance) Regulations 2010
  - Electronic Conveyancing National Law (SA) Act 2013
  - Environment Protection Act 1993
  - Environment Protection (Waste to Resources) Policy 2010
  - Expiation of Offences Act 1996
  - Fences Act 1975
  - Fines Enforcement and Debt Recovery Act 2017
  - Fire and Emergency Services Act 2005
  - Fire and Emergency Services Regulations 2021
  - Food Act 2001
  - Food Regulations 2017
  - Freedom of Information Act 1991
  - Freedom of Information (Fees and Charges) Regulations 2018
  - Gas Act 1997
  - Heavy Vehicle National Law schedule to the Heavy Vehicle National Law (South Australia) Act 2013)

- 
- Land and Business (Sale and Conveyancing) Act 1994
  - Land Acquisition Act 1969 and Regulations 2004
  - Landscape South Australia Act 2019
  - Landscape South Australia (General) Regulations 2020
  - Landscape South Australia (Water Management) Regulations 2020
  - Liquor Licensing Act 1997
  - Local Government Act 1999
  - Local Nuisance and Litter Control Act 2016
  - Local Nuisance and Litter Control Regulations 2017
  - Mining Act 1971
  - Mining Regulations 2020
  - Real Property Act 1886
  - Roads (Opening and Closing) Act 1991
  - Road Traffic Act 1961
  - Road Traffic (Miscellaneous) Regulations 2014
  - Road Traffic (Road Rules—Ancillary and Miscellaneous Provisions) Regulations 2014
  - Safe Drinking Water Act 2011
  - South Australian Public Health Act 2011
  - South Australia Public Health (General) Regulations 2013
  - South Australia Public Health (Legionella) Regulations 2013
  - South Australia Public Health (Wastewater) Regulations 2013
  - State Records Act 1997
  - Strata Titles Act 1988
  - Supported Residential Facilities Act 1992
  - Supported Residential Facilities Regulations 2009
  - Water Industry Act 2012
  - Water Industry Regulations 2012
  - Council ByLaw No 1 – Permits and Penalties ByLaw
2. Delegates, in exercise of the power contained in section 44 of the *Local Government Act 1999* the powers and functions under the following Acts and specified in the proposed Instruments of Delegation contained in Attachment 2 of this report (Governance and Compliance 20/09/2021, Item No. 3.1.3) from 1 October 2021 to the person occupying the position of Chief Executive Officer except where otherwise indicated in the Attachment, subject to the conditions and/or limitations specified herein or in the Schedule of Conditions in each proposed Instrument of Delegation:

- 
- Burial and Cremation Act 2013
  - Burial and Cremation Regulations 2014
  - Community Titles Act 1996
  - Cost of Living Concessions Act 1986
  - Crown Land Management Act 2009
  - Disability Inclusion Act 2018
  - Disability Inclusion Regulations 2019
  - Dog and Cat Management Act 1995
  - Dog and Cat Management Regulations 2017
  - Electricity Act 1996
  - Electricity (Principles of Vegetation Clearance) Regulations 2010
  - Environment Protection Act 1993
  - Environment Protection Regulations 2009
  - Environment Protection (Air Quality) Policy 2016
  - Environment Protection (Noise) Policy 2008
  - Environment Protection (Used Packaging Materials) Policy 2012
  - Environment Protection (Waste to Resources) Policy 2010
  - Expiation of Offences Act 1996
  - Fines Enforcement and Debt Recovery Act 2017
  - Fire and Emergency Services Act 2005
  - Fire and Emergency Services Regulations 2021
  - Food Act 2001
  - Food Regulations 2017
  - Freedom of Information Act 1991
  - Freedom of Information (Fees and Charges) Regulations 2018
  - Gas Act 1997
  - Heavy Vehicle National Law (schedule to the Heavy Vehicle National Law (South Australia) Act 2013)
  - Heavy Vehicle (Mass, Dimension and Loading) National Regulation (NSW)
  - Independent Commissioner Against Corruption Act 2012
  - Labour Hire Licensing Act 2017
  - Land and Business (Sale and Conveyancing) Act 1994
  - Land Acquisition Act 1969 and Regulations 2004
  - Landscape South Australia Act 2019
  - Landscape South Australia (General) Regulations 2020

- 
- Landscape South Australia (Water Management) Regulations 2020
  - Liquor Licensing Act 1997
  - Local Government Act 1999
  - Local Government (Building Upgrade Agreements) Regulations 2017
  - Local Government (Financial Management) Regulations 2011
  - Local Government (General) Regulations 2013
  - Local Government (Members Allowances and Benefits) Regulations 2010
  - Local Government (Procedures at Meetings) Regulations 2013
  - Local Government (Elections) Act 1999
  - Local Nuisance and Litter Control Act 2016
  - Local Nuisance and Litter Control Regulations 2017
  - Magistrates Court Rules 1992
  - Mining Act 1971
  - Mining Regulations 2020
  - Ombudsman Act 1972
  - Private Parking Areas Act 1986
  - Real Property Act 1886
  - Roads (Opening and Closing) Act 1991
  - Road Traffic Act 1961
  - Road Traffic (Miscellaneous) Regulations 2014
  - Road Traffic (Road Rules—Ancillary and Miscellaneous Provisions) Regulations 2014
  - Safe Drinking Water Act 2011
  - Safe Drinking Water Regulations 2012
  - South Australian Public Health Act 2011
  - South Australia Public Health (General) Regulations 2013
  - South Australia Public Health (Legionella) Regulations 2013
  - South Australia Public Health (Wastewater) Regulations 2013
  - State Records Act 1997
  - Strata Titles Act 1988
  - Supported Residential Facilities Act 1992
  - Supported Residential Facilities Regulations 2009
  - Water Industry Act 2012
  - Water Industry Regulations 2012
  - Council ByLaw No 1 – Permits and Penalties ByLaw

- 
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 each such proposed Instrument of Delegation.

**Delegations Made under the *Food Act 2001***

4. Delegates, in exercise of the powers contained in Section 91 of the *Food Act 2001*, the powers and functions under the *Food Act 2001* specified in the proposed Instrument of Delegation contained in Attachment 2 are hereby delegated from 1 October 2021 to the person occupying the office of Chief Executive Officer (“the head of the enforcement agency” for the purposes of the *Food Act 2001*), subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Food Act 2001*.
5. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Food Act 2001*.

**Delegations under Supported *Residential Facilities Act 1992***

6. In exercise of the power contained in Section 9 of the *Supported Residential Facilities Act 1992*, the powers and functions under the *Supported Residential Facilities Act 1992* and *Supported Residential Facilities Regulations 2009* specified in the proposed Instrument of Delegation contained in Attachment 2 are hereby delegated from 1 October 2021 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Supported Residential Facilities Act 1992*.
7. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Supported Residential Facilities Act 1992*.

**Delegations, Sub Delegations and Authorisations under the *Road Traffic Act 1961***

8. Approves the sub delegation and authorisation of power under Section 17 and 20 of the *Road Traffic Act 1962* as provided for in Attachment 3 to this report (Governance and Compliance 20/09/2021, Item No.3.1.3).

- 
9. Delegates, in accordance with the Instrument of General Approval and Delegation to Council dated 22 August 2013 from the Minister for Transport and Infrastructure (the ‘instrument’), to the person occupying the office of Chief Executive Officer, the powers and functions under section 33(1) of the *Road Traffic Act 1961* as provided in Attachment 4 to this report (Governance and Compliance 20/09/2021, Item No. 3.1.3).

**Delegations under *Safe Drinking Water Act 2011* (of enforcement agency)**

10. Delegates, in exercise of the power contained in Section 43 of the *Safe Drinking Water Act 2011* the powers and functions of the Council as a relevant authority under the *Safe Drinking Water Act 2011* contained in the Delegations Register specified in the proposed Instrument of Delegation contained in Attachment 2, from 1 October 2021 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Safe Drinking Water Act 2011*.
11. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Safe Drinking Water Act 2011*.

**Delegations under *Fire and Emergency Services Act 2005* to a Fire Prevention Officer**

12. Delegates, in exercise of the power contained in Section 93 of the *Fire and Emergency Services Act 2005* the powers and functions under the *Fire and Emergency Services Act 2005* specified in the proposed Instrument of Delegation contained in Attachment 2 are hereby delegated from 1 October 2021 to the person appointed Fire Prevention Officer of the Council under the *Fire and Emergency Services Act 2005* subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Fire and Emergency Services Act 2005*.
13. Such powers and functions may be further delegated by the Fire Prevention Officer as the Fire Prevention Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Fire and Emergency Services Act 2005*.



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**Delegations under the *Heavy Vehicle National Law (South Australia) Act 2013***

14. Delegates, in exercise of the power contained in Section 44 of the *Local Government Act 1999* and Section 22B of the *Heavy Vehicle National Law (South Australia) Act 2013* (as relevant) the powers and functions under the *Heavy Vehicle National Law (South Australia) Act 2013* specified in the proposed Instrument of Delegation contained in Attachment 2, from 1 October 2021 to the person occupying the office of Chief Executive Officer, subject to the conditions or limitations indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Heavy Vehicle National Law (South Australia) Act 2013*.
15. Such powers and functions may be further delegated by the Chief Executive Officer as the Chief Executive Officer sees fit and in accordance with the relevant legislation unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation under the *Heavy Vehicle National Law (South Australia) Act 2013*.

**CARRIED  
1101/2021**

**4 Urban Services Committee Meeting**

**Recommendations Passed En Bloc**

Moved Cr S Reardon  
Seconded Cr K Grenfell

That Council adopts the recommendations of the Urban Services Committee Meeting held on 20 September 2021, listed below, with the exception of Item(s):

**4.1.1-TMASC3 Review of Tree Removal Request - 3 Tulip Court, Parafield Gardens**

**4.1.6 The Paddocks**

which were withdrawn to be considered separately.

**CARRIED  
1102/2021**

**4.0.1 Future Reports for the Urban Services Committee**

Moved Cr S Reardon  
Seconded Cr K Grenfell

That Council:

1. Notes the report.

**CARRIED  
1102/2021**

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**4.1.1 Recommendations of the Tree Management Appeals  
Sub Committee meeting held on Monday 13  
September 2021**

Moved Cr S Reardon  
Seconded Cr K Grenfell

That the information contained in the Tree Management Appeals Sub Committee of the meeting held on 13 September 2021 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

**CARRIED  
1102/2021**

**4.1.1-TMASC2 Tree Removal Requests - Monthly  
Update**

Moved Cr S Reardon  
Seconded Cr K Grenfell

That Council:

1. Notes the information in the report.

**CARRIED  
1102/2021**

**4.1.1-TMASC4 Tree Replacement Report Request**

Moved Cr S Reardon  
Seconded Cr K Grenfell

That Council:

1. Notes the expected cost increase to the annual street tree planting program and associated cost resulting from the change to the policy requiring 10 new trees per significant or regulated tree removal.
2. Endorses that no changes be made to the current policy as it already makes provision for the replacement of significant and regulated trees in line with the *Planning Development and Infrastructure Act 2016*.

**CARRIED  
1102/2021**

**4.1.2 Tree Planting - St Kilda Adventure Playground**

Moved Cr S Reardon  
Seconded Cr K Grenfell

That Council:

1. Approves the planting of 10 Morton Bay fig and/or alternate fig tree species, throughout the St Kilda

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Playspace and surrounds, with planting to occur in the 2022 planting season, funded through the existing Streetscape Program.

**CARRIED  
1102/2021**

#### **4.1.3 Capital Works Program Monthly Report - August 2021 Update**

Moved Cr S Reardon

Seconded Cr K Grenfell

That Council:

1. Approves the inclusion of a First Quarter 2021/22 non-discretionary bid to reflect the 100% Federal Government grant income awarded for the delivery of the road safety improvements at the intersection of Martins and Ryans Road, Greenfield, within PR13725 Major Traffic Improvements Program.
2. Approves the program inclusions of Lennox Drive, Paralowie; Bentine Street, Para Vista; Ryans Road, Greenfields, Charmain Avenue and Connie Street, Para Vista within the 2021/22 PR14498 Council Funded New Footpath Program, and PR21412 Kerb Ramp Construction / Upgrade Programs.
3. Approves the program inclusion of Walkley Heights within the 2021/22 Bituminous Path Program where sufficient funding is available to deliver this, noting should funding be received from the City of Port Adelaide Enfield to cover a further section which crosses Council boundaries a further report will be provided.
4. Approves the program amendment within PR20548 Bridge Program deferring the renewal of BRIDGE-20, Parafield Airport Reserve (near Parafield Railway Station) and replacing it with BRIDGE-1835, Springbank Waters Linear Reserve Stage 2 (west of Springbank Boulevard, near Waterloo Corner Road), Burton, which is a higher priority to renew, with no impact to the program budget.
5. Approves the inclusion of a First Quarter 2021/22 non-discretionary bid to reflect the amendment of State Government income from \$125k down to \$100k, and transferring this \$100k of income from PR25543 Marveloo Purchase to PR30205 Unity Park Accessible Change Facility reducing Council contribution to deliver this project from \$450k to \$350k.

- 
6. Approves the transfer of \$12k of savings from the Bridgestone Athletics Facility building swipe access from within PR18097 Building Renewal Program to PR24797 Bridgestone Athletics Facility to support the delivery of Athletics Equipment.
  7. Approves the inclusion of renewal works at the Watershed, Greenfields and Prettejohn Gully vacant building demolition and roof safety system compliance upgrades within PR18097 Building Renewal Program in alignment with funding availability.

**CARRIED  
1102/2021**

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#### **4.1.4 Revocation of Community Land Classification Portion of Nina Court Reserve, Salisbury Heights**

Moved Cr S Reardon

Seconded Cr K Grenfell

That Council:

1. Approves the proposal to revoke the community land classification of portion of Allotment 10 in Deposited Plan 47471 as described in Certificate of Title Volume 5417 Folio 212 and delineated on the attached plan (Attachment 1 Item 4.1.4 Urban Services Committee) measuring approximately 14.5sqm and that this be rededicated as road.
2. Approves that the Section 194 report contained in (Attachment 2 Item 4.1.4 Urban Services Committee) 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 consisting of a public notice in the Advertiser and State Government Gazette, a notice on Councils public website, letters with the attached Section 194 Report posted to property owners in the immediate vicinity and a sign erected on site.
3. Notes that a further report will be presented to Council for consideration of any objections received.
4. Authorises the Manager Property and Buildings to prepare and submit the necessary documentation to the Minister for approval in the event that no objections are received following the consultation.
5. Approves that upon compliance with all legislative requirements necessary to facilitate the revocation of classification of the community land comprising portion of Allotment 10 in Deposited Plan 47471 as described in Certificate of Title Volume 5417 Folio 212 and delineated on the attached plan (Attachment 1 Item 4.1.4 Urban Services Committee), that the subject land be rededicated as road with the applicant being responsible for all costs incurred.

**CARRIED  
1102/2021**

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**4.1.5 Grant of Easement to Epic Energy South Australia Pty Ltd - Portion of Whites Road Wetlands, Globe Derby**

Moved Cr S Reardon  
Seconded Cr K Grenfell

That Council:

1. Approves granting an easement to Epic Energy South Australia Pty Ltd (Epic) for the installation of an underground pipe over a portion of Whites Road Wetlands, identified as Allotment 59 in Filed Plan F114620 as described in Certificate of Title 5883 Folio 909, and delineated in red in Attachment 1 to this report (Urban Services Committee, 20/09/2021, Item No. 4.1.5) for a consideration of \$20,500 plus GST, with Epic to be responsible for all costs.
2. Approves the Manager Property and Buildings to liaise with Epic in regards to the requested easement and arrange consent of the Letter of Agreement and Grant of Easement documentation.

**CARRIED  
1102/2021**

The meeting then proceeded to consider items 4.1.1-TMASC3 and 4.1.6 which were withdrawn to be considered separately.

**4.1.1-TMASC3 Review of Tree Removal Request - 3 Tulip Court, Parafield Gardens**

*Cr K Grenfell declared a perceived conflict on the basis of being a resident of Tulip Court. Cr Grenfell managed the conflict by remaining in the meeting and voting in the best interest of the community.*

Moved Cr C Buchanan  
Seconded Cr S Ouk

That Council:

1. Approves Tulip Court, Parafield Gardens be considered for inclusion in the Streetscape Program for 2022/23.

**CARRIED  
1103/2021**

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

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#### **4.1.6 The Paddocks**

Moved Cr C Buchanan

Seconded Cr P Jensen

That Council:

1. Notes the existing budgets for the Multi-sport Community Facility (leased by the Para Hills United Soccer Club, Para Hills Football and Sports Club and Northern Districts Cricket Club) of \$2.6M (comprised of \$1.4M Council funding and \$1.2M State Government Grant funding), and for the Community Sports Clubroom (leased by the Para Hills Knights Soccer Club) of \$1.5M (fully Council funded).
2. Notes that the change rooms in the Multi-sport Community Facility (leased by the Para Hills United Soccer Club, Para Hills Football and Sports Club and Northern Districts Cricket Club) will not be built to AFL/SANFL requirements but will be increased to a size consistent with other facilities across the city and that final designs of the multi-sport facility to include social space for both clubs to a minimum of 130 square metres.
3. Approves the reallocation of up to \$1.4M of the 2021/22 Paddocks Masterplan Implementation Works budget from the Community Sports Clubroom (leased by the Para Hills Knights Soccer Club) to the Multi-Sport Community Facility (leased by the Para Hills United Soccer Club, Para Hills Football and Sports Club and Northern Districts Cricket Club).
4. Approves that \$100K from the 2021/22 Paddocks Masterplan Implementation Works budget be utilised to carry out priority renewal works to the Community Sports Clubroom (leased by the Para Hills Knights Soccer Club).
5. Approves the unallocated \$500K from the 2022/23 building renewal program be used to complete the priority renewal works to the Community Sports Clubroom (leased by the Para Hills Knights Soccer Club).
6. That the lease arrangement for the multi-use sporting facility is between the Council, the Para Hills United Soccer Club and the Para Hills Football and Sports Club.

**CARRIED**  
**1104/2021**

*Confidential*

*Refer to CONFIDENTIAL ITEMS section of Council Minutes*

#### **4.4.1 Burton Community Hub - Status Report**

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## **5 Community Wellbeing and Sport Committee Meeting**

### **Recommendations Passed En Bloc**

Moved Cr A Duncan

Seconded Cr C Buchanan

That Council adopts the recommendations of the Community Wellbeing and Sport Committee Meeting held on 20 September 2021, listed below.

**CARRIED  
1105/2021**

#### **5.0.1 Future Reports for the Community Wellbeing and Sport Committee**

Moved Cr A Duncan

Seconded Cr C Buchanan

That Council:

1. Notes the report.
2. That the report on the Upgrade to Current Sporting and Recreational Facilities (i.e. Parafield Gardens Recreation Centre) (12.1 24/06/2019), Indoor Sporting Facilities report (2.5.1 24/02/2020), the Regional Indoor Sporting Facilities report (June 2020) and the Place Activation Strategy – Community Facilities report (1.1.2 27/7/20) be merged into one report and reported to Council by February 2022.

**CARRIED  
1105/2021**

#### **5.0.2 Community Wellbeing & Sport Project Update Report**

Moved Cr A Duncan

Seconded Cr C Buchanan

That Council:

1. Notes the report.

**CARRIED  
1105/2021**

#### **5.0.3 Intercultural Strategic Plan 2020/2021 Annual Report**

Moved Cr A Duncan

Seconded Cr C Buchanan

That Council:

1. Notes the report.

**CARRIED  
1105/2021**



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**5.1.1 Community Grants Program Applications for September 2021**

Moved Cr A Duncan  
Seconded Cr C Buchanan

That Council:

1. Notes the report.

**CARRIED  
1105/2021**

**5.1.4 27/2021: McYess & Pinnacle College Ltd - Community Grants Program Application**

Moved Cr A Duncan  
Seconded Cr C Buchanan

That Council:

1. Notes the report.
2. Notes that Application 27/2021: McYess & Pinnacle College Ltd Application is deemed ineligible for Community Grants Program funding in accordance with section 8.2 and 10.7.1 of the Guidelines and Eligibility Criteria.

**CARRIED  
1105/2021**

**5.1.5 Place Activation Strategy Formal Recreation - Female Friendly Changerooms**

Moved Cr A Duncan  
Seconded Cr C Buchanan

That Council:

1. Approves the inclusion of additional information into the Place Activation Strategy – Formal Recreation (Community Wellbeing and Sport Committee 18/05/2021, Item No. 5.1.3), as it pertains to ‘female friendly’ change rooms:
  - a. Unisex change rooms: at all levels of classification (local, district, regional) in the Place Activation Strategy – Formal Recreation preferred sporting facility guidelines should consider the following design principles to ensure ‘female friendly’ or gender-neutral participation opportunities:
    - i. No open showers (individual lockable cubicles)
    - ii. No urinals in change rooms (individual lockable toilet cubicles)
    - iii. Assure privacy by limiting the direct line of sights into change rooms and amenities area
    - iv. Appropriately located hygiene disposal points
    - v. Where possible, vanity/shelving at hand basin for personal items and power points for hair dryers.

**CARRIED  
1105/2021**

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**5.2.1 Report on Year 1 of implementation of the Ability Inclusion Strategic Plan 2020 - 2024**

Moved Cr A Duncan  
Seconded Cr C Buchanan

That Council:

1. Notes the report on the first year of implementation of the Ability Inclusion Strategic Plan 2020 – 2024
2. Notes the data in this report will be used to complete the annual report to the Chief Executive of the SA Department of Human Services provided for in the SA Disability Inclusion Act 2018.

**CARRIED  
1105/2021**

*Confidential*

*Refer to CONFIDENTIAL ITEMS section of Council Minutes*

**5.4.1 Salisbury Aquatic Centre**

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## **6 Innovation and Business Development Committee Meeting**

### **Recommendations Passed En Bloc**

Moved Cr B Brug  
Seconded Cr K Grenfell

That Council adopt the recommendations of the Innovation and Business Development Committee Meeting held on 20 September 2021, listed below, with the exception of Item(s):

#### **6.1.1FI Community Hubs Management Model and Community Centre's Collaboration Agreement Review**

which was withdrawn to be considered separately.

**CARRIED  
1106/2021**

#### **6.0.1 Future Reports for the Innovation and Business Development Committee**

Moved Cr B Brug  
Seconded Cr K Grenfell

That Council:

1. Notes the report.

**CARRIED  
1106/2021**

#### **6.2.1 Community Requests - Response Dashboard**

Moved Cr B Brug  
Seconded Cr K Grenfell

That Council:

1. Notes the report.

**CARRIED  
1106/2021**

The meeting then proceeded to consider item 6.1.1FI which was withdrawn to be considered separately.

#### **6.1.1FI Community Hubs Management Model and Community Centre's Collaboration Agreement Review**

Moved Cr C Buchanan  
Seconded Cr A Duncan

That Council:

1. Approves under section 41(7) of the *Local Government Act 1999* the establishment of Community Hub Precinct Sub Committees for Burton and Para Hills Community Hubs by March 2022, with governance model as set out in paragraph 5.2 in Attachment 1 to this report (Innovation and Business

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Development 21/09/2021, Item No. 6.1.1), and Terms of Reference as contained in Attachment 1 of this report (the Innovation and Business Development 21/09/2021, Item No. 6.1.1.)

2. Approves that collaboration agreements for the Burton Community Centre and the Paddocks Centre are not renewed.
3. Approves the extension of existing Collaboration Agreements with Bagster Road Community Centre, Salisbury East Neighbourhood Centre, Pooraka Farm Community Centre and Morella Community Centre by June 2023 and authorises the CEO to execute these respective Collaboration agreements.
4. Approves a comprehensive assessment and review of the management models, in the context of delivering the best outcomes for our community, be conducted and reported back to Council by no later than June 2023 for Bagster Road Community Centre, Salisbury East Neighbourhood Centre, Pooraka Farm Community Centre and Morella Community Centre.
5. Approves the proposed funding model for Burton Community Hub and Para Hills Community Hub as outlined in paragraph 6.3 in Attachment 1 (Innovation and Business Development 21/09/2021, Item No. 6.1.1).
6. Approves the proposed program budget for the Community Hub Precinct Sub Committee(s) as outlined in paragraph 6.5 in Attachment 1 (Innovation and Business Development 21/09/2021, Item No. 6.1.1).
7. Notes the legal advice provided within this report in Attachment 2.

**CARRIED  
1107/2021**

***Confidential***

***Refer to CONFIDENTIAL ITEMS section of Council Minutes***

**6.4.1 Recommendations of the Confidential Strategic Property Development Sub Committee meeting held on Monday 13 September 2021**

**7 Audit Committee Meeting**

*No Audit Committee meeting was held in September 2021.*

**8 Council Assessment Panel Meeting**

Minutes of the Council Assessment Panel Meeting held on 24 August 2021 were noted by Council.

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**9 CEO Review Committee Meeting**  
**Recommendations Passed En Bloc**

Moved Cr J Woodman  
Seconded Cr K Grenfell

That Council adopt the recommendations of the CEO Review Committee Meeting held on 13 September 2021, listed below.

**CARRIED**  
**1108/2021**

**9.0.2 Local Government Reform CEO Remuneration Update**

Moved Cr J Woodman  
Seconded Cr K Grenfell

That Council:

1. Receives the information.

**CARRIED**  
**1108/2021**

**9.1.1 CEO Performance Evaluation - Proposed Personal Evaluation System for FY2021/2022**

Moved Cr J Woodman  
Seconded Cr K Grenfell

That Council:

1. Receives the information.
2. Approves that the Personal Evaluation System apply to the CEO for the FY2021/2022 review period, comprising a Performance Appraisal Survey and Key Performance Indicators (both documents attached), with the inclusion of -  
Indicators
  - % of staff traineeships awarded to people living in the City of Salisbury.Projects & Initiatives
  - Review the employee recruitment process to ensure that subject to meeting any legislative requirements and the skills and experience required for a role an emphasis is given to people living in the North Region/City of Salisbury.
3. Notes that Andrew Reed from Hender Consulting is further engaged as Independent Advisor to the CEO Review Committee.

**CARRIED**  
**1108/2021**

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## **MAYOR'S DIARY REPORT**

### **Mayor's Diary Report**

Moved Cr S Ouk

Seconded Cr K Grenfell

#### That Council:

1. That this information be noted.

**CARRIED  
1109/2021**

## **REPORTS FROM COUNCIL REPRESENTATIVES**

### **Cr J Woodman:**

Attended meeting at Valley View Secondary School

### **Cr S Ouk:**

16/09/2021	Haunting History of Salisbury Walk tour
09/09/2021	Citizenship Ceremony
17/09/2021	Citizenship Ceremony
15/09/2021	Spotlight on Business recording, first Things first coffee
01/09/2021	Salisbury City Centre Business Awards

## **QUESTIONS ON NOTICE**

No Questions on Notice were received.

## **QUESTIONS WITHOUT NOTICE**

There were no Questions Without Notice.

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## MOTIONS ON NOTICE

### MON1 Motion on Notice: Audio Recording

Moved Cr C Buchanan

Seconded Cr P Jensen

That Council:

1. Approves, in order to enhance transparency of Council decision making, for the Administration to commence necessary preparations to:
  - implement quality audio recording of all public Council Meetings; and
  - publish the recording of the public Council meeting on the Council website within 48 hours after the Council meeting and retain it on the website for a period of 3 months, after which it will be removed from the website.

**CARRIED**  
**1110/2021**

*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, B Brug, C Buchanan, A Duncan, K Grenfell, N Henningsen, D Hood, P Jensen, S Ouk, D Proleta, S Reardon, G Reynolds and J Woodman*

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

*Nil*

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

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## OTHER BUSINESS / MOTIONS WITHOUT NOTICE

### MWON1 Progress Report – Ingle Farm Community Hub

*Cr M Blackmore left the meeting at 7:43 pm.*

*Cr M Blackmore returned to the meeting at 7:46 pm.*

*Cr L Braun left the meeting at 7:59 pm.*

*Mayor G Aldridge left the meeting at 7:59 pm. Deputy Mayor*

*C Buchanan assumed the Chair at 7.59 pm.*

*Cr S Ouk left the meeting at 8:00 pm.*

*Cr L Braun returned to the meeting at 8:01 pm.*

*Cr S Ouk returned to the meeting at 8:04 pm.*

*Cr D Hood left the meeting at 8.04 pm.*

*Mayor G Aldridge returned to the meeting at 8:06 pm and resumed the Chair.*

*Cr D Hood returned to the meeting at 8.07 pm.*

Moved Cr J Woodman

Seconded Cr S Reardon

1. Recognising that the Walkleys Road corridor housing development is progressing, I request a report updating us on the planning progress for the Ingle Farm Wellness Centre and Community Hub, including consideration of the appropriateness of the current site for the development, bearing in mind that the opportunity exists to establish a “state of the art” hub on Montague Road in the Walkleys Road Corridor Development.

With leave of the meeting and consent of the seconder, Cr J Woodman  
VARIED the MOTION as follows:

1. Council requests a report updating us on the planning progress for the Ingle Farm Wellness Centre and Community Hub, including consideration of the appropriateness of the current site for the development, bearing in mind that the opportunity exists to establish a “state of the art” hub on Montague Road.

Cr D Proleta moved a **FORMAL MOTION** that the **MOTION be PUT**  
Seconded Cr B Brug

**CARRIED**

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

*Crs M Blackmore, B Brug, C Buchanan, A Duncan, K Grenfell,  
D Hood, P Jensen, S Ouk and D Proleta*

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

*Crs L Braun, N Henningsen, S Reardon, G Reynolds and  
J Woodman*

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

**The MOTION as VARIED was then PUT and TIED.**



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The Mayor exercised her **CASTING VOTE** and voted **AGAINST** the **MOTION**.

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

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

*Crs M Blackmore, K Grenfell, N Henningsen, S Ouk, S Reardon, G Reynolds and J Woodman*

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

*Crs L Braun, B Brug, C Buchanan, A Duncan, D Hood, P Jensen and D Proleta*

*The Mayor declared the **DIVISION** was **TIED***

The Mayor exercised her **CASTING VOTE** and voted **AGAINST** the **MOTION**.

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

**LOST**

**MWON2 Laneway – Goodfield Road, Para Hills West**

*Cr N Henningsen left the meeting at 8:19 pm.*

*Cr N Henningsen returned to the meeting at 8:21 pm.*

*Cr C Buchanan left the meeting at 8:21 pm.*

*Cr C Buchanan returned to the meeting at 8:23 pm.*

Moved Cr P Jensen

Seconded Cr S Reardon

That Council:

1. Recognises the work and dedication from local residents of Para Hills West who have taken the initiative to maintain the laneway along Goodfield Road and Kesters Road.
2. Requests a report to be presented to the October Urban Services Committee, investigating the feasibility and indicative costings of providing the laneway at Goodfield Road with accessible Council water, with consideration given to funding from the existing 2021/22 budget.

**CARRIED**  
**1111/2021**

**BREAK**

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In accordance with the Code of Practice for Meeting Procedures, the presiding member provided a break to all present. The meeting was suspended at 8.23 pm.

The meeting reconvened at 8.34 pm.

## **ORDERS TO EXCLUDE THE PUBLIC**

### **1.4.1 Structure Plan West Port Wakefield Road**

Moved Cr M Blackmore

Seconded Cr L Braun

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*

- *prejudicing commercial position of Council, and on balance contrary to public interest.*

*On that basis the public's interest is best served by not disclosing the **Structure Plan West Port Wakefield Road** 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  
1112/2021**

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#### 1.4.2 St Kilda Future Development Opportunities

Moved Cr L Braun  
Seconded Cr S Ouk

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*
  - *prejudicing commercial position of Council, and on balance contrary to public interest.*

*On that basis the public's interest is best served by not disclosing the **St Kilda Future Development Opportunities** 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**  
**1113/2021**

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#### 4.4.1 **Burton Community Hub - Status Report**

Moved Cr K Grenfell

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)(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 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 the matter and discussion of this item in confidence would protect confidential information relating to Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Burton Community Hub - 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**  
**1114/2021**

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#### 5.4.1 Salisbury Aquatic Centre

Moved Cr K Grenfell

Seconded Cr S Ouk

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 the matter and discussion of this item in confidence would protect the confidential information relating to potential commercial negotiations regarding the project and on balance would protect the interest of the public.*

*On that basis the public's interest is best served by not disclosing the **Salisbury Aquatic Centre** 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**  
**1115/2021**

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**6.4.1 Recommendations of the Confidential Strategic Property Development Sub Committee meeting held on Monday 13 September 2021**

Moved Cr J Woodman  
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) 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 **Recommendations of the Confidential Strategic Property Development Sub Committee meeting held on Monday 13 September 2021** 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  
1116/2021**

The meeting moved into confidence at 8.40 pm.

The meeting moved out of confidence and closed at 9.07 pm.

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